

**BOARD OF SELECTMEN**  
**MEETING MINUTES – January 11, 2021**

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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 March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of the COVID-19 Virus.

Chairman Perreault added that in order to mitigate the transmission of the COVID-19 Virus, the Town has been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspended the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies 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 only under the Public Comment portion of the agenda. He indicated the various ways that the public may view or participate in this meeting as listed on the posted agenda.

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 were asked to wait until the floor was yielded to them. Members were asked if they wish to respond to the comments of others, to do so through the Chair, taking care to identify themselves.

Chairman Perreault noted that the those who wish to speak under Public Comment 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.

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, Chair  
 Timothy Kaelin, Vice Chair  
 Leslie Rutan, Clerk  
 Julianne Hirsh  
 T. Scott Rogers

Town Staff

John Coderre, Town Administrator  
 Rebecca Meekins, Assistant Town Administrator  
 David Parenti, Fire Chief  
 William Lyver, Police Chief  
 Scott Charpentier, DPW Director

**APPROVAL OF MINUTES – DECEMBER 21, 2020 REGULAR MEETING**

Selectman Rutan moved the Board vote to approve the December 21, 2020 Meeting Minutes as amended, Selectman Rogers seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Rogers | “aye” | Kaelin    | “aye” |
| Hirsh  | “aye” | Perreault | “aye” |
| Rutan  | “aye” |           |       |

**7:00 p.m. - KRISTIN BLACK, HEALTH AGENT**  
 COVID-19 Update.

Health Agent Kristin Black provided a COVID-19 update (see Board of Health website), which included the following:

- Current Case Counts and Risk Status
- COVID-19 Website Updates
- Extension of Statewide Rollback to Phase 3, Step 1 and Additional Restrictions
- Business Outreach on COVID-19
- COVID-19 Testing
- COVID-19 Vaccine Planning for Northborough

Members of the Board thanked Ms. Black for her update and for her efforts. Mr. Coderre added that the Northborough Town Offices, Library, Senior Center and all other buildings with the exception of the Police and Fire Stations for emergency services remain closed to the public. The Town’s Continuity of Operations Plan continues with split shifts and remote working to limit any potential spread of the virus. He reminded the public that staff is available during normal hours of operation (Town Offices and Senior Center 8:00am – 4:00pm Monday through Friday) to answer phone calls or email questions from the public.

**7:35 p.m. - PETER FEMINO – AERO COFFEE ROASTERS, LLC**

To consider an application for a Common Victualler License as submitted by Peter Femino d/b/a Aero Coffee Roasters, LLC for premises located at 318 Main Street, Suite 100.

Peter Femino of Aero Coffee Roasters, LLC was remotely present to request a Common Victualler license for premises located at 318 Main Street – Suite 100. Mr. Femino indicated that Aero Coffee Roasters is a café that serves breakfast and lunch items along with various baked goods. They also roast coffee on site.

Chairman Perreault confirmed that the licensee has received satisfactory inspections by the Building, Fire and Health Departments.

Selectman Hirsh moved the Board vote to approve the application for a Common Victualler License as submitted by Peter Femino – Aero Coffee Roasters, LLC for premises located at 318 Main Street, Suite 100; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Rogers | “aye” | Kaelin    | “aye” |
| Hirsh  | “aye” | Perreault | “aye” |
| Rutan  | “aye” |           |       |

**7:10 p.m. - WILLIAM LYVER, POLICE CHIEF**

Appointment of Jacob Mick and Jeffrey White as Police Officers.

Jacob Mick and Jeffrey White were remotely present.

Chief Lyver indicated that Jacob Mick is a graduate of Algonquin Regional High School and earned a Bachelor of Science degree from Worcester State University in 2017. The Town sponsored Mr. Mick as a self-sponsor recruit at the State Police Municipal Academy. As a self-sponsor, all tuition and equipment expenses were borne by Mr. Mick. Following his graduation in September 2018, Mr. Mick was appointed as a Northborough Special Police Officer by the Board. He resigned that position in order to accept a full-time police officer position with the Town of Stow. Chief Lyver welcomed Mr. Mick back to Northborough.

Chief Lyver indicated that Jeffrey White earned a Bachelor of Science degree from Springfield College in May 2013 and graduated from the MPTC Reading Recruit Academy in November 2018. He recently separated from the Massachusetts Army National Guard after six years of service and was most recently employed as a full-time police officer with the Town of Hubbardston. He has also worked as a substitute teacher and para-professional in the Douglas public school system.

Members of the Board welcomed Mr. Mick and Mr. White to Northborough. Mr. Mick and Mr. White thanked Chief Lyver and the Board for this opportunity.

Appointment of Police Officers Cont. . .

Selectman Rutan moved the Board vote to appoint Jacob Mick to the position of Police Officer effective January 19, 2021; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Rogers | “aye” | Kaelin    | “aye” |
| Hirsh  | “aye” | Perreault | “aye” |
| Rutan  | “aye” |           |       |

Selectman Rutan moved the Board vote to appoint Jeffrey White to the position of Police Officer effective February 1, 2021; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Rogers | “aye” | Kaelin    | “aye” |
| Hirsh  | “aye” | Perreault | “aye” |
| Rutan  | “aye” |           |       |

**REPORTS**T. Scott Rogers

- No report.

Julianne Hirsh

- Followed up on her request that a representative from Amazon be invited to a future Board meeting. Mr. Coderre responded that he extended the invitation to Amazon but has not yet received a response. He hopes to hear back before the Board’s next meeting.

Leslie Rutan, Clerk

- Noted that the Local Emergency Planning Committee (LEPC) met on December 30<sup>th</sup>. The recertified Local Emergency Plan will be valid through the calendar year 2025. Added that a concise and updated Emergency Preparedness handbook will soon be available to residents via the Town website and through social media. Thanked Chief Parenti and Mike Borowiec for their efforts in this regard.
- Noted the recent passing of former Board of Assessors member Arthur Holmes. Reminiscenced about Arthur and all that he has done for Northborough and expressed her condolences to his family.
- Asked residents to continue to donate clothing to the bins located at each of the school buildings to help benefit the PTO’s.
- Happy to hear the news that the vaccine will soon be available to Northborough’s first responders.
- Announced that the Town will participate in a COVID-19 Memorial on January 19<sup>th</sup> at 5:30pm as part of the COVID-19 Memorial ceremony to be held in Washington D.C. Cities and Towns around the country are invited to illuminate buildings and ring bells in a countrywide moment to remember and honor the lives lost to COVID-19. Thanked Maggie Frankian for reaching out to her and suggesting that the Town participate in this event and thanked Recreation Director Allie Lane for preparing the flyer that will be distributed throughout Town.

Tim Kaelin, Vice Chair

- Thanked the Fire Chief and Police Chief for their monthly reports.
- Noted that the Diversity and Inclusion Committee held their second meeting last week, adding that he is happy with the progress being made so far.
- Noted that he has received inquiries about the status of the Master Plan Implementation Committee. Requested an update on when their first meeting will be held and what the next steps will be.

Jason Perreault, Chair

- Considering the tumultuous events over the last week, asked that the public remain peaceful in the upcoming weeks leading up to the transition in the seat of the Presidency.

John Coderre

- Reminded the Board that the joint meeting of the Financial Trend Monitoring System Report with the Board of Selectmen, Appropriations Committee, Financial Planning Committee and the K-8 School Committee will be held remotely on January 14<sup>th</sup> at 7pm.

**PUBLIC COMMENTS**

Chairman Perreault noted that the Public Comment portion of the agenda allows for the public to provide input, comments, questions or concerns. The Board will not engage or deliberate in any detailed discussion, nor will it take action or make any commitments in real time in response to any public comment. If they are able, present Town staff may respond to any questions that can easily be answered. Those who wish to speak under Public Comment will be admitted to the meeting as an attendee and will be asked to provide their full name and address for the record. Public comment will be limited to 3 minutes per person.

Jack Wixted of 2 Stirrup Brook Lane stated that the neighborhood has seen a dramatic decrease in truck traffic from A. Duie Pyle and is a direct credit to the efforts of Town staff. He added that there has been an increase in truck traffic with FedEx and Amazon. He requested a copy of the correspondence from the City of Marlborough where it was indicated that they are not interested in allowing truck traffic to use Hayes Memorial Drive as an alternate Route. Mr. Coderre stated that he and the Police Chief continue to communicate with these facilities and will be meeting with Amazon to review their Geo Fencing App that will help steer drivers away from the routes and neighborhood streets that we don't want them to use and towards the ones that we do want them to use. He added that the Police Chief has forwarded all information received from the residents directly to the Facility Managers for their investigation and appropriate action. He reiterated the tremendous amount of work that Town staff is putting into this effort and asked for continued patience as this is going to continue to be an ongoing process.

Mr. Ruediger Volk of 137 East Main Street questioned the difference between the assessed value and the recent sale value of 35 Lyman Street? Asked if the Town would consider acquiring Old Chauncy Hall off of Lyman Street to make use of it for municipal purposes? Asked if the Town would consider solar panels on buildings as a means of income for the Town?

**PUBLIC COMMENTS CONT. . .**

Mr. Coderre responded that the Old Chauncy Hall off of Lyman Street is State-owned property and they have no interest in surplusing it to the Town as they have plans for the site. He responded that solar energy on private buildings is an option for the respective property owners. The Town did conduct its own photovoltaic analysis of municipal buildings and did not find any real opportunities, adding that the high school is in the process of installing photovoltaic panels. Lastly, he will ask the Principal Assessor to respond to the question regarding the assessed value of the property at 35 Lyman Street.

Janeen Callaghan of 6 Stirrup Brook Lane thanked everyone for their efforts in addressing the concerns with traffic issues on Bartlett Street. She expressed her continued concerns with the amount of truck traffic coming from FedEx and Amazon. She hopes that residents will be allowed to express their concerns if and when Amazon attends an upcoming Selectmen’s meeting. She requested that a public hearing be scheduled to allow residents to voice their concerns and offer suggestions relating to traffic safety. Chairman Perreault noted that additional information will be provided at the Board’s next meeting and asked for continued patience from the neighborhood residents as the Town continues to work through these issues.

Suzanne Cieslica of 8 Emerson Road expressed her agreement with the need for a public hearing to discuss her request for a Traffic and Safety Committee.

**EXECUTION OF CEMETERY DEED 1112**

Selectman Rogers moved the Board vote to execute Cemetery Deed 1112; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Rogers | “aye” | Kaelin    | “aye” |
| Hirsh  | “aye” | Perreault | “aye” |
| Rutan  | “aye” |           |       |

**OTHER BUSINESS**

None.

**8:30 p.m. - EXECUTIVE SESSION**

Selectman Kaelin moved the Board vote to enter into Executive Session - pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (Litigation – Marlborough Wastewater Treatment Plant) and Subsection 6 (Fire Station Project at 61 & 65 West Main Street) due to the Chair's determination that a discussion regarding these matters in an open meeting may have a detrimental effect on the position of the Board; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

|        |       |           |       |
|--------|-------|-----------|-------|
| Hirsh  | “aye” | Perreault | “aye” |
| Kaelin | “aye” | Rand      | “aye” |
| Rutan  | “aye” |           |       |

**ADJOURNMENT**

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

The open meeting ended at 8:35 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. January 11, 2021 Meeting Agenda
2. December 21, 2020 Meeting Minutes
3. Memorandum – COVID-19 Update
4. Information Packet – Common Victualler License
5. Memorandum – Appointment of Police Officers
6. Cemetery Deed