

**BOARD OF SELECTMEN
MEETING MINUTES – June 14, 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

Leslie Rutan

Julianne Hirsh

T. Scott Rogers

Kristen Wixted

Others

John Coderre, Town Administrator

Rebecca Meekins, Assistant Town Administrator

William Lyver, Police Chief

David Parenti, Fire Chief

Scott Charpentier, DPW Director

APPROVAL OF MINUTES – MAY 17, 2021 MEETING

Selectman Rutan moved the Board vote to approve the May 17, 2021 meeting minutes; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

7:00 p.m. - WILLIAM LYVER – POLICE CHIEF

- Appointment of Daniel Martin as Police Officer.
- Reappointment of Special Police Officers.

Appointment of Daniel Martin as Police Officer

Chief Lyver introduced Daniel Martin to the Board. He indicated that Mr. Martin earned a Bachelor of Arts in Criminology with a concentration in forensic and investigative sciences from West Virginia University. His law enforcement experience includes two years with the Wareham Police Department as a part-time officer. He added that Mr. Martin graduated from the Cape Cod Municipal Police Academy on May 29, 2021 and he is fully certified to work as a full-time police officer. He was a self-sponsor student putting himself through the academy and bearing the cost of his training and equipment.

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

Selectman Hirsh moved the Board vote to appoint Daniel Martin to the position of Police Officer effective June 15, 2021; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

Reappointment of Police Officers

Chief Lyver requested that the Board reappoint James Bruce and Erica Abro as Special Police Officers for a one-year period. In response to a question from Selectman Wixted, he added that Special Police Officers are mainly used for construction details.

Selectman Rutan thanked Officers Bruce and Abro for serving the Town.

Selectman Hirsh moved the Board vote to reappoint James Bruce as a Special Police Officer for a one-year period through June 30, 2022; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

Selectman Hirsh moved the Board vote to reappoint Erica Abro as a Special Police Officer for a one-year period through June 30, 2022; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

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

- Acceptance of Grant Funds from the State for the Reservoir Dam Removal Project pursuant to MGL, Chapter 44, Section 53A.
- Grant of Easement at property located at 200 School Street from the Town to National Grid.

Acceptance of Grant Funds from the State for the Reservoir Dam Removal Project

Mr. Charpentier indicated that the Public Works Water Department owns the Northborough Reservoir Dam located adjacent to Reservoir Street in the Towns of Boylston and Shrewsbury. The impoundment, Northborough Reservoir, was decommissioned as a drinking water source in 1954. He noted that the State Office of Dam Safety found this structure to be in poor condition and ordered Northborough to repair or remove the dam. A limited dam removal feasibility study was completed by the Town in 2019 and determined that removal was the preferred alternative as the dam and impoundment serve no useful purpose and the cost of repair is over twice that of removal.

Mr. Charpentier informed the Board that the Public Works Department submitted a grant application to the Executive Office of Energy of Environmental Affairs (EEA) and was awarded the grant in the amount of \$168,750, which will fund 75% of the design and permitting for dam removal with the remaining 25% coming from the water enterprise fund.

In response to questions from Selectmen Rutan and Rogers, Mr. Charpentier indicated that he expects this work will take approximately 18-24 months to complete. He also anticipates seeking additional grant funds for the physical removal of the dam.

Selectman Rogers moved the Board vote, pursuant to Massachusetts General Law, Chapter 44, Section 53A, to accept funds from the Commonwealth of Massachusetts for the purpose of the Northborough Reservoir Dam Removal project and to authorize the Town Administrator to expend such funds; Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

Grant of Easement at property located at 200 School Street from the Town to National Grid.

Mr. Charpentier informed the Board that the Water-Sewer Garage Improvement project at 200 School Street is progressing well. He noted that National Grid has completed the design of the new electrical service, which will provide power to the facility from the Brigham Street side of the

property. The work of the utility requires installation of a new pole with a transformer, which will be located outside of the public right-of-way, but on Town owned land. The Easement must be granted to allow the work of National Grid to proceed.

In response to questions by members of the Board, Mr. Charpentier explained the function of the Water-Sewer Garage and the scope of the remaining work to be done to the garage following the electrical work, adding that Assabet students will be working on the interior fit-out of the building. He also indicated that the Water-Sewer Garage will not adversely affect the neighbors in terms of lights or noise.

Selectman Rogers moved the Board vote to accept and execute the Grant of Easement to National Grid as presented for Town property located at 200 School Street for the purpose of providing electrical service to the Water-Sewer Garage; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

REPORTS

Kristin Wixted

- No report.

Julianne Hirsh

- Asked that once the Board Liaisons are assigned that they be posted on the Selectmen’s webpage.
- Attended a recent Central Massachusetts Regional Planning Commission (CMRPC) Meeting and Awards Dinner. Congratulated Health Agent Kristin Black for being among a group that received an award for the Regional Collaboration for Central Massachusetts on Boards of Health.
- Noted that the stakeholder meeting for the CMRPC traffic audit near the high school was originally scheduled for August, but has been postponed to the Fall.
- Requested that an update for project timelines be added to a future agenda.

T. Scott Rogers

- Thanked the Police and Fire Chiefs for their monthly reports.
- Thanked Town Engineer Fred Litchfield for meeting with him to better understand stormwater management and drainage.
- Thanked Conservation Agent Mia McDonald for letting him tag along on a couple of site visits to better understand wetlands, delineation, protection and erosion controls.

Leslie Rutan

- Thanked everyone who participated in the virtual Memorial Day Ceremony.
- Appreciated the receipt of a Town email regarding the Earthwork Board vacancy. This is a great way to get the word out about Board and Committee vacancies. Encouraged residents to subscribe to Town News on the Town website.
- Congratulated the 2021 Northborough graduates.

- Thanked the Police and Fire Chiefs for their monthly reports.
- Asked about the enhancements to the crosswalk at Hudson Street and Center Drive? Mr. Charpentier responded that it was the result of a discussion amongst Town staff regarding pedestrian enhancements at crosswalks throughout Town. A couple things that are considered when deciding where to enhance crosswalks include at-risk users and busy destinations. This particular crosswalk met both of these considerations.

Jason Perreault

- Congratulated this year's high school graduates.
- Congratulated the 56 award recipients and the 26 honorable mentions 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. Information about the award recipients can be found at www.nspac.org.
- Noted that Saturday, June 19th is recognized as Juneteenth, a holiday commemorating the day in 1865 that the last slaves held in Galveston, Texas learned of their freedom.
- Noted that today, June 14th is Flag Day, which commemorates the June 14, 1777 adoption of the stars and stripes by the Second Continental Congress as the official Flag of the United States.

John Coderre

- Announced that all municipal buildings are now open to the public.
- Congratulated his daughter Grace Coderre on graduating from Algonquin Regional High School.
- Thanked the School Administration for doing a fantastic job in bringing some normalcy back to the graduation ceremony.

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.

Mitch Cohen of 12 Whitney Street asked the Board to support continued video coverage and remote participation for Board and Committee meetings moving forward.

DISCUSSION REGARDING FEEDBACK FROM THE DIVERSITY & INCLUSION COMMITTEE REGARDING APPOINTMENTS

Chairman Perreault briefly reviewed the discussion that took place at the Board's May 17th meeting regarding the Board's representative to the Diversity & Inclusion Committee (D&I Committee). He read the letter to the Board from the D&I Committee in its entirety, as follows:

“At the May 20th meeting of the Northborough Diversity and Inclusion Meeting, the Committee considered the question posed by the Selectmen regarding changing or adding members to the current Diversity and Inclusion Committee. The members of the Diversity and Inclusion

Committee understand that the membership of the Board of Selectmen has changed, and the current representative from the Board is no longer a sitting member of the elected body. However, the Committee feels that given the timing of the turnover, and the fact that the Committee is 6 months into its year-long commitment to provide recommendations to the Selectmen, it would be difficult to change the composition of the Committee now.

We would ask that the Board of Selectmen allow Tim Kaelin to continue to serve in his current role as Diversity & Inclusion Chair. The Committee is confident in Tim's ability to lead the group through this endeavor and to provide direction and communicate when needed to the Board of Selectmen and to town staff. We appreciate the Board of Selectmen's inquiry with respect to their representative to the Committee, but currently, we are excited about continuing to move forward with our work and to provide the Board with recommendations on making Northborough a more welcoming and inclusive community. We always welcome input from any community members on matters of diversity, equity and inclusion in Northborough.

We look forward to providing an update on the Committee's work to the Board at a future meeting and plan to make full recommendations to the Board in the late Fall of 2021."

Chairman Perreault stated that there are multiple options for the Board to consider:

1. To strictly consider how the D&I Committee was originally composed and replace Tim Kaelin with another member of the Board.
2. To consider having Tim Kaelin serve as a citizen member and in addition, add a member of the Board to serve as a participating member.
3. To consider having Tim Kaelin continue to serve as a citizen member and to appoint a member of the Board to act as a liaison.

Assistant Town Administrator Becca Meekins noted that she agrees with the D&I Committee's view as mentioned in the letter. She added that as a staff member who attends both meetings of the D&I Committee and the Board of Selectmen, she would be happy to report back and forth between the two with any questions and comments.

Following a brief discussion, members of the Board expressed their support for Tim Kaelin to continue to serve as the Board's representative on the D&I Committee, acknowledging the fact that Ms. Meekins attends meetings of both Boards and would provide an easy conduit for communication between the two. Ms. Meekins added that the D&I Committee will provide an update to the Board at one of its meetings this summer. She expects that full recommendations will be made to the Board in late Fall.

Selectman Rogers moved the Board vote to retain Tim Kaelin as the Board's designee to the Diversity and Inclusion Committee; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Wixted	"aye"	Rutan	"aye"
Rogers	"aye"	Perreault	"aye"
Hirsh	"aye"		

VOTE TO RESCIND LOCAL STATE OF EMERGENCY

Mr. Coderre noted that Governor Baker ordered that the State of Emergency relating to Covid-19 be rescinded effective June 15th. He stated that it is appropriate for the Board to vote this evening to rescind Northborough's March 23, 2020 Local State of Emergency in alignment with the Governor's actions.

Selectman Rutan moved the Board vote to end the State of Emergency it declared on March 23, 2020, relating to Covid-19 effective at 12:01 a.m. on June 15, 2021, the time at which the State of Emergency declared by the Governor on March 10, 2020 will end, as set forth in the Governor's order of May 28, 2021 – Covid-19 Order No. 69; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

UPDATE ON STATE LEGISLATION REGARDING REMOTE PARTICIPATION IN PUBLIC MEETINGS

Mr. Coderre noted that a Bill (S.2467, An Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency) was debated in the Senate on June 10, 2021 that will allow the continuation of remote public meetings until April of 2022. Given the enormous amount of support from public bodies and state agencies, he believes that the legislature and the Governor will extend the provisions allowing for virtual meetings. He added that since tomorrow is June 15th, and with no resolution regarding the extension, Town staff has begun to plan for technological changes to the meeting room(s) to support a hybrid meeting option.

Mr Coderre noted that if the Board wishes to pursue the hybrid meeting option, the meeting room(s) will require significant technological upgrades to ensure a reliable virtual participation option for members of the public. Town staff will be working closely with Northborough Cable Access and I.T. professionals to design the best system possible. There are a range of options associated with creating a hybrid meeting environment. Some are as simple as including a phone line that residents can call into, which will be broadcast over the cable channel and into the meeting room. More intricate options will include the ability to utilize video conferencing and virtual waiting rooms for comments or visual presentations, like what is used now. The latter option includes more significant capital investment into the meeting room(s) and may take longer to design and build.

Mr. Coderre noted that the Board will need to make some policy decisions regarding future hybrid meeting options. Depending on which option the Board pursues, it is anticipated that this process will take anywhere from 1-2 months.

In response to questions from Selectmen Rutan and Hirsh about being able to offer some type of hybrid meeting option as early as the Board's next meeting on June 28th, Mr. Coderre was hesitant to commit for a couple of reasons: 1) concern with being able to hire vendors and purchase needed technology; and 2) concern with security issues. He also reminded the Board that a discussion regarding a policy for hybrid meetings needs to take place before technical upgrades can be considered. Members of the Board agreed that it's important for the community to work towards the hybrid meeting option.

APPROVAL OF FY2022 NEDP MEMORANDUM OF UNDERSTANDING

Mr. Coderre noted that the Northborough Extended Day Program provides aftercare programming for the K-8 schools. He informed the Board that the annual Memorandum of Understanding (MOU) between the Town and Northborough Extended Day Program, Inc. is for the continued use of office space and facilities at the Town Hall. The updated MOU provides for a 3.5% increase in payment to the Town from \$24,877 in FY2021 to \$25,748 in FY2022 to reflect increased costs associated with use of the space, as well as the shared Administrative Assistant position.

Selectman Wixted moved the Board vote to approve the FY2022 annual Memorandum of Understanding between the Town and Northborough Extended Day Program, Inc. for the use of office space and facilities at the Town Hall and to authorize the Town Administrator to execute same; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

EXECUTION OF CEMETERY DEEDS 1118, 1119 & 1120

Selectman Wixted moved the Board vote to execute Cemetery Deeds 1118, 1119 & 1120 as presented; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

OTHER BUSINESS

None.

8:35 p.m. - EXECUTIVE SESSION

Selectman Rutan 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 Rogers seconded the motion; the roll call vote was taken as follows:

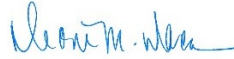
Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”
Hirsh	“aye”		

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. June 14, 2021 Meeting Agenda
2. May 17, 2021 Meeting Minutes
3. Memorandum – Appointment of Police Officer
4. Memorandum – Reappointment of Special Police Officers
5. Memorandum – Acceptance of Grant Funds for Reservoir Dam Removal Project
6. Information packet – Grant of Easement for property to National Grid
7. Memorandum – Diversity & Inclusion Committee regarding Appointments
8. Information packet – Vote to Rescind Local State of Emergency
9. Information packet – Remote Participation in Public Meetings
10. NEDP Memorandum of Understanding
11. Cemetery Deeds