

**BOARD OF SELECTMEN  
MEETING MINUTES – August 10, 2020**

---

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. Each speaker on the agenda will be invited by name to provide comments, questions or motions. He asked that participants hold until their name is called.

Chairman Perreault 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. 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, Clerk
- Leslie Rutan
- Julianne Hirsh
- T. Scott Rogers

Town Staff

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

**APPROVAL OF MINUTES – JUNE 22, 2020 REGULAR MEETING**

Selectman Rutan moved the Board vote to approve the June 22, 2020 Meeting Minutes, Selectman Hirsh seconded the motion; the roll call vote was taken as follows:

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

Selectman Rogers was not on the Board on June 22, 2020 and therefore abstained.

**7:00 p.m. - ELECTION OF OFFICERS**

Chairman

Nominations for Chairman were called by Town Clerk Andrew Dowd.

Selectman Rutan moved the Board vote to nominate Selectman Perreault to the position of Chairman; Selectman Kaelin seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Chairman. The motion to nominate Selectman Perreault to the position of Chairman passed unanimously by roll call vote as follows:

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

Vice Chairman

Nominations for Vice Chairman were called by Town Clerk Andrew Dowd.

Selectman Perreault moved the Board vote to nominate Selectman Kaelin to the position of Vice Chairman; Selectman Rutan seconded the motion. No other nominations were

presented. Mr. Dowd closed the nominations for Vice Chairman. The motion to nominate Selectman Kaelin to the position of Vice Chairman passed unanimously by roll call vote as follows:

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

#### Clerk

Nominations for Clerk were called by Town Clerk Andrew Dowd.

Selectman Perreault moved the Board vote to nominate Selectman Rutan to the position of Clerk; Selectman Kaelin seconded the motion. No other nominations were presented. Mr. Dowd closed the nominations for Clerk. The motion to nominate Selectman Rutan to the position of Clerk passed unanimously by roll call vote as follows:

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

#### **UPDATE ON ELECTION VOTING OPTIONS**

Town Clerk Andrew Dowd reviewed the options available to all residents for the September 1, 2020 Primary Election and the November 3, 2020 General Election. Residents are able to vote by mail, early in-person, or in-person on the Election Days themselves.

#### **7:05 p.m. - DAVID PARENTI, FIRE CHIEF**

Swearing-In of Firefighter/Paramedic William Frink.

Chief Parenti introduced Firefighter/Paramedic William Frink as the newest member of the Fire Department. Mr. Frink comes to Northborough from Fitchburg EMS where he was a 911 EMT/Paramedic. Mr. Frink received his Paramedicine Degree from Pro EMS, the Center for Medics in Cambridge, MA. He also received a Certification in Diesel Technology from Lincoln Technical Institute in East Windsor, CT. He will be attending the Massachusetts Fire Academy Recruit Training Program starting on December 28, 2020 with a scheduled graduation date of March 5, 2021.

Members of the Board welcomed Mr. Frink to Northborough. Fellow members of the Fire Department joined Mr. Frink as he was sworn in by Town Clerk Andrew Dowd.

#### **7:10 p.m. - MICHELLE GILLESPIE – BC4T BOROUGHS CARES 4 TROOPS**

Introduction of the Hometown Heroes Program

Michelle Gillespie, Leslie Arsenault, Karen Brewster and Beth Davison were present on behalf of the Boroughs Cares 4 Troops (BC4T) to introduce the Hometown Heroes Program. The purpose of the Program is to create banners that will be hung along Main Street honoring Northborough Veterans and active military men and women.

Introduction of the Hometown Heroes Program Cont. . .

Ms. Gillespie informed the Board that the Hometown banners will be placed by the DPW Department after the Applefest banners are taken down. Banners were purchased through donations and at this time they are working on portraits for 7 Veterans. Their goal is to have 25 banner portraits by Fall of this year, with hopes to have as many as fifty additional banners next year. They are happy to report that this program has received much enthusiasm from Veterans' families. Donations can be made on-line at [www.bc4t.org](http://www.bc4t.org) or by check to P.O. Box 304, Northborough, MA.

Lastly, it was reported that in addition to the Hometown Heroes Program, 300 Northborough Veterans were given care packages during the on-going pandemic.

The Board thanked the members of BC4T for their efforts to remember those that have served our community and our Country. By agreement of the Board, members of the BC4T were encouraged to proceed with the Hometown Heroes Program.

**7:15 p.m. - FRED LITCHFIELD, TOWN ENGINEER**

Approval & Execution of Intermunicipal Agreement for Participation in the Central Massachusetts Regional Stormwater Coalition for FY2021 through FY2025.

Town Engineer Fred Litchfield reported that the Central Massachusetts Regional Stormwater Coalition (CMRSWC) is a group of 32 communities. The CMRSWC was formed in 2011 and has created an effective forum for collaboration, communication, and discussion among the various municipal representatives. Northborough joined the CMRSWC a few years later and has benefited from the Coalition's ability to obtain grants to create standardized documents and public education materials. The CMRSWC also provides various training opportunities which supplement the work that the Town's consultant provides in meeting the requirements of the MS4 permit.

Mr. Litchfield noted that the CMRSWC Steering Committee voted to reduce the year 1 (FY2021) dues for each member community to \$1,000, considering the increased costs that municipalities are facing due to the COVID-19 pandemic. The annual dues for years 2-5 will be fixed at \$4,000 per year, which is the same amount paid each year under the prior Intermunicipal Agreement.

Selectman Rutan moved the Board vote to approve and execute the Intermunicipal Agreement with the Town of Spencer for participation in the Central Massachusetts Regional Stormwater Coalition for FY2021 through FY2025 as submitted by Town Engineer Fred Litchfield; Selectman Kaelin seconded the motion; the roll call vote was taken as follows:

Rogers	"aye"	Kaelin	"aye"
Hirsh	"aye"	Perreault	"aye"
Rutan	"aye"		

**7:20 p.m. - SCOTT CHARPENTIER, DPW DIRECTOR**

- Informational presentation regarding completed Water/Sewer Rate Study.
- Status Update on Town Hall Reopening.

Informational presentation regarding completed Water/Sewer Rate Study

DPW Director Scott Charpentier informed the Board that Raftelis Financial Consultants was hired to conduct a Water and Sewer Rate Study for FY2021. This rate study is a follow-up to previously performed studies to ensure adequate revenue to support the obligations of the Water and Sewer Enterprise Funds in the coming years.

Mr. Charpentier reviewed the major objectives of the study, which included the development of financial plans for the water and sewer enterprise funds to ensure financial sufficiency, meet operation and maintenance costs, ensure sufficient funding for capital renewal and replacement needs, and to improve the financial health of the enterprise funds through adequate reserve fund balances and debt service coverage.

Mr. Charpentier indicated that the rate study recommends a 4% increase to the volumetric water use rate while proposing no change to the base charge. The need for additional revenue can be attributed to rising operational costs, reduced consumption due to water conservation, implementation of the Town's Capital Improvement Plan, and increasing assessments from the Massachusetts Water Resources Authority. Future water rate adjustments will be evaluated annually through performance of subsequent rate studies.

Mr. Charpentier added that Northborough is still without a new Intermunicipal Agreement (IMA) with the City of Marlborough, adding that the City of Marlborough has issued permanent bonds for their recently completed \$30 million-dollar plant upgrade project and will eventually assess Northborough for its share of the project costs. He indicated that the rate study recommends a 5% increase to the sewer use rate. In addition, the sewer flat rate is proposed to be reduced from \$340.20 per quarter to \$220.00 per quarter. The proposed reduction to the flat rate is a result of a recently completed use study for unmetered sewer customers and is due to the continued descending water usage.

Mr. Charpentier indicated that prior to tonight's presentation, the Water & Sewer Commission (WSC) held an informational meeting on July 22, 2020. The WSC will hold a public hearing on August 17, 2020 to take comments and consider the rate study's recommendations. Following the public hearing, the WSC will vote on the recommendations of the rate study. If adopted, the ratepayers will be notified by mail and the rate changes will take effect for the usage starting in October, 2020.

Mr. Coderre stressed how important it is that residents understand that the capital improvement projects and operations are funded through the Water and Sewer Enterprise Funds.

### Status Update on Town Hall Reopening

Mr. Charpentier informed the Board that as part of the Town's Phase II Reopening Plan, Town Hall will be open by appointment only for limited hours beginning Monday, August 17, 2020. The hours that Town Hall will offer meetings by appointment will be 9am-Noon on Tuesdays and Wednesdays and Noon-3pm on Thursdays. All scheduled appointments will be held in the Town Hall gymnasium and will be limited to staff only, as Board and Commissions continue to meet remotely. Mr. Charpentier reviewed the safety protocols that have been put into place to ensure the safety of visitors and employees.

In response to a question by Selectman Hirsh, Mr. Coderre indicated that although the Library will remain closed to the public at this time, it continues to provide excellent on-line and curbside services. He added that at the time that a Library Director is hired, the re-opening of the Library can be revisited at that time.

### REPORTS

#### T. Scott Rogers

- Thanked everyone for their time in providing helpful information to him since his recent election to the Board. Added that he watched many of the remote meetings of the various Boards and Committees in order to be educated on important matters happening in the community.

#### Julianne Hirsh

- Congratulated Chairman Perreault on his re-election and Selectman Rogers on his election to the Board.
- Thanked everyone who was involved in planning and participating in the Annual Town Clean-up.
- Thanked the Town staff for their efforts in working together, which set the stage for a very successful Town Meeting.
- Questioned when the Town Hall Feasibility Study Committee will be established? Mr. Coderre responded that an advertisement seeking volunteers will be issued shortly.
- Questioned if Board members or anyone interested from the public will have the opportunity to participate in a walk-thru of the 4 West Main Street building to see what it has to offer? Mr. Coderre responded that no one from the Town, whether it's Town staff, Board members or members of the public have the right to a walk thru, as the Town does not own or control the building. He added that a basic assessment of the building will be done as part of the Feasibility Study.
- Questioned if most of the Boards and Committees are back to their regular meeting schedules? Mr. Coderre responded that although most Boards and Committees are back to their regular meeting schedules, there is the challenge of training already burdened staff to provide host participation support. He added that there is potential to hire a part-time Cable Access staff to assist with this need.
- Questioned when the number of Board and Committee agenda notifications that residents can subscribe to will be expanded to include all Boards and Committees? Mr. Coderre responded that this is the responsibility of the MIS Department, which has been overwhelmed with the remote needs due to the pandemic. He will check with the MIS Director and provide the Board with an update at the next meeting.

Julianne Hirsh Report Cont. . .

- Thanked everyone for doing their part to keep our community healthy and safe during this pandemic.

Leslie Rutan

- Congratulated Chairman Perreault on his re-election to the Board and welcomed Selectman Rogers.
- Thanked the Police and Fire Chiefs for their monthly reports and for all the work that they do during this pandemic.
- Thanked the residents and local businesses for staying the course in regard to mandated safety protocol to help keep our community healthy.
- Thanked the School Department and the School Superintendent for their efforts in making difficult decisions regarding the start of the new school year during this pandemic.
- Congratulated all the Town staff, the Town Moderator and everyone else whose collaborative efforts made the Town Meeting such a success. According to comments on social media, some residents liked the Saturday meeting.
- Attended the recent remote meeting of the Local Emergency Planning Committee. Thanked Chief Parenti and Michael Borowiec for hosting these meetings.
- Thanked the Community Affairs Committee for their efforts in planning the annual Summer Concert series, despite the events being cancelled due to the pandemic.

Tim Kaelin, Clerk

- Congratulated Chairman Perreault on his re-election to the Board and welcomed Selectman Rogers.
- Thanked everyone involved in planning and participating in a successful Town Meeting.
- Thanked the School Committee and the School Superintendent for their efforts in exploring the various options for the upcoming school year.
- Thanked Town Clerk Andrew Dowd for his review of the voting options for the Primary and General Elections and for his efforts in assuring the residents that their votes will be counted.

Jason Perreault, Chair

- Welcomed Selectman Rogers to the Board.
- Thanked everyone for their campaigning efforts for all candidates in the weeks leading up to the Town Election.
- Thanked Town Clerk Andrew Dowd, his staff and the election workers for their efforts leading up to and during the Town Election. Thanked those residents who participated.
- Acknowledged the extraordinary efforts of Town staff and Town Moderator Fred George in the planning, coordination, set-up and moderating of Town Meeting. They did a great job under the most difficult of circumstances. Also thanked the Board and Committee members and residents who participated in Town Meeting in the hot sun.
- Participated in the recent Firefighter/Paramedic interviews.
- Extended his appreciation to the School Committee, School Administration and Teachers during this continued uncertainty in regard to the new school year.

John Coderre

- Recognized and extended his appreciation to all Town staff for their efforts in going above and beyond during these very difficult circumstances. He spoke about the limited staff and the need for additional resources. He asked that the Board and residents be understanding during this pandemic while ongoing efforts are made to fill vacant department head level positions, assess the backload of projects and the return to routine meetings of the project-related Boards and Committees. Members of the Board offered their support and asked residents to do the same.

**PUBLIC COMMENTS**

Chairman Perreault reiterated that 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.

Suzanne Cieslica of 8 Emerson Road requested that the Board create a Traffic Safety Committee to allow residents to be part of the traffic safety process. She spoke of the areas and projects in town that would benefit from such a Committee.

Lisa Maselli of 13 Maple Street questioned how the Town can ascertain what needs to be done in order to receive the building at 4 West Main Street in good condition per the agreement. This is in response to the Town Administrator's statement at Town Meeting that the building is currently in poor condition. Mr. Coderre responded that the Town Offices Feasibility Study will address this.

**PROCLAMATION IN CELEBRATION OF 100<sup>TH</sup> ANNIVERSARY OF 19<sup>TH</sup> AMENDMENT ALLOWING WOMEN THE RIGHT TO VOTE**

Chairman Perreault indicated that the Northborough Junior Woman's Club has requested that August 18, 2020 through August 26, 2020 be proclaimed as Women's Suffrage Celebration Week in honor of the 100<sup>th</sup> Anniversary of the 19<sup>th</sup> Amendment allowing women the right to vote. Selectman Rutan read the official proclamation in its entirety.

**APPOINTMENT OF SPECIAL POLICE OFFICER**

Police Chief William Lyver asked the Board to appoint Michael Rice as a special police officer. Mr. Rice is one of the department's full-time dispatchers currently working the day shift. Mr. Rice has a bachelor's degree in criminal justice from UMass Boston and has been an excellent employee since he was hired two years ago. Mr. Rice put himself through the MPTC Reserve/Intermittent Police Academy and meets the qualifications to serve as a special police officer.

Selectman Rogers moved the Board vote to appoint Michael Rice as a Special Police Officer effective August 11, 2020 for a term to expire on June 30, 2021; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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



## **DISCUSSION REGARDING BLACK LIVES MATTER**

### Consideration of Statement from Board of Selectmen

Selectman Kaelin read the Board's official updated statement on the Black Lives Matter movement in its entirety. In addition to condemning racism and discrimination, the Board, through the adoption of this statement, is proposing the following actions:

1. Establishment of a Diversity and Inclusion Committee. This committee will be composed of town department leaders, community leaders and residents. The committee will be tasked with improving the diversity and inclusion in all town departments, creating and delivering diversity and inclusion programs for residents and business owners, and collaborating with school boards on diversity and inclusion curriculum. Over the next 2 months the mission of this committee will be established, the membership defined and the committee members appointed by October 1, 2020.
2. Require that diversity and inclusion training and courses be part of all staff professional development. The purpose of this training is to build a more diverse culture in our town government and services and learn that, as a community, we need to be anti-racist.

Board members thanked Selectman Kaelin for drafting this Statement on behalf of the Board.

Selectman Kaelin moved the Board vote to adopt the Official Statement on Black Lives Matter as presented this evening, and edited to include the correction of a couple of grammatical errors; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

### Consideration of Options for Diversity and Inclusion Initiatives

Selectman Kaelin reported that he is working on developing the charge and make-up of the Diversity and Inclusion Committee and will bring it back to the Board at their next regularly scheduled meeting for further discussion. He anticipates that this Committee will present a report and recommendations to the Board of Selectmen for their consideration.

## **STATE AID UPDATE**

Mr. Coderre provided an update on State Aid. He reported that the Governor and the State Legislation are committing to no less than level funding of Unrestricted General Government Aid and Chapter 70 Education Aid as they set the State's FY2021 Budget later this Fall. If this comes to fruition, the Board can discuss options at a future meeting. He added that it is still unknown if and when any funds will be received through the Federal Corona Virus Relief Fund. Although this is good news there remains a tremendous amount of uncertainty. As additional information is forthcoming, he anticipates having another

update at the Board’s next meeting. At that time, he will also provide an update on the status of Town revenues from last year compared to this year as requested by Selectman Hirsh.

**DESIGNATION OF BOARD MEMBER TO THE BOARD OF SELECTMEN INTERVIEW SUBCOMMITTEE**

Chairman Perreault reviewed the annual Board Liaison process and noted that Dawn Rand served on the Interview Subcommittee along with Selectman Rutan. Since Dawn is no longer on the Board, a Board Liaison needs to be designated to serve with Selectman Rutan until the time that the liaison assignments are finalized.

Selectmen Hirsh and Kaelin both offered to serve. Selectman Hirsh rescinded her offer to allow Selectman Kaelin the opportunity to serve.

Selectman Rutan moved the Board vote to designate Selectman Kaelin as the Board’s Liaison to the Interview Subcommittee to serve with Selectman Rutan until the time that the liaison assignments are finalized by the Chair; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

**ANNUAL REAPPOINTMENT OF ELECTION OFFICERS**

Selectman Hirsh moved the Board vote to reappoint those individuals who appear on the 2020-2021 Election Officer List for a term beginning on September 1, 2020 and ending August 31, 2021 as submitted by the Town Clerk; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

**EXECUTION OF SEPTEMBER 1, 2020 PRIMARY ELECTION WARRANT**

Selectman Kaelin moved the Board vote to execute the September 1, 2020 Primary Election Warrant as presented by the Town Clerk; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

**SET MEETING SCHEDULE FOR SEPTMEBER - DECEMBER**

By agreement, the Board set the meeting schedule for September – December as follows:

- September 14 & 28
- October 19
- November 9 & 23
- December 10 (FTMR Presentation) & 21

**OTHER BUSINESS**

None.

**10:00 p.m. - EXECUTIVE SESSION**

Selectman Rogers moved the Board vote to enter into Executive Session pursuant to Massachusetts General Laws, Chapter 30A, Section 21, Subsection 3 (Litigation – SA Farms and Marlborough Wastewater Treatment Plant) 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 Hirsh seconded the motion; the roll call was taken as follows:

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

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

The open meeting adjourned at 10:00 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen

Documents used during meeting:

1. August 10, 2020 Meeting Agenda
2. June 22, 2020 Meeting Minutes
3. Memorandum – Swearing In of Firefighter/Paramedic
4. Hometown Heroes Program Flyer
5. Information packet – Intermunicipal Agreement with the Town of Spencer
6. Information packet – Water/Sewer Rate Study
7. Town Hall Reopening Flyer
8. Proclamation – 100<sup>th</sup> Anniversary of 19<sup>th</sup> Amendment
9. Memorandum – Appointment of Special Police Officer
10. Statement on Black Lives Matter
11. State Aid Update
12. Memorandum – Interview Subcommittee Designation
13. Information packet – Reappointment of Election Officers
14. September 1, 2020 Primary Election Warrant
15. Memorandum – Meeting Schedule