



BOARD OF SELECTMEN
MEETING AGENDA
Monday, November 22, 2021
7:00 p.m.

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

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/82281611623>
When prompted, enter Password 746144
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 822 8161 1623 and Password 746144

For Public Comment

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

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



BOARD OF SELECTMEN
MEETING AGENDA
Monday, November 22, 2021
7:00 p.m.

*[Approval of November 8, 2021 Meeting Minutes](#)

- 7:00 p.m. - [PUBLIC HEARING WITH BOARD OF ASSESSORS](#)**
For the purpose of discussing the valuation of each class of property; the minimum residential factor and the allocation of the tax burden among the four classes of real property: residential, open space, commercial and industrial, and of personal property.
- 7:45 p.m. - [SUZY CIESLICA – COMMUNITY AFFAIRS COMMITTEE](#)
[TIM KAELIN – DIVERSITY & INCLUSION COMMITTEE](#)**
- Presentation on 2021 Tree Lighting Event and Request to close Blake Street.
 - Discussion regarding a Menorah Display at the Blake Street Tree Lighting.

REPORTS
PUBLIC COMMENTS
NEW BUSINESS

1. [Approval/Execution of Plowing and Treatment Agreements for private ways for the 2021/2022 Winter Season.](#)
2. [Interview Subcommittee – Recommendation for appointment to the Board of Registrars.](#)
3. [Set Meeting Schedule for January – April 2021.](#)
4. [Consider closing Town Offices, DPW and Senior Center on December 23rd at 12Noon.](#)
5. [Execution of Cemetery Deed 1136.](#)
6. Any other business to come before the Board.

**BOARD OF SELECTMEN
MEETING MINUTES – November 8, 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 June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency and that all members of the Board of Selectmen are allowed and encouraged to participate remotely.

Chairman Perreault noted that the Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting. He added that ensuring public access does not ensure public participation unless such participation is required by law. He noted that in the interest of time to attend to a lengthy Executive Session following the open meeting, the public comments portion of the agenda will be passed over this evening. He indicated the various ways that the public may view this meeting as listed on the posted agenda.

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

Board of Selectmen

Jason Perreault, Chair
Leslie Rutan
T. Scott Rogers
Kristen Wixted

Others

John Coderre, Town Administrator
Rebecca Meekins, Assistant Town Administrator
Jason Little, Finance Director
David Parenti, Fire Chief
Scott Charpentier, DPW Director

Meeting Business Ground Rules

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

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

APPROVAL OF MINUTES – OCTOBER 18, 2021 MEETING

Selectman Rogers moved the Board vote to approve the October 18, 2021 meeting minutes as submitted; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

7:00 p.m. - KRISTIN BLACK – HEALTH AGENT

- Update on Vaccination Clinics.
- Acceptance of State Department of Public Health COVID-19 Contact Tracing Grant Award.

Ms. Black provided a brief update on the following:

Booster Clinics for Adults

Ms. Black reported that on October 29th, the Town held a Moderna Booster Clinic at the Northborough Senior Center from 9am to 3:30pm and vaccinated 407 individuals including many seniors and teachers. The clinic was supported by the Northborough and Boylston Fire Departments, Greater Boroughs Partnership for Health's Salmon VNA nurses and many local volunteers, including Medical Reserve Corps.

She added that another Moderna Booster Clinic is tentatively planned for Friday, November 19th from 9am to 12pm. She is hoping to also vaccinate homebound individuals that same afternoon. Those who would like to be added to the Town's email list serve to learn about future booster clinics can sign up at: www.tinyurl.com/nborosignup

Pediatric Pfizer Clinics for Children Ages 5-11

Ms. Black reported that on November 5 & 6, the Town hosted two pediatric clinics at Melican Middle School. Appointments opened on Wednesday at midnight and within 48 hours all 900 appointments were booked. Families who missed this opportunity can schedule an appointment at a local pharmacy or their doctor's office.

Ms. Black also reviewed the recent case counts, which show a continued decline in cases during the last month. She reviewed COVID-19 recommendations for the Holidays. Residents can refer to the CDC's Safer Way to Celebrate the Holidays website:

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/holidays/celebrations.html>

Acceptance of State Department of Public Health COVID-19 Contact Tracing Grant Award

Ms. Black indicated that the Town has been awarded a COVID-19 Contact Tracing Grant by the State Department of Public Health in the amount of \$160,000 annually for FY2022 and FY2023 for the Greater Boroughs Partnership for Health. These funds will allow for additional qualified medical staff to help with contact tracing and other public health purposes in the event that all contact tracing duties have been met. The additional temporary two-year staffing will likely be hired through an extended contract with Salmon VNA.

Board members thanked Ms. Black for her continued efforts to keep the community safe.

Selectman Rutan moved the Board vote, pursuant to Massachusetts General Law, Chapter 44, Section 53A, to accept funds from the Department of Public Health COVID-19 Contact Tracing Grant from the State of Massachusetts and to authorize the Health Agent to expend such funds on behalf of the Greater Boroughs Partnership for Health; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

7:15 p.m. - ANDREW DOWD- TOWN CLERK

- Approval of Northborough's newly updated Voting Precinct Map.
- Update regarding new State Redistricting Maps.

Approval of Northborough's newly updated Voting Precinct Map

Mr. Dowd informed the Board that Massachusetts General Law, Chapter 54, Section 6 requires that the Board of Selectmen vote to accept the 2020 re-precincting plan. He indicated that this process occurs every 10 years after the results of the US Census are released. The official 2020 US Census lists Northborough's current population at 15,741, a significant increase since the 2010 US Census, which was 14,155.

Mr. Dowd stated that to keep the 4 precincts of equivalent size, there will be some minor changes to the borders of each precinct that will go into effect on December 31, 2021. He noted that because all Northborough voting precincts are now located at the Melican Middle School, this change will have little impact on residents. Those voters that are impacted will be notified of their precinct number change.

Mr. Dowd noted that after obtaining the necessary approval from the Board of Selectmen, he will submit the plan, including maps, population information and a legal description of the boundaries to the Secretary of the Commonwealth.

Selectman Rogers moved the Board vote to accept the 2020 Re-Precincting Plan for the Town of Northborough as presented by the Town Clerk; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

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

Update regarding new State Redistricting Maps

Mr. Dowd informed the Board that in conjunction with the re-precincting, the State Legislature is required to develop a redistricting plan to equalize voting districts due to population changes. The proposed plan changes Northborough's current representation in the House and Senate effective December 31, 2021 as follows:

State Senate: All 4 Northborough precincts will now be in the same Senate District, represented by Senator Chandler. Previously the Senate District was split, 3 precincts in Senator Chandler's District, and 1 precinct in Senator Eldridge's District.

House of Representatives: Northborough residents in precinct 4 will remain in the 12th Worcester District, currently represented by Representative Kilcoyne. Northborough residents in precincts 1, 2, and 3 will now be represented in the newly created 19th Worcester District.

Mr. Dowd added that the changes in representation will take place following next year's election.

**7:30 p.m. - SCOTT CHARPENTIER, DPW DIRECTOR
FRED LITCHFIELD, TOWN ENGINEER**

To consider implementation of a Truck Exclusion on Ridge Road and Maple Street.

Mr. Litchfield informed the Board that the traffic data for the Bartlett Street area as obtained by the Central Massachusetts Regional Planning Commission (CMRPC) indicated the truck traffic on Ridge Road exceeded the minimum 5% required to request a Heavy Commercial Vehicle Exclusion (HCVE). The formal application to the Massachusetts Department of Transportation (MassDOT) for a 24-hour HCVE for the upper portion of Maple Street and Ridge Road was approved.

Mr. Litchfield indicated that at this time, it is appropriate for the Board of Selectmen to vote to amend the Town Code by adding to Part 9-108-140 (2.5 Ton Truck Exclusions) Section E: Ridge Road and amending the current HCVE on Maple Street to include a portion of Maple Street from Ridge Road to Bartlett Street. Once this action is taken, MassDOT has indicated they will issue the appropriate permit. The signs indicating the 24-hour Truck Exclusion is in effect can then be installed by the Public Works Department.

In response to questions from Board members, Mr. Charpentier stated that the advanced warning signs on Bartlett Street at Maple Street and on Ridge Road at Lyman Street will be replaced with truck exclusion signs. Mr. Litchfield added that the updated data will be provided to truck driver's GPS units through inquiries from GPS companies. With the updated GPS units and the signage, the goal is that the routes will be amended to avoid this entire area.

Mr. Coderre clarified that although the Board of Selectmen does have the authority to implement a truck exclusion, a traffic study must first indicate that truck traffic exceeds the minimum 5% criteria. It must then be approved by MassDOT before it can be approved by the Board of Selectmen. This multi-layered process is necessary in order for a truck exclusion to be legal and enforceable.

Selectman Wixted moved the Board vote to amend Northborough Town Code by adding to Part 9-108-140 – *Two and one-half (2.5) Ton Truck Exclusions*, Section E: “Ridge Road - from Maple Street to Lyman Street. The alternate route shall be Main Street (US Route 20), Bartlett Street and Lyman Street.” and to replace the existing Maple Street truck exclusion with “Maple Street – from Main Street (US Route 20) to Bartlett Street. The alternate route shall be Main Street (US Route 20) and Bartlett Street”; Selectman Rogers seconded the motion; the roll call vote was taken as follows:

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

REPORTS

Kristen Wixted

- Attended a recent meeting of the Youth Commission and noted that the Family & Youth Services Department is looking to fill a part-time administrative position.
- Noted that although the Jack O' Lantern Stroll hosted by the Community Affairs Committee (CAC) had to be cancelled due to weather, the pumpkin carving contest was a big success. On behalf of the CAC, she thanked those who were scheduled to perform during the Stroll and those who offered to donate food to the event. She also thanked the Department of Public Works for their help with building the shelves.
- Noted that the CAC will be holding their annual Tree Lighting Event on Blake Street on Saturday, December 4th. The CAC is working with the Diversity & Inclusion Committee to include the lighting of a Menorah as part of the event to represent residents who celebrate Hanukkah.
- Noted that Suzy Cieslica thanked all Town staff, School staff and the volunteers who were involved in the recent vaccination clinic for children.
- Noted that the Algonquin Regional School Committee (ARSC) announced that every grade at the high school is over the 80% vaccine threshold. The School's Medical Advisory Team is recommending that the high school staff and students continue to wear masks.
- Noted that the ARSC continues to consider the renaming of the High School mascot and hope to have a list of three mascot names to be considered sometime in November.

T. Scott Rogers

- Noted that the Open Space Committee has submitted four applications for Community Preservation Funds. One to replenish reserves for open space and the other three are for trail related projects.
- Participated in the recent Road Safety Audit walk and thanked everyone who organized it and attended.
- Attended the Hometown Heroes Rolling Rally where Veterans were led down Route 20 to view all the Hometown Heroes Banners followed by a meet and greet at Memorial Field. Thanked the Boroughs Cares 4 Troops (BC4T) for the banners and events that honor Veterans.
- Noted that the Interview Subcommittee met prior to tonight's meeting. There are at least 14 openings on the various Boards and Committees and encouraged interested residents to visit the Boards and Committees page on the Town website.
- Noted that Recreation Director Allie Lane is asking if Board members would be interested in volunteering their time to help out with the annual turkey trot road race on Thanksgiving morning. Sign ups for the race can be found at www.northboroughturkeytrot.org.

Leslie Rutan

- Announced that the Boy Scout's annual Scavenging for Food Drive will be held Saturday, November 13th. Residents can leave their bags at the end of their driveway for pickup between 10am-2pm. Thanked the Scouts for their efforts to benefit the Northborough Food Pantry.
- Thanked the Fire Chief for his monthly report. In addition to mentioning some of the highlights from the month of October, including the receipt of a monetary donation from Kevin and Erla Mallett that funded a new rescue boat, she read aloud a thank you letter that was addressed to the Fire Department.
- Participated in the Road Safety Audit walk, noting that it was helpful to see everything firsthand.

- Announced that Boy Scout Troop 101 will be holding their annual wreath sale. Wreaths can be ordered on online.
- Watched the recent Hometown Heroes Rolling Rally. Thanked the Boroughs Cares 4 Troops (BC4T) for the banners and for this event that honored our Veterans.
- Attended a recent K-8 School Committee meeting where the Melican Middle School Principal presented her school improvement plan. Thanked the School Committee and Principal Karb for her efforts.
- Noted that the Interview Subcommittee met prior to tonight's meeting. Asked residents to consider serving on the various Boards and Committees.

Jason Perreault

- Thanked the Boroughs Cares 4 Troops (BC4T) for their efforts in planning the Hometown Heroes Rolling Rally. Extended his appreciation to the public for their support of our Veterans.
- Noted that Thursday, November 11th is Veterans Day. Asked the public to keep Veterans in their thoughts.

John Coderre

- Announced that the Board's meeting packets are available to the public on the Selectmen's page or on the calendar on the Homepage of the Town website.

PUBLIC COMMENTS

Chairman Perreault noted that in the interest of time to attend to a lengthy Executive Session following the open meeting, the public comments portion of the agenda will be passed over this evening.

DISCUSSION REGARDING SENATE BILL 499 – AN ACT REGARDING AGRICULTURAL COMPOSTING PROGRAMS

Mr. Coderre provided a brief update on Senate Bill 499 – An Act Regarding Agricultural Composting Programs, which has been a long-standing legislative priority. He reminded the Board that Senator Harriett Chandler has twice before submitted similar legislation on behalf of the Town.

Mr. Coderre informed the Board that he received late notice of a hearing regarding S499 on November 3, 2021 by the State Legislature's Joint Committee on Environment, Natural Resources and Agriculture. On behalf of the Town, he submitted a letter and testified at the hearing in support of the Bill. He stated that he also contacted the Massachusetts Municipal Association (MMA) requesting their support and was told that MMA Director Geoff Beckwith will be submitting testimony as well on behalf of all municipalities in the Commonwealth.

Mr. Coderre noted that the modification to the General Law is to insert the following as underlined: The Department of Agriculture and Resources (DAR) shall promulgate rules and regulations for the operation of state, local and demonstration agricultural composting programs, provided however, that any such rules and regulations shall require that all composting projects and facilities comply with local zoning, land use, conservation and health ordinances, bylaws and regulations, including but not limited to requirements regarding set back or separation distances, odors, dust and debris, types and quantities of materials, and source of materials - onsite and off-site, and all such projects and facilities shall comply with such local ordinances, bylaws and regulations.

This proposed legislation has made it through the House and Senate and is now before the Joint Committee on Environment, Natural Resources and Agriculture. If passed, it will go to the full legislature and then the Governor for consideration.

Mr. Coderre indicated that anyone interested in providing written testimony in support of this legislation may do so by emailing it to: JointCommittee.Environment@malegislature.gov. He added that although there is no official deadline, it is generally recommended that written testimony be submitted within two weeks of the November 3rd hearing date.

Mr. Coderre noted that despite one of the composting sites in Northborough ceasing to operate on Green Street and the other on Whitney Street being subject to a settlement agreement following legal action by the Attorney General's Office, the root problem remains. Under existing regulations by the State Department of Agricultural Resources, any farm may engage in large-scale commercial composting operations in residential neighborhoods that are exempt from local zoning and land-use regulations.

EXECUTION OF CEMETERY DEEDS

Selectman Rutan moved the Board vote to execute Cemetery Deeds 1133, 1134 & 1135; Selectman Wixted seconded the motion; the roll call vote was taken as follows:

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

OTHER BUSINESS

There was no other business.

8:15 p.m. - EXECUTIVE SESSION

Selectman Rogers moved the Board vote to enter into Executive Session pursuant to M.G.L., Chapter 30A, Section 21, Subsection 3 (litigation) regarding pending land use litigation: The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000046; The Guttierrez Company v. Northborough Planning Board, Land Court Case No. 21 MISC 000380; Isomedix Operations, Inc. d/b/a Steris A.S.T. v. Northborough Planning Board, Land Court Case No. 21 MISC 000436; and Abu Construction, Inc. and Ka Realty, Inc. v. Town of Northborough and Northborough Planning Board, Worcester Superior Court Civil Action No. 1985CV00178, due to the Chair's determination that an open meeting may have a detrimental effect on the litigating position of the Planning Board and/or the Town; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

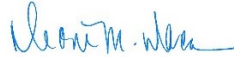
Wixted	“aye”	Rutan	“aye”
Rogers	“aye”	Perreault	“aye”

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 8:15 p.m.

Respectfully submitted,



Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. November 8, 2021 Meeting Agenda
2. October 18, 2021 Meeting Minutes
3. Information packet – COVID Update
4. Information packet – Contact Tracing Grant
5. Information packet – Newly Updated Precinct Map
6. Information packet – New State Redistricting Maps
7. Information packet – Truck Exclusion on Ridge Road and Maple Street
8. Information packet – Senate Bill 499
9. Cemetery Deeds



TOWN OF NORTHBOROUGH

Town Offices, 63 Main Street
Northborough, MA 01532-1994

508-393-5040 Phone

508-393-6996 Fax

www.town.northborough.ma.us

**TOWN OF NORTHBOROUGH
NOTICE OF PUBLIC HEARING**

Pursuant to Massachusetts General Laws, Chapter 40, Section 56, you are hereby notified that the Northborough Board of Selectmen will hold a remote Public Hearing on Monday, November 22, 2021 at 7:00 pm for the purpose of discussing the proposed valuation of each class of property; the minimum residential factor and the allocation of the tax burden among the four classes of real property: residential, open space, commercial and industrial, and of personal property.

Pursuant to Governor Baker's Executive Order of June 16, 2021, an Act Relative to Extending Certain COVID-19 Measures Adopted During the State of Emergency this meeting of the Northborough Board of Selectmen will be conducted via remote participation to the greatest extent possible.

To join the Public Hearing

URL link: <https://town-northborough-ma-us.zoom.us/j/82281611623> Passcode: 746144

Join by phone: 1 646 876 9923 / Webinar ID: 822 8161 1623 / Passcode: 746144

T. Scott Rogers, Clerk
Northborough Board of Selectmen

November 9, 2021



Town of Northborough

Board of Assessors

63 Main Street
Northborough, Massachusetts 01532-1994
508-393-5005

November 18, 2021

Board of Selectmen,

The Board of Assessors is pleased to present information and options for the Board of Selectmen to determine whether there shall be a single tax rate or split tax rate for various classes of property for FY2022. Information is also presented for your consideration regarding both a Residential Exemption and a Small Commercial Exemption.

After extensive review of the market activity for the FY2022 Interim Review and Approval by the Department of Revenue, the total taxable value for the Town of Northborough has increased from \$3.17 billion to approximately \$3.38 billion, or 6.6%. This analysis was based on valid sales during calendar year 2020 for single-family homes and condominiums. Our market adjustments resulted in overall single-family home values increasing by 7.8%, while condominiums increased by 5.0%. In addition, Commercial properties decreased by -0.3%, and Industrial properties increased by 11.0%.

Should the Board of Selectmen decide to continue with a single tax rate, the tax rate would decrease from \$17.12 in FY2021 to \$16.49 for FY2022. The levy amount to be raised by taxation would be \$55,729,216, which represents an increase of \$1,481,470, or 2.7%. This year the Town certified \$61.5 million in "new growth" value, which results in approximately \$1,053,633 in new tax dollars. The average single-family tax bill would increase by \$295 from \$7,900 for FY2021 to \$8,195 for FY2022.

The Board of Assessors has attached several split rate options in this classification packet for your consideration, as well as detailed information for the additional exemption options. The rate chart depicts various split rate shifts, the tax rate impact, as well as the effect on the average single-family tax bill. As you know, the adoption of any one of these options would only serve to shift the tax burden from one class of taxpayers to another but would not raise any additional revenues.

Recommendation

It is important to note that the Town's overall valuation continues to increase, and our tax base remains stable and diversified. Part of Northborough's ongoing economic success can be attributed to the fair and equitable tax structure for local businesses. Therefore, the Board of Assessors unanimously recommends that the Town of Northborough continue with a single tax rate. We believe a single tax rate promotes a fair and equitable system of taxation and would continue to help Northborough attract new business into the community, while retaining those already located in the Town.

Respectfully,

Northborough Board of Assessors

Julie Brownlee, Chair/Principal Assessor

Bruce Morgan, Assessor

Christopher Reidy, Assessor



November 17, 2021

To: Northborough Selectmen,

The Corridor 9/495 Regional Chamber of Commerce strongly supports the continuation of a single tax classification in Northborough for the following reasons:

- Promotes a welcoming climate to new business growth, job creation and existing business expansion
- Is equitable because business uses minimal town services/resources (education, recreation etc.)
- Is consistent with 68% of all towns in the Commonwealth who maintain a single tax rate; and
- Helps to keep Northborough competitive by retaining existing businesses and enables Northborough to sustain its fiscal well-being.

Corridor 9/495 Regional Chamber of Commerce is an organization with over 500 local businesses serving Northborough as well as the core communities of Westborough, Southborough, Shrewsbury and Grafton. The Chamber is committed to sustaining the growth and economic viability of our towns by supporting existing businesses and helping to attract new businesses to the region.

Under its current single tax structure, Northborough has prospered through the development and growth of business which has led to new jobs and tax revenue in our town. If a dual tax classification was to be adopted, this would result in increased costs to local businesses. Due to the pandemic, area business owners are under unprecedented stress and the last thing they need in this situation is an increase in expenses.

Many businesses have opened, relocated and expanded in this region, partly due to our great location, but also due to our favorable and fair tax rate. The business members of our organization fully endorse our extensive programs that support our Northborough schools and the children of this community.

We firmly believe that by maintaining the single tax rate, Northborough will continue to attract and retain businesses in our community and promote business development in our town.

Sincerely,

Karen Chapman

Karen Chapman
President & CEO

And the following business and residents of Northborough:

Alexis Vallejos, Owner, Brilla Coffee
Tony Abu, Owner, Abu Construction Inc.
Mark O'Connell, President, Avidia Bank
Dudley Darling, General Manager, Juniper Hill Golf Course Inc.
Larry LaChance, President, Bankers Capital
Dr. Jolanta Macdonald, Owner, Children's Dentistry of Northborough
Lisa Albano-Selzo, Owner, Decorum
Andrew & Jane Abu, Andrew Abu Inc. Realtors
Pete Nelson, Owner, Mathnasium of Northborough
Brian J. Ganger, CFP®, CLTC, Owner/Operator, James N. Ball & Company
Kevin O'Connell, President, TEAMWORKS
Ellen Dorian, President, Main Street Bank

James Flanders, G.F. Realty, LLC
Theresa J. Lee, Founder & CEO, TJJ Partners
Jack Snow, President, Northwood Insurance Agency
Andrew & Jane Abu, Andrew Abu Inc. Realtors
David L'Ecuyer, President, Central One Federal Credit Union
Kevin Flaherty, Owner, Flaherty Physical Therapy, Inc.
Frank Leonard, President, Trivium Technology
Michelle Gillespie Realtors
Becky Roman, Northborough Resident
Donna & Davis Cox, Northborough Residents
Mark Donahue, Northborough Resident
Tim Kaelin, Northborough Resident
David Kaiser, Northborough Resident
Michael Mills, Business Coaches & Associates
Sandra Farrell, Owner, Northborough Oil
Andy Gleckel, Owner, Crown Trophy
Greg Giroux & Matt Collette, Owners, 112 Main Street Medical, LLC
Greg Giroux & Matt Collette, Owners, Giroux Electrical Contractors, Inc.
Greg Giroux & Matt Collette, Owners, Central Mass Signal LLC
Greg Giroux & Matt Collette, Owners, Rents Due Realty LLC
Greg Giroux & Matt Collette, Owners, 102 Otis Street LLC
Barbara Smith, K9 Hydrotherapy Companion Pet Sitting & Grooming



Tax Classification Hearing Fiscal Year 2022

**Board of Selectmen
November 22, 2021**



[Agenda]

- **Overview – FY2022 Revaluation Certification**
 - What is tax classification?
 - What is happening to the town's total valuation?
 - What does it mean?

- **Tax Rate Options & Implications**
 - Board of Assessors' Recommendation

- **Board of Selectmen Vote**
 - Tax Classification
 - Residential Exemption
 - Small Commercial Exemption

[What is Tax Classification?]

- Allows communities to have different tax rates for different classes of property:
 - Residential
 - Open Space
 - Commercial, Industrial and Personal Property (CIP)

The statute provides a maximum allowable portion of the tax levy (up to 150%) to be borne by the CIP classes.

[What is Tax Classification?]

Key Concepts

- No additional tax dollars are raised
- Policy decision to artificially shift tax burden from one class to another
- Since 1979 Northborough has not voted to artificially shift the tax burden
- Issue of fairness and sustainability

What is happening to values?

- FY2022 New Growth \$61.5 million
- Residential & Industrial values rose; Commercial values remained level
 - Residential values increased 7.7%
 - Commercial values decreased -0.3%
 - Industrial values increase 11.0%
- Net effect is that total valuation is up from \$3.17 to \$3.38 billion in FY2022

Assessed Value by Class

FY	% Residential	% CIP
2022	73.3	26.7
2021	73.0	27.0
2020	74.7	25.3
2019	75.2	24.8
2018	74.9	25.1

New Growth Values

FY2022

(in millions)

Residential \$ 3.6

Commercial \$ 0.7

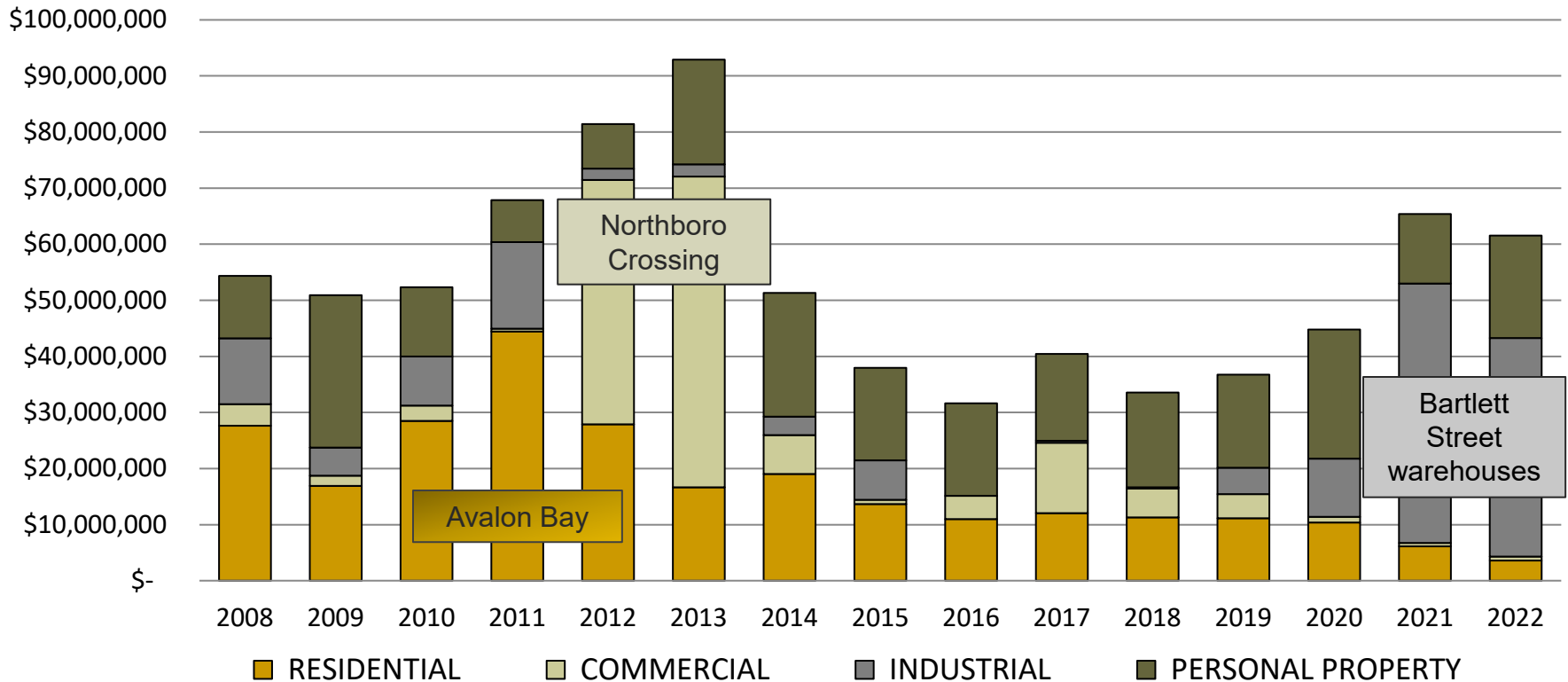
Industrial \$38.9

Total Real Estate Growth \$43.2

Personal Property \$18.3

Total New Growth \$61.5

[New Growth History]















5-Year Avg: \$48,399,307
 15-Year Avg: \$53,543,042

TOWN OF NORTHBOROUGH OFFICIAL ZONING MAP



ZONING DISTRICTS

-  BUSINESS EAST (BE)
-  INDUSTRIAL (I)
-  BUSINESS SOUTH (BS)
-  BUSINESS WEST (BW)
-  HIGHWAY BUSINESS (HB)
-  DOWNTOWN BUSINESS (DB)
-  DOWNTOWN NEIGHBORHOOD (DN)
-  RESIDENCE A (RA)
-  RESIDENCE B (RB)
-  RESIDENCE C (RC)
-  GENERAL RESIDENTIAL (GR)
-  MAIN STREET RESIDENTIAL (MSR)

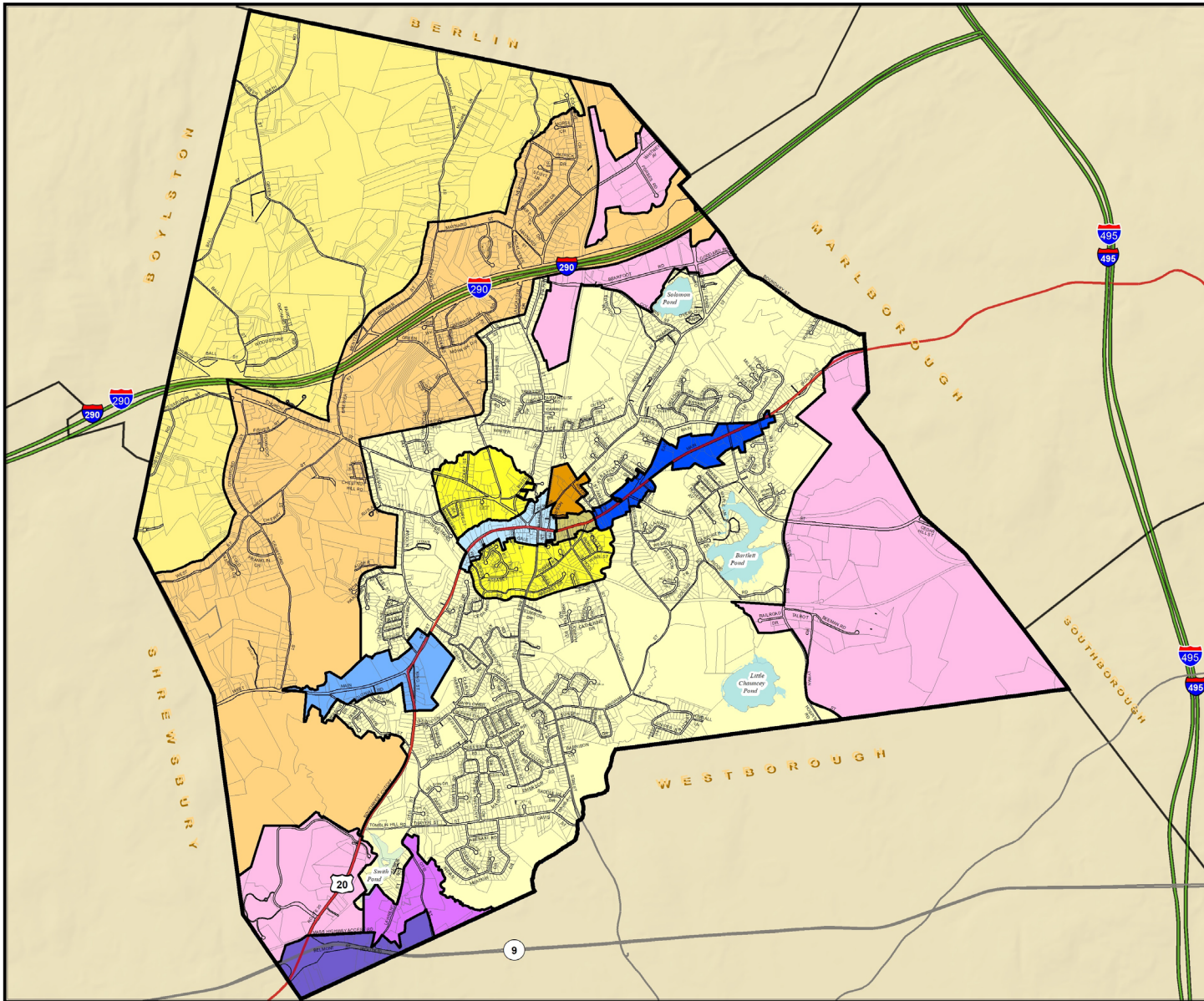


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feet

This map was produced by the Town of Northborough Geographic Information System (GIS) using aerial photography and/or cadastral mapping performed by the James W. Sewall Company as well as data from MassGIS.

This map is for planning purposes only and should not be used for larger scale analysis. The Town of Northborough shall not be held liable for any use of the data or images shown on this map, nor is any warranty of accuracy expressed. All use of this data set may be subject to field verification.

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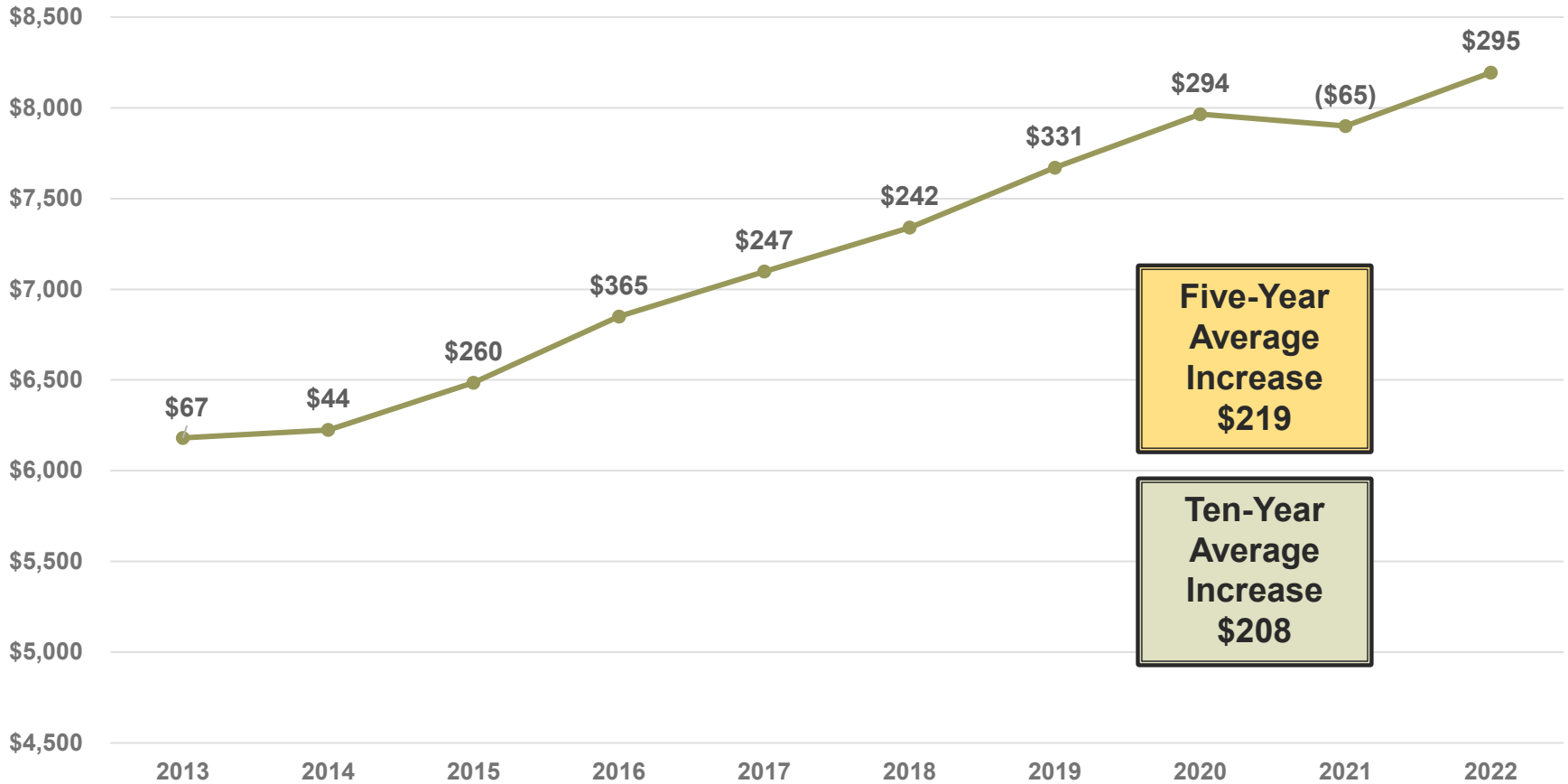
Top Taxpayers

	Taxpayer	Description [Major Tenant]	FY22 Value	Proposed FY22 Tax
1	RPT NORTHBOROUGH LLC	Northborough Crossing I – Shops Way	\$100,961,200	\$1,666,869
2	AVB NORTHBOROUGH INC	Avalon Bay Communities	\$84,736,870	\$1,399,006
3	BCORE HILLSIDE LLC	330 & 350 Bartlett St [Amazon]	\$68,939,900	\$1,138,198
4	IRON MOUNTAIN INFORMATION MNGMT	171-175 Bearfoot Rd	\$49,696,620	\$820,491
5	MASSACHUSETTS ELECTRIC	National Grid -- 55 Bearfoot Rd	\$35,906,610	\$592,818
6	TREA ONE BEEMAN RD LLC	1 Beeman Rd [FedEx SmartPost]	\$27,838,800	\$459,619
7	G&I IX FORBES WHITNEY LLC	Forbes Rd / Whitney St	\$28,556,300	\$471,465
8	REEP-IND LYMAN MA LLC	55 Lyman St [McKesson Med-Surgical]	\$24,971,700	\$412,283
9	301 Bartlett Street LLC	301 Bartlett St [Metrie]	\$25,208,830	\$416,198
10	WCV 11 FORBES LLC	11 Forbes Rd [Genzyme]	\$22,360,300	\$369,169
11	HAYES G LLC	150 Hayes Memorial Dr [Max Finkelstein]	\$19,942,100	\$329,244
12	NORTON COMPANY / Saint-Gobain	Goddard Rd / Solomon Pond Rd	\$18,728,500	\$309,208
13	WALMART STORES INC	200 Otis St	\$16,295,930	\$269,046
14	NEWCORR REALTY LLC	NewCorr Packaging – 66 Lyman St	\$13,462,460	\$222,265
15	BWP NORTHBOROUGH REALTY LLC	Beaumont Whitney Place – 238 W Main St	\$11,796,910	\$194,767

[Single Family Homes]

■ Estimated FY2022 Tax impact	\$288
■ Market Adjustments & Growth	\$21
■ Change to Tax Levy due to:	
■ \$13,178 Net Increase in State Aid	(\$2)
■ \$77,894 Decrease to Overlay	(\$12)
■ Final FY2022 Tax Impact	\$295

Single Family Homes



[Unused Levy Capacity]

■ FY2022	\$4,362,781
■ FY2021	\$3,399,223

Average Value/Bill History

VALUATION	FY18	FY19	FY20	FY21	FY22
Residential	2,091,939,208	2,211,760,440	2,295,831,540	2,314,669,040	2,477,238,501
Open Space	0	0	0	0	0
Commercial	335,105,282	342,787,654	358,803,898	359,720,799	358,896,411
Industrial	275,437,940	290,908,445	316,627,605	390,419,470	432,581,490
Personal Property	91,397,760	95,335,440	102,343,000	103,867,420	110,860,060
TOTAL VALUATION	2,793,880,190	2,940,791,979	3,073,606,043	3,168,676,729	3,379,576,462
TAX RATE (per thousand)	\$17.39	\$17.15	\$17.25	\$17.12	*\$16.49
AVERAGE HOME VALUE	422,078	447,273	461,744	461,432	496,961
AVERAGE TAX BILL	\$7,340	\$7,671	\$7,965	\$7,900	\$8,195

* Proposed tax rate

[Key Summary Points]

- Town's total valuation is up \$210.9 million to \$3.38 billion
- New growth certified at \$61.5 million;
Tax base remains diversified and stable
- Tax impact on an average single family home remains affordable



Tax Rate Options & Implications

Julie Brownlee, Principal Assessor

Bruce Morgan, Assessor

Christopher Reidy, Assessor



Split Tax Rate Scenarios

		Single Rate	
Property Type	FY2022 Average Assessed Value	Tax Rate	Tax Bill
Single Family Home	496,961	16.49	\$ 8,195
Condominium	334,242		\$ 5,512
Commercial	1,700,135		\$ 28,035
Industrial	4,383,073		\$ 72,277

		5% Shift		
Property Type	FY2022 Average Assessed Value	Tax Rate	Tax Bill	Difference
Single Family Home	496,961	16.19	\$ 8,046	\$ (149)
Condominium	334,242		\$ 5,411	\$ (100)
Commercial	1,700,135	17.31	\$ 29,429	\$ 1,394
Industrial	4,383,073		\$ 75,871	\$ 3,594

- **Split Tax Rate at 5% shift** - Means a savings of \$149 for the average single-family home taxpayer and an increase of \$1,394 and \$3,594 for the average commercial and industrial taxpayer, respectively.
- **Any shift amount does NOT raise additional revenue.**

Residential Exemption

- Accepting this option **raises** the residential tax rate only.
- Allowed only on residential property that is taxpayer's primary residence.
- Typically, this exemption is adopted in areas with a low rate of owner occupancy.
- If adopted, the residential exemption may be up to 35% of the average assessed value of all residential parcels.

	Without Exemption		Estimated with Exemption @ 10%				
Assessed Value	Tax Rate	Tax Bill	Exemption Amount	Net Taxable Value	Tax Rate	Tax Bill	Difference
\$350,000	\$16.49	\$5,772	\$47,114	\$302,886	\$18.26	\$5,531	(\$241)
\$496,961		\$8,190		\$449,847		\$8,214	\$24
\$650,000		\$10,719		\$602,886		\$11,009	\$290
\$800,000		\$13,192		\$752,886		\$13,748	\$556

Average →

Any owner occupied home assessed at \$487,070 or higher would pay **more** with the exemption than without.

[Small Commercial Exemption]

Small Commercial Exemption (SCE)

- May exempt up to 10% of the value on commercial buildings under one million dollars in value and with an average annual employment of not more than 10 employees.
- If adopted, the taxes will be shifted to other commercial, industrial properties that do not qualify for this exemption.
- The exemption is for the property owner, not for small businesses.



Board of Assessors' Recommendations

1. Maintain a single-tax rate
2. Do not adopt:
 - Residential Exemption
 - Small Commercial Exemption

Any Questions?



Supplemental Slides

NORTHBOROUGH PROPERTY TAX RELIEF

FISCAL YEAR 2022

PROGRAM NAME	CLAUSE 17D Surviving Spouses, Elderly, Minors (of deceased parent)	CLAUSE 22 & 22E VETERANS Spouses Parents	CLAUSE 22D VETERANS Surviving Spouse	CLAUSE 37 Blind	CLAUSE 41C Elderly Exemption	CLAUSE 18 Hardship	CLAUSE 41A Senior Tax Deferral	Community Preservation Act Exemption	Ch 60 Sec 3D Elderly & Disabled Taxation Fund	Ch 59 Sec 5K Senior Work-Off Abatement
ASSISTANCE TYPE	Reduces property taxes	Reduces taxes for qualifying veterans or their spouses	Total tax & CPA exemption	Reduces property taxes	Reduces property taxes	Exemption at discretion of Board of Assessors	Pay no taxes until house is sold or owner dies	Exemption from the 1.5% surcharge on real estate taxes	Reduces property taxes	Reduces property tax in exchange for services
DEADLINES	Apply by November 1st for reduction on 3rd & 4th quarter tax bills --- Final Deadline April 1								Apply by Jan 31	No deadline
ELIGIBLE AGE	70 by July 1	Any	Any	Any	65 by July 1	Any	65 by July 1	Any	60	60
INCOME LIMIT	None	None	None	None	(Owner income) \$30,716 Single \$46,075 Married *see below for Soc Sec adjustment	None	\$20,000 Single \$40,000 Married	(Household income) Based on family size & age age less than 60 \$55,328-\$104,333 age 60+ \$69,160-\$130,416	Individual income not more than \$29,500 Household income not more than \$45,000	\$40,000 Single \$55,000 Married
ASSET LIMIT	\$40,000 excluding domicile	None	None	None	\$53,086 Single \$84,470 Married excluding domicile	None	None	None	Property Value not more than \$496,961 (average single family home)	None
Other Eligibility Requirements	• Widows & widowers • Persons 70 yrs of age or older • Minor children with one parent deceased	• 10-100% disabled • Purple Heart • Gold Star parents • Spouses & surviving spouses	Veteran's death service-related	Legally blind as of July 1st of tax year & registered with Mass Comm for the Blind						Please contact Senior Center 508-393-5035
AMOUNT OF TAX EXEMPTION	\$175	\$400 to \$1,000 depending on % disabled	TOTAL	\$437.50	\$1000	In the opinion of Assessors when unable to pay due to age, infirmity, and poverty	All or part of taxes, not to exceed 50% of value of property	\$35 - \$155+ depending on house value	EDTF Committee determines awards based on need & funds available	up to \$1,000 per household
RESIDENCY REQUIREMENT	Owned & occupied residence in MA for 5 years	N/A	Please ask Assessor	Blind person must occupy the property as his or her domicile on July 1st of tax year	Owned & occupied a residence in MA for 5 years; lived in MA for preceding 10 years	Must own and occupy residence as of July 1st of tax year in question & lived in MA preceding 10 years	Owned & occupied a residence in MA for 5 years; lived in MA for preceding 10 years	Owned & occupied as a domicile	Own & occupy property in Northborough for 5 years	Yes

*Max income if receiving Social Security: **Single** - \$35,688 / **Married - one spouse gets SS** - \$48,622 / **Married - both get SS** - \$53,533

For questions and help with documents, please call

Northborough Assessors Department – 508-393-5005 or 508-393-5006
or
Northborough Senior Center – 508-393-5035

Split Tax Rate Scenarios

Property Type	FY 2022	Single Rate	
	Assessed Value	Tax Rate	Tax Bill
Single-Family Home	496,961	16.49	\$8,195
<i>Low</i>	350,000		\$5,772
<i>High</i>	800,000		\$13,192
Condo	334,242		\$5,512
Commercial	1,700,135		\$28,035
Industrial	4,383,073	\$72,277	

Any shift amount does NOT raise additional revenue.

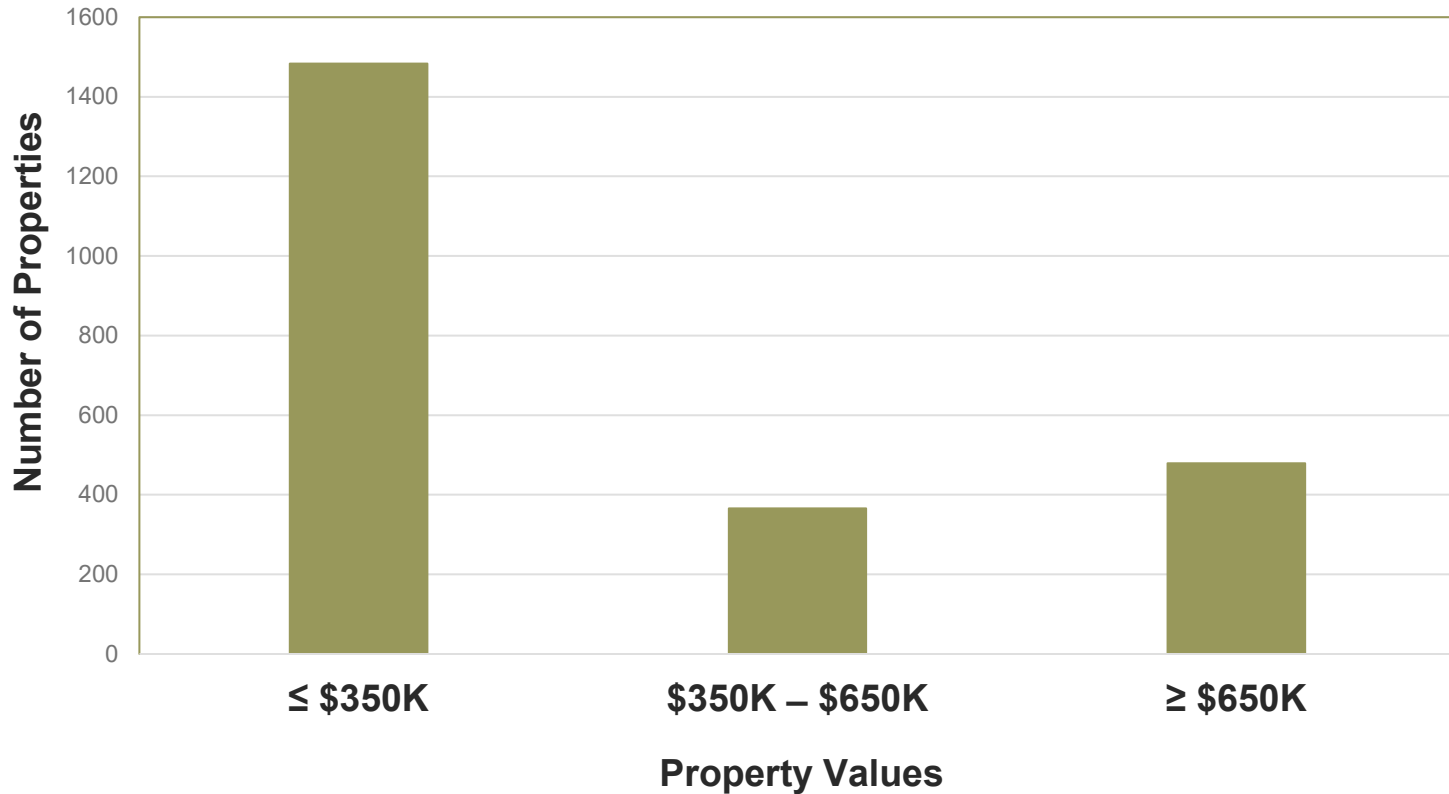
Property Type	FY 2022 Assessed Value	Shifts														
		5%			10%			15%			20%			25%		
		Tax Rate	Tax Bill	Diff\$	Tax Rate	Tax Bill	Diff\$	Tax Rate	Tax Bill	Diff\$	Tax Rate	Tax Bill	Diff\$	Tax Rate	Tax Bill	Diff\$
Single-Family Home	496,961	16.19	\$8,046	(\$149)	15.89	\$7,897	(\$298)	15.59	\$7,748	(\$447)	15.29	\$7,599	(\$596)	14.99	\$7,449	(\$745)
<i>Low</i>	350,000		\$5,667	(\$105)		\$5,562	(\$210)		\$5,457	(\$315)		\$5,352	(\$420)		\$5,247	(\$525)
<i>High</i>	800,000		\$12,952	(\$240)		\$12,712	(\$480)		\$12,472	(\$720)		\$12,232	(\$960)		\$11,992	(\$1,200)
Condo	334,242		\$5,411	(\$100)		\$5,311	(\$201)		\$5,211	(\$301)		\$5,111	(\$401)		\$5,010	(\$501)
Commercial	1,700,135	17.31	\$29,429	\$1,394	18.14	\$30,840	\$2,805	18.96	\$32,235	\$4,199	19.79	\$33,646	\$5,610	20.61	\$35,040	\$7,005
Industrial	4,383,073		\$75,871	\$3,594		\$79,509	\$7,232		\$83,103	\$10,826		\$86,741	\$14,464		\$90,335	\$18,058

Split Tax Rate at 5% shift yields a savings of \$149 for the average single-family homeowner and increases of \$1,394 and \$3,594 for the average commercial and industrial taxpayers, respectively.

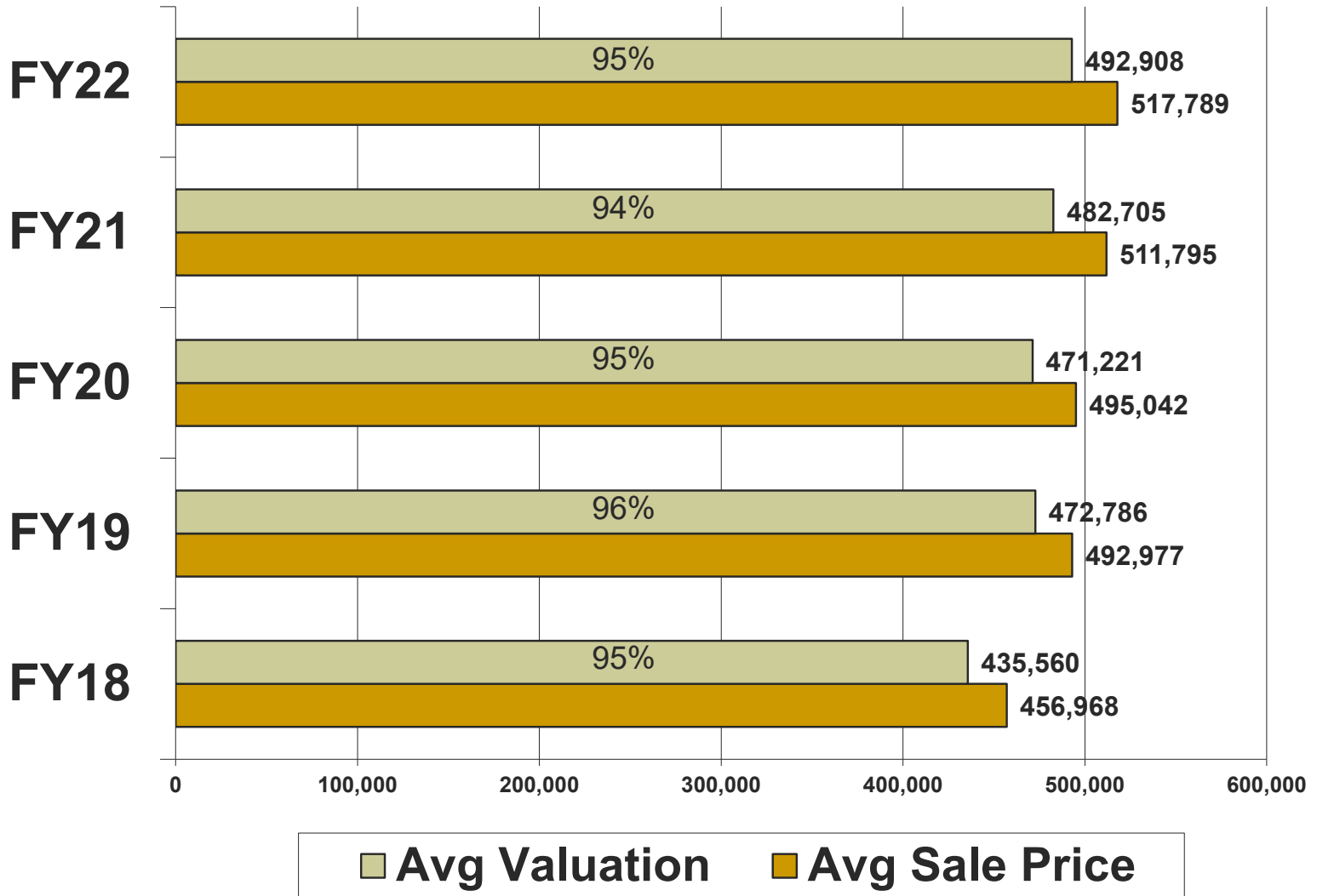
Split Tax Rate at 10% shift yields a savings of \$298 for the average single-family homeowner and increases of \$2,805 and \$7,232 for the average commercial and industrial taxpayers, respectively.

Residential Exemption

Range of House and Condo Values



Single-Family Sales Activity



Certification Analysis

FY	Year of Sales	# of Valid Sales Single Family Houses
2022	2020	162
2021	2019	165
2020	2018	156
2019	2017	146
2018	2016	144

Comparable Tax Rates

COMMUNITY	2021			2022		
	SPLIT-RATE	RES. RATE	COMM. RATE	SPLIT-RATE	RES. RATE	COMM. RATE
ASHLAND	NO	15.93	--	NO	tbd	--
BERLIN	YES	15.58	25.95	YES	15.63	27.18
BOYLSTON	NO	16.98	--	NO	15.84	--
FRAMINGHAM	YES	14.05	30.09	YES	13.70-tbd	29.17-tbd
HOLDEN	NO	17.40	--	NO	16.56	--
HOPKINTON	NO	16.82	--	NO	tbd	--
MARLBOROUGH	YES	13.80	24.47	YES	tbd	tbd
NORTHBOROUGH	NO	\$ 17.12	-	NO	16.49	<i>proposed</i>
SHREWSBURY	NO	13.19	--	NO	14.11	--
SOUTHBOROUGH	NO	\$16.21	--	NO	16.28	--
WESTBOROUGH	NO	\$18.54	--	NO	tbd	--
WORCESTER	YES	16.28	36.20	YES	tbd	tbd

NOBO CAC
PRESENTS

Light up Northborough

DECEMBER 4, 2021 • 4:30 PM

*We will be honor Neil Ellsworth with our tree, we will light our first Menorah, and we will listen to Women of Note, the Northborough Community Chorus, & the Zeh Children's Chorus.

*Come enjoy snacks provided by Northboro House of Pizza & Metrowest Painting and celebrate our town! (While supplies last!) Donations accepted for Nobo Food Pantry.

* Bring a toy for Toys for Tots!





TOWN OF NORTHBOROUGH

63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
www.town.northborough.ma.us

MEMORANDUM

TO: Board of Selectmen

FROM: Diversity & Inclusion Committee

SUBJECT: 2021 Northborough Holiday Celebrations

DATE: November 18, 2021

On the evening of November 4, the Diversity & Inclusion Committee held a meeting with Community Affairs Committee representatives regarding the tree lighting ceremony that typically occurs in December. The CAC representatives presented to the D&I Committee that they had been working to include a Menorah with those celebrations, to represent residents who celebrate Hanukkah. We had a healthy discussion about how this recommendation for the holiday season fits into our overall recommendations that we are planning to make in the next couple of months.

The D&I Committee and the CAC understand that the D&I Committee's formal recommendations will likely include a future multicultural holiday celebration that incorporates more than just Judeo-Christian events as well as a formal policy surrounding the use of the Town Common. However, due to the timing of Hanukkah this year aligning with the tree lighting, the work that has already been done to plan this event, and in the spirit of progress over perfection, the D&I Committee is in favor of taking this first step this year to represent other holiday celebrations at the common this season. The D&I Committee, by consensus, supports including a Menorah in the December 4th tree lighting ceremony scheduled to take place this year.

Our understanding, based on our discussion with the CAC, is that the Menorah will be placed near Blake Street, under the supervision of DPW, by the tree on 11/28 and will be lit as a part of the 12/4 ceremony. If approved by the Board, coordination will occur between the CAC, volunteers from the local Jewish Community and DPW, to be sure that there is electricity available for the Menorah at the Blake Street location, and to ensure that the Menorah is "lit" (switch flipped) each night between 11/28 - 12/5. Local representatives from the Jewish community will be responsible for ensuring that the Menorah lights are switched on as appropriate each evening. Tim Kaelin will be present as Chair of the D&I Committee at your November 22nd meeting to answer any questions.

[RETURN TO AGENDA](#)

AGREEMENT FOR SNOW REMOVAL

**on
PRIVATE WAYS**

We, the undersigned, hereby request that per Chapter 9-64, Section 060 of the Code of the Town of Northborough the Public Works Department shall provide snow removal operations (plow and/or treat) on the following private way during the 2021-2022 winter season:

MAPLE LANE

The undersigned agrees in consideration of any and all such snow removal (plowing and/or treatment) to pay for said work on the above private way at the rate of \$215.00 (two hundred fifteen dollars) per storm per service.

The undersigned agrees to defend, indemnify and hold the Town of Northborough harmless from any claims resulting from the Town’s removal or failure to remove snow and ice from the private way. The undersigned further agrees to waive all claims against the Town of Northborough for damage caused to the private way.

The undersigned understands that no new building lots can be created on this private way as a result of this Agreement.

The undersigned understands that all such snow removal service (plowing and/or treatment) will be done during such periods as may be convenient for the Town of Northborough, and that in the event of severe snow conditions, work may be delayed until after public streets have been suitably cared for.

The undersigned understands that payment shall be due within thirty (30) days of the date of each billing.

Snow removal operations include:

Plowing at \$215.00 (two hundred fifteen dollars) per storm

Treatment at \$215.00 (two hundred fifteen dollars) per storm

Mary Mattock

November 22, 2021

Name of Contact for Maple Lane

Date

61 Maple Lane Northborough, MA 01532

Street Address

NOTE: RESIDENTS' SIGNATURES ARE ON FILE IN THE DPW OFFICE

Signature

APPROVED for snow removal.

Northborough Board of Selectmen

November 22, 2021

Date

Jason Perreault

Leslie Rutan

J. Scott Rogers

Julianne S. Hirsh

Kristen Wixted

AGREEMENT FOR SNOW REMOVAL
on
PRIVATE WAYS

We, the undersigned, hereby request that per Chapter 9-64, Section 060 of the Code of the Town of Northborough the Public Works Department shall provide snow removal operations (plow and/or treat) on the following private way during the 2021-2022 winter season:

HARRIS AVENUE

The undersigned agrees in consideration of any and all such snow removal (plowing and/or treatment) to pay for said work on the above private way at the rate of \$215.00 (two hundred fifteen dollars) per storm per service.

The undersigned agrees to defend, indemnify, and hold the Town of Northborough harmless from any claims resulting from the Town's removal or failure to remove snow and ice from the private way. The undersigned further agrees to waive all claims against the Town of Northborough for damage caused to the private way.

The undersigned understands that no new building lots can be created on this private way as a result of this Agreement.

The undersigned understands that all such snow removal service (plowing and/or treatment) will be done during such periods as may be convenient for the Town of Northborough, and that in the event of severe snow conditions, work may be delayed until after public streets have been suitably cared for.

The undersigned understands that payment shall be due within thirty (30) days of the date of each billing.

Snow removal operations include:

- Plowing at \$215.00 (two hundred fifteen dollars) per storm
- Treatment at \$215.00 (two hundred fifteen dollars) per storm

Mark Jordan

Name of Contact for Harris Avenue

November 22, 2021

Date

27 Harris Ave Northborough, MA 01532

Street Address

NOTE: RESIDENTS' SIGNATURES ARE ON FILE IN THE DPW OFFICE

Signature

APPROVED for snow removal.

Northborough Board of Selectmen

November 22, 2021

Date

Jason Perreault
Leslie Rutan
J. Scott Rogers
Julianne S. Hirsh
Kristen Wixted

[RETURN TO AGENDA](#)

**BOARD OF SELECTMEN
INTERVIEW SUBCOMMITTEE
MEETING MINUTES – November 8, 2021**

6:30 p.m. - Introduction to Remote Meeting

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

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

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

Board of Selectmen Interview Subcommittee

T. Scott Rogers
Leslie Rutan

INTERVIEW FOR THE BOARD OF REGISTRARS

Remotely present:

Selectman Leslie Rutan
Selectman Scott Rogers
Town Clerk Andrew Dowd
Applicant – Veronica Mueller

Veronica Mueller

Ms. Mueller stated that she has been a resident of Northborough her whole life and is a graduate of Algonquin Regional High School. She has a Criminal Justice Degree from Saint Anselm College and a Masters in Public Administration from Anna Maria College. She worked for the Northborough Police Department as a Dispatcher. She currently works as an Assistant Town Clerk in the Town of Holliston and is familiar with the duties of the Registrars and how they relate to elections. She has also helped Mr. Dowd with past elections.

Town Clerk Andy Dowd reviewed the scope of the Board of Registrars and the typical meeting schedule. The Board of Registrars supervise the qualification of persons to vote; certifies the names of voters on nomination papers and petition forms; and holds hearings and decides all disputes relating to these matters.

Selectman Rutan explained that following tonight's interview the Interview Committee will discuss and vote on their recommendation for appointment for the Board of Selectmen's consideration at their meeting on November 22nd.

RECOMMENDATION FOR APPOINTMENT

Selectmen Rutan and Rogers stated that they have no reservations whatsoever with recommending Ms. Mueller for appointment to the Board of Registrars.

Selectman Rogers moved the Subcommittee vote to recommend Veronica Mueller for appointment to the Board of Registrars at the November 22, 2021 Selectmen's Meeting; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rogers "aye"
Selectman Rutan "aye"

ACCEPTANCE OF MEETING MINUTES – SEPTEMBER 30, 2021

Selectman Rogers moved the Subcommittee vote to accept the minutes of the September 30, 2021 meeting as presented; Selectman Rutan seconded the motion; the roll call vote was taken as follows:

Selectman Rutan "aye"
Selectman Rogers "aye"

ADJOURNMENT

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

Selectman Rogers "aye"
Selectman Rutan "aye"

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Diane M. Wackell
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. November 8, 2021 Meeting Agenda
2. September 30, 2021 Meeting Minutes
3. Application to the Board of Registrars



TOWN OF NORTHBOROUGH

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

MEMORANDUM

TO: Board of Selectmen
FROM: Town Administrator
SUBJECT: January through April 2022 Selectmen's Meetings
DATE: November 15, 2021

Below, please see the regular meeting schedule for January through April. As there are no holiday conflicts, we will hold to the second and fourth Mondays of each month.

Regularly Scheduled Meetings

January 10

January 24

February 14

February 28

March 14

March 28

April 11

April 25 – Town Meeting

John W. Coderre

[RETURN TO AGENDA](#)



TOWN OF NORTHBOROUGH

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

MEMORANDUM

TO: Board of Selectmen
FROM: Town Administrator
SUBJECT: Christmas Eve
DATE: November 18, 2021

At your November 22nd Board Meeting, I would like to raise for your consideration the possibility of closing Town Hall offices, DPW and the Senior Center at 12 Noon on Thursday, December 23rd to allow non-essential employees additional time with their families this holiday season. Employees not scheduled to work on this day shall receive their regular rate of pay. In the event that essential employees are called in to work, they shall receive their normal rate of compensation.

Thank you in advance for your consideration of this request.

John W. Coderre

[RETURN TO AGENDA](#)