



# TOWN OF SOUTHBOROUGH

## SELECT BOARD Meeting Minutes

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**Meeting Date:** Tuesday, February 15, 2023 7:00PM  
**Location:** VIA ZOOM  
**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 7:00PM. Ms. Cook stated there would be no public comment at the beginning or the end of tonight’s meeting, as this meeting’s main agenda item is the discussion and consideration of the approval of Regional Dispatch. She stated there would be public comment on the Regional Dispatch matter.

**II. Scheduled Appointments (Board may vote)**

Ms. Cook stated that all Agenda items would be dispensed with and then the Board would consider Scheduled Appointment item “a.”

a. Discussion and consideration of approval of Regional Dispatch

Ms. Cook updated the Board on the status of the Regional Dispatch discussion, noting that Hopkinton had voted against moving forward with the IMA. She stated that Westborough and Grafton had approved the IMA. Mr. Purple presented the PowerPoint presentation that was created by Westborough and shared in Westborough and Grafton. Ms. Cook stated that while she is fully supportive of regional dispatch, she is not prepared to support the approval of the IMA this evening. She feels some aspects have not been fully vetted, including the site, lease, financial structure and a dark station plan for Southborough. Ms. Cook would like to see all options evaluated, not just the one presented this evening. Ms. Braccio acknowledged the importance of this decision in her consideration of what is in the best interest of the taxpayers, including weighing the challenge of upgrading local equipment and additional training costs. She stated she believes the Town is better served by participation in the creation of the RECC rather than joining an existing one and she is supportive of moving forward with the IMA. Mr. Dennington stated he is prepared to approve the IMA this evening. He acknowledged the importance of the Police and Fire Chiefs’ support of the RECC and stated it is important that the proposed RECC is with our Mutual Aid partners. He also felt the Town would be well positioned because it is participating in the creation of the RECC, rather than joining an existing one. Mr. Dennington asked for clarification on emergency versus non-emergency calls. Mr. Stivers stated he is supportive of regional dispatch and he is prepared to vote to approve the IMA this evening. He stated he thinks regional dispatch is a good decision for the Town from economic and public safety perspectives. He stated he has concerns about the site and the lease and their impact to the Town. He would also like to see an independent review of the financing of the RECC. Mr. Stivers shared his concerns with the IMA. He stated that, if his concerns are not addressed within the next 60 days, he is prepared to withdraw his support by the June 1<sup>st</sup> deadline to withdraw, per the IMA. Ms. Malinowski stated that the Regionalization Working Group had looked into joining the State 911 option in Milford but determined it would be several years before the Town could join. With regard to the site, Ms. Malinowski stated it was selected, in part, because of its height and ability for favorable radio signaling and communications with participating towns. She stated she has spent extensive time with Ms. Danza reviewing EPA reports and other available data

46 regarding the site. Ms. Malinowski confirmed with Westborough that town water would be used at  
47 the facility. She also stated Ms. Danza confirmed that contaminants have not increased over time at  
48 the site and Ms. Danza is supportive of this use for a Superfund site. Ms. Malinowski encouraged  
49 other Board members to speak to Ms. Danza about her views on the site. Ms. Malinowski stated that  
50 working with Westborough and Grafton has been a cooperative effort and expects that collaboration  
51 to continue. The Board agreed they would like the communities to work on the following before the  
52 June 1<sup>st</sup> grant acceptance deadline: the lease agreement for the site, the plan for dealing with the  
53 dark station, and clarification on emergency versus non-emergency calls. Ms. Cook also suggested an  
54 objective expert review the site to ascertain its safety and the Board agreed. Mr. John Thorburn,  
55 1114 Madison Place, offered comments in support of keeping dispatch local, hiring additional staff  
56 and creating the position of communications director to manage dispatch. Ms. Patricia Burns-Fiore,  
57 10 Winter Street, asked if the decision to move to regional dispatch needed Town Meeting approval.  
58 Ms. Cook replied it did not. Ms. Burns-Fiore asked how the Ambulance Fund would be impacted if  
59 the RECC moves forward. Chief Achilles stated that areas of responsibility have been defined in the  
60 agreement and Southborough would respond to any police, fire and ambulance calls coming into the  
61 RECC from Southborough so he expects no impact to the Ambulance Fund. Ms. Burns-Fiore asked if  
62 there would be cost savings by regionalizing if the Southborough station would still be staffed to  
63 handle business and non-emergency calls. Ms. Cook stated that economic analysis on staffing the  
64 Southborough station would be completed before the June 1<sup>st</sup> grant acceptance deadline. Ms. Burns-  
65 Fiore asked if the group would consider another site if the selected site proves to be problematic.  
66 Ms. Cook stated the Board would like to have an objective expert review the site for safety. The  
67 Board agreed to have Ms. Malinowski and Mr. Purple discuss the changes requested by Mr. Stivers  
68 and Mr. Dennington with their counterparts in Westborough and Grafton and make the changes to  
69 finalize the agreement. Ms. Malinowski moved that the Town accept the provisions of Sections 180-  
70 18V inclusive of Chapter 6A of the General Laws providing for the establishment of a Regional 911  
71 Communication District together with the towns of Grafton and Westborough and the construction  
72 or siting, administration, operation and maintenance of a Regional 911 Emergency Communications  
73 Center by the District under the provisions of the proposed district agreement filed with the Select  
74 Board and to authorize the Chair to execute said agreement with any non-substantive changes made  
75 prior to the submission of the grant application. Mr. Stivers seconded the motion. The motion was  
76 approved (4-1-0) by roll call vote: Ms. Braccio, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms.  
77 Malinowski, aye; Ms. Cook, nay.

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79 b. Review and approval of revised Building Commissioner job description  
80 The Board discussed and revised the job description. Ms. Cook moved to approve the job  
81 description, as amended with the revisions agreed to this evening. Mr. Stivers seconded the motion.  
82 The motion was unanimously approved (5-0-0) by roll call vote: Ms. Braccio, aye; Mr. Dennington,  
83 aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Cook, aye. Ms. Hale stated she would edit the job  
84 description and reported that the job was posted today. Ms. Cook stated that the Board would  
85 review the status of applications at its February 28<sup>th</sup> Board meeting and asked Mr. Purple to work  
86 with Mr. Bernard Lynch to provide a potential recruitment contract for this position.

87 c. Interviews and/or appointments for PILOT Committee

88 i. Patricia Burns-Fiore; At-Large Member

89 Ms. Burns-Fiore appeared before the Board and there were no questions from the Board.

90 ii. Kathryn Cook; Select Board Representative

91 The Board did not interview Ms. Cook.

92 iii. Joseph Palmer, Capital Planning and Improvement Committee Representative

93 The Board did not interview Mr. Palmer and he did not appear before the Board.

94 Ms. Cook moved to appoint Ms. Burns-Fiore, Ms. Cook, and Mr. Palmer to the PILOT Committee and  
95 amended her motion to include a term to expire 6/30/2023. Mr. Stivers seconded the motion. The  
96 motion was unanimously approved (5-0-0) by roll call vote: Ms. Braccio, aye; Mr. Dennington, aye;  
97 Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Cook, aye.

98 **III. Reports**

99 a. Chair's Report

100 i. Park Central eligibility letter from Mass Housing

101 ii. Zoom call with DELL

102 Ms. Cook stated a meeting took place, via Zoom, with DELL. In attendance from the Town were the  
103 following: Ms. Cook, Mr. Purple, Ms. Marnie Hoolahan from the Planning Board, Doriann Jasinski  
104 from SHOPC, Colleen Stansfield from the Planning Department and Melissa Danza from the  
105 Conservation Commission. Ms. Cook stated the discussion focused on marketing the 34 acres zoned  
106 as residential and industrial. Ms. Cook stated the group discussed that the Park Central developer  
107 has received the eligibility letter from Mass Housing and, if approved, that project may allow  
108 Southborough to exceed its 10% affordable housing requirement. They also discussed  
109 Southborough's compliance with the MBTA Communities legislation and the potential for a "friendly"  
110 40B project. Ms. Cook also stated that an agreement between DELL and the Town regarding the  
111 tower would be forthcoming. Ms. Cook formally confirmed that the Town is in receipt of the State's  
112 eligibility letter to the developer of the proposed Park Central project and stated this matter would  
113 be discussed at a later meeting. Mr. Dennington stated he appreciated the update and shared that  
114 the DELL site was discussed at a recent SHOPC meeting as a solution to address the Town's affordable  
115 housing issues. Ms. Cook stated the timing of the sale of the DELL property would require that the  
116 Town formulate a plan in the near future if interested in pursuing.

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118 **IV. Consent Agenda**

119 a. Approval of new employment agreement for Finance Director

120 Ms. Cook stated she would hold this item for the February 28<sup>th</sup> Board meeting. The Board agreed to  
121 take out the title of Finance Director from the employment agreement and use the term  
122 Treasurer/Collector.

123  
124 **V. Other Matters (Board may vote)**

125 a. Approval of ARPA funds for FY24 budget process; and any other consideration of using ARPA  
126 funds

127 **ARPA One-time Expenditures** - Ms. Cook moved to approve \$508,940 dollars in ARPA funds from the  
128 general tax relief category, as allocated on the spreadsheet in tonight's packet, for FY24 budget one-  
129 time expenditures. Mr. Stivers seconded the motion. Mr. Dennington asked that the Board discuss  
130 whether to include the ATV requested by the Fire Department on the list and, after doing so, the  
131 Board decided to keep it on the list. Ms. Malinowski asked that the Board discuss whether to include  
132 the new furnace for the DPW Annex on the list and, after doing so, the Board agreed to remove it and  
133 to remove \$15,500 from the total motion amount under consideration. Ms. Cook amended her  
134 motion to approve \$493,440 dollars in ARPA funds from the general tax relief category, as allocated  
135 on the spreadsheet in tonight's packet, which includes removing \$15,500 for the new furnace for the  
136 DPW Annex. Mr. Stivers seconded the amended motion. The motion was unanimously approved (5-  
137 0-0) by roll call vote: Ms. Braccio, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye;  
138 Ms. Cook, aye.

139 **Tree Fund** - Ms. Cook stated Mr. Chris Leroy had informed her that the current tree removal program  
140 would likely expend most of the money appropriated at Special Town Meeting in October of 2022  
141 and the ARPA funds previously approved by the Board. Ms. Cook stated that her recommendation is

142 to wait to fund the Tree Funding article until it is known if there are any excess funds left from the  
143 current tree removal program. The Board agreed with Ms. Cook’s recommendation.

144 **Sidewalks** - The Board agreed they were committed to allocating the ARPA Committee’s proposed  
145 expenditure of \$704,000 dollars for sidewalks by the end of 2024 and using the funds by the end of  
146 2026. The Board agreed to have the Capital Improvement and Planning Committee (CIPC) create a  
147 plan to move forward with this ARPA expenditure. Ms. Braccio asked that the Board determine how  
148 much is left over from the CIPC’s Fall Town Meeting 2021 article. The Board discussed how to move  
149 the sidewalks project forward. The Board discussed using a portion of the \$704,000 dollars allocated  
150 by the ARPA Committee to begin the work of the CIPC. Ms. Cook moved to ask CIPC to lead the  
151 project for new sidewalks, to be funded by ARPA monies, and report back to the Board, as needed.  
152 Mr. Stivers seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote:  
153 Ms. Braccio, aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Cooks, aye.

154 **ECD Coordinator** – The Board discussed the EDC Coordinator position. The Board agreed that the  
155 full-time EDC Coordinator position would not be included in the FY24 budget. Ms. Hale updated the  
156 Board regarding the status of the recruitment process for the part-time EDC Coordinator. The Board  
157 agreed to have Ms. Hale re-advertise for the part-time position.

158 b. Referral of David Parry citizen petition article to Planning Board

159 Ms. Braccio moved to refer David Parry’s citizen petition article to the Planning Board. Mr. Stivers  
160 seconded the motion. The motion was unanimously approved (5-0-0) by roll call vote: Ms. Braccio,  
161 aye; Mr. Dennington, aye; Mr. Stivers, aye; Ms. Malinowski, aye; Ms. Cook, aye. Mr. Purple stated he  
162 had received a call from Mr. Bob Heavey, owner of the parcels referred to in the article, stating he is  
163 not involved with this citizen petition and has no interest in the petition moving forward. Mr. Purple  
164 stated he instructed Mr. Heavey to convey that information in the Planning Board hearing process for  
165 the article.

166 **VI. Adjournment**

167 Ms. Cook moved to adjourn the meeting at 9:45PM. Mr. Stivers seconded the motion. The motion  
168 was unanimously approved (5-0-0) by roll call vote: Ms. Braccio, aye; Mr. Dennington, aye; Mr.  
169 Stivers, aye; Ms. Malinowski, aye; Ms. Cook, aye.

<i>February 28, 2023</i>	<i>Upcoming Meetings</i>	<i>March 7, 2023</i>
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171 Respectfully submitted,  
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174 Bridgid Rubin, Recording Secretary

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176 List of Documents referred to at the February 15, 2023 SB Meeting:

- 177 • Draft Agreement Metro West Regional Emergency Communications Center District
- 178 • Email Correspondence from Ms. Vanessa Hale, dated February 13, 2023, with attached  
179 job descriptions
- 180 • PILOT Committee Charge
- 181 • Town Volunteer Form for Patricia Burns-Fiore, with attachment
- 182 • Citizens Petition for Town Meeting Warrant Article for Open Space Network Paths by  
183 David Parry
- 184 • ARPA Expenditure Approval List