
TOWN OF NORTHBOROUGH

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SELECT BOARD

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RECEIVED

By KWilber/Assistant Town Clerk at 8:51 am, Jul 19, 2024

SELECT BOARD MEETING MINUTES –May 6, 2024

Select Board's Meeting Room

7:00 p.m. – Chair Cohen called the meeting to order.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator

PUBLIC COMMENT

There was none.

APPROVAL OF MINUTES

March 18, 2024 and March 25, 2024 meeting minutes were postponed for further review by SB Members Ziton and Maselli.

POLICE DEPARTMENT PROMOTIONS:

Mr. McInerney acknowledged the large police department presence. The promotions include a sergeant to lieutenant and a patrolman to sergeant.

Appointment of William Griffin to the position of Police Lieutenant

Mr. McInerney discussed the promotion of William Griffin to lieutenant, highlighting the thorough selection process which involved a selection committee. The committee interviewed 3 great candidates. Due to a potential conflict of interest, Mr. McInerney conducted the interviews instead of Chief Griffin. The Chair added that the Chief previously provided a disclosure statement to the board. Members acknowledged the difficulty of the process and commend the police department for their achievements, including being the safest city in Massachusetts. William Griffin was introduced and congratulated.

SB Member Maselli moved the Board vote to appoint Detective Sergeant William Griffin as Police Lieutenant effective May 7, 2024 as recommended by the Town Administrator. SB Member Wixted seconded the motion; the vote was unanimous in favor.

The board members expressed their support and appreciation, emphasizing the importance of career advancement opportunities within the department and congratulated the newly promoted lieutenant.

Appointment of Sean Montville to the position of Police Sergeant

Police Chief Griffin thanked the board for their support in the promotion process and he thanked SB Member Wixted and Mr. McInerney for their assistance. The Chief also highlighted the addition of a second lieutenant, which will be addressed soon. Chief Griffin explained the internal advertisement and selection process for the lieutenant and sergeant positions, and how they differed. The sergeant position required rigorous testing and assessment procedures conducted by an external vendor and evaluated by three outside police chiefs.

The Chief introduced Sean Montville as the candidate for sergeant. He has a background in law enforcement since 2015, starting at Assumption University Police Department and joined the Northborough Police Department in 2016. He was previously promoted to sergeant in 2022 but left for another agency briefly before returning to Northborough as a patrolman. Despite the challenges, Mr. Montville has remained dedicated, studied hard, and excelled in the selection process. The board expressed excitement and support for Mr. Montville's promotion.

SB Member Hirsh moved the Board vote to appoint Sean Montville as Police Sergeant effective May 7, 2024 as recommended by the Police Chief; SB Member Wixted seconded the motion; the vote was unanimous in favor.

Mr. Montville thanked his family, the Chief, his colleagues, and his wife for their support during his preparation. Board members congratulated and recognized Mr. Montville's achievements and the department's progress.

WEGMANS

To consider an application as submitted by Wegmans for a one-day special liquor license for multiple dates for premises located at 9102 Shops Way.

Attorney Tyler Henseler with Upton, Connell, & Devlin, LLP and Alicia Elliot with Wegmans were present for this application. Attorney Henseler indicated that this request is for five one-day beer tasting licenses for events in Northborough. The tastings are scheduled on Fridays from 5 to 8 p.m. on May 17, June 21, July 19, August 16, and September 13. Each event will feature beer and wine tasting stations, lawn games, live music, and will be held on an outdoor patio with controlled access, monitored by Wegmans staff. Participants over 21 will receive wristbands and 8 tickets, with each ticket enabling them to obtain a 2 oz. pour.

Chief Griffin was present and informed the board that the application has been reviewed by the department and there are no issues to report. He added they have worked with Wegmans in the past and their events have been handled very well.

The Fire, Building and Health Departments have reviewed the application and have no concerns to report. Board members asked questions about event attendance, games, music, and advertising. The Board appreciated the inclusion of non-alcoholic options and discussed how the event helps promote Wegmans' offerings.

SB Member Ziton moved the Board vote to approve the application for a One-Day Special License as submitted by Wegmans for events to be held at 9102 Shops Way per the approved floor plan as submitted with the application for the following dates: May 17, June 21, July 19, August 16 and September 13 with the following conditions:

1. The license shall include the 24-hour period immediately before and after each event in order to allow for the proper delivery and disposal of all alcoholic beverages.
2. Guests shall have identification on their person and those who are 21 years or older will be given wrist bands.

3. Proper signage posted and approved barriers installed notifying guests that alcohol must be contained in the designated area only.
4. Satisfactory inspections shall be performed prior to the start of the first event by the Fire, Building and Health Departments.

SB Member Hirsh seconded the motion; the vote was unanimous in favor.

TOUGAS FAMILY FARM

To consider a one-day special liquor license for multiple dates for premises located at 234 Ball Street.

Kerrie Ward, Manager, Tougas Family Farm was present to make this request which is similar to last year where they are requesting a special license for a series of weekend events to serve beer and wine, however, this year they included rain dates because of previous issues with inclement weather. This request includes events held on weekend dates in June, July, September and October with designated rain dates for events scheduled in June and July. The farm has expanded its space to accommodate rain. It is diversifying offerings with extended ice cream hours and as well as a variety of special events. The farm collaborates with breweries to use surplus fruit and plans to create and provide non-alcoholic offerings. Ms. Ward indicated that last year's events were successful, with adequate staffing and no significant issues reported.

Chief Griffin was present and indicated that the application has been reviewed and the police department has no concerns regarding this request. He added that previous permits were handled well.

The Fire, Building and Health Departments have reviewed the application and have no concerns to report.

The board discussed the possibility of the Farm applying for a general on-premises license in the future. Ms. Ward is planning to go through the application process for an actual license at the end of the season. Clarification was provided by the Assistant Town Administrator that the town has several licenses available for beer and wine, and further information on license types was shared.

SB Member Wixted moved the Board vote to approve the application for a One-Day Special License as submitted by Tougas Family Farm LLC for events to be held at 234 Ball Street per the approved floor plans as submitted with the application for the following dates: June 15 & 16 (rain date June 19 & 20); June 22 & 23 (rain date July 20 & 21); June 29 & 30 (rain date July 27 & 28); July 6 & 7 (rain date August 3 & 4); July 13 & 14 (rain date August 17 & 18); and also for the following dates with no rain date: August 31, September 1 & 2; September 7 & 8; September 14 & 15; September 21 & 22; September 28 & 29, October 5 & 6; October 12, 13 & 14; October 19 & 20; and October 26 & 27; with the following conditions:

1. The license shall include the 24-hour period immediately before and after each event in order to allow for the proper delivery and disposal of all alcoholic beverages.
2. Guests shall have identification on their person and those who are 21 years or older will be given wrist bands.
3. Proper signage posted and approved barriers installed notifying guests that alcohol must be contained in the designated area only.
4. Satisfactory inspections shall be performed prior to the start of the first event by the Fire, Building and Health Departments.

SB Member Ziton seconded the motion. The vote was unanimous in favor.

VOTE TO AUTHORIZE THE CHAIR OF THE SELECT BOARD TO SIGN THE DOCUMENTS REPLATED TO EXERCISING THE RIGHT OF FIRST REFUSAL FOR THE 432 WHITNEY STREET PROPERTY, INCLUDING, BUT NOT LIMITED TO A PURCHASE AND SALE AGREEMENT FOR THE PROPERTY

SB Member Maselli moved the Board vote to exercise its right of first refusal pursuant to Chapter 61A, Section 14 for the property located at 432 Whitney Street for the purchase price of \$1,700,000, and, further, vote to authorize the Chair of the Select Board to sign any and all documents necessary or convenient for said purpose, including, but not limited to, a purchase and sale agreement for the property. SB Member Wixted seconded the motion; the vote was unanimous in favor.

SELECT BOARD NAME CHANGE – VOTES TO AMEND BYLAWS AND SELECT BOARD POLICES

SB Member Wixted moved the Board vote to amend the general by-laws and zoning by-laws of the Town to revise all references to the Board of Selectmen and Selectmen to the Select Board and Select Board members; and to further amend the Select Board Policies of the Town to revise all references to the Board of Selectmen and Selectmen to the Select Board and Select Board members. SB Member Hirsh seconded the motion; the vote was unanimous in favor.

DISCUSSION REGARDING THE RECORDING OF ADDITIONAL IN-PERSON MEETINGS

Chair Cohen began the discussion by stating that there are a small number of meetings that are held in person but not recorded. Now that the Town has installed the new equipment to allow for meetings to be recorded, what are the members' thoughts on setting a policy to have these other meetings recorded.

After discussion, the consensus from the members was to move forward with creating a policy and the board directed the Town Administrator to do some research and report back to the board on the logistics of what it would take to make this happen, as well as provide a draft policy for the board to review.

DISCUSSION REGARDING CODE RED ANNOUNCEMENT FOLLOW-UP

Chair Cohen began the discussion by saying that he has received positive feedback on the use of using Code Red to announce town meeting and that he has only received 1 negative email. He added that the Fire Chief has informed him that he has only received 2 negative comments.

The Fire Chief provided a memo regarding Code Red statistics for the use period.

After discussion, the Board agreed that the use of Code Red for this announcement was a success and to continue to use this as a form of notification in the future, not only for Town Meeting announcements but also for rare, important notices that are not emergencies, such as fall town meeting.

The Board also discussed general town meeting feedback. The Town Administrator indicated that his office is tracking the feedback. An email was sent out to department heads, boards, and committees, asking for feedback to be submitted to the TA Office. That information will be merged into a report to use as a guideline for where we can improve the process for everyone, especially the residents.

REPORTS

Lisa Maselli

- Attended the “Go Outdoors” event sponsored by the Cultural Council at Ellsworth-MacAfee Park.
- Attended the Northborough Arts Council’s fundraiser event held at Goodwin Farm on South Street.
- Spoke with Suzanne Cox of the Cultural Council to learn of additional projects such as decorative painting of electric boxes downtown and creative adornments to the White Cliffs driveway statues.
- Followed up on a resident’s email regarding the proposed sewer line extension down Lawrence Street to Route 9 by inquiring how this started, what is the process and what is the plan. Asked if the Board should have been consulted before applying for the MassWorks Grant.
- Previously inquired about the status of the reconsideration of granting \$250,000 for Blake Street revitalization citing questions of how the parking lot and street revitalization will be beneficial to the tax payers if 4 West Main Street is sold to a private developer. Additionally, if the property is sold, does the only substantial public parking area become private and remove any parking benefit to the taxpayer.

Julianne Hirsh

- Thanked Cultural Council for the “Go Outdoors” event.
- Thanked all who attended town meeting.
- As this was the last meeting for SB Member Wixted, she expressed appreciation for her and offered her some kind words on her departure from the board.

Laura Zitton

- Participated in Town Clean-up day.
- Noted that early voting is happening this week, May 6th – 10th at the Town Hall during office hours, adding that the election is May 14th at Melican Middle School.
- Asked about the tree clearing that is happening now at the Assabet Park.

Mitch Cohen

- Encouraged early voting to reduce chaos at Melican Middle School on Election Day. Early voting is possible during Town Hall hours this week.
- There is progress on appointing a student representative to the select board and expects student to join in September.
- Congratulated to the lottery winner at Lowe's Meat Market
- The Cultural Council “Go Outdoors” event was successful, despite the absence of Craig Cox.
- Town cleanup was a success.
- Attended the Northborough Area Community Chorus concert, with about 300 attendees.
- Will be attending the municipal government cybersecurity event in Worcester and will discuss the information received with the board.
- Acknowledged this is SB Member Wixted’s last meeting and her effective communication skills as he presented her a plaque in appreciation of her service.

Kristen Wixted

- Began her last report as a member of the board by saying that she is glad she spoke up and ran for office. Said she did not feel this was a “thankless task” at all and that she appreciated the people who did thank her for all the time she spent being a Select Board member

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- Gave advice to people who would speak up in town government, and encouraged people to speak up, run for office, and participate
- Noted that a Select Board that is not in constant agreement with each other is key to a good democratic system
- Wished well fellow board members and Town Administrator and Assistant Town Administrator

Assistant Town Administrator Report

- Thanked Member Wixted and wished her and her family best wishes with their next endeavor.

Town Administrator Report

- Announced return to status as a credentialed manager with ICMA.
- Municipal electric aggregation plan submitted to the DPU and is estimated that it will take approximately 6 months.
- Working with Department Heads on next step in implementing warrant article items that were passed at town meeting; discussed improvements for inclusivity and accessibility at future meetings.
- Health and Human Services – progress on recruiting for HHS Director.
- Peasley School Building Committee - aims to complete interviews and selections by the 20th.
- Enhancements in procurement information with postings on the town website.
- Police department requested quotes from architects for building improvements, with plans to bring scope discussions back to the board.
- Mention of future plans for leasing or selling town properties, with RFPs in progress.
- Emphasis on early budget process engagement with community summits to discuss operational needs and financial trends.
- Goal-setting workshop tentatively scheduled for June 26th. Encouraged members to submit availability and clarified expectations for the upcoming workshop with Jeff Nutting.

EXECUTION OF CEMETERY DEED 1187

Hirsh moved the Board vote to execute Cemetery Deed 1187; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

OTHER BUSINESS

None.

PUBLIC COMMENT

Scott Rogers, 26 Mohawk Drive would like to see the plans for ARPA funding posted on the website. Chair Cohen replied that the Board has a list which he can send to Mr. Rogers. The board will continue the ARPA discussion once the new member is on board.

ADJOURNMENT

Wixted moved the Board vote to adjourn; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

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The meeting adjourned at 9:15 pm.

A recording of this meeting is available at: <https://www.youtube.com/watch?v=SlekXKjuGAE>

Respectfully submitted,

Lynda LePoer
Executive Assistant to the
Board of Selectmen

Documents used during meeting:

1. Meeting Agenda: 5/6/2024
2. Meeting Minutes: 3/18/2024, 3/25/2024
3. Promotion memos from Town Administrator and Police Chief
4. Wegmans One-Day Special Liquor Application
5. Tougas One-Day Special Liquor Application
6. Purchase & Sale Agreement – 432 Whitney Street
7. Senate Bill No. 2495
8. Code Red Memo from Chief Parenti
9. Cemetery Deed 1187