

**BOARD OF SELECTMEN  
MEETING MINUTES – March 26, 2018**

7:00 p.m. - Selectmen's Meeting Room, 63 Main Street, Northborough, MA

**MEMBERS PRESENT:** Jason Perreault, Chairman  
Jeff Amberson, Vice Chairman  
Leslie Rutan, Clerk  
Dawn Rand  
William Pantazis

\*Pledge of Allegiance

**APPROVAL OF MINUTES – MARCH 12, 2018 REGULAR MEETING**

Selectman Rand moved the Board vote to approve the meeting minutes of the March 12, 2018 regular meeting as submitted; Selectman Pantazis seconded the motion; all members voted in favor.

**7:00 p.m. - JOINT PUBLIC HEARING WITH APPROPRIATIONS  
COMMITTEE**  
FY2019 Proposed Budget.

Present for the Appropriations Committee were Chair Elaine Kelly and members George Brenckle, Bob D'Amico, Richard Nieber and Anthony Poteete.

Also present in the audience were members of the Financial Team - Finance Director June Hubbard-Ward, Town Accountant Jason Little and Assistant Town Administrator Kimberly Foster.

Chairman Kelly called the meeting of the Appropriations Committee to order.

Mr. Coderre presented the FY2019 proposed Budget, which included the latest information available regarding revenue projections and departmental expenditure requests. The FY2019 General Fund Operating Budget, including General Government, Northborough K-8, Regional High School, Assabet Valley Regional High School and Special Warrant Articles is \$69,554,410 or a 3.95% increase over FY2018. This includes one-time pay-as-you-go capital expenditures, \$500,000 to the OPEB Trust Fund and a \$200,000 contribution to the Stabilization Fund.

Mr. Coderre reviewed the following FY2019 Budget goals from the December 14, 2017 Financial Trend Monitoring Joint Meeting:

- To protect and improve the Town's Overall Financial Condition
- To develop a budget that is in conformance with the Town's comprehensive financial policies
- To maintain Northborough as an affordable place to live and operate a business
- To protect the Town's long-run solvency beyond the immediate budget cycle

FY2019 Budget Presentation Cont. . .

Mr. Coderre reported that the proposed budgets for the key departments are estimated to increase as follows:

- Northborough K-8 Schools increase \$820,576 or 3.50% to \$24,265,593
- General Government (Town) increases \$731,587 or 3.5% to \$21,634,080
- Algonquin Operating Assessment increases \$916,663 or 8.81% to \$11,322,989
  - The debt for ARHS decreases by \$49,800 to \$610,774 and will remain relatively constant until final payment in FY2027
- Assabet Valley Vocational High School combined Operating Assessment and Debt Service decreases \$135,171 or 15.14%
  - Operating Assessment decreases \$129,255 or 17.34% to \$612,406 as enrollment decreases from 49 to 41 students
  - Debt service associated with the completed renovation project decreases by 5,916 to \$145,316

The General Government Highlights of the FY2019 Budget include the following:

- All collective bargaining agreements settled for 2% in FY2019
- Total personnel is up 1.5 full-time employees, including a new Public Safety Dispatcher and an increase in hours to the Conservation Agent position from 19 hours to full-time
- Health Insurance currently budgeted at \$5.73 million, an increase of \$210,158 or 3.8%.
  - Includes all active General Government and K-8 School employees and Town & School retirees.
  - Actual Health Insurance Budget requires an increase of \$863,195 or 15.6%.
  - Without negotiated plan changes, the FY2019 Budget is structurally unbalanced by \$653,037. Mr. Coderre reported that agreements have been reached with all bargaining units except one, which is still in negotiations.
- Includes a \$500,000 appropriation into the OPEB Trust Fund
- Pavement Management Plan combined FY2019 funding target of \$1.1M is reached through a combination of Chapter 90 Funds, Operating and Capital Budget appropriations
- FY2019 estimated tax impact of \$333 on the average single family home valued at \$434,740. Estimate is based on 3% estimated increase in FY2018 single family home value of \$422,078

Mr. Coderre reviewed the following FY2019 planning initiatives:

- Fire Station Feasibility Study
- White Cliffs Reuse Study
- Classification & Compensation Study
- IT/GIS Strategic Plan Study
- Town Master Plan Update Study

FY2019 Budget Presentation Cont. . .

In summary, the FY2019 Budget supports core departmental services and missions, protects long-run solvency by addressing unfunded liabilities and invests in equipment, facilities and infrastructure. Mr. Coderre reiterated that the Budget was developed in conformance with the goals and objectives of the Town's comprehensive financial policies and will be balanced within the confines of Proposition 2½.

Lastly, Mr. Coderre announced that the Town recently received its eighth consecutive Distinguished Budget Presentation Award for its Fiscal Year 2018 Budget from the Government Finance Officers Association of the United States and Canada (GFOA). He noted that only 16 other municipalities in Massachusetts achieved this award, adding that 10 of them are communities that were either assisted by Northborough or introduced to GFOA best practices at one of the state-wide training sessions taught by Northborough. Members of the Board congratulated Mr. Coderre and his staff on this significant achievement.

Following several questions and comments from members of the Board of Selectmen, Mr. Coderre thanked the Appropriations Committee and members of the Financial Team – Assistant Town Administrator Kimberly Foster, Finance Director June Hubbard-Ward and Town Accountant Jason Little. Members of the Board expressed their appreciation to Mr. Coderre, the Financial Team and the Finance Committees. On behalf of the Appropriations Committee, Chairman Elaine Kelly thanked Mr. Coderre for his efforts.

At 8:00 p.m., the Appropriations Committee adjourned from the Joint Public Hearing.

**8:00 p.m. - CONTINUED PUBLIC HEARING – NATIONAL GRID**

To consider Petition No. 23502796 as submitted by National Grid along Indian Meadow Drive and Agawam Drive. Original hearing was held on February 26, 2018, continued to March 12, 2018 and rescheduled to March 26, 2018.

Patrick Sullivan and Patrick Mussea were present from National Grid to speak to Petition No. 23502796 for the replacement of direct buried cables along Indian Meadow Drive and Agawam Drive in order to supply more consistent power to homes in this neighborhood.

Mr. Sullivan confirmed that he spoke personally with all of the residents who expressed concerns at the original public hearing held on February 26, 2018. He also indicated that the only area where trenching will take place is along Indian Meadow Drive from the westerly intersection with Davis Street to Agawam Drive and along Agawam Drive.

Robert Cometta of 5 Agawam Drive requested that his driveway not be trenched but rather that it be directionally drilled. Mr. Mussea responded that each of the driveway crossings are typically evaluated on a case-by-case basis and that he would make every effort to satisfy Mr. Cometta's concern about his driveway. He added that in those driveways where directional drilling is not possible, National Grid will infrared the joints in order to make them as smooth as possible. DPW Director Scott Charpentier indicated

**PUBLIC HEARING CONT. . .**

that through the road opening permit process through his department he will add the condition that all driveway aprons be replaced from roadway to trench saw cut.

Mr. Sullivan and Mr. Mussea confirmed that National Grid will mail letters to the property owners of each driveway to be crossed inviting them to meet with a representative from National Grid to discuss on a case-by-case basis the most appropriate action.

Following the assurance by National Grid that those residents whose driveways will be affected will be contacted prior to the start of the project, Chairman Perreault closed the public hearing at 8:30pm.

Selectman Rutan moved the Board vote to approve and execute Petition No. 23502796 (Indian Meadow Drive and Agawam Drive) as submitted by National Grid; Selectman Amberson seconded the motion; all members voted in favor.

**8:30 p.m. - PUBLIC HEARING – NATIONAL GRID**

To consider Petition No. 25768882 as submitted by National Grid on Crestwood Drive.

Michael Fraser was present from National Grid to request the Board's approval of Petition No. 25768882 for the removal of a tree guy-wire and the installation of one stub pole and side walk anchor in front of 63 Crestwood Drive per the request of the homeowner to allow for the removal of a tree.

Chairman Perreault invited questions or comments from the audience. There were none.

Selectman Rand moved the Board vote to approve and execute Petition No. 25768882 (Crestwood Drive) as submitted by National Grid; Selectman Rutan seconded the motion; all members voted in favor.

**8:35 p.m. - PUBLIC HEARING**

To consider the layout and acceptance of Sterling Court as a public way.

Town Engineer Fred Litchfield informed the Board that Sterling Court has been constructed in accordance with the subdivision approvals granted by the Planning Board. Scott Miller, the developer who constructed the road was present to answer any questions.

Chairman Perreault invited questions or comments from the audience. There were none.

Selectman Rutan moved the Board vote to approve the layout and acceptance of Sterling Court as a public way pursuant to Northborough Code 9-64-010; Selectman Rand seconded the motion; all members voted in favor.

**8:40 p.m. - PUBLIC HEARING**

To consider the proposed reorganization of the Town Financial Department.

Mr. Coderre brought forward for the Board's consideration a modification to the Finance Department organization, which requires an amendment to the Town's Administrative Code. He indicated that the current bylaw limits the Treasurer/Collector to serving as the Finance Director. The proposed change will allow either the Treasurer/Collector or the Town Accountant to serve as Finance Director. This will help in being able to attract and retain qualified financial staff, by providing the flexibility to draw from either discipline for financial leadership.

Mr. Coderre added that he expects that the Finance Director job description will be modified as part of the upcoming classification/compensation study scheduled for later this year. The newly updated job description will match the amended bylaw.

Chairman Perreault invited questions or comments from the audience. There were none.

Selectman Rand moved the Board vote to amend the Town's Administrative Code for the proposed reorganization of the Town Finance Department to provide flexibility to appoint a Finance Director that also serves as the Treasurer/Collector or the Town Accountant as shown in Article 25 on the 2018 Annual Town Meeting Warrant; Selectman Pantazis seconded the motion; all members voted in favor.

**8:15 p.m. - KATHY JOUBERT, TOWN PLANNER  
JOHN CAMPBELL, COMMUNITY PRESERVATION  
COMMITTEE CHAIR**

- Presentation on CPC Town Meeting Warrant Articles.
- Presentation on Zoning Town Meeting Warrant Articles.

**PRESENTATION OF CPC TOWN MEETING WARRANT ARTICLES**

Community Preservation Committee Chair John Campbell reviewed the following warrant articles, representing \$887,250 in CPA allocations, which have been approved by the Community Preservation Committee for inclusion on this year's Town Meeting warrant:

**Historic Preservation**

- \$53,000 for the Gale Library for repairs and restoration of the slate roof and chimney masonry including interior painting necessary due to the damage caused by the leaking roof.
- \$52,000 for installation of a handicap access ramp on the west side of the Meeting House at 40 Church Street.
- \$255,000 for first debt service payment associated with the purchase of the White Cliffs at 167 Main Street.

### Open Space

- \$115,000 for Phase III of the town common project. Funding is for the additional design and development costs associated with the donation of 20 Rear Gale Street.
- \$287,250 for Phase I of II for site investigation, engineering services, electrical service upgrade and surface restoration associated with the replacement of the field lighting at the Melican Middle School.

### Housing

- \$100,000 for the Northborough Affordable Housing Corporation for the creation of affordable housing.

### Administration

- \$25,000 for CPC administrative expenses associated with implementation of the Community Preservation Act.

Members of the Board expressed their appreciation to Mr. Campbell for his many years of service on the Community Preservation Committee.

## **PRESENTATION ON ZONING TOWN MEETING WARRANT ARTICLES**

Town Planner Kathy Joubert provided a brief summary of the four zoning bylaw articles and one general bylaw article, all of which will be presented by the Planning Board at the 2018 Annual Town Meeting.

### Article 35 – Zoning Bylaw Site Plan Approval Amendment

Corrects an incorrect reference to a section number in the Site Plan section of the zoning bylaw. The intent of the section is not being changed or amended.

### Article 36 – General Bylaw Prohibition of Marijuana Establishments

General bylaw to prohibit recreational marijuana.

### Article 37 – Zoning Bylaw Prohibition of Marijuana Establishments

Prohibits all types of non-medical and medical marijuana establishments including on-site social consumption and the sale of marijuana accessories.

### Article 38 – Zoning Bylaw Allowing Marijuana Establishments

Allows non-medical marijuana establishments in the Highway Business zoning district and prohibits on-site social consumption in all zoning districts.

### Article 39 – Zoning Bylaw Two-Family Dwelling Amendments

Allows two-family dwellings by Special Permit in the Residential C, General Residential, Main Street Residential, and Downtown Neighborhood zoning districts. Zoning lot size and frontage is being increased in each of those districts. Site plan approval with design review component is being added as a requirement to the Special Permit process. A height limit of 35 feet is being added to all the residential zoning districts.

Chairman Perreault thanked Ms. Joubert for her efforts, especially with all the work on the warrant articles pertaining to the prohibition of marijuana.

## REPORTS

### William Pantazis

- Noted that the Master Plan Committee held their first meeting. It is expected that the Committee will meet monthly for the next 12-18 months.
- Announced that the White Cliffs Committee will meet on April 13<sup>th</sup>.

### Dawn Rand

- Thanked Selectman Amberson for his years of service.
- Requested that Town staff look into water running off into the roadway underneath the Route 9 and 20 bridge just after Northborough Crossing.
- Noted that the Northborough Cultural Council will be hosting a reception to celebrate the grant recipients at the Library on April 4<sup>th</sup> from 6:30pm-8:00pm.
- Noted that the Fire Station Building Committee will meet again on April 3<sup>rd</sup>.

### Leslie Rutan, Clerk

- Urged residents to continue to contribute to the needs of the Food Pantry.
- Reminded the public to pay attention to the crosswalks located throughout the Town now that the nice weather is upon us.
- Thanked Town Planner Kathy Joubert for her Economic Development update.
- Thanked Selectman Amberson for his years of service.

### Jason Perreault, Chairman

- Noted that he recently spoke with Stephanie Campbell who is working on a “Town Trippin” Article for Worcester Magazine.
- Thanked Selectman Amberson for his years of service. Also recognized Selectman Amberson for his efforts and work with public safety, conservation and open space and his advocacy for everything recreational.

### Jeff Amberson, Vice Chairman

- As this is his last regular Board meeting, he expressed his appreciation to his fellow Board members, the various Boards, Committees and Commissions that he has worked with over the years; and especially thanked Mr. Coderre and all of Town staff for their hard work day in and day out. Noted that he is proud to have been a Board member overseeing some significant projects, including the addition and/or renovation of Algonquin High School, Assabet Valley High School, Zeh, Proctor and Lincoln Street Elementary Schools, as well as the Senior Center and Library.

### John Coderre

- Allowed Selectman Amberson the last word and offered no report.

## PUBLIC COMMENTS

None.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN MEETING**

Mr. Coderre informed the Board that the final warrant presented this evening has been reviewed by Town Counsel and all content remains the same since the Board officially closed it at the March 12, 2018 Board meeting with the exception of the following: final cost amounts have been inserted into Articles 4 – 8; and Town Counsel’s final language has been inserted into Articles 25, 26 & 30.

Selectman Amberson moved the Board vote to approve the Annual Town Meeting Warrant as presented; and further that the warrant be posted as required by Town Code 1-80-030 no later than April 9, 2018; Selectman Rutan seconded the motion; all members voted in favor.

**APPROVE/EXECUTE WARRANT FOR ANNUAL TOWN ELECTION**

Selectman Amberson moved the Board vote to approve and execute the Warrant for the May 8, 2018 Annual Town Election as presented; Selectman Rand seconded the motion; all members voted in favor.

**EXECUTION OF CEMETERY DEED 1045**

Selectman Pantazis moved the Board vote to execute Cemetery Deed 1045 as presented; Selectman Rand seconded the motion; all members voted in favor.

**OTHER BUSINESS**

None.

**EXECUTIVE SESSION**

Mr. Coderre requested that the Board postpone the Executive Session to a future Board meeting as the item to be updated is not time sensitive. The Board agreed to pass over Executive Session and adjourn.

**ADJOURNMENT**

Selectman Rand moved the Board vote to adjourn; Selectman Amberson seconded the motion; all members voted in favor.

Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Diane M. Wackell  
Executive Assistant to the  
Board of Selectmen



Documents used during meeting:

1. March 26, 2018 Meeting Agenda
2. March 12, 2018 Meeting Minutes
3. Information packet – Joint Budget Hearing
4. Information packet – National Grid Petition #23502796
5. Information packet – National Grid Petition #25768882
6. Information packet – Sterling Court Street Acceptance Hearing
7. Information packet – Reorganization of Town Financial Department
8. Memorandum – CPC Warrant Articles
9. Memorandum – Zoning Town Meeting Warrant Articles
10. Annual Town Meeting Warrant
11. Annual Town Election Warrant
12. Cemetery Deed