



# TOWN OF SOUTHBOROUGH

## SELECT BOARD Meeting Minutes

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By K Battles at 2:26 pm, Apr 11, 2023

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**Meeting Date:** Friday, March 31, 2023, 8:00 AM  
**Location:** Virtual on Zoom  
**Present:** Kathryn Cook, Andrew Dennington, Chelsea Malinowski, Lisa Braccio, Sam Stivers and Town Administrator Mark Purple.

**I. Call Meeting to Order**

Chair Cook called the meeting to order at 8:03 AM.

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

Ms. Cook said that we would be taking the items out of order so that Ms. Malinowski could participate, as she was unable to participate in matters of bonding.

Appointment of Building Commissioner

The Board discussed the recommended appointment of Casey Burlingame as Building Commissioner/Zoning Enforcement Officer. Ms. Malinowski noted that she was impressed with the candidate’s experience and thought that he would be a good fit for Southborough. Mr. Stivers and Mr. Dennington echoed those comments. Ms. Braccio said that code enforcement will be key, and Mr. Burlingame does have that in his employment history. Ms. Cook noted the commuting distance, but said that was not an issue for the Board. Ms. Hale said that Mr. Burlingame was set to start in the position on April 24.

Mr. Burlingame thanked the Board and said he was grateful for the opportunity, and was looking forward to starting. He has met the Building Department team, and will focus on learning the zoning code, which varies from town to town. Mr. Stivers noted that he and Mr. Dennington were previously on the ZBA, and that Town Counsel should be used to help clarify the zoning code. Mr. Dennington said that a good Building Commissioner is a good asset for the Town. Ms. Malinowski asked Mr. Burlingame if he had worked in a community with a lighting bylaw. Mr. Burlingame said he had not, but had dealt with sign bylaws that included illuminated signage.

Mr. Stivers made a motion to appoint Casey Burlingame as the Building Commissioner/Zoning Enforcement Officer, effective April 24, 2023, contingent upon the Personnel Board’s approval of the salary and vacation leave, seconded by Ms. Braccio. The motion was unanimously approved by roll call vote, Stivers – Aye; Braccio – Aye; Dennington – Aye; Malinowski – Aye; Cook – Aye (5-0-0).

Ms. Malinowski left the meeting because she was abstaining from the next agenda item.

Temporary BANs for 2023 Projects

Mr. Ballantine explained the need for the temporary borrowing and the affected projects. The Town House, Fire tender, and water project on Newton Street are still in process, so only the spent amount would be permanently bonded once the projects are complete. He noted that the amount included for the Town House is only a portion of the total amount, and Ms. Cook added that it was possible that the work could be completed within this construction season. Mr. Ballantine noted that the interest rate had risen from the last temporary notes, from 2.75% to 3.20%. These bonds will come due on October 12, 2023. Mr. Ballantine said that the Town could do another temporary borrowing in the fall and look to do a bond sale in Spring 2024 depending on interest rates. Ms. Cook asked if

47 we have incorporated BAN interest in the FY24 budget. Mr. Ballantine said that we have, with the  
48 exception of the Breakneck Hill cleanup borrowing.

49  
50 Ms. Cook made a motion to approve the BAN's as referenced in the March 28, 2023 memo from Mr.  
51 Ballantine, seconded by Mr. Stivers. The motion was unanimously approved by roll call vote, Stivers  
52 – Aye; Braccio – Aye; Dennington – Aye; Cook – Aye (4-0-0).

53  
54 **IV. Adjournment**

55 Ms. Cook moved to adjourn the meeting at 8:24 AM. Mr. Stivers seconded the motion. The motion  
56 was unanimously approved by roll call vote, Stivers – Aye; Braccio – Aye; Dennington – Aye; Cook –  
57 Aye (4-0-0).

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<i>Upcoming Meetings</i>	
<i>April 11, 2023</i>	<i>April 25, 2023</i>

59  
60 Respectfully submitted,

61  
62 Mark J. Purple, Town Administrator

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64 List of Documents referred to at the March 31, 2023 SB Meeting:

- 65
- 66 • March 28 ,2023 memo from Brian Ballantine, RE: Temporary Note Settlement & Issuance;
  - 67 • March 30, 2023 memo from Vanessa Hale, RE: Appointment of Building Commissioner.