



TOWN OF SOUTHBOROUGH

SELECT BOARD Meeting Minutes

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Meeting Date: Tuesday, January 3, 2023 6:30PM
Location: McAuliffe Hearing Room, Town House, 17 Common Street
Present: Kathryn Cook, Lisa Braccio, Andrew Dennington, Chelsea Malinowski, Sam Stivers and Town Administrator Mark Purple.

Those wishing to watch or participate remotely can do so by accessing the meeting link at:
<https://www.southboroughtown.com/remotemeetings>

I. Call Meeting to Order

Chair Cook called the meeting to order at 6:32PM.

II. Review of 2022 Accomplishments – Planning Board

Ms. Cook read a letter from the Planning Board/Planning Department listing their accomplishments during calendar year 2022 including the following: completion and acceptance of the Master Plan through 2030; proactive consideration of the MBTA Communities program and the recent award of a \$20,000 technical assistance grant to provide guidance through the process; continued monitoring of the Town’s Open Spaces; and securing a Tree City designation for the 4th year in a row, which affords the Town various opportunities to protect trees.

III. Public Comment

Ms. Cook stated that there are two opportunities for public comment during the meeting and reminded the public that public comment is reserved for non-agenda items only.
Ms. Marnie Hoolahan, 26 Clifford Road, expressed her frustration at the omission of Town Planner Karina Quinn from the DPW Superintendent selection process. She recommended that the Board postpone its decision-making until Ms. Quinn has had the opportunity to speak with both candidates and provide her feedback to the Board.
Ms. Alexis Fallon, 60 Breakneck Hill Road, stated she is the abutter to the Breakneck Hill Farm dump. She stated she is trying to enter into an agreement with the Town to provide access to her property so tests can be conducted and clean-up can take place. She wishes to cooperate with the Town but the proposed right of entry exceeds the Administrative Consent Order the Town has entered into with the Department of Environmental Protection. She stated she couldn’t waive general liability for contamination of solid waste since there is no knowledge of what the test results will be.
Patricia Burns-Fiore, 10 Winter Street, asked if the job description for the incoming DPW Superintendent differs from the outgoing Superintendent, and, if so, in what way(s). Ms. Cook stated Mr. Purple could answer that question at a later time. Ms. Burns-Fiore continued her comments so Ms. Braccio excused herself from the room at 6:50PM, as she has recused herself from this matter because her husband is a snow removal contractor for the Town. Ms. Burns-Fiore urged the Board to provide greater oversight and supervision for the position of DPW Superintendent.
Ms. Braccio rejoined the meeting at 6:51PM.

IV. Scheduled Appointments (Board may vote)

a. 6:30PM: Continued Hearing to Amend a Class II Auto License; RZND Motors
Mr. Purple reported an inquiry from a resident who lives in the area had prompted further review of this matter. He stated in 1982, the Zoning Board of Appeals (ZBA) approved a Special Permit for up to two vehicles to be sold at this location and, in 2015, the Minor Site Plan Review Committee approved increasing the number of vehicles from two to eight. Town Counsel is reviewing whether

46 the 2015 Planning Board approval supersedes the 1982 ZBA ruling. Mr. Purple recommended
47 continuing the hearing until Town Counsel has opined on the matter. Ms. Laura Angle-Vaughan, 198
48 Woodland Road, inquired about enforcement mechanisms for current violations by the license
49 holder. Mr. Purple stated that Laurie Livoli, Building Commissioner and the person responsible for
50 enforcement, would work with the license holder to bring them into compliance and noted fines may
51 also be applicable. Ms. Cook suggested that Ms. Anglin email Ms. Livoli and cc: Mr. Purple on the
52 matter. Ms. Cook moved to continue the public hearing to amend the Class II Auto License for RZND
53 Motors to January 17, 2023 at 6:30PM. Ms. Malinowski seconded the motion. The motion was
54 unanimously approved (5-0-0)

55 b. John Parent, Facilities Director & Robert Moran, National Grid – LED Streetlighting Conversion
56 Project

57 Ms. Cook moved on to the Chair’s Report at this time while the Board awaited Mr. Parent’s arrival.
58 Mr. John Parent, Facilities Director and Mr. Robert Moran, National Grid Community Manager for
59 Southborough, appeared before the Board on the matter. Mr. Parent stated Southborough is a
60 “Green Community” and one of the first tasks of a Green Community is to convert streetlights to LED.
61 Mr. Parent stated the conversion makes fiscal and environmental sense for the Town. Mr. Moran
62 presented the Southborough Streetlights proposal. He stated Southborough has 956 lights, 650 of
63 which are presently high-pressure sodium. Sharing his analysis using 19W3K lights, he estimated the
64 Town could achieve an annual savings of \$56,000 and stated the Town would earn a one-time
65 incentive of approximately \$61,000. Mr. Moran described the process to apply for the program and
66 estimated light installation would take approximately one year. The Board stated they are supportive
67 of the program and want to move forward with the project. Ms. Malinowski asked that the
68 appropriate wattage be used in problematic areas. Mr. Moran stated that, if there are complaints or
69 wattage is incorrect for a particular area, National Grid would change the wattage. Ms. Marnie
70 Hoolahan, Planning Board member, and Dr. Destin Heilman, both involved in passing the Town’s
71 Illumination bylaw, joined the Board for the discussion. Dr. Heilman stated he is supportive of the
72 conversion program. He noted the lights would add more blue light and glare to the Town but that
73 could be mitigated by reducing the wattage. He suggested a comparison of 15W versus 19W and
74 recommended 15W in the residential areas of Town. Mr. Moran suggested adding shields as another
75 method for glare reduction. Mr. Moran stated he would provide the Town with 15W lights to
76 compare to the 19W samples that have been installed. Ms. Braccio asked how long it would take to
77 install 15W lights for comparison. Mr. Moran stated the lights could be installed within 30 days. Ms.
78 Braccio stated it is important to be consistent throughout the Town with light installation. Ms.
79 Hoolahan stated she is supportive of the idea of comparing the 15W and 19W lights in order to make
80 a decision on the lights to be installed. Mr. Moran stated that light selection is up to the Town and
81 National Grid makes no recommendations. The Board discussed light placement for the comparison.
82 The Board agreed to formally vote on the streetlight conversion program once the results of the
83 comparison are known.

84
85 c. Economic Development Committee Update

86 i. Consideration of draft job description for Community Development Director position

87 Mr. Rob Anderson, EDC Chair, and Mr. Alan Belniak, EDC Vice Chair, appeared before the Board on
88 the matter. Mr. Anderson discussed staffing at the EDC. He stated they would like a placeholder
89 contract role for Claire Reynolds and they would like to transition from a part-time EDC Coordinator
90 to a full-time role that spends 50% of their time on EDC and 50% of their time assisting other Town
91 departments, boards and committees with grant writing. Mr. Belniak described the new position and
92 stated this type of role is found in many surrounding communities. Mr. Anderson added that the
93 new role would assist the EDC with its goals to focus on Rt. 9 by increasing commercial growth,
94 developing a policy of incentives to encourage businesses, working to improve infrastructure and

95 assisting in streamlining the permitting process. Mr. Belniak described the approval process. He
96 stated that, this evening, the EDC is seeking approval of a draft job description for the new, full-time
97 position. Mr. Anderson stated the EDC has been unsuccessful in filling the part-time role vacated by
98 Ms. Marijke Munsiff in June of 2022. The Board discussed the EDC's proposal. Mr. Dennington
99 stated he is supportive of the idea of creating a full-time position and believes this is the year to
100 address the matter. Mr. Stivers stated he strongly supports this position and agrees with Mr.
101 Dennington that the position can generate a visible return on investment. Mr. Purple stated that the
102 decision before the Board is whether to support this position so that the necessary steps can be
103 taken to hire someone in FY24. Ms. Malinowski stated she has questions related to the scope of the
104 position and is not in favor of adding a full-time position, with benefits, at this time. Ms. Braccio
105 asked for clarification on how many hours this position would work on EDC matters versus grant
106 writing and expressed concern regarding overlap of the work other departments, boards and
107 committees are responsible for. She stated that she is not supportive of the position at this time.
108 Ms. Cook stated she is supportive of the position. Ms. Cook suggested approving the job description
109 to begin the approval process and noted it does not mean that the position would be funded at Town
110 Meeting, given the current budget climate. The Board discussed how best to proceed. Mr. Purple
111 asked about the needs of the EDC. Mr. Anderson stated that EDC could utilize a full-time position on
112 its own. He stated that, in order to maximize the benefit of the Town, the EDC thought it made sense
113 to have a grant-writing component to the job that benefitted other Town departments, boards and
114 committees. Mr. Belniak stated that the EDC meets with peers in other communities and stated that
115 all of the other communities have a full time position dedicated to economic development. Mr.
116 Belniak also stated that EDC members are conducting outreach to Town departments, boards and
117 committees to obtain feedback on the proposed EDC/grant writing position and would share that
118 information with the Board following the EDC's January 4th meeting. The Board agreed that Ms.
119 Braccio and Mr. Dennington would meet with Mr. Anderson and Mr. Belniak to review and edit the
120 job description for the position. The Board agreed to postpone a vote on the matter until its January
121 17th meeting.

122 **V.**

123 **Reports**

124 a. Chair's Report

125 Ms. Cook reported that the Planning Board would be on the agenda for the Board's January 17th
126 meeting to discuss any outstanding matters. Ms. Cook reported that Hopkinton held an information
127 session on regional dispatch for town employees and will hold a similar session for the public
128 tomorrow evening. It is expected that, once Hopkinton has received feedback, they will relate that
129 information to Southborough, Westborough and Grafton. Ms. Cook also reported that the Town is
130 awaiting feedback from Hopkinton on the proposed Hopkinton water connection project. Ms. Cook
131 stated the Board would interview two candidates for the position of DPW Superintendent tomorrow
132 evening, January 4th, at 7:00PM and 8:00PM at the Public Safety Building and will decide after the
133 interviews how to proceed with selection. She reported that at the Board's January 17th meeting, the
134 standing Capital Improvement and Planning Committee will be formally implemented and the ad-hoc
135 Capital Planning Committee will be dissolved. At this time, the Board moved back to Agenda item "b"
136 under Scheduled Appointments.

137 b. Members' Reports

138 There were no Members' Reports.

139 c. Town Administrator Report

140 Mr. Purple reported that, today, he learned that ComCann, the medical marijuana dispensary, would
141 relocate its facility from Southborough to Rehoboth. He stated that the Cannabis Control
142 Commission would determine the timing of the relocation.

143 i. Implementation of outer vest carriers for Police Officers

144 Mr. Purple made the Board aware that police officers would be offered the opportunity to use outer
145 vest carriers. He stated that both Police Chief Newell and the union are in support of this
146 opportunity. Mr. Purple stated that this is a no-cost item for the Town and that officers opting to
147 wear the vest would purchase it through their clothing allowance.
148

149 **VI. Consent Agenda**

150 a. Close warrant for March 25, 2023 Town Meeting

151 Ms. Cook stated she would hold Consent Agenda item "a" until discussion of Other Matters (a). Mr.
152 Purple stated that if there were any duplicate articles, he would remove them. Ms. Cook moved to
153 close the Warrant for Annual Town Meeting on March 25, 2023. Ms. Malinowski seconded the
154 motion. The motion was unanimously approved (5-0-0).

155 b. Approve DPW Superintendent's recommendation to award road improvement bid

156 Mr. Dennington recused himself from this matter, as his street is one of the streets under
157 consideration and left the meeting at 9:38PM. Ms. Cook read the streets included in the FY23 Paving
158 Contract. The Board acknowledged that Lover's Lane was not included in the list. Ms. Cook stated
159 that approximately \$600,000 was still available for paving and shared this information with Capital
160 Committee Chair Jason Malinowski. The Board discussed how to include Lover's Lane in this year's
161 paving contract. Mr. Purple noted that Mr. Stivers had asked to share this year's paving contract
162 information with the pavement management team to determine the impact on the Town's total
163 paving picture. He stated that when the Town's data has been analyzed, the pavement management
164 team would assess the impact of the FY23 pavement contract. Ms. Cook moved to award the FY23
165 Paving Contract to Lazaro Paving Corp. in the amount of \$1,453,060 and request that, if the contract
166 can be amended to include the cost of adding Lover's Lane to the list, it will be added. Ms. Braccio
167 seconded the motion. The motion was unanimously approved (4-0-0).

168 Mr. Dennington rejoined the meeting at 9:49PM.

169 **VII. Other Matters (Board may vote)**

170 a. Funding guidance for St. Mark's Street Park Working Group

171 Ms. Cook recommended that the Board present the following at Annual Town Meeting: 1) the
172 agreement for the land swap with St. Mark's; and 2) the actual cost and design of the park. Ms. Cook
173 stated it is critical to be transparent about the true cost of the park for consideration by the voters.
174 Ms. Cook also recommended that the Board allocate some funds to the St. Mark's Street Park
175 Working Group to work with V.H.B. to create a design, including bid documents, for the park for
176 presentation at Annual Town Meeting. Ms. Braccio asked about the status of the Planning Board's
177 report and comments on the St. Mark's Street project. Ms. Cook stated that the Planning Board
178 would present their report at the Board's January 17th meeting. Ms. Cook moved to allocate up to
179 \$20,000 of ARPA funds from the discretionary category to the St. Mark's Street Park Working Group
180 for park design, including bid documents. Mr. Stivers seconded the motion. The motion was
181 unanimously approved (5-0-0). Mr. Dennington asked how the park would be paid for. Ms. Cook
182 stated potentially from Free Cash and added that the funding source must be a mechanism that
183 Town Meeting could vote on.

184 b. Follow up to Capital Planning Committee's recommended FY2024 budget

185 Ms. Malinowski asked the Board if there were any items they would like further discussion on in the
186 Capital Planning Committee's FY24 recommendations prior to the January 28th budget meeting. The
187 Board agreed to seek additional information on the following: the F350 DPW Operations Supervisor
188 vehicle, sidewalk maintenance and road maintenance. With regard to the Algonquin Regional
189 Athletic complex project, Ms. Cook confirmed the debt would be based on a 4-year rolling average.
190 She stated each community is being asked at Town Meeting to approve issuing debt for project cost
191 but will only pay for its percentage. Ms. Cook stated CPC only states whether projects qualify for CPA
192 funds. Ms. Braccio asked what portion of the athletic complex project qualifies for CPA funds. Ms.

193 Cook stated she would obtain that information for the Board. Ms. Cook asked if there was any Board
194 member who does not want to move forward with the project. All Board members indicated they
195 wish to move forward with the project. Ms. Malinowski recommended that the Board have a follow-
196 up discussion on the following matters: Trottier HVAC project - this is not on the Capital plan for this
197 year but there is a state grant of ARPA funds for \$100,000 that expires at the end of the year; South
198 Union; and the future use of former Station Two. The Board agreed to get further information and
199 discuss these matters at the Board's January 17th meeting.

200 c. Discussion of process for Board's January 28, 2023 budget meeting

201 Ms. Malinowski requested to move the Board of Health from Pod 2 to Pod 3 and the Board agreed.
202 The Board agreed that they would provide budget guidance at the January 17th meeting and that they
203 would meet on January 31st to recap the budget session held on January 28th.

204 Ms. Braccio asked that the Master Plan Implementation Committee appear before the Board to
205 provide an update at either scheduled February meeting.

206 **VIII. Public Comment**

207 There was no public comment.

208
209 **IV. Adjournment**

210 Ms. Cook moved to adjourn the meeting at 10:34PM. Ms. Malinowski seconded the motion. The
211 motion was unanimously approved (5-0-0).

<i>Upcoming Meetings</i>		
<i>January 4, 2023</i>		<i>January 6,</i>
<i>2023</i>		

213 Respectfully submitted,

214
215
216 Bridgid Rubin, Recording Secretary

217
218 List of Documents referred to at the January 3, 2023 SB Meeting:

- 219 • Public hearing notice for RZND Motors, dated December 20, 2022, and attachments
- 220 • Southborough Streetlights Conversion presentation, dated January 2023
- 221 • Draft job description for Community Development Director, dated December 29, 2022
- 222 • Draft Annual Town Meeting Warrant
- 223 • FY24 Recommended Capital Summary
- 224 • Schedule for Saturday, January 28, 2023, FY24 Budget Meeting
- 225 • Memorandum from Karen Galligan, dated January 3, 2023, RE: Paving Contract Request
- 226 Award
- 227 •