



BOARD OF SELECTMEN

MEETING AGENDA

Monday, June 13, 2022

7:00 p.m.

Pursuant to Chapter 20 of the Acts of 2021, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency, signed into law on June 16, 2021, this meeting will be conducted via remote participation. No in-person attendance by members of the public will be permitted.

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/87602867277>
- When prompted, enter Password 388000
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 876 0286 7277 and Password 388000

For Public Comment

*** Public comment will be limited to 3 minutes per person ***

- **By Phone** Dial *9 to raise your hand and wait to be recognized by the Chair. Please note that part of your phone number will be visible to those viewing the meeting.
 - **By Zoom** Click “Raise Hand” on the bottom of your screen and wait to be recognized by the Chair
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BOARD OF SELECTMEN

MEETING AGENDA

Monday, June 13, 2022

7:00 p.m.

[*Approval of April 25, 2022 Meeting Minutes](#)

[*Approval of May 23, 2022 Meeting Minutes](#)

PUBLIC COMMENT

7:05 p.m. - **WILLIAM LYVER – POLICE CHIEF**

- Appointment of Thomas McDonald as Police Sergeant.
- Appointment of Joshua Ferreira as Police Officer.
- Appointment of Jacob Tondel as Police Officer.

REPORTS

NEW BUSINESS

1. [Reappointment of Special Police Officers.](#)
2. [Recommendations for appointments to the Scholarship Committee, Council on Aging and Board of Library Trustees.](#)
3. [Approval of FY2022 NEDP Memorandum of Understanding.](#)
4. [Discussion regarding Town Administrator Review and Goals.](#)
5. [Discussion Regarding Public Comments and Packet Availability.](#)
6. [Execution of Cemetery Deeds 1149 & 1150.](#)
7. Any other business to come before the Board.

PUBLIC COMMENT

**BOARD OF SELECTMEN
MEETING MINUTES – April 25, 2022**

5:30 p.m. - Algonquin High School, 79 Bartlett Street, Room B120

MEMBERS PRESENT: Jason Perreault, Chair
Leslie Rutan, Vice Chair
T. Scott Rogers, Clerk
Julianne Hirsh
Kristen Wixted

OTHERS: John Coderre, Town Administrator
David Parenti, Fire Chief
William Lyver, Police Chief
David Doneski, Town Counsel

TOWN MEETING PREPARATION AND REVIEW OF RECOMMENDATIONS

The Northborough Housing Authority and the Northborough Affordable Housing Corporation had submitted an application to the MA Department of Housing and Community Development (DHCD) proposing to develop eight senior rental apartments located in one two-story building at 26 Village Drive. The Town was also proposing to contribute \$100,000 separately from American Rescue Plan Act (ARPA) funds to supplement the \$1,340,000 in funds appropriated in Article 23. The transfer of funds was contingent on grant funding from the State and funds supplemented from the Housing Authority for a total anticipated project cost of \$2,440,000.

Mr. Coderre informed the Board of Selectmen that the DHCD declined to award the grant over concerns regarding the estimated total project costs. Given DHCD's lack of grant support, it is recommended that Article 23 be passed over.

Mr. Coderre and members of the Board expressed their disappointment that this project is not able to go forward.

CERTIFICATES OF APPRECIATION

The Board reviewed the Certificates of Appreciation that would be awarded at the beginning of Town Meeting to those volunteers who have served on a Board or Committee for three years or longer.

ADJOURNMENT

Selectman Hirsh moved the Board vote to adjourn; Selectman Rutan seconded the motion; all members voted in favor.

Meeting adjourned at 5:45 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant

Documents used during meeting:

1. April 25, 2022 Meeting Agenda
2. Memorandum – Housing Authority
3. Memorandum – Certificate of Appreciation

**BOARD OF SELECTMEN
MEETING MINUTES – May 23, 2022**

7:00 p.m. - Chairman’s Introduction to Remote Meeting

Chairman Perreault stated that this Open Meeting of the Board of Selectmen was being conducted remotely consistent with Governor Baker’s Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Perreault noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. Chairman Perreault noted that this meeting will allow for Public Comment. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

Chairman Perreault confirmed that the following members and persons anticipated on the agenda were remotely present and could be heard.

Board of Selectmen

Jason Perreault
T. Scott Rogers
Julianne Hirsh
Kristen Wixted
Mitch Cohen

Others

John Coderre, Town Administrator
William Lyver, Police Chief
Scott Charpentier, DPW Director
Jason Little, Finance Director

Meeting Business Ground Rules

Chairman Perreault covered the ground rules for effective and clear conduct of the business. He asked members of the Board to mute their phone or computer when not speaking and to speak clearly and in a way that helps generate accurate meeting minutes. He will go through the items on the agenda. Following presentations, Board members will be offered an opportunity to speak, followed by staff members answering any questions, if necessary. Those responding will be asked to wait until the floor is yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair.

Chairman Perreault stated those who wish to speak during the public hearing or under the Public Comment portion of the agenda will be admitted to the meeting as an attendee and will be asked to provide their full name and address for the record.

Any votes taken this evening will be done by roll call to ensure that the records of the vote are clear and accurate to the members attending the meeting remotely.

APPROVAL OF MINUTES – APRIL 11, 2022 MEETING

Selectman Rogers moved the Board vote to approve the April 11, 2022 meeting minutes as submitted; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Cohen	“abstain”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

7:00 p.m. - ELECTION OF OFFICERSChair

Nominations for Chair were called by Mr. Coderre.

Selectman Hirsh moved the Board vote to nominate Selectman Cohen to the position of Chair; Selectman Wixted seconded the motion. No other nominations were presented and there was no discussion. The motion to nominate Selectman Cohen to the position of Chair passed unanimously by roll call vote as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

Vice Chair

Nominations for Vice Chair were called by Mr. Coderre.

Selectman Wixted moved the Board vote to nominate Selectman Hirsh to the position of Vice Chair; Selectman Perreault seconded the motion. No other nominations were presented and there was no discussion. The motion to nominate Selectman Hirsh to the position of Vice Chair passed unanimously by roll call vote as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

Clerk

Nominations for Clerk were called by Mr. Coderre.

Selectman Hirsh moved the Board vote to nominate Selectman Wixted to the position of Clerk; Selectman Perreault seconded the motion. No other nominations were presented and there was no discussion. The motion to nominate Selectman Wixted to the position of Clerk passed unanimously by roll call vote as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

Selectman Cohen took over as Chair and proceeded to take up the agenda items.

7:00 p.m. - PUBLIC HEARING

To consider an application for a new All Alcoholic Beverages Restaurant License as submitted by Northborough Main Street Café d/b/a C’est La Vie Bistro for premises located at 30 Main Street.

Mr. Coderre noted that as this is a new license application, abutters were notified of the public hearing via certified mail/return receipt. Abutters must include schools or churches within a radius of 500 feet. Trinity Church at 23 Main Street was notified of the public hearing as it located within this radius.

Mr. Coderre indicated that if the Board approves this license, there will be four remaining All Alcoholic Beverages Restaurant Licenses available. He added that Lieutenant Brian Griffin has conducted a background check and has no concerns to report.

Millie Milton of Northborough Main Street Café d/b/a C’est La Vie Bistro was present. Ms. Milton has owned and operated C’est La Vie Bistro since 2012 and would like to be able to offer alcoholic beverages during lunch hours and occasional private events during the evening hours. She will be the manager of record and will be responsible for the day-to-day operations of the restaurant. She has over ten years of experience in the restaurant industry and is TIPS Certified.

Daniel Derby of 35 West Street stated that he and his wife own abutting property at 24 Main Street that houses six tenants. He expressed concern with alcohol being consumed on the outside deck, not by Ms. Milton as C’est La Vie Bistro, but in the case that the license is transferred to new ownership at some point in the future. Mr. Coderre responded that if the license is transferred, the application would be considered by the Board of Selectmen through the same process as this evening.

Selectman Rogers moved the Board vote to close the public hearing; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Hirsh	“aye”
Perreault	“aye”	Cohen	“aye”
Wixted	“aye”		

Selectman Perreault moved the Board vote to approve the application for a new All Alcoholic Beverages Restaurant License as submitted by Northborough Main Street Café d/b/a C’est La Vie Bistro for premises located at 30 Main Street; and further that the Board has determined that the All Alcoholic Beverages Restaurant License will not be detrimental to the educational and spiritual activities of the Trinity Church at 23 Main Street; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Hirsh	“aye”
Perreault	“aye”	Cohen	“aye”
Wixted	“aye”		

7:15 p.m. - CHANGE OF MANAGER

To consider an application from Margaritas Restaurant Group-Northborough, Inc. d/b/a Tia Juan’s Margaritas Mexican Restaurant to change the manager of their All Alcoholic Beverages Restaurant License for premises located at 10006 Shops Way.

Julia McCarthy introduced herself as the new manager at Tia Juan’s Margaritas Mexican Restaurant at 10006 Shops Way.

Mr. Coderre noted that Ms. McCarthy is experienced in the restaurant industry and is TIPS certified. Her personal information has been reviewed by Lieutenant Brian Griffin, who has indicated that he has no concerns to report.

Selectman Perreault moved the Board vote to approve the application to change the manager as submitted by Margaritas Restaurant Group-Northborough, Inc. d/b/a Tio Juan's Margaritas Mexican Restaurant for their All Alcoholic Beverages Restaurant License for premises located at 10006 Shops Way; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Hirsh	“aye”
Perreault	“aye”	Cohen	“aye”
Wixted	“aye”		

7:20 p.m. - WILLIAM LYVER – POLICE CHIEF

- Appointment of Michael Bisset as Police Sergeant.
- Appointment of Sean Montville as Police Officer.

Appointment of Michael Bisset as Police Sergeant

Chief Lyver presented Officer Michael Bisset as a candidate for promotion/appointment to the rank of Sergeant. He indicated that last June a promotional process was held where three officers elected to participate. The process consisted of a written exam, an assessment center and the Chief's review of each officer's past performance evaluations. An outside consulting firm specializing in police promotional testing and assessment centers was hired to conduct the testing and assessment center process. Per Department policies and procedures, this promotional process created a promotional list that is valid for one year. The top scorer was promoted on June 28, 2021. The next candidate to be promoted is Officer Michael Bisset.

Officer Bisset thanked the Board for this opportunity. Board members thanked Officer Bisset for his years of service and congratulated him on this well deserved promotion.

Selectman Perreault moved the Board vote to appoint Michael Bisset to the position of Police Sergeant effective immediately; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Hirsh	“aye”
Perreault	“aye”	Cohen	“aye”
Wixted	“aye”		

Appointment of Sean Montville as Police Officer

Chief Lyver requested that the Board appoint Sean Montville as a full-time police officer. Officer Montville was not able to attend tonight's meeting. Officer Montville, is a former Northborough officer that separated from service to pursue other law enforcement options. He is seeking to return to Northborough and is turnkey ready and can begin working independently immediately.

Mr. Coderre noted that he is extremely pleased to have Officer Montville back with the Police Department, adding that his service to the community, performance and professionalism was outstanding. Board members agreed.

Selectman Perreault moved the Board vote to appoint Sean Montville to the position of Police Officer effective May 24, 2022; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Hirsh	“aye”
Perreault	“aye”	Cohen	“aye”
Wixted	“aye”		

7:30 p.m. - JASON LITTLE, FINANCE DIRECTOR

- Approval/Execution of Bond Anticipation Notes.
- Approval/Execution of Advances in Lieu of Borrowing.

Approval/Execution of Bond Anticipation Notes

Mr. Little was present to request the Board’s acceptance of the winning bids and execution of the required documents related to \$4.233M in Bond Anticipation Notes (BANs). He noted that the Town received five close bids for this debt, and the winning bidder was Fidelity Capital Markets with a net interest rate of 2.3442%. He added that interest rates have trended upward recently due to market forces, though the Town was helped by its high credit rating along with the overall security of municipal debt. The BANs being issued cover the following projects:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Principal Amount</u>
4/25/2016	42	White Cliffs Acquisition	\$ 895,000.00
4/25/2019	20	Fire Station Land/Design	\$ 2,100,000.00
7/18/2020	23	Assabet Water Tank	\$ 688,000.00
5/1/2021	17	Water/Sewer SCADA	\$ 500,000.00
5/1/2021	18	Dam Compliance	\$ 50,000.00
		Total	\$ 4,233,000.00

Approval/Execution of Advances in Lieu of Borrowing.

Mr. Little indicated that the Town can internally fund projects using “Advances in Lieu of Borrowing”. He noted that advances cannot cross fiscal years, therefore the request is being made to the Board to approve an advance effective with the start of the new fiscal year (FY2023) for the following, for which debt may need to be issued for prior to June 30, 2023:

<u>Date</u>	<u>Article</u>	<u>Purpose</u>	<u>Amount Authorized</u>
4/25/2022	12	Fire Dept. Ambulance	\$ 400,000.00
		Total	\$ 400,000.00

In response to questions from Board members, Mr. Little explained that the Advance in Lieu of Borrowing is the legal mechanism that provides the available financing to purchase the ambulance. The debt service for the ambulance will be paid from ambulance fees. He also explained why some projects are financed through Bond Anticipation Notes and why the ambulance is financed through an Advance in Lieu of Borrowing.

Selectman Perreault moved the Board vote to adopt the vote as prepared by Locke Lord, as bond counsel, relating to the approval of the Town's June 2022 notes as presented by Finance Director Jason Little; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

Selectman Perreault moved the Board vote to approve and execute advances in lieu of borrowing effective July 1, 2022 relating to the borrowing authorizations approved at the April 25, 2022 Town Meeting and as presented by Finance Director Jason Little; Selectman Rogers seconded the motion; the roll call was taken as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

REPORTS

Julianne Hirsh

- Thanked Leslie Rutan for her years of service and welcomed Mitch Cohen to the Board of Selectmen.
- Thanked Suzy Cieslica and the Community Affairs Committee for another successful Town Cleanup.
- Noted that the Cultural Council is planning a Cultural Fest on Saturday, June 18th. Additional information can be found on their Town website page.
- Noted that several people have reached out to her with thoughts on how to increase engagement in an effort to improve the Annual Town Meeting process. Requested that a discussion be scheduled on an upcoming meeting agenda to entertain new ideas.

Kristen Wixted

- Thanked Leslie Rutan for her many years of service as a member of the Board of Selectmen and the Northborough School Committee.
- Congratulated and welcomed Mitch Cohen to the Board of Selectmen.
- Noted that the Scholarship Committee has awarded a total of \$1800 in scholarships to five Northborough High School seniors. The Scholarship Committee currently has 3 openings.
- Noted that during the summer months, during her report, she will share a quote or poem by a Northborough student. Asked that students or their parents email her at kwixted@town.northborough.ma.us.

Jason Perreault

- Thanked the Community Affairs Committee and the DPW Department for their work with the annual Louise Houle Town Cleanup Day. Also thanked those residents who participated.
- Attended the Northborough Rotary's Fiftieth Anniversary Celebration. Congratulated Mary Ellen Duggan as the recipient of the Paul Harris Award for her community service and health related efforts during the Covid environment.
- Attended the Fire Department's annual BBQ at Ellsworth McAfee Park.

- Congratulated the award recipients at the Annual Go the Distance Award ceremony, as nominated by the Northborough Southborough Special Education Parent Advisory Council. These awards recognize school staff and community volunteers who provide additional assistance to special education students.
- Assisted with the overnight supervision at the New England Sports Center for both the junior and senior proms. The event provides a fun and safe venue for students after the prom is over. Thanked the Algonquin High School PTO, the volunteers who helped with check-in, the overnight supervisors, and especially Sue Distler, who has been the primary coordinator for this annual event for the past 20 years.
- Thanked Town Clerk Andy Dowd and his Assistant Karen Wilber for their efforts with the Annual Town Meeting and Election. Thanked the volunteers and election workers for their work as well.
- Thanked Town staff for their efforts leading up to the Annual Town Meeting, especially during the budget process. Thanked the Board and Committee members who participate in the budget process and the residents who participate and attend the Annual Town Meeting.
- Congratulated those who were elected or re-elected in the May 10th Annual Town Election.
- Extended his appreciation to Michelle Gillespie for her 18 years of service on the Planning Board and for her continued work as a member of the Boros Cares 4 Troops (BC4T) Organization, as well as the Chair of the Applefest Committee.
- Thanked Leslie Rutan for her 18 years of service on the Board of Selectmen and her 4 years of service on the Northborough School Committee. Recognized her long record of service in various other capacities particularly with her association with the Schools. Extended his appreciation for all that she has done for the community over her long tenure of serving the Town.

T. Scott Rogers

- Echoed similar appreciation and gratitude to Michelle Gillespie and Leslie Rutan for their long term service to the Town.
- Thanked Chief Lyver and Chief Parenti for their monthly reports.
- Watched a series of informative DPW transportation webinars.
- Attended the dedication of a new home to a new Northborough family by Habitat for Humanity, which was the result of a rehabilitation project of a neglected piece of property on Hitching Post Lane.
- Attended the Sudbury Valley Trustees breakfast where they proposed some environmental and sustainable legislative initiatives at the State level.
- Noted that the Open Space Committee and Trails Committee held a joint meeting to begin discussions following the successful passing of the warrant articles regarding the ADA Compliant Accessible Trail at the Senior Center and the Pedestrian Access over the Assabet River Aqueduct Bridge.
- Noted the Rotary Club's fundraising efforts for their Nutrition 68 school weekend backpack program.

Mitch Cohen

- Noted that he is looking forward to the reopening of the newly renovated Assabet Park playground on Saturday, May 28th.
- Attended a recent Youth Commission meeting where they discussed the mental health issues that our youth are experiencing.

- Noted that the Northborough Free Library is sponsoring a book reading event on Saturday, June 11th at 10:30am where Selectman Wixted will read her new picture book Miss Rita, Mystery Reader.

John Coderre

- Announced that the State Senate will begin their debate on the proposed FY2023 Budget on May 24th. As the debate continues, he will provide future updates on those items relating to Northborough's legislative priorities.

PUBLIC COMMENTS

Chairman Cohen invited comments from the public. There were none.

DISCUSSION REGARDING THE ARPA PUBLIC INPUT SESSION

Chairman Cohen made note of the Board's previous discussions regarding an ARPA public input session. Mr. Coderre suggested that the public input session be held in June prior to the end of the school year and that the meeting format allow an opportunity for staff to provide information that will help to educate the public on what's already planned and where things stand at the moment in an effort to set the table. He suggested that the Board then welcome public input. He envisions that the process of vetting and prioritizing the ARPA funding requests in context of the overall operations of the Town will take some time. He reiterated that the Town needs to take into consideration some significant projects coming up over the next several years that will have a meaningful tax impact.

Selectman Wixted agreed that the timing of the meeting is important in order to hear from as many residents as possible. She asked that the table setting be brief.

Selectman Hirsh stated that she would like to see as much participation from the public as possible. She would like this to be scheduled as a hybrid meeting where residents are able to email directly into the meeting and the Board is able to respond. She requested that Boards and Committees, veterans, small businesses, the Health Agent and representatives from the School Department, Senior Center/Council on Aging, Family & Youth Services and the Interfaith Group be invited directly to participate.

A discussion ensued about the most efficient way for the public to submit their requests/ideas and how Town staff can best compile and categorize the submissions for the Board's consideration. Selectman Rogers suggested that the public use the Be Well input form as it ties in with soliciting unmet needs of the community, adding that the public would be able to quickly submit their requests/ideas as this is something that is already up and running. Chairman Cohen stated that it makes more sense to offer a separate input form specific to the use of ARPA funds. Selectman Hirsh agreed that Be Well may not be the right venue for the purpose of ARPA funds, adding that a simple designated form would work best. Mr. Coderre responded that Town staff can compile and categorize any submissions received.

Selectman Perreault suggested that the ARPA input session be held after the Board's June 13th meeting to allow time for the Board to be able to provide some answers and explanations to some of the requests/ideas during the ARPA input session. Following some discussion on the best date for the ARPA input session, members of the Board agreed to schedule it on Thursday, June 16th at 6:30pm. The Board will meet in person with the public being allowed to attend in person or

via zoom. Mr. Coderre stated that he will confirm that the High School Library is available as it offers the best hybrid space.

Chairman Cohen suggested that he and Vice Chair Hirsh meet with Mr. Coderre to discuss ideas on how the public input session should flow. The Board can then discuss this further at their June 13th meeting. He added that the focus of the public input session is to receive input from the community regarding their ideas and priorities with a follow up meeting when the Board is able to provide some feedback.

At the request of Board members, Mr. Coderre will speak with the IT Department about setting up a designated email to allow for submissions on the Town Website home page. The emails will be viewable by Town staff and all Board members. This should be done as soon as possible in order to allow time for the public to provide input and for Town staff to compile and prioritize the submissions that will be discussed at the Board's meeting on June 13th.

DISCUSSION REGARDING PROCESS FOR ZONING BOARD OF APPEALS APPOINTMENT

Chairman Cohen noted that as part of the reappointment process, one application was received for the Zoning Board of Appeals (ZBA). Interviews were conducted with the new applicant Kevin Wyrsh and the incumbent Richard Rand prior to the Board's consideration regarding the recommended appointment/reappointment to the ZBA at the Board's April 11, 2022 meeting. Due to a split vote at that time, the Board had decided to revisit the appointment to the ZBA at tonight's meeting. Meeting minutes from those interviews, as well as copies of the applications were included in the Board's meeting packets.

Mr. Coderre confirmed that since the incumbent was not reappointed, the position is now vacant. The Board discussed whether or not to revisit the vote taken that evening or to restart the process to fill the vacancy.

Following some discussion Board members agreed it was best to restart the process. The ZBA vacancy will be advertised for 30 days and the two original applicants will be invited to reapply if they are still interested. Since different Board members will be serving as the Interview Subcommittee, it was suggested that all applicants be interviewed, including Mr. Wyrsh and Mr. Rand if they are still interested.

RECOMMENDATIONS FOR APPOINTMENTS TO THE DIVERSITY, EQUITY, INCLUSION AND BELONGING COMMITTEE

Chairman Cohen noted that a number of applicants were interviewed and one interview was waived for a former member of the Diversity & Inclusion Committee due to a religious observance. The Interview Subcommittee minutes, which include the recommendation being made this evening, were included in the meeting packet for review by Board members.

Selectman Wixted noted that she watched the interviews. She stated that during each interview Ms. Meekins reviewed the makeup of the Diversity, Equity, Inclusion and Belonging (DEIB) Committee, which later in the meeting was confirmed to consist of nine (9) voting members that will include Ms. Meekins, a representative from the School Department's Coalition for Equity, a representative from the Council on Aging or their designee, and six (6) at-large members.

Selectman Wixted extended her appreciation to those that applied and were interviewed, but expressed her concern that there is no representation from the Black or Indian communities. She suggested to hold off on making any appointments until further recruitment efforts can be made to these specific communities. Selectman Perreault stated that his observation was that those who were interviewed applied in good faith and with genuine interest to do the work properly. He suggested that Selectman Wixted reach out to members of the communities that she feels is important and they can be considered for the last remaining at-large opening. He does not understand the benefit of waiting to make any appointments.

Selectman Wixted expressed how important it is to her that the DEIB Committee empower and speak up for all communities. Selectman Rogers stated that he wants to be respectful of the process that was used to advertise the openings that allowed for residents to apply based on their interest. He would not want to penalize the applicants that stepped forward and are willing to offer their expertise and experiences. Although he would support extending the application deadline, he is very uncomfortable for those that did apply and did go through the proper process to then be penalized.

Chairman Cohen stated that the Board has the ability to craft the most diverse DEIB Committee as a whole given the applicants that have applied, knowing that additional applicants may come forward with representation of a community that we don't have as of yet. Selectman Perreault suggested that the recruitment formally be reopened to everyone and to reach out to the members of the original Diversity and Inclusion Ad Hoc Committee to see if they might know of anyone who may be interested in applying. Selectman Wixted asked that the applicants who were interviewed be notified of the Board's decision to postpone the appointments and to extend the recruitment in an effort to widen the pool for the Board's consideration in crafting the entirety of this committee. It was understood that those who were interviewed will not have to be re-interviewed again.

EXECUTION OF CEMETERY DEEDS 1144, 1145, 1146, 1147 & 1148

Selectman Perreault moved the Board vote to execute Cemetery Deeds 1144, 1145, 1146, 1147 & 1148; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

OTHER BUSINESS

None.

9:00 p.m. - EXECUTIVE SESSION

Selectman Perreault moved the Board vote to enter into Executive Session - pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (Collective Bargaining Strategy Planning) and Subsection 3 (Litigation) regarding pending land use litigation: The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000046; The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000380; Isomedix Operations,

Inc. d/b/a Steris A.S.T. v. Northborough Planning Board, Land Court Case No. 21 MISC 000436; and Abu Construction, Inc. and Ka Realty, Inc. v. Town of Northborough and Northborough Planning Board, Worcester Superior Court Civil Action No. 1985CV00178), due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the litigating position of the Board and the Town; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

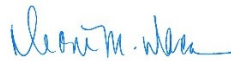
Cohen	“aye”	Rogers	“aye”
Wixted	“aye”	Perreault	“aye”
Hirsh	“aye”		

ADJOURNMENT

Chairman Cohen announced that the Board will enter into Executive Session and the webinar hosting the open meeting will be ended.

The open meeting ended at 9:00 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. May 23, 2022 Meeting Agenda
2. April 11, 2022 Meeting Minutes
3. Information Packet – New All Alcoholic Beverages Restaurant License
4. Information Packet – Change of Manager
5. Memorandum – Appointment of Police Sergeant
6. Memorandum – Appointment of Police Officer
7. Information Packet – Bond Anticipation Notes & Advances in Lieu of Borrowing
8. Information Packet – Zoning Board of Appeals Appointment Process
9. Information Packet – DEIB Committee Appointments
10. Cemetery Deeds



Northborough Police Department

211 Main Street

Northborough, Massachusetts 01532

508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

June 9, 2022

Chairman Cohen
Northborough Board of Selectmen
63 Main Street
Northborough, MA 01532

Dear Chairman Cohen,

As a follow up to my request to be placed on the June 13 agenda, I respectfully request that the Board ratify the following appointments. Initial interviews for the candidates took place in January of 2022. The hiring panel consisted of the Police Chief, Police Lieutenant, The Assistant Town Administrator, a member of the Board of Selectmen and the Town Moderator.

Joshua Ferreira:

I am requesting that Joshua Ferreira's appointment be effective July 5, 2022. His rate of pay per the MCOP Local 165 Collective Bargaining Agreement, ARTICLE VII, will be step one, which is \$18.93 per hour. Joshua is a lifelong resident of Worcester. He is a 2018 graduate of Saint John's High School in Shrewsbury, and a 2022 graduate of Assumption University with a Bachelor of Arts degree in Sociology and Criminology. Since December of 2020, Joshua has worked in a part-time capacity with the Douglas Police Department as a dispatcher. Douglas Police Chief Miglionico stated that Joshua is dedicated, hardworking and well liked. Ferreira is currently enrolled in the MPTC Training Academy in Boylston with a start date of July 2022 and anticipated graduation of January 2023.

Jacob Tondel:

I am requesting that Jacob Tondel's appointment be effective July 25, 2022. His rate of pay per the MCOP Local 165 Collective Bargaining Agreement, ARTICLE VII, will be step one, which is \$18.93 per hour. Jacob is a resident of Webster and a graduate of Assumption University with a Bachelor of Arts in Criminology. He is currently employed as a public safety officer for the University of Massachusetts Harington Hospital. Jacob is currently enrolled in the MPTC Training Academy in Randolph with a start date of September 2022 and anticipated graduation date of February 2023. He is also on the waitlist for the Boylston MPTC Academy with a start date of July 25.

Officer Thomas McDonald

Officer McDonald is the remaining candidate on the sergeant's promotional list that expires on June 28, 2022. I am recommending to the Board that he be promoted at your June 23, 2022, meeting to be effective August 4, 2022, with a pay rate of \$33.59 per hour, step one of the MCOP Local 165A Sergeant's Contract. Officer McDonald is a life-long resident of Northborough. He has been employed by the department since 2007, first as a full-time dispatcher, and since 2014, as a patrol officer. Officer McDonald has been an acting sergeant since May 29, 2022. Officer McDonald is married with three children in Northborough school system.

Sincerely,
William E. Lyver, Jr.
Police Chief

[RETURN TO AGENDA](#)



Northborough Police Department

211 Main Street
Northborough, Massachusetts 01532
508-393-1515 Fax 508-393-1519



William E. Lyver, Jr.
Chief of Police

June 10, 2021

Chairman Cohen
Board of Selectmen
63 Main Street
Northborough, MA. 01532

Mr. Chairman,

I respectfully request to be placed on the agenda for the Board's June 13, 2022 meeting to ask that the Board re-appoint James Bruce and Erica Abro as special police officers.

Special officer appointments are made on an annual basis effective July 1st and expiring June 30th. I request that James Bruce and Erica Abro be re-appointed for the period July 1, 2022 through June 30, 2023.

Respectfully submitted,

A handwritten signature in black ink that reads "William E. Lyver".

William E. Lyver, Chief of Police

[RETURN TO AGENDA](#)

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – June 7, 2022**

5:25 p.m. - Introduction to Remote Meeting

Selectman Hirsh stated that this Open Meeting of the Board of Selectmen Interview Subcommittee was being conducted remotely consistent with Governor Baker’s Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen Interview Subcommittee are allowed and encouraged to participate remotely.

Selectman Hirsh noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. She added that ensuring public access does not ensure public participation unless such participation is required by law. She noted that this meeting will be livestreamed, but will not allow for public comment. She indicated the various ways that the public may view this meeting as listed on the posted agenda.

Selectman Hirsh stated that any votes taken this evening will be by roll call vote. She confirmed that the following persons were remotely present and could be heard.

Board of Selectmen Interview Subcommittee

Julianne Hirsh
Kristen Wixted

Former Board of Selectmen Interview Subcommittee

T. Scott Rogers – For acceptance of meeting minutes only

ACCEPTANCE OF MEETING MINUTES – MAY 3, 2022

Selectman Rogers moved the Subcommittee vote to accept the minutes of the May 3, 2022 meeting; Selectman Wixted seconded the motion; Selectman Hirsh stated that she will abstain as she hadn’t had a chance to read them; the roll call vote was taken as follows:

Selectman Rogers “aye”
Selectman Wixted “aye”
Selectman Hirsh “abstain”

INTERVIEWS FOR THE SCHOLARSHIP COMMITTEE

Remotely present:

Selectman Julianne Hirsh
Selectman Kristen Wixted
Scholarship Committee Member Elizabeth Nolan
Chandra Vora – for his interview only
Christina Renzullo – for her interview only

Chandra Vora

Chandra Vora has been a resident of Northborough for 42 years. He has worked in the high tech industry for many years and is now retired. He described his passion to help and encourage students to continue their education. He noted his experience working with other scholarship groups and feels that he can bring many ideas regarding marketing and raising awareness for the students.

Ms. Nolan reviewed the scope and responsibilities of the Scholarship Committee, the current application process and the Committee's goals to increase awareness and fundraising efforts. She also reviewed the anticipated meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on June 13th.

Christina Renzullo

Ms. Renzullo has been a resident of Northborough for 5 years. She is very involved with the Zeh School PTO and loves the idea of helping students fund their continued education. She added that she benefitted from scholarships and wants to help others who have the same need. She has experience in reading applications and making tough decisions. She also has experience in fundraising. She looks forward to helping bring awareness and fundraising efforts to the Scholarship Committee

Ms. Nolan reviewed the scope and responsibilities of the Scholarship Committee, the current application process and the Committee's goals to increase awareness and fundraising efforts. She also reviewed the anticipated meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on June 13th.

INTERVIEW FOR THE COUNCIL ON AGING

Remotely present:

Selectman Julianne Hirsh
Selectman Kristen Wixted
Council on Aging Member Muriel Swenor
Fran Bakstran – for her interview only

Fran Bakstran

Ms. Bakstran has been a resident of Northborough for 35 years. She works in the elder service industry and would like to be more involved in the interests and needs of the older adult residents in Town. She has previously served on the Council on Aging and has extensive experience serving on various other Town Boards and Committees. She also spoke about her experience as it relates to Aging In Place, adding how important walkability, transportation and affordability is for the older population.

As Ms. Bakstran is already familiar with the Council on Aging, Ms. Swenor briefly reviewed the scope and responsibilities of the Council on Aging and the Council's meeting schedule.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on June 13th.

INTERVIEWS FOR THE BOARD OF LIBRARY TRUSTEES

Remotely present:

Selectman Julianne Hirsh

Selectman Kristen Wixted

Board of Library Trustees Chair Michelle Rehill

Jocelyn McElhiney – for her interview only

Bethany Tsamis – for her interview only

Jocelyn McElhiney

Ms. McElhiney has been a resident of Northborough for 45 years. She works in corporate philanthropy and has extensive experience in fundraising. As a funder of grant applications, she can share her perspective of what funders look for in grant application submissions. She is a strong advocate for early literacy and since she has previously served on the Board of Library Trustees for 5 years with just one year off the Board, she understands how important their work is in keeping the Library a vital resource for the Town. Also with her experience, she would be able to contribute to their efforts immediately.

Ms. Rehill stated that since she worked with Ms. McElhiney while she served on the Board of Library Trustees, she is already familiar with their scope and responsibilities.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on June 13th.

Bethany Tsamis

Ms. Tsamis has been a resident of Northborough for 5 years. She works at the American Antiquarian Society and has served as their Head of Acquisitions for 7 years. She is very engaged in the community and feels it is a good time to give back. Given her skills, interests and passion about public libraries, the Board of Library Trustees is a place where she could be most useful. She shared her experience with creating a finals week student stress-relief program while she worked at Fordham University Libraries.

Ms. Rehill reviewed the scope of the Library Trustees and the meeting schedule. She stated that the Library Trustees provide fiscal oversight for the Library Budget and vested Trust Funds. There are also subcommittees who work on administrative policies and procedures, long-range planning, as well as planning and maintenance of the building and grounds.

Selectman Wixted explained that following tonight's interviews, the Interview Committee will vote on their recommendation for appointments for the Board of Selectmen's consideration at their meeting on June 13th.

RECOMMENDATIONS FOR APPOINTMENT

Selectmen Hirsh and Wixted agreed that all the candidates interviewed this evening were fantastic and the Town is lucky that they are offering to serve. They briefly discussed which candidates should be recommended for which term length, noting that the decisions are not based on the qualifications of the candidates themselves, but more by random.

Selectman Wixted moved the Interview Committee vote to recommend Fran Bakstran for appointment to the Council on Aging for a three-year term at the June 13, 2022 Selectmen's Meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Wixted moved the Interview Committee vote to recommend Jocelyn McElhiney for appointment to the Board of Library Trustees for a two-year term at the June 13, 2022 Selectmen's Meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Wixted moved the Interview Committee vote to recommend Bethany Tsamis for appointment to the Board of Library Trustees for a three-year term at the June 13, 2022 Selectmen's Meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Wixted moved the Interview Committee vote to recommend Chandra Vora for appointment to the Scholarship Committee for a two-year term at the June 13, 2022 Selectmen's Meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

Selectman Wixted moved the Interview Committee vote to recommend Christina Renzullo for appointment to the Scholarship Committee for a three-year term at the June 13, 2022 Selectmen's Meeting; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Selectman Wixted "aye"
Selectman Hirsh "aye"

ADJOURNMENT

Selectman Hirsh moved the Interview Committee vote to adjourn; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

Selectman Wixted “aye”
Selectman Hirsh “aye”

Meeting adjourned at 6:40 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. June 7, 2022 Meeting Agenda
2. May 3, 2022 Meeting Minutes
3. Applications to the Scholarship Committee
4. Application to the Council on Aging
5. Applications to the Board of Library Trustees



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: Northborough Extended Day Program, Inc.

DATE: June 10, 2022

CC: Town Accountant

Enclosed please find the updated FY2023 annual Memorandum of Agreement between the Town and Northborough Extended Day Program, Inc. (formally known as Family & Youth Services, Inc.) for use of the space in Town Offices.

As you know, this Agreement has been in place in some form for more than 30 years. This updated MOA provides for a 3.5% increase in payment to the Town from \$25,748 in FY2022 to \$26,650 in FY2023 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position. The Board will be asked to approve the updated MOA at the June 13th meeting.

Please let me know if you have any questions regarding this matter.

John W. Coderre

John W. Coderre

MEMORANDUM OF UNDERSTANDING

2022-2023

This agreement entered into this _____ is between the Town of Northborough, a municipality with a principal place of business at Town Hall, 63 Main Street, Northborough, MA (herein referred to as “Town”), and Northborough Extended Day Program, Inc., a non-profit 501(c)(3) corporation with a principal place of business at Town Hall, 63 Main Street, Northborough, MA (herein referred to as “NEDP, Inc.”).

I. Use of Facilities

The Town of Northborough will continue to provide the use of the office space and facilities on the first floor of the Town Hall within the Family & Youth Services Department for the management and administrative functions related to the programs funded by NEDP, Inc. as well as affiliated utilities (exclusive of telephones), and parking.

The Town will continue to make available to NEDP, Inc. the storage space in part of the prior food pantry area and the exterior storage shed adjacent to the playground. NEDP, Inc. will continue to furnish the necessary equipment needed to facilitate its programming.

Northborough Extended Day Program, Inc. (NEDP, Inc.) will continue to make a financial contribution to the Town of Northborough in the amount of \$26,650 to recognize the cost to the Town of Northborough for providing the preceding and the following services and use of the Town facilities:

- ❑ Shared part-time Clerical Services and Office Space with the Office of Family & Youth Services. This includes office space for three NEDP, Inc. Administrative positions. The shared part-time Clerical Services shall not exceed an average of six (6) hours per week on NEDP, Inc. work.
- ❑ Continued Information Technology support, internet use and web page hosting.
- ❑ This amount shall be paid 50% by December 31, 2022 and 50% by June 1, 2023.

II. Division of Authority and Responsibility of NEDP, Inc. Board and Town Administrator of Northborough

a. NEDP, Inc. Board

The Board shall retain all authority placed in it as per the NEDP, Inc. Bylaws. The Board shall have sole responsibility in matters relating to the operation of NEDP, Inc. including fiscal and personnel functions.

The Designated Representative of the Board shall be its duly elected President. The President shall represent the Board in all matters pertaining to the functions, fiscal and personnel management and funding procurement.

b. Town Administrator of Northborough

The Town Administrator will agree to contract to NEDP, Inc. the required services as per the terms of this agreement.

III. Liability

NEDP, Inc. will continue to provide its own liability insurance for NEDP, Inc. staff and NEDP, Inc. Board in an amount and manner acceptable to the Town. The Town shall be named as an additional insured.

IV. Duration

This Memorandum of Understanding shall be effective July 1, 2022 through June 30, 2023.



President, NEDP, Inc.

Town Administrator
Town of Northborough



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: TA Contract Notice

DATE: June 9, 2022

The Town Administrator's employment agreement provides for an annual performance review upon the anniversary date of employment. As you know, the original contract was effective July 1, 2008, so annual reviews should coincide with the start of the fiscal year.

In addition to the performance evaluations, Section 3 of the employment agreement provides for an automatic contract renewal unless the Board of Selectmen provides notice that the Town desires not to renew the agreement. In good faith, I wanted to remind the Board of the renewal provision and let you know that notice of non-renewal would need to be provided to me prior to the July 1, 2022 date.

Obviously, I hope the Board is pleased with my performance and knows that I am very interested in continuing to serve the Town. To this end, I have provided you with performance evaluation forms, as well as a listing of recent accomplishments. For your reference, I am attaching to this memo a copy of the original contract, which is in effect.

I remain enthusiastic about our continued work together and look forward to discussing the upcoming evaluation process with you in more detail.

Thank you.

John W. Coderre

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 28th day of April 2008. Pursuant to Section 108N of Chapter 41 of the General Laws between the Town of Northborough, Massachusetts, and John W. Coderre, hereinafter called "Employee", Pursuant to these terms and conditions:

WHEREAS, the Town wishes to continue to employ the services of John W. Coderre as Town Administrator of the Town of Northborough, Massachusetts; and

WHEREAS, the Board of Selectmen, under Chapter 41, Section 108N of the General Laws may contract with the Town Administrator for such services; and

WHEREAS, the Town and Employee desire to provide for certain procedures, benefits and requirements regarding the employment of Employee by the Town; and

WHEREAS, Employee wishes to be employed as Town Administrator of said Town under the terms and conditions recited herein.

NOW, THEREFORE, the Town and Employee agree to the following:

Section 1. Duties

Town agrees to employ John W. Coderre as the Town Administrator of the Town of Northborough, Massachusetts, to perform all duties as specified by law and charter, and to perform such other proper duties as assigned by the Board of Selectmen.

Section 2. Salary

The annual salary of the Employee shall be \$115,000.00. Thereafter Employee shall receive annual across the board increases in his base salary in the same percentage as may be provided generally for other Town employees, effective with the start of the next fiscal year on July 1, 2009.

Employee shall continue to be evaluated each year upon each anniversary date of employment.

Upon each anniversary date of Employee's employment, the Board of Selectmen shall review Employee's performance to determine annual salary increases in addition to across the board increases to be effective the following January 1st as is generally done for other employees.

The process, form and format of the evaluation shall be mutually agreed to by Employee and Town and attached and made part of this agreement.

Section 3. Terms of Employment

Employee shall be appointed as Town Administrator of the Town of Northborough, Massachusetts for a three (3) year period, upon the date of execution of this agreement, commencing with the effective date of this agreement. This agreement shall become effective on July 1, 2008.

This agreement shall automatically be renewed for additional three (3) year periods unless notice is provided by the Town to the Employee, no later than twelve (12) months prior to the expiration of the three (3) year term and subsequently no later than twelve (12) months prior to the expiration of each of the three (3) year terms, of the Town's desire not to renew the agreement.

Notice of non-renewal shall be by written notice to Employee by certified or registered mail, return receipt requested.

Section 4. Termination by the Town

The Town may terminate the employment of Employee by directing written notice of termination to Employee by certified or registered mail, return receipt requested. The Town shall pay Employee a sum equal to twelve (12) months salary and benefits as severance pay unless terminated for gross and willful misconduct.

Section 5. Termination by Employee

Employee may terminate his employment with Town by directing written notice of termination to Town by certified or registered mail, return receipt requested thirty (30) days in advance or as may be otherwise mutually agreed by the parties. In the event of such termination, Employee shall not be entitled to receive the termination pay provided for in Section 4 of this agreement.

Section 6. Discontinuance of Town Administrator Form of Government

If the Town Administrator form of government in the Town of Northborough is discontinued, Employee's employment shall cease on the effective date of the discontinuance of such form of government. In the event of discontinuance of the Town Administrator form of government, the Town shall pay Employee a sum equal to one year of his annual salary and benefits as severance pay as of the effective date of the discontinuance.

Section 7. Deferred Compensation

Town shall execute the necessary agreements allowing Employee to enroll in the deferred compensation plans (plan numbers 457 and 401) of the International City Management Association Retirement Corporation. Town agrees to annually contribute an amount equal to six (6)% of Employee's annual salary subject to any lawful withholding and deductions. Such amount shall be allocated between the plans at the sole discretion of Employee.

Section 8. Automobile Allowance /Equipment

Town shall provide Employee with an automobile allowance of \$300 monthly. This amount shall increase annually at a rate equal to the Consumer Price Index (CPI).

The Town shall provide for the purchase, service contract, maintenance and repair of a mobile phone/PDA for the Employee.

Section 9. Insurance Coverage

Town shall provide medical and dental insurance for Employee and his family as provided for other Town employees.

Town shall provide Employee with life insurance in an amount equal to two times the Employee's annual salary.

Town shall provide Employee with disability insurance as provided for other Town employees.

Section 10. Vacation, Sick Leave and Holidays

Employee shall be provided with twenty (20) working days of vacation leave annually. Vacation shall be posted and available to Employee at the time of appointment. Subsequent vacation allowances shall accrue monthly and be posted and available upon Employee's anniversary date.

Any sick leave currently accrued by Employee shall remain and Employee shall be entitled to continued sick leave accrual as provided for other Town employees.

Upon termination, whether voluntary or involuntary, Town shall compensate Employee for all accrued vacation leave. Said compensation shall be based upon Employee's salary as of the date of employment termination.

Employee shall be entitled to holiday and other leave as generally provided for other Town employees.

Section 11. Compensatory Time

Town shall provide Employee with reasonable time off from normal duties as compensation for extended office hours and evening meetings provided that such time off shall not interfere with the Employee's duties as Town Administrator.

Section 12. Business Expense

Town shall reimburse Employee for all necessary and reasonable expenses incurred in the performance of his duties including, but not limited to, meals, telephone calls, parking fees, tolls, civic club memberships, and subscriptions. Civic club memberships shall be subject to the Town's prior approval.

Section 13. Professional Development, Training and Education

Employee shall be reimbursed for all professional membership dues and the cost of attending national, regional, state and local professional association conferences and meetings of the International City Management Association, the Massachusetts Municipal Management Association, and the Massachusetts Municipal Association.

Town shall budget and pay for the cost of registration, travel and subsistence relating to training programs which serve to continue the professional educational development of Employee.

Section 14. Indemnification

Town shall defend, save harmless and indemnify Employee against any tort, professional liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Town Administrator provided that the Town Administrator acted in good faith. Town will compromise and settle any such claim or suit and pay the amount of any settlement or judgment rendered thereon.

Section 15. General Conditions of Employment

In addition to the benefits cited herein, Town shall provide Employee with any and all general benefits that apply to other employees.

Section 16. Binding Effect

This agreement shall be binding on the Town and Employee and the successors, assigns and heirs of each respectively. This agreement may be amended in writing at any time by mutual consent of the parties.

Section 17. Severability

In the event that any provision of this agreement, in whole or in part, is declared to be illegal or invalid by any court of competent jurisdiction or by any administrative agency having jurisdiction, all of the other terms, conditions and provisions of this agreement shall remain in full force and effect and shall continue to be binding upon the Town and Employee to the same extent as if the illegal or invalid provision had not been incorporated into this agreement.

Section 18. Fair Labor Standards Act

For purposes of the Fair Labor Standards Act, the Town Administrator shall be deemed as an exempt employee.

Section 19. Notices

Any and all notices required or permitted to be given under this Agreement will be sufficient if furnished in writing, sent by certified mail to his last known residence, in the case of the Town Administrator, or to the Chairman of the Board of Selectmen, in the case of the Town.

Town of Northborough, Massachusetts



William Pantazis, Chairman, Board of Selectmen



Leslie Rutan



Fran Bakstian



Jeff Amberson



Dawn L. Rand



John W. Coderre, Employee



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

MEMORANDUM

TO: Board of Selectmen

FROM: Town Administrator

SUBJECT: Town Administrator Evaluation

DATE: June 9, 2022

Enclosed please find a blank copy of the Town Administrator Performance Evaluation Form for completion by each member of the Board of Selectmen. Once completed, the forms should be returned to the Chair by June 27th for compiling and reporting at the July meeting of the Board. As you will see, the evaluation form is divided into 5 main categories for review:

- 1. Financial Management**
- 2. Personnel Management**
- 3. Board of Selectmen Support/ Relations**
- 4. Personal Characteristics**
- 5. Communication & Relationships**

To assist with your evaluation of me, I am pleased to provide the attached documentation detailing some of our more significant accomplishments. These are provided in roughly the same order as the evaluation form, although clearly many of the accomplishments tend to overlap the various categories of Financial Management, Personnel Management, Board Relations and Communication. Although the past year has been challenging as we continued to manage through the impacts of the pandemic, I hope you will agree Northborough has much to be proud of.

I look forward to receiving your feedback.

John W. Coderre,



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
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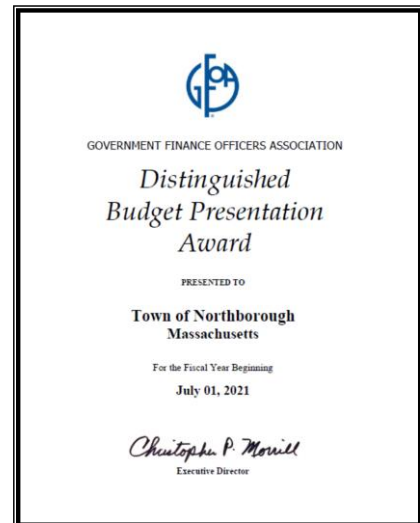
ACCOMPLISHMENTS

FINANCIAL MANAGEMENT

1. GFOA Distinguished Budget Award: The Town received its 11th national budget award in FY2022 from the Government Finance Officers Association's Distinguished Budget Award program. The award represents a significant achievement by the Town. It reflects the commitment of the Board of Selectmen and staff to meeting the highest principles of governmental budgeting. In order to receive the budget award, the Town must satisfy nationally recognized guidelines for effective budget presentation. These guidelines are designed to assess how well the Town's budget serves as:

- a policy document
- a financial plan
- an operations guide, and
- a communications device

The Town's Budget document must be rated "proficient" in all four categories, as well as the fourteen mandatory criteria within those categories, to receive the award. Once again, the FY2022 and FY2023 Budgets overwhelmingly passed Town Meeting with the unanimous support of the Board of Selectmen, Appropriations Committee, Financial Planning Committee and School Committees.



2. COVID-19 Pandemic Response: The Town continued to respond to the COVID-19 pandemic and perform community outreach, disease investigation and surveillance. During FY2022, the Towns of Boylston, Northborough, Southborough, and Westborough entered into an Inter-Municipal Agreement (IMA) for Local Public Health Services, formally referred to as the Greater Boroughs Partnership for Health (GBPH). The new regional partnership is supported by a Public Health Excellence Grant Program for Shared Services (\$300,000/year for FY22-FY24) and a Local Health Support for COVID-19 Case Investigation and Contact Tracing Grant (\$160,000/year for FY22 and FY23) from the Massachusetts Department of Public Health. The Health Department offered both local and regional vaccination clinics providing 21,553 doses of COVID-19 vaccine in 2021.



TOWN OF NORTHBOROUGH

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3. Financial Trend Monitoring Report Updated: The Financial Team updated the Town’s Financial Trend Monitoring System (FTMS) Report and presented the results at a joint meeting of the Board of Selectmen, Financial Planning Committee, Appropriations Committee and K-8 School Committee on December 20, 2021. The purpose of the FTMS is to analyze key financial indicators to assess the financial direction of the Town. The report brings issues and opportunities to the attention of decision-makers through a systematic method of trend analysis. The ultimate goal of the FTMS is to help local officials better assess and protect the Town’s overall financial condition. The updated FTMS Report was the basis for building unanimous consensus around the FY2023 financial plan and the final report is included in its entirety as Appendix C of the budget document.

Financial Trend Monitoring System Indicator Summary

Financial Indicator	FY2022
1 Property Tax Revenues	Favorable
2 Uncollected Property Taxes	Favorable
3 Revenues & Expenditures per Capita	Favorable
4 State Aid (Intergovernmental Revenues)	Unfavorable
5 Economic Growth Revenues	Unfavorable / Uncertain
6 Use of One-Time Revenues	Favorable
7 Personnel Costs	Stable
8 Employee Benefits	Stable / Uncertain
9 Pension Liability	Unfavorable
10 Other Post Employment (OPEB) Liability	Unfavorable / Improving
11 Debt Service Expenditures	Favorable
12 Financial Reserves/Fund Balance	Favorable
13 Capital Investment—Overall fixed asset values	Favorable
14 Capital Investment—Pavement Management	Stable

The conclusion of the FTMS analysis is that Northborough is in relatively good financial condition. The growth in revenue from property taxes, which has kept pace with inflation, as well as excellent tax collections are financial strengths for the Town. While expenditures per capita have risen indicating an increase in service needs, the Town’s revenues per capita have increased proportionally as well. The Town’s financial reserves are strong at 8% and use of the \$5.13 million Stabilization (rainy day) Fund was not necessary during the pandemic. The Town’s debt level is manageable at 2.7% of the operating budget (3.8% including overlapping debt for ARHS and Assabet) and its upgraded Aa1 bond rating was reaffirmed in FY2022.



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Reliance on one-time revenues in the operating budget is at the policy target of \$500,000, or approximately 1%. Following two years of reduced pay-as-you-go capital investments due to the pandemic, significant progress is being made in FY2023 to get the Capital Improvement Program (CIP) back on track.

Based on the FTMS analysis, it is apparent that long-run solvency surrounding unfunded pension liability and Other Post-Employment Benefits (OPEB) obligations are potential concerns for the Town. Due to the economic impacts of the COVID-19 pandemic, the Town postponed contributions totaling \$1 million to the OPEB Trust Fund in FY2021 and FY2022. The FY2023 Budget only includes \$300,000 in OPEB trust fund appropriations, which falls short of our minimum annual goal of \$550,000 and makes no movement toward restoring the missed contributions. Future OPEB funding plans will need to be revised based upon the delayed contributions. It is assumed subsequent budgets will return to including at least \$500,000 in OPEB Trust Fund contributions annually and that potential ARPA funds may also be used to make up for recent cuts in funding.

4. Clean Annual Audit and Positive Free Cash: Following the unexpected retirement of the Town's Auditor, a competitive request for proposal process was used to select a new firm. Although the year-end close was delayed due to the auditor selection process, the Town ultimately closed out FY2021 with approximately \$3.4 million in Free Cash on June 30, 2021, and no material issues or deficiencies were noted in the annual audit.
5. FY2022 Capital Budget included \$1,875,250 in Projects with no additional tax impact: Annual Town Meeting approved \$1,875,250 in capital projects with \$805,000 coming from Free Cash, and a combination of other sources including Community Preservation Funds, Grants, and Enterprise Funds with no additional tax impact. Since FY2012, the Town has invested \$18.6 million in pay-as-you-go capital investments with no additional tax impact, including \$12.9 million in Free Cash and approximately \$5.8 million in other funding sources. Several significant capital projects were undertaken during FY2022, including construction of a new ADA compliant Assabet Park, Construction of new Pickleball Courts at Ellsworth/McAfee Park, installation of flashing crosswalks at key pedestrian locations, construction of the new Water/Sewer Garage on





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Summer St., refurbishing of the Assabet Hill Water Tank, and over \$1.1 million in roadway and culvert improvements were made in accordance with the Pavement Management Plan.

6. **Bond Rating Maintained:** In conjunction with the bond issuances for the Lincoln Street School project, Moody's Investors Service upgraded the Town's bond rating from Aa2 to Aa1, which is Northborough's highest rating ever. During the review Moody's cited the Town's manageable debt levels, strong reserves, below average pension liabilities and its ongoing funding of OPEB liabilities as positive factors. With regard to management, they commented that *"the Town has a strong management team evidenced by a multi-year trend of conservative budgeting guided by formal fiscal policies."*

During FY2022 the Town underwent another bond rating review as part of its decision to refinance outstanding debt associated with the Senior Center and Library building projects, as well as various water and sewer projects. The Town's favorable Aa1 rating was affirmed and resulted in an estimated savings of \$824,167 over the remaining 8 years on the General Fund and Enterprise Fund bonds. The Town not only took advantage of low market interest rates but was able to leverage its higher credit rating for additional savings. As a percentage of the operating budget, debt service is at an all-time low of just 2.7% (policy guideline is 5-10%), which positions the Town well for the upcoming Fire Station Building project.

BOND RATING SYMBOLS

Moody's
Investor Service

Aaa
➔ **Aa1**
Aa2
Aa3
A1
A2
A3
Baa1
Baa2
Baa3
Ba1
Ba2
Ba3
B1
B2
B3

7. **Master Plan Implementation Committee Created:** During 2020 the Town completed a comprehensive update to its Master Plan, which is a comprehensive long-range plan intended to guide growth and development of the Town. It includes analysis, recommendations, and proposals for the community's population, economy, housing, transportation, preservation, energy, community facilities, and land use. It is based on public input, surveys, planning initiatives, existing development, physical characteristics, and social and economic conditions. Following completion of the plan, the Board of Selectmen approved the creation of a Master Plan Implementation Committee (MPIC), charged with prioritization of the various goals and objectives. The MPIC identified downtown revitalization and enhancing general walkability as their top two priorities. Town Meeting approved \$150,000 in April of 2022 to conduct a downtown vision plan.



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-
8. Sidewalk Master Plan and Complete Streets: As indicated in #8 above, the Master Plan identified sidewalk and crosswalk improvements, as well as sidewalk expansion as primary goals of the community. The Town began working on these goals in several ways during this past year. First, DPW completed a town-wide sidewalk assessment that culminated with the development of a Sidewalk Management Plan which presents a capital approach to improving the existing network of sidewalks. However, funding for sustained implementation of the plan still needs to be identified. Secondly, the Town was accepted into the Massachusetts Department of Transportation (MassDOT) “Complete Streets Funding Program.” The goal of the program is to support safe and accessible options for all modes of travel – walking, biking, and vehicular. The next program step is to prepare, through a public input process, a Complete Streets Prioritization Plan for MassDOT acceptance. The plan will identify needs, gaps, possible funding sources, and implementation schedules for sidewalk, bicycle, and accessible transportation connectivity improvements. The Town was awarded a \$35,200 grant from MassDOT to develop its Complete Streets Prioritization Plan, which is scheduled to begin in the Fall of 2022.
 9. Green Communities Competitive Round of Grant Awards: At the end of FY2019, Northborough was officially awarded “Green Community” status by the Department of Energy Resources. This designation allows the Town access to grant funding to reduce municipal energy use and encourage the adoption of and adherence to environmentally sustainable policies. The Town completed the initial round of projects funded through the Green Communities grant in the Fall of 2020 and in the Spring of 2021, was awarded another competitive grant in the amount of \$161,930 for energy efficiency projects at both Town and School locations, including funding to assist with the purchase of a hybrid police cruiser. Final project reporting for this round of grants was completed in February of 2022. Although the Green Communities grant program will no longer fully fund LED streetlight conversions, the Town is working with National Grid to investigate another energy efficiency program to accomplish this goal without cost to the Town. Additional Green Community projects are currently under review for possible inclusion the next round of grant requests.
 10. Fire Station Project Site Remediation Completed: The Fire Station Feasibility Study Committee determined that the existing station is inadequate to meet the programmatic needs of the department and that the current site is also too small to accommodate a renovation/addition. As a result, the Committee issued a Request for Proposals to find land in the downtown area appropriate for a potential station site. Following an exhaustive process, the Committee recommended acquisition of 61&65 West Main Street, along with 10 Monroe, as the preferred site. The Town then entered into a Purchase & Sale Agreement. However, during the Town’s due diligence it was discovered that the site still



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required significant remediation due to contamination from its prior use as a gas station. The language of the executed Purchase and Sale Agreement required the seller to remove all structures and provide a clean site. Following months of negotiations and oversight of the clean-up, final ground water testing is scheduled for July of 2022, at which time the Town will close on the property. In the meantime, a Request for Qualifications (RFQ) was issued to hire an Owner's Project Manager before moving forward with the designer selection process.

PERSONNEL MANAGEMENT

11. Successfully Completed Assessor's Department Reorganization/Transition: During FY2022 the Town successfully reorganized the Assessor's Division of the Finance Department including the creation of a data collector position to separate the policy work of the Board of Assessors from the actual field work. Recruitments were conducted to fill the open positions and new Board members were appointed.
12. Classification & Compensation Study: The Town engaged the Collins Center for Public Management out of the University of Massachusetts to conduct a comprehensive review of the current Classification & Compensation Plan for all positions included in Schedule A of the Personnel Bylaw. The Classification & Compensation study reviewed and updated all job descriptions to ensure they accurately reflect current job duties and comply with all legal requirements. A market survey of comparable towns was also conducted to inform the recommendations for an updated pay structure that will enable Northborough to recruit and retain excellent employees. The final study and updated Classification/Compensation Plan was approved at the 2022 Annual Town Meeting. Results are still subject to negotiation for union positions and potential FY2023 financial impacts were budgeted centrally pending the outcome of contract settlements.
13. Health Insurance Bid with Joint Procurement Association: The FY2023 health insurance budget request of \$6.18 million represents a modest increase of \$61,228, or 1% from the amount budgeted last year. Unexpectedly, the Town's health insurance carrier, Fallon, made the decision to exit the public market, effective June 30, 2022. As a result, the Town conducted a formal bid process to find a new provider. As part of the bid process, a Joint Procurement Arrangement (JPA) was created with ARHS and the Town of Southborough to enhance our market leverage. Following review of the bid results, the Town met with the Insurance Advisory Committee, which consists of members from all the bargaining units, including the K-8 School department. On January 15, 2022, the IAC voted unanimously to recommend the administration's proposal to select Harvard Pilgrim



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as the Town's new carrier. Through collaborative negotiations with all its employee groups, the Town has successfully mitigated health insurance budget increases to sustainable levels for the past decade with increases averaging just 2.88%.

14. Diversity & Inclusion Committee: In August of 2020, the Board of Selectmen established the Diversity & Inclusion Committee to address equity concerns following the death of George Floyd in Minneapolis, Minnesota. The 9-member Committee was charged with reviewing existing policies and procedures related to diversity, equity and inclusion, and identifying any potential areas for improvement based on relevant local, state and national research on best practices. The Committee engaged community stakeholders, leaders, and residents to collect qualitative and quantitative data culminating in a final report with recommendations to the Board of Selectmen in December of 2021. One of the main recommendations from the report is to pursue the completion of a Diversity and Inclusion Strategic Plan with the intent to review policies, procedures, communication practices, overall agency culture, training, and leadership through a diversity, equity, inclusion and belonging lens. If approved to move forward, a funding source will need to be identified, which may include the potential use of ARPA grant funds.

Health Insurance Budget Increases	
FY2010	0.72%
FY2011	2.99%
FY2012	4.49%
FY2013	3.34%
FY2014	2.00%
FY2015	1.00%
FY2016	3.00%
FY2017	3.00%
FY2018	8.33%
FY2019	3.80%
FY2020	2.00%
FY2021	2.60%
FY2022	2.10%
FY2023	1.00%
Average	2.88%

15. Collective Bargaining & Personnel-related Litigation: All five of the Town's collective bargaining agreements expire at the end of FY2022 on June 30, 2022. The Town is currently in negotiations for fair and sustainable future increases for all union personnel covering FY2023 through FY2025. At the time of this writing there are no grievances or pending litigation related to personnel matters.
16. Successful Personnel Recruitments: During the last year the Town successfully conducted recruitments for several key department head level positions including Senior Center Director, Planning Director, Facilities Manager and Treasurer/Collector.



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BOARD OF SELECTMEN SUPPORT/RELATIONS

17. Effectively Prepared and Executed 21 Board of Selectmen Meetings: During the course of the last 12 months there were 21 Board of Selectmen meetings. All agenda items were thoroughly researched, framed and placed before the Board for consideration, along with appropriate background materials. All matters including liquor licenses, truck exclusion requests, emergency spending authorizations, tax classification hearings, budget hearings, Town Meeting Warrant preparation and executive session issues were effectively managed without incident. In addition, appropriate communication was facilitated between the Selectmen and the Appropriations Committee, Financial Planning Committee and School Committee to ensure all key stakeholders remained well informed.
18. Legislative Advocacy: Through a collaborative effort involving all Town Boards, Committees and Departments, the comprehensive Legislative Priorities document was updated to effectively advocate the Town's position on various legislative initiatives at the State level. The Town continues to take full advantage of all opportunities to advocate for more efficient government practices and less unnecessary or costly State mandates. Northborough's State Legislative Delegation attended the March 28, 2022 meeting of the Board of Selectmen to discuss these priorities. Significant follow-up occurred relative to several issues, including special legislation regarding agricultural composting oversight.
19. Advocacy for Updating Agricultural Composting Regulations: The Board of Selectmen voted unanimously in support of Senate Bill 499 – An Act regarding Agricultural Composting Programs, which was referred to the Joint Committee on Environment, Natural Resources and Agriculture on March 29, 2021. The proposed legislation would provide more local control over agricultural composting operations in residential neighborhoods. This legislative fix is essential to protect neighbors and their families from the harmful and unpleasant effects of living in proximity to a large composting operation. The legislation was sponsored by Senator Chandler and Representative Gregoire on behalf of Northborough. Testimony regarding the bill was provided at the hearing on November 3, 2021. It is important to note that the proposed legislation is the Town's third attempt, as the previous attempt was vetoed by the Governor after making it through the House, Senate and Conference Committee process. As of this writing the bill was again reported favorably out of the Joint Committee and on March 3, 2022 it was referred to the committee on Senate Rules where it remains.



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20. Litigated the Inter-municipal Agreement (IMA) with the City of Marlborough: Following a multiyear negotiation and discovery process, the disagreement between the Town and the City of Marlborough regarding the IMA for sewer treatment services went to trial in 2021. At the time of this writing, the court has yet to render a decision, the outcome of which will establish Northborough's contribution to the operational expenses of the Marlborough Westerly Wastewater Treatment Plant, as well as its share of the \$30 million plant improvement project. For more background information regarding the Town's sewer history and the IMA dispute, please see Section 8-5 of the FY2023 budget document.
21. Traffic Safety Initiatives: The Town engaged the Central Massachusetts Regional Planning Commission (CMRPC) to conduct a Roadway Safety Audit (RSA) of Bartlett Street in response to citizen concerns regarding recent development along this corridor. The resulting RSA report was issued by CMRPC in December of 2021 and can be viewed on the DPW Traffic Safety webpage. DPW continues to review and take appropriate action relative to the recommendations contained in the report. A MassDOT competitive grant application was recently submitted to fund installation of dedicated bicycle lanes along the portion of Bartlett Street between the High School and the City of Marlborough, where bicycle lanes already exist of Forest Street.

In addition, the Town engaged the CMRPC to prepare a Post Occupancy Study for the Amazon warehouses located at 330/350 Bartlett Street. According to the report's conclusion, "Based on the data collected for the post occupancy study, it seems that the current conditions at the Facility at 330/350 Bartlett Street are in line or better than the projections made in the VHB Traffic Impact Study used during the land permit application process." The full report is also available on the DPW Traffic Safety webpage.



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COMMUNICATION & RELATIONSHIPS

22. Effectively Prepared and Executed all Appropriations Committee, Financial Planning Committee, Fire Feasibility Study Committee and White Cliffs Reuse Committee meetings: All agendas and meeting packets were thoroughly researched, framed and placed before the Boards and Committees for consideration, along with appropriate background materials. All RFQs, contracts, budgets, capital projects and operational budgets were effectively presented for appropriate action. To improve communication amongst the various Boards and Committees, including the K-8 School Committee, several joint meetings were held during the year to discuss financial trends, projections, staffing and major capital improvements. Regular email updates were provided on all major projects or initiatives, including actions at the state or federal level that may have an impact on Town's goals and objectives.
23. Maintained Effective Communication with other Communities, state agencies, and Municipal Organizations to enhance the Town's position: Working with our Legislative Delegation the Town presented its legislative priorities and advanced several initiatives, including SPED Circuit Breaker funding, Chapter 90 Transportation Funding, Chapter 70 Education Reform, and special legislation pertaining to agricultural compost reform. The Town also provided testimony at the hearings on agricultural composting after garnering support from other communities, state-wide health associations, and the Massachusetts Municipal Association. In addition to the legislative priorities set forth in the letter dated March 16, 2022, a list of specific earmark requests for various infrastructure projects was provided to our Delegation, should funding opportunities become available at the State level.
24. Overall Organizational Communication Continues to Improve: Through a coordinated effort the Town has achieved improved communication and relations among the various municipal agencies, including the Public Safety Departments, School Department, as well as the Financial Boards and Committees. All major initiatives, including the Capital and Operating Budgets, have enjoyed unanimous approval by all primary stakeholders for the 14th consecutive year. All budget and capital projects were overwhelmingly approved at the April 2022 Annual Town Meeting.

On a general note, the Town enjoys a very positive public image as a well-run municipality and a good place to do business. During the last year our office has been requested to provide training workshops to the Association of Town Finance Committees (ATFC), other municipalities, the Massachusetts Municipal Association, the Massachusetts Municipal Management Association, and Suffolk University on topics such



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as financial forecasting, capital planning and best practices in budgeting. Copies of Northborough's budget, financial policies and annual report documents have been requested from municipalities all over the State. Professors from Suffolk University continue to use our Budget and Financial Trend Monitoring Report documents to teach their municipal finance classes.

FY2023 GOALS & OBJECTIVES

Looking forward to FY2023, the primary issues likely to continue dominating much of our focus over the next year involve the ongoing operational and financial impacts of the COVID-19 pandemic, as well as various capital improvement projects. The primary goals in FY2023 include:

1. GFOA Distinguished Budget Award Program: The Government Finance Officers Association (GFOA) Distinguished Budget Award Program underwent major revisions, adding several new criteria requirements. The Town will review the new requirements and continue to refine its award-winning budget for submission. Upcoming enhancements will focus on strategic planning and the introduction of meaningful performance measures into operating budgets.
2. Fire Station Project Design: Although funding for the land acquisition and design for the new fire station were approved at the April 2019 Town Meeting, required site remediation work performed by the seller delayed closing on the property, which is a former gas station. Final ground water testing is scheduled for July of 2022, at which time the Town will close on the property. In the interim, the Town has begun the selection process for an owner's project manager and architect. The goal is to complete the design development phase in time to seek approval of construction funding at the 2023 Annual Town Meeting in conjunction with a debt exclusion vote on the 2023 Election Ballot.
3. Historic White Cliffs Facility Reuse: Progress on the reuse of the historic White Cliffs Facility was delayed by the pandemic, both in terms of the internal process as well as the general economic shutdown. The White Cliffs Committee is in the process of seeking consulting assistance to develop a scope of services for a Request for Proposals (RFP) solicitation. The goal of the RFP process is to identify potential private sector partners willing to perform the restoration work needed to bring the facility back into code compliant use. It remains to be seen if additional subsidy will be needed from the Town to make a project economically viable; however, the Feasibility Study results clearly indicate that full restoration of White Cliffs to its former historic glory is unlikely.



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Moving forward, the Town needs to identify a financially viable use that preserves as many of the historically significant features of the structure as possible.

4. Town Offices Feasibility Study: A feasibility study will be conducted to determine the future location of the Town Administrative Offices. The feasibility study process is set to begin in the summer of 2022 and last through the fall. Once a determination is made on a path forward for the future of the Administrative Offices, the Town will put forth a request for design funding in the Spring of 2023. The feasibility study will coincide with the Town's reacquisition of the old Town Offices building located at 4 West Main Street. In 1983 the Town sold the former Town Hall property, subject to the right to re-purchase it in the 40th year after the sale for the sum of Ten Thousand Dollars (\$10,000). Article 21 on the 2022 Annual Town Meeting Warrant approved the re-purchase option and appropriated funds for that purpose. The intent is for the Town to undertake the feasibility study prior to completing the re-purchase.
5. All Collective Bargaining Agreements in Negotiations: All five of the Town's collective bargaining agreements expire at the end of FY2022 on June 30, 2022. The Town is in the process of negotiating fair and sustainable future increases for all union personnel covering FY2023 through FY2025.
6. Downtown Master Plan: The Town finalized its Master Plan Update in 2020 after nearly a year long process which included extensive public participation and review. The Master Plan includes a comprehensive baseline assessment describing the Town's existing resources and conditions, and projects future needs and goals of the community. In the Fall of 2020, the Board of Selectmen established a Master Plan Implementation Committee that is charged with the evaluation and prioritization of the various goals and tasks set forth in the Master Plan document. The Master Plan Implementation Committee formally voted to make downtown revitalization its top priority and developed a scope of work for a Downtown Master Plan Study which was funded at the April 2022 Annual Town Meeting. That process is currently underway and additional related projects will likely be added to the capital plan once the study is completed.
7. Sidewalk Master Plan and Complete Streets: As previously discussed in this memo, the Master Plan Implementation Committee identified sidewalk and crosswalk improvements as well as sidewalk expansion as primary goals of the community. The next step is for the Town to engage the public in the preparation of a Complete Streets Prioritization Plan for MassDOT acceptance. The plan will identify needs, gaps, possible funding sources, and implementation schedules for sidewalk, bicycle, and accessible transportation connectivity



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improvements. The Town was awarded a \$35,200 grant from MassDOT to develop its Complete Streets Prioritization Plan, which is scheduled to begin in the Fall of 2022.

8. American Rescue Plan Act: The last major initiative for FY2023 will be the ongoing process of developing the priority funding goals for the \$4.5 million in ARPA funding. The Board of Selectmen is planning a public input session on June 16, 2022, to determine how best to proceed. Compliance reporting for the previously received CARES Funding and FEMA emergency reimbursements for COVID responses will continue take up significant resources of the Finance Department and Administration throughout FY2023.

Lastly, in terms of potential initiatives for discussion with the Board of Selectmen I offer the following additional topics for discussion:

- Strategic Planning: Strategic planning is a long-standing “best practice” in public finance. This is for good reason, as it is important to think strategically and long-term in a volatile and resource-constrained environment. The Government Finance Officers Association (GFOA) recently updated its criteria as part of the Distinguished Budget Award program, with new emphasis on strategic planning, and I would like to discuss the possibility or using ARPA funds to engage an independent third party to work with Town Officials to go through a formal strategic planning process.
- Organization-wide Staffing Study: It has been approximately eight years since a comprehensive review was conducted relative to organization-wide staffing. As the Town has grown and we continue to expand departmental missions and responsibilities, it is important to ensure that adequate resources are being committed to allow successful execution of our stated priorities. During the recent pandemic, several departments experienced extended periods of overwhelming workload. The purpose of a staffing study is to determine whether the Town is structured and staffed to effectively deliver services to the community, identify opportunities to improve efficiency and effectiveness, and evaluate the policies, procedures, and best practices used by the Town. Again, I believe ARPA would be an appropriate source of funding for such a critical review.



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Town Administrator Performance Evaluation Form

Instructions

A space has been provided for each statement within the performance areas. Check the number which most accurately reflects the level of performance for the factor. If you did not have an opportunity to observe or make a determination on a particular factor, please indicate so in the N/A space.

Rating Scale (1-5)

- | | |
|---------------------------|--|
| Unsatisfactory (1) | The Administrator's work performance is inadequate and definitely inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue. |
| Improvement Needed (2) | The Administrator's work performance does not consistently meet the standards of the position. Serious effort is needed to improve performance. |
| Meets Job Standards (3) | The Administrator's work performance consistently meets the standards of the position. |
| Exceeds Job Standards (4) | The Administrator's work performance is frequently or consistently above the level of a satisfactory employee. |
| Outstanding (5) | The Administrator's work performance is consistently excellent when compared to the standards of the position. |

2. Personnel Management: leadership, delegation, team-building, and employee development skills; ability to control and evaluate performance; utilization of appropriate interpersonal styles and methods to guide individuals or groups toward effective task accomplishment; attentiveness to providing a safe environment; effectiveness in negotiating labor contracts and resolving personnel issues	1	2	3	4	5	N/A
a. Provides leadership, motivation and support within the organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Builds and motivates a team, provides direction & monitors/adjusts performance as required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Effectively delegates tasks and assignments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Provides leadership in negotiating labor contracts within the guidelines provided by the Board	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Effectively maintains the Town's personnel management system with regard to recruitment, retention and resolution of personnel-related issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

3. Board of Selectmen Support/ Relations	1	2	3	4	5	N/A
a. Effectively prepares agendas and background materials for Board meetings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provides quality analysis of policy issues and proposals for the Board's consideration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Implements policy matters and other directives adopted by the Board of Selectmen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Effectively handles routine requests and tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Keeps Board members informed of issues and activities in Town government and in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Comments:</p>						

4. Personal Characteristics: professionalism; reliability and adaptability with regard to alteration of activities and/or plans to accommodate new or changed situations; motivation and creativity exhibited with respect to job duties and responsibilities; self-directedness; willingness to find new or creative solutions to problems	1	2	3	4	5	N/A
a. Exhibits honest and ethical behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Acts in a fair and equitable manner	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Projects a positive image in the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Displays self-confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Effectively deals with unforeseen issues and problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Shows resilience by maintaining energy and motivation despite constant demands; responds well to stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Is creative with the ability to reach for effective and inventive solutions; adaptive and innovative when confronted with demands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

5. Communication & Relationships: oral and written expression of ideas; provision of timely and relevant information; ability to listen and understand others; ability to work efficiently and effectively with others to achieve common goals	1	2	3	4	5	N/A
a. Composes well-organized, understandable and accurate reports, letters and memos	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Demonstrates effective public speaking and presentation skills to a wide variety of audiences including local boards & committees, Town Meeting, members of the business community, as well as various community and civic groups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Maintains effective communications with Town Boards, Committees and Departments, including Schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Is reasonably open and available to the public and responsive to citizen complaints or requests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Keeps the citizenry informed of current issues in Town government	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Communicates effectively to the media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Maintains effective communications with other communities, state agencies, & municipal organizations to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Maintains effective communications with state and federal elected positions to enhance the Town's position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:						

**Town Administrator Performance Evaluation Form
Acknowledgement of Receipt**

This is to acknowledge the fact that the performance review was conducted by the Board of Selectmen and that the Town Administrator has received the overview document with the compilation of scores.

BOARD OF SELECTMEN

Date: _____

TOWN ADMINISTRATOR

Date: _____

**Town Administrator Performance Evaluation Form
Compilation of Scores**

AREA	EVALUATOR					TOTAL	/5	EQUALS
	#1	#2	#3	#4	#5			
<u>Financial Management</u>								
1 a	___	___	___	___	___	_____	/5	_____
1 b	___	___	___	___	___	_____	/5	_____
1 c	___	___	___	___	___	_____	/5	_____
1 d	___	___	___	___	___	_____	/5	_____
<u>Personnel Management</u>								
2 a	___	___	___	___	___	_____	/5	_____
2 b	___	___	___	___	___	_____	/5	_____
2 c	___	___	___	___	___	_____	/5	_____
2 d	___	___	___	___	___	_____	/5	_____
2 e	___	___	___	___	___	_____	/5	_____
<u>Board Support / Relations</u>								
3 a	___	___	___	___	___	_____	/5	_____
3 b	___	___	___	___	___	_____	/5	_____
3 c	___	___	___	___	___	_____	/5	_____
3 d	___	___	___	___	___	_____	/5	_____
3 e	___	___	___	___	___	_____	/5	_____
<u>Personal Characteristics</u>								
4 a	___	___	___	___	___	_____	/5	_____
4 b	___	___	___	___	___	_____	/5	_____
4 c	___	___	___	___	___	_____	/5	_____
4 d	___	___	___	___	___	_____	/5	_____
4 e	___	___	___	___	___	_____	/5	_____
4 f	___	___	___	___	___	_____	/5	_____
4 g	___	___	___	___	___	_____	/5	_____
<u>Communication & Relationships</u>								
5 a	___	___	___	___	___	_____	/5	_____
5 b	___	___	___	___	___	_____	/5	_____
5 c	___	___	___	___	___	_____	/5	_____
5 d	___	___	___	___	___	_____	/5	_____
5 e	___	___	___	___	___	_____	/5	_____
5 f	___	___	___	___	___	_____	/5	_____
5 g	___	___	___	___	___	_____	/5	_____
5 h	___	___	___	___	___	_____	/5	_____
OVERALL RATING								
	___	___	___	___	___	_____	/5	_____

DATE: _____

Memo

Date: June 9, 2022
To: Board of Selectmen
From: Mitch Cohen, Chair
Subject: Agenda format changes, related discussion

You'll notice one change to our agenda, which I'd like to describe. I also want to provide background on certain items on our agenda.

Public Comment has been moved — to both the first and last items on our agenda. This format is the same adopted by both our K-8 and Regional School Committees in recent years. The Southborough Select Board also uses this format.

John suggested we perform his annual review prior to the end of June. This is the year his contract is up for renewal. This provides us the opportunity for review in advance of the renewal deadline of the end of this month. We'll discuss the process during our meeting. We'll vote on the review conclusion at our June 27th meeting.

John and I discussed setting goals annually, a process used by most Boards of Selectmen/Select Boards and recommended at MMA conferences. These can then be part of our annual review. My experience is to set a total of 3-5 goals. Goal items should be outside of the normal course of business (not annual budgeting, collective bargaining, etc) and agreed to by all parties - including the Administrator. These are unique items the Board sees as priorities. It is expected the Board will discuss these goals a few times during the year, and may be asked to make decisions to support the Administrator's advancement of those goals.

John is recommending a GFOA Strategic Plan as one goal, which he will describe to us. The output of that process may lead to implementation-related goals for future years. I have some ideas on a few more, but this is for us to discuss over one or two meetings before making any decisions. I hope we can set goals in either our later June or our July meeting.

I am seeking feedback from the Board on two items that we'll discuss during the meeting but do not require votes. These will not be in place for the June 13 meeting, but potentially for future meetings.

The first is to place agenda packets on the web site at the same time as provided to us. When our office began placing packets online, I know there was some question as to when that should occur, and concerns Board members might not have read the materials before the public saw the same information. We also know some have requested the packets be posted online faster. I think this is a good time to revisit the timing question. John has confirmed the office can do this if the Board so chooses.

The second is a change to context-specific Public Comments. This is a process I've used elsewhere with good success, but would be a big change here. In this model, the initial Public Comments agenda item is for topics *not* on the agenda, such as suggestions for future discussions. During *any* agenda item, members of the public can raise their hands at any time. The Chair waits for a good time to recognize those with hands raised — such as Board discussion winding down, *before* a vote. Comments are then provided for that item, with the context of the current discussion in mind. Commenters have just seen any presentations and discussions, so their comments are more informed than if provided beforehand. I've found comments provided this way are more specific and actionable than our current model, often providing details that are valuable for the Board to consider before a vote.

See you Monday!

[RETURN TO AGENDA](#)

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Two Hundred Fifty Dollars for burial plot and Three Hundred Fifty Dollars for perpetual care, a total of Six Hundred Dollars to be paid by Robert G. Smith, Jr. of 19 Allen Street, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Robert G. Smith, Jr. and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 986, Section 4N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Flush Marker Only

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 13th day of June, 2022.

INHABITANTS OF THE TOWN OF NORTHBOROUGH



Northborough Board of Selectmen

Mitch Cohen

Julianne Hirsh

Kristen Wixted

Jason Perreault

T. Scott Rogers

Recorded: _____

Town Clerk

Know All Men By These Presents
That the
Town of Northborough

A body corporate and politic situated in the County of Worcester and Commonwealth of Massachusetts, for and in consideration of Two Hundred Fifty Dollars for burial plot and Three Hundred Fifty Dollars for perpetual care, a total of Six Hundred Dollars to be paid by Diane Guldner of 9 Cherlyn Drive, the receipt whereof is hereby acknowledged, does hereby sell and convey unto the said Diane Guldner and/or his/her heirs, executors, administrators and assigns (subject to all limitations upon succession and transfer prescribed by the laws of the Commonwealth and regulations of the Board of Cemetery Commissioners of the Town of Northborough as now or hereafter in force), the sole and exclusive right of burial in the lots in the **Northborough Cemetery**, in said Town of Northborough, shown and numbered as Grave(s) 999, Section 5N upon a plan on file in the office of the Board of Cemetery Commissioners, together with the right of erecting a tomb, cenotaph, monument or other structure upon such lot, subject to the following restrictions:

Flush Marker Only

However the aforementioned right shall be held and exercised in all instances in accordance with the subject to the regulations of said Cemetery Commissioners as now or hereafter in force, to which said regulations the attention of the grantee is hereby specifically directed.

To Have and to Hold, the above granted premises unto the said Grantee and/or his/her heirs, executors, administrators and assigns forever; subject, however, to the limitations and conditions hereinbefore stated.

In Witness Whereof the said Town of Northborough has caused these presents to be signed in the corporate name of said Town by the Board of Selectmen, and the corporate seal of the Town to be affixed thereto, this 13th day of June, 2022.



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