

BOARD OF SELECTMEN MEETING MINUTES – April 12, 2021

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

Others

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

APPROVAL OF MINUTES – MARCH 22, 2021 MEETING

Selectman Rutan moved the Board vote to approve the March 22, 2021 meeting minutes as submitted, Selectman Rogers seconded the motion; Selectman Hirsh was not present at the meeting and therefore abstained; the roll call vote was taken as follows:

Rogers	“aye”	Kaelin	“aye”
Hirsh	“abstain”	Perreault	“aye”
Rutan	“aye”		

7:05 p.m. - PUBLIC HEARING

To consider an application to transfer the All Alcoholic Beverages Restaurant License, the Common Victualler and Entertainment Licenses from Tavern in the Square Northborough LLC to JBS Food Enterprise LLC d/b/a The Neighborhood Tavern for premises located at 318 Main Street.

Attorney Andrew Upton and Davidson Bettero were remotely present. Attorney Upton indicated that his client has filed an application to transfer the All Alcoholic Beverages Restaurant License from Tavern in the Square Northborough LLC to JBS Food Enterprise LLC d/b/a The Neighborhood Tavern for premises located at 318 Main Street. The owners of JBS Food Enterprise LLC are Danier Rosa and Davidson Bettero.

Mr. Bettero indicated that he has been working in the restaurant industry since 1998. He has successfully operated a similar tavern in Cambridge since 2017. He will be transferring to Northborough to serve as the full-time Manager at The Neighborhood Tavern. Mr. Bettero is certified in TIPS, Serve Safe and CPR and has been through the crowd manager training.

Chairman Perreault reported that Detective Sergeant Brian Griffin has conducted a background check and has no concerns to report as to the suitability of Mr. Rosa and Mr. Bettero owning the restaurant and with Mr. Bettero serving as manager.

As there were no comments from the public, Selectman Rutan moved the Board vote to close the public hearing; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

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

Selectman Kaelin moved the Board vote to approve the application to transfer the All Alcoholic Beverages Restaurant License, as well as the Entertainment and Common Victualler licenses from Tavern in the Square LLC to JBS Food Enterprise LLC d/b/a The Neighborhood Tavern for premises located at 318 Main Street with the condition that the licensee receive satisfactory inspections from the Building, Fire and Health Departments; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

7:15 p.m. - DEAN KATTAN D/B/A FATTOUSH GRILL & BAKERY

To consider an application for a Common Victualler License as submitted by Dean Kattan d/b/a Fattoush Grill & Bakery for premises located at 10 Blake Street.

Dean Kattan was remotely present and indicated that he is going to operate an authentic Mediterranean restaurant at 10 Blake Street called Fattoush Grill & Bakery. He will serve grilled Lebanese items and baked goods for lunch and dinner. Mr. Kattan noted that he also owns Roasted Peppers in Leominster and Maynard.

Selectman Hirsh moved the Board vote to approve the application for a Common Victualler License as submitted by Dean Kattan d/b/a Fattoush Grill & Bakery for premises located at 10 Blake Street with the condition that the licensee receive satisfactory inspections by the Building, Fire and Health Departments; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

7:25 p.m. - KRISTIN BLACK, HEALTH AGENT

- Update on Regional Vaccination Clinics.
- Discussion regarding Public Health Excellence Grant Program for Shared Services.

Regional Vaccination Clinics

Health Agent Kristin Black provided a brief update on the status of the Regional Vaccination Clinics that will be held at the DoubleTree Hotel in Westborough. She indicated that Northborough is acting as the lead facilitator of the Regional collaboration, which also includes the Towns of Southborough, Westborough, Boylston, Hopkinton, Ashland and Holliston. The Regional Clinics will run Wednesday through Friday. A press release is posted on the Town website and was distributed to residents via Town News and to those who signed up for COVID-19 vaccines.

Members of the Board thanked Ms. Black and all others involved for their efforts in one of the most pressing issues right now. Ms. Black was especially thanked for leading these efforts.

Public Health Excellence Grant Program for Shared Services

Ms. Black indicated that Northborough has engaged with the Towns of Westborough, Southborough and Boylston to draft an application for a new Public Health Excellence Grant Program for Shared Services through the Department of Public Health. These grant funds can be used to expand shared services arrangements, expand services provided by existing shared service districts and support new cross-jurisdictional sharing arrangements.

Ms. Black added that this grant opportunity will fund approximately 30 contracts with an annualized amount of \$300,000 each for 3 years, with 3 optional renewals for 3 years each (9 additional years, pending funding). She added that grant awards will be made by the end of April, and the contract will begin May 1, 2021.

Ms. Black indicated that the grant funds would provide for expanded public health nursing services, additional staffing for inspectional services, dedicated software for inspectional services, and ongoing continuity of operations for all four community health departments. This grant would also provide for contracting 1.5 nursing positions to be shared among the four communities. She added that Northborough's 7-hour/week inspection position could be increased to a 32-hour/week position that would help with inspections in Northborough, Southborough and Boylston.

Selectman Rutan asked if there are benefits of acting as the lead community? Ms. Black stated that the financial benefits include 15% of the funds, or \$45,000 per year can be used to cover administrative costs. She added that in the first two months of the program, \$10,000 can be used for the Central Massachusetts Regional Planning Commission (CMRPC) to help with the regional nursing contracts and to arrange the necessary meetings. Lastly, 25% of the Health Agent's salary is reimbursable to help backfill some of the roles that she is currently doing.

Mr. Coderre stated that Ms. Black has done a phenomenal job in taking the lead on not only the regional vaccination clinics, but leading this grant funding opportunity, adding that communities should always look into opportunities for shared services. Chairman Perreault also thanked Ms. Black for spearheading these initiatives.

7:10 p.m. - SCOTT CHARPENTIER, DPW DIRECTOR

- Award of Shared Winter Streets and Spaces Grant.
- Update on Traffic Safety Efforts.

Award of Shared Winter Streets and Spaces Grant

Mr. Charpentier indicated that the Town had submitted a grant funding application to MassDOT during the final round of the Shared Winter Streets and Spaces Grant program requesting \$59,609 to fund pedestrian safety improvements. He was pleased to inform the Board that the Town was awarded the full grant amount.

Mr. Charpentier indicated that the project will include safety improvements for pedestrian access to the Town's recreation facilities. The work is focused on public parks, specifically Ellsworth MacAfee Park, Assabet Park and Memorial and Casey Fields. The DPW Department will install solar powered pedestrian activated rectangular rapid flashing beacons, additional signage and new wheelchair ramps for the following crosswalks:

- South Street at Davis Avenue, Ellsworth MacAfee Park
- South Street at Longfellow Road, Ellsworth MacAfee Park
- South Street at Gale Street, Assabet Park
- East Main Street between Memorial Field and Casey Field

Mr. Charpentier noted that the grant program includes a requirement that all funds be spent by May 31, 2021. As this timeline is not adequate to allow the Town to publicly bid the project work, the DPW Department will complete much of installation with in-house staff. He added that in

addition to crosswalk improvements, the grant will pay for the purchase of new bicycle racks at Ellsworth MacAfee Park, Memorial Field, and Casey Field.

Members of the Board thanked Mr. Charpentier for his efforts.

Update of Traffic Safety Efforts

Mr. Charpentier provided an update on the following traffic safety efforts on and around Bartlett Street and directed residents to visit the Traffic Page on the Town Website for all traffic related information.

Concern: Tractor trailer trucks have been parking on Bartlett Street across from the driveway for 200 Bartlett Street.

Response: The Board of Selectmen approved at their January 11, 2021 meeting a no parking zone for both sides of the entire length of Bartlett Street. The regulatory signs have been installed and the parking prohibition is now enforceable.

Concern: What is the status of the Amazon traffic mitigation funds and what will they be used for?

Response: Amazon has approved approximately \$80,000 in mitigation funds for the Town. Payment is currently being processed by Amazon and is expected to be received within the next few weeks. Traffic mitigation measures include, but are not limited to, the following:

- Layout and install bicycle lanes on Bartlett Street from the Town Line to Algonquin Regional High School (ARHS). This was identified by Central Massachusetts Regional Planning Commission as a recommended means of traffic calming.
- Procure and install solar power pedestrian activated rapid flashing beacons at the ARHS crosswalk and the recreational trail crosswalk.
- Install additional traffic signs at the intersection of Bartlett Street and Lyman Street.
- Construct a concrete wheelchair ramp and landing at the Maple Street side of the ARHS crosswalk.
- Conduct a traffic engineering speed study for the segment of Bartlett Street in ARHS area.

Concern: Can the Town install a safety speed zone around ARHS?

Response: Speed limits are established to provide a means to promote safe and efficient traffic flow and are not intended to serve as a consequential deterrent to any specific user group. Safety zone speed limit zones are the only regulatory speed limits that municipalities can adopt on Town owned ways without approval of MassDOT. As professional engineers, both the DPW Director and Town Engineer are not prepared to recommend to the Board of Selectmen that they adopt safety zone speed limits without first obtaining an engineering study. Although MassDOT does not specifically require an engineering study for the adoption of a safety zone, they do require one for speed limits under their jurisdiction. It's prudent engineering practice to perform the appropriate professional study upon which a decision may be made. The DPW Director has reached out to a traffic engineering consultant for assistance in the preparation of the engineering study. The DPW Director also believes a properly prepared engineering study will give the Police Department adequate means of support for any traffic violations which may be challenged in court.

Concern: What is being done for traffic studies along Bartlett Street?

Response: The Town has scheduled the Central Massachusetts Regional Planning Commission (CMRPC) to collect traffic counts in the upcoming months on the segment of Bartlett Street between Route 20 and Lyman Street. In addition, a traffic engineering consultant will prepare an engineer study on vehicle speeds in the ARHS segment of Bartlett Street beginning in May. Amazon has committed to fund a post-occupancy traffic study which will be implemented by a Town engaged traffic engineering consultant. This work will begin when the facility is fully operational which is projected to be in early July.

Concern: When will Amazon be installing the permanent entrance sign as well as the directional signs across the street from their driveway?

Response: Amazon informed the Town that the permanent entrance sign is scheduled for delivery later this month. Town staff met with Amazon on March 22, 2021 to discuss the process of sign installation across from the driveway. They were provided with the required permit documentation. Amazon is currently working on the details of the permit submission. Installation will take place in early to mid-May.

Concern: Residents need a better means of communicating traffic concerns to Town staff.

Response: The Public Works Department developed and released in late February a dedicated transportation safety webpage which includes a citizen reporting portal. Concerns raised and the provided responses are then posted on this webpage.

In response to a question by Selectman Hirsh. Mr. Charpentier explained that a safety speed zone is a 20 MPH zone that can be adopted by the Board of Selectmen. Before this is brought before the Board for its consideration, the Town is engaging in an engineering study to determine if such a zone is necessary at ARHS. Selectman Hirsh asked why an engineering study is necessary? Mr. Charpentier stated that an engineering study is necessary in order to justify the speed limit amendment, adding that as a professional engineer, he would not recommend a safety speed zone without the determination being justified by an engineering study.

REPORTS

T. Scott Rogers

- Thanked Chief Parenti for his monthly report.

Julianne Hirsh

- Noted that Town Meeting will be held outside at the High School on May 1st. Asked if this can be advertised throughout Town earlier rather than later? Mr. Coderre responded that advertising of Town Meeting will take place as the date gets closer and will be done through the Town News, the Community Advocate, press releases and various signage. A message will also be sent through CodeRED the week prior.
- Attended the Cultural Council's Grantee Reception. Noted that the Cultural Council is looking for new members.
- Noted that the Planning Board and Planning Department received a grant from the CMRPC to conduct a safety audit in the Bartlett Street area to investigate the various ways to address

traffic concerns. The safety audit will take place April through July followed by a meeting with all stakeholders and departments in August. The final report is expected by the end of 2021.

- Thanked residents for emailing their concerns to the Board of Selectmen. Noted that the Open Meeting Law makes it difficult for Board Members to respond. She asked if the Board could discuss a policy on how to acknowledge receipt of these emails at a future meeting? Chairman Perreault responded that this can be addressed at a future meeting.

Leslie Rutan, Clerk

- Congratulated George Brenckle for being honored for his 12 years of service as Scout Master of Boy Scout Troop 1.
- Requested an update on off-leash dogs at Carney Park. Chief Lyver responded that Police Officers working the day shift are reminding people to leash their dogs. He added that he has also been in touch with Park Rangers, as enforcement in areas other than the parking lot falls under the Department of Conservation and Recreation. Although the problem is better, it has not gone away completely.
- Asked that drivers be careful and look out for pedestrians that are using the crosswalks throughout Town.
- Wished the students and staff the best of luck as they return to in-person learning.
- Noted that this is Selectman Kaelin's last meeting before Town Meeting. She thanked him for his thoughtful approach to matters and for being a good listener, adding that he has made a wonderful impact on the Town during his service as a Selectman.

Tim Kaelin, Vice Chair

- Noted that his decision to not run for re-election was difficult because he loves this Town. Unfortunately the offensive comments that he has seen on social media have not only been hurtful to him personally, but has also been hurtful to his wife and kids. He reminisced that his mother was a single mom with 3 kids who worked a lot and did not have the luxury of time to get involved in her community. It didn't mean that she didn't care. As he sits in his seat as a Selectman, he thinks about those like his mom that do not have the time to email or call in every week. Those in Town that care, but do not have the capacity or time to participate should not be ignored and shut out from the decision-making process. On the other hand, opinions are not right or do not matter more for those that do have the luxury of time to participate every week, and their opinions do not necessarily represent everyone else's opinion. He was elected to serve the community equally, not just those that are the most persistent or have the loudest voice. He thanked Chairman Perreault and Selectmen Rutan and Rogers for their advice and support. He also thanked Town staff, adding that the Town is incredibly fortunate to have such dedicated professionals in its organization. Lastly, he thanked his wife and those residents who voted for him and continued to support him.

Jason Perreault, Chair

- Noted that it has been a pleasure working with Selectman Kaelin for the last three years. He extended his appreciation to Selectman Kaelin for the contributions that he has made in leading and representing some of the endeavors of the Board, such as the Diversity and Inclusion Committee. He wished the best for him and his family.
- Thanked Selectman Kaelin for conducting the March 22nd Selectmen's meeting on his behalf due to him not feeling well that evening.

- Noted that it is public safety telecommunications workers week. Thanked Chief Lyver, Chief Parenti and all public safety communication officers and dispatchers for their efforts, specifically Communications Supervisor Chris Carleton and Dispatchers Chris Cherry, Katie Mick, Amanda Stone, Michael Rice, Veronica Mueller and Amie Bullard.
- Noted the recent passing of Claire Swan. Reminiscenced about how much she and her husband Parker have done for the Town. Extended his condolences to her family.
- Noted that the Louise Houle Annual Town Clean Up Day is scheduled for Saturday, April 24th. Thanked the Community Affairs Committee and the Junior Woman's Club for their efforts in organizing this annual event. More information can be found on the Community Affairs website at northboroughcac.weebly.com.

John Coderre

- Noted that Town staff has transitioned off the Continuity of Operations Plan and returned to the regular Town Hall Schedule (Monday, Wednesday, Thursday 8am-4pm; Tuesday 8am-7pm and Friday 7am-12noon). Staff will be working on a phased reopening plan for the Library, Senior Center and Town Hall.
- Thanked Selectman Kaelin on behalf of Town staff for his service on the Board of Selectmen, adding that staff has always appreciated his support. He extended his own appreciation to Selectman Kaelin for taking the time to get to know the operation and understand the complexity of running an organization such as this.

PUBLIC COMMENTS

Chairman Perreault noted that the Board is in receipt of a petition and numerous emails from people that are unhappy with a certain matter that the Board will be taking up later on tonight's agenda. He asked anyone who will be making a public comment to be mindful of the following:

- Present yourself and your comments professionally without resorting to insults, demeaning or belittling comments.
- Comments should be limited only to those that you take ownership for and have an understanding of what it is that you are presenting, not something that someone else has presented for you.
- Be mindful that universally everyone is doing their best to serve in the best interest of the community.

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.

Chairman Perreault asked that those who wish to speak about any topic other than the ZBA Appointment/Reappointment process to raise their hand.

Kristin Wixted of 2 Stirrup Brook Lane asked about the length of the proposed bike lane on Bartlett Street. Mr. Charpentier responded that the bike lane layout needs to comply with MassDOT's design standards for shared streets, adding that traffic engineers will measure lane widths, turning movements and roadway shoulder conditions to determine how far the bike lane can go. She asked if the bike lane would be wide enough to share with walking pedestrians and if sidewalks are being considered along Bartlett Street. Mr. Charpentier responded that the Town is not considering sidewalk installation along Bartlett Street. He also responded that bike lanes are not intended to be shared with pedestrians. She asked when the Police Staffing Study was done? Mr. Coderre responded that the staffing study for the Police Department was conducted in 2016.

Manuel Lopes of 96 Bartlett Street expressed his appreciation for the Town's efforts in regard to traffic safety. He noted that noise levels from 24/7 truck traffic are difficult to handle and asked if truck traffic can be restricted between the hours of 11pm-6am. Mr. Charpentier suggested that Mr. Lopes visit the traffic webpage on the Town website under the tab truck congestion to see how truck exclusions are enacted. He added that one of the critical components of a truck exclusion is that alternate routes are required. A truck exclusion on Bartlett Street requires alternate routes though neighboring communities who have indicated clearly and concisely that they will not support an alternate route through their community, regardless of whether it is a 24-hour or evening only truck exclusion.

Suzy Cieslica of 8 Emerson Road provided details regarding this year's Annual Town Clean Up is scheduled to take place on April 24th starting at the Senior Center. She extended her appreciation to Mr. Charpentier and his department for the new crosswalks on South Street at Northgate Road and the crosswalks near Ellsworth McAfee Park.

John Wixted of 2 Stirrup Brook Lane thanked Mr. Charpentier for tonight's update on traffic safety. He noted that there is a lot of trash in front of businesses on Bartlett Street, especially in front of 301 Bartlett Street. Mr. Charpentier indicated that he will email the property owner of 301 Bartlett Street letting them know that residents have expressed concern with trash, adding that he will also let them know about the Annual Town Clean Up Day.

Rachel Armstrong of 10 Hemlock Drive thanked Mr. Charpentier for his efforts in regard to traffic safety. She asked about the expected timeframe for the engineering study for the speed safety zone. Mr. Charpentier responded that a draft engineering study should be available for consideration within a month of the receipt of the mitigation funds from Amazon. She asked if additional signage will be installed on Route 20 and Bartlett Street for trucks entering Amazon from the west. Mr. Charpentier responded that Route 20 is under the jurisdiction of MassDOT and because these are not considered regulatory signs, MassDOT is not interested in entertaining this signage. She asked who is financially responsible for property damage made by trucks? Mr. Charpentier responded that property damage caused by any vehicle is processed through a claim under the driver's insurance company. If the damage is superficial, the DPW Department will evaluate the damage and take the proper action to return it to its previous state.

Chairman Perreault noted that the Board of Selectmen is in receipt of numerous emails from those who have expressed concern in regard to the Zoning Board of Appeals Appointment process. He first asked those who wish to speak on this topic who HAVE NOT already contacted the Board of

Selectmen via email to raise their hand. There were none. He then asked those who wished to speak on this topic who HAVE previously contacted the Board via email. Again, there were none. There was no further public comment.

PRESENTATION ON FY2022 CAPITAL BUDGET

Mr. Coderre made a presentation to the Board on the proposed FY2022 Capital Budget. The presentation included an overview of the following recommended Capital Budget Projects included in the Town Meeting Warrant:

PROJECTS BY DEPARTMENT

Police: Cruiser Replacement (3)	\$ 150,000
Fire: Car 3 Pick-Up Truck Replacement	80,000
Fire: Car 1 SUV Replacement	76,000
Recreation: Pickleball Courts at Ellsworth/McAfee Park	292,250
DPW: Roadway Improvements/Maintenance	310,000
DPW: One Ton Dump Truck with Plow	115,000
DPW: One Ton Pickup Truck with Plow	74,000
Sewer Enterprise Fund: Supervisory Control & Data Acquisition System (split Water 50% / Sewer 50%)	500,000
Water Enterprise Fund: Reservoir Dam Compliance	200,000
Water Enterprise Fund: Utility Tractor (split water 60% / sewer 40%)	<u>80,000</u>
TOTAL FY2022 CAPITAL BUDGET	\$1,877,250

FY2022 CAPITAL BUDGET FUNDING SOURCES

Free Cash	\$ 805,000
Community Preservation Fund	292,250
Grants	150,000
Water & Sewer Fund Balance (Free Cash)	80,000
Water & Sewer Fund Bonds	<u>550,000</u>
TOTAL	\$1,877,250

FY2022 Free Cash Plan

Mr. Coderre reviewed the following FY2022 Free Cash Plan:

PROPOSED FY2022 FREE CASH PLAN			
Free Cash Certifications as of 7/1/2020	\$	1,980,662	100%
FY2022	Appropriated Reserve	\$ (175,000)	9%
FY2022	Operating Budget	\$ (500,000)	25%
FY2022	Stabilization Fund	\$ -	
FY2022	Capital Projects	\$ (805,000)	41%
Available Free Cash After FY2022 Plan	\$	500,662	25%

Mr. Coderre added that the Financial Planning Committee has completed its work and unanimously recommends approval of the FY2022 Capital Budget. The Appropriations Committee has also completed its work and unanimously recommends approval of all financial articles, including the FY2022 Capital Budget.

Mr. Coderre noted that \$3.5 million was appropriated at the 2019 Town Meeting for the design and land acquisition for a new fire station, of which \$1.38 million will be repurposed bond proceeds remaining from the completed Lincoln Street Building Project, with no additional tax impact. The land acquisition is currently underway with the site remediation currently taking place, at the sole expense of the seller. He added that he anticipates beginning the design process in the near future and expects to be before the 2022 April Town Meeting with a request for funding for construction of the new fire station.

Mr. Coderre indicated that the 2020 Town Meeting allocated funding to conduct a feasibility study to determine the future location of the Town Administrative Offices. The feasibility process is set to begin soon and last through the Summer and early Fall. Once a determination is made on a path forward for the future Town Administrative Offices, a request for design funding will be put forth at the 2022 April Town Meeting, followed by a request for construction funding at the 2023 April Town Meeting.

In response to a comment by Selectman Rutan about how happy she is to see the Supervisory Control And Data Acquisition (SCADA) System, Mr. Charpentier added that this fully encompassing system will allow the Town to remotely monitor and operate the water and sewer facilities. It provides protective security and operation flexibility and is a closed network. He added that currently, the water tank, MWRA connection, and sewer pump stations are not technologically connected to a main point of contact/computer. Mr. Coderre added that this project consists of two phases. Phase 1 entailed the completion of a radio study and assessment in FY2015. In FY2022, Phase 2 will consist of the construction and implementation of the system.

Mr. Coderre informed the Board that a request to refinance bond anticipation notes for outstanding debt will be before the Board at their May 17th meeting. He was pleased to report that an opportunity has been presented to refinance two of the Town's issues of outstanding, long-term debt related to the Library and Senior Center building projects. Over the life of the 8 years of the remaining debt for these two issues, the Town would save approximately \$650,000.

INTERVIEW SUBCOMMITTEE RECOMMENDATIONS FOR APPOINTMENTS AND REAPPOINTMENTS TO THE ZONING BOARD OF APPEALS, COMMUNITY AFFAIRS COMMITTEE AND THE YOUTH COMMISSION

Appointments/Reappointments to the Zoning Board of Appeals (ZBA)

At 9:18pm, Selectman Rutan recused herself and was demoted to an attendee during the discussion and vote regarding the appointments/reappointments to the ZBA as she has a personal relationship with one of the ZBA members/applicants.

Chairman Perreault noted that this agenda item is not a public hearing and will not allow for public comment. He stated that two regular voting seats are up for reappointment, of which the incumbents are seeking reappointment; and one alternate seat is up for reappointment of which the incumbent is not seeking reappointment. In addition to the two incumbents seeking

reappointments, there were four new applicants. Due to Selectmen Rutan and Kaelin having potential conflicts of interest, Selectman Rogers and himself conducted the interviews in their place. Interviews with the four new applicants were conducted on March 29th and interviews with the two incumbents were conducted on March 31st. Selectman Rogers and himself are recommending the reappointment of the two incumbents Fran Bakstran and Mark Rutan and the appointment of Suzanne Cieslica to the alternate seat.

Chairman Perreault noted for the record that the Board of Selectmen is in receipt of two of the same petitions and numerous emails regarding the process for the ZBA interviews.

Selectman Hirsh asked if an evaluation tool was used for the interviews that would help objectively rank the qualifications of the applicants? Chairman Perreault stated that the same standard questions were presented during each interview and that information provided on their application and resume was also considered. She noted that her concern is that the recommendations do not include the appointment of two of the most qualified applicants. She agrees with the concerns expressed by residents that Board and Committees should have a balance of new and veteran members.

In response to Selectman Hirsh's comment about applicant qualifications, Chairman Perreault clarified that during the Interview Subcommittee deliberation, his characterization of one of the new applicants as "most qualified" came at a point where the Interview Subcommittee had already decided to recommend the incumbents be reappointed to their voting seats, and his statement was a comparison of the new applicants when considering which of them to recommend for the alternate seat.

Selectman Kaelin stated that he watched both interview sessions and the deliberation that followed. The interviews were conducted in the exact same way that all other interviews for Boards and Committees have been conducted in the past. He added that the ZBA is one the most challenging Boards to serve on and pointed out that during the March 31st interview session, Chairman Perreault stated that 4 out of the 5 members that are currently serving on the ZBA had first started as an alternate. Alternate members are allowed the time to gain the knowledge and experience that is needed for them to effectively fill a future voting seat. He also agreed with Chairman Perreault's earlier clarification that the statement that new applicant Ashley Davies was most qualified was made after the Interview Subcommittee had decided to recommend retaining the incumbents in their voting seats, and was comparing Ms. Davies to the other new applicants for the alternate seat. He read an excerpt from an email, sent by Ms. Davies to the Board prior to tonight's meeting, in which she herself understood this to be the case.

Selectman Rogers stated that during his deliberation regarding the appointments/reappointments to the ZBA he considered the following: 1) input from the applicants themselves – through their resumes and interviews); 2) input prior to the interviews via two similar petitions from residents – solicited by a community organization; and 3) input via email from residents supporting different candidates – before the interview process began, throughout the interview week and leading up to tonight's meeting. He wondered whether to consider the overall political background environment happening in Town, which is not just associated with the ZBA. While all of this was considered when making the recommendations, the most weight was placed on the direct input from the

applicants. Given the importance of serving as a member of the ZBA, the process leading up to the recommendations was to relatively rank the experience of the incumbents, which being ranked as high led to the recommendation that they be reappointed. The four new applicants were then ranked for the alternate seat in relatively the same way.

Chairman Perreault broke down the petitions containing approximately 147 signatures. He acknowledged that while there were signatures from various residents and neighborhoods, he observed that about 55-60% of the signatures were from residents in the vicinity of three areas that have been the subjects of contentious land use issues: Bartlett Street, Buckhill Road, and Coolidge Circle. An additional cluster of signatures from Fay Lane brings that total to 70-72% of signatures. The remaining signatures are a scattering from other areas of Town. While the petition is represented as being broadly cross-town, a preponderance of signatures come from the areas of town that have been "under fire" with respect to land use.

Regarding his comparison of the qualifications of the incumbents and the four new applicants, Chairman Perreault noted that he has had the opportunity to observe the incumbents as they served on various Boards and Committees. It is not unusual for members to serve long term and he recognizes that the knowledge and experience that these Board or Committee members develop over their years of service are as important as any qualifications for being able to serve on that Board; arguably, the strongest qualification for serving on the ZBA is having served on the ZBA. He noted that much of the focus from concerned residents is on the fact that Ashley Davies and Suzanne Cieslica hold law degrees and have worked in the areas of real estate and land planning. He agrees that these are valuable qualifications and acknowledged that ZBA Member Paul Tagliaferri, who was present during the interviews to provide information, stated that it is an advantage if a member has a law degree, in order to understand the legal aspects. Chairman Perreault noted that he didn't take Mr. Tagliaferri's comment to suggest that a law credential should automatically override any other qualifications that the incumbents or applicants may have. He values the knowledge and experience that the incumbents have developed through their service on the ZBA.

Chairman Perreault noted that he regrets his phrasing when expressing concern over Ms. Davies' workload in regard to her serving on multiple Boards and Committees, but added that if the role were reversed and one of the male applicants had a similar situation, he would have expressed the same concern. He added that he does not agree with the comparison being made between the incumbent Fran Bakstran and Ms. Davies serving on multiple Boards, stating that the Master Plan Implementation Committee (MPIC) is the second of two appointments Ms. Bakstran holds, and her appointment to the MPIC for a one-year term provides a bridge from her prior service as Chair of the Master Plan Steering Committee.

In answer to an email from a resident listing people who serve on multiple Boards and Committees, Chairman Perreault pointed out that some seats are specified to be filled by representatives from other Boards and Committees, noting that each member of the Board of Selectmen is a liaison or participating member of nine other Boards or Committees; or, may be the result of the independent actions of different appointing authorities, citing the example of Millie Milton, who is elected to the Planning Board (voters), serves on the Community Preservation Committee (Planning Board designee), is appointed to the Historic District Commission (Selectmen), and serves on the Master Plan Implementation Committee (Historic District Commission designee).

Chairman Perreault added that the Board has heard some criticism about the appointment of residents to multiple Boards and Committees. In addition to Ms. Davies and Ms. Cieslica having similar qualifications in law and real estate, he considered that Ms. Davies already serves on both Open Space and Master Plan Implementation Committees, while Ms. Cieslica does not. He also considered Ms. Davies' statement during her interview that her work on the Master Plan Implementation Committee was important to her and he felt it would be a better focus for her to continue to serve on the MPIC considering her skillset. Between considering Ms. Davies for appointment to a third Board engaged in policy-making or decision-making relating to zoning and land use, versus appointing Ms. Cieslica who has similar credentials and is not already serving on a similar Board or Committee, he preferred to give Ms. Cieslica an opportunity to participate.

Selectman Hirsh read the following from an email that was sent to the Board – “The obvious problem with being in these positions for so long is that new talent isn’t grown or supported. More volunteers won’t come for anything from all these different disciplines, skillsets and varying backgrounds, The rotation of board members is a way to communicate these concerns to the Town, progress and grow.” She stated that she agrees with this statement and this is the prime reason for her voting the way she plans to vote this evening.

Selectman Rogers moved the Board vote to reappoint Mark Rutan to the Zoning Board of Appeals for a three-year term as recommended by the Interview Subcommittee; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Kaelin	“aye”
Hirsh	“no”	Perreault	“aye”

Selectman Rogers moved the Board vote to reappoint Fran Bakstran to the Zoning Board of Appeals for a three-year term as recommended by the Interview Subcommittee; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Kaelin	“aye”
Hirsh	“no”	Perreault	“aye”

Selectman Rogers moved the Board vote to appoint Suzanne Cieslica as an alternate member to the Zoning Board of Appeals for a three-year term as recommended by the Interview Subcommittee; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

Rogers	“aye”	Kaelin	“aye”
Hirsh	“aye”	Perreault	“aye”

At 10:05pm, Selectman Rutan returned to the meeting after recusing herself from the ZBA discussion and the vote on the appointments/reappointments to the ZBA.

Selectman Kaelin moved the Board vote to appoint Jennifer Lipton-O'Connor to the Youth Commission for a three-year term as recommended by the Interview Subcommittee; Selectman Rutan 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 Jennifer Kenny to the Community Affairs Committee for a three-year term as recommended by the Interview Subcommittee; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

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

REAPPOINTMENTS TO BOARDS, COMMITTEES AND COMMISSIONS

Chairman Perreault thanked and acknowledged Board and Committee members who have asked to be reappointed, as well as those who have asked not to be reappointed.

Selectman Hirsh moved the Board vote to reappoint those individuals who appear on the “2021 Reappointment List” to the corresponding Boards, Committees and Commissions; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

ASSIGNMENT OF TOWN MEETING WARRANT ARTICLES

Members of the Board agreed on which Warrant Articles each of them would read motions for at Town Meeting.

VOTES ON TOWN MEETING WARRANT ARTICLE RECOMMENDATIONS

Selectman Kaelin moved the Board vote to recommend approval of Article 4 (Town Budget) at Town Meeting; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

Selectman Hirsh moved the Board vote to recommend approval of Article 5 (Water, Sewer and Solid Waste Enterprise Funds) at Town Meeting; 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 recommend approval of Article 6 (Northborough K-8 Schools Budget) at Town Meeting; Selectman Kaelin 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 recommend approval of Article 7 (Northborough K-8 Schools Budget) at Town Meeting; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

Selectman Hirsh moved the Board vote to recommend approval of Article 39 (Compression Brake Prohibition Law) at Town Meeting; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

Selectman Hirsh moved the Board vote to recommend approval of Article 38 (Property Tax Exemption for Gold Star Parents) at Town Meeting; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

EXECUTION OF CEMETERY DEEDS 1114 & 1115

Selectman Rogers moved the Board vote to execute Cemetery Deeds 1114 & 1115 as presented; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

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

OTHER BUSINESS

None.

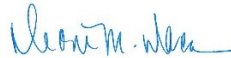
ADJOURNMENT

Selectman Kaelin moved the Board vote to adjourn; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

The meeting adjourned at 10:25 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. April 12, 2021 Meeting Agenda
2. March 22, 2021 Meeting Minutes
3. The Neighborhood Tavern
4. Fattoush Grill & Bakery
5. Regional Vaccination Clinic Presentation
6. Memorandum – Public Health Excellence Grant Program for Shared Services
7. Memorandum – Shared Winter Streets and Spaces Grant
8. Memorandum – Traffic Safety Efforts
9. FY2022 Capital Budget presentation
10. Interview Subcommittee Minutes 3/29/21, 3/31/21 & 4/6/21
11. Information packet – Reappointments
12. Town Meeting Warrant Articles
13. Cemetery Deeds