Town of Southborough, MA  
Meeting of the Board of Selectmen  
Tuesday, October 2, 2018, 6:30 P.M.  
McAuliffe Hearing Room  
17 Common Street, Southborough MA

Note: Scheduled start times are approximate, with the exception of public hearings.

I. Call Meeting to Order

II. Scheduled Appointments (Board may vote)
1. 6:30 PM – TAX CLASSIFICATION HEARING: Joint hearing with the Board of Assessors
2. 7:00 PM – HEARING: Petition for Joint Pole Location by Massachusetts Electric Co. (NGRID) and Verizon New England, Inc., on Chestnut Hill Road
3. Ryan Donovan, Library Director – update on Library operations and flood remediation
4. Jim Hegarty, Town Clerk – update on early voting
5. Recreation Committee volunteer interview and appointment: Donald Dumont; term 6/30/20
6. Fire Chief Screening Committee volunteer interviews and appointments
7. Jason Malinowski – Public Safety / Golf project update
8. Kristin LaVault – Recreation project and capital plan update

III. Reports
1. Chairman’s Report
2. Town Administrator Report

IV. Consent Agenda
1. Approval of Meeting Minutes: June 22, 2017; September 17, 2018
2. Sign warrant for November 6, 2018 State Election
3. Award contract for Fire Chief Screening Consultant
4. Accept resignation of Sean Cronin from Recreation Commission

V. Other Matters Properly Before the Board (Board may vote)
1. Fayville Hall Disposition

VI. Public Comment

VII. Adjournment

Lisa M. Braccio, Chairman

UPCOMING MEETINGS
October 16, 2018
November 7, 2018
TAX HEARING

LEGAL NOTICE

of

PUBLIC HEARING

Town of Southborough

The Southborough Board of Selectmen shall hold a public hearing with the Board of Assessors on Tuesday, October 2, 2018 at 6:30 p.m. to determine the certified valuation of each class of property, the minimum residential factor, and the allocation of the tax burden among the four classes of real property: residential, open space, commercial, and industrial, and personal property. The hearing will be held in the McAuliffe Hearing Room, Southborough Town House, 17 Common Street, Southborough, MA. Interested citizens may present oral or written views prior to or during the public hearing.

Board of Selectmen and Board of Assessors

AD#13725227
MWDN 9/18/18
Fiscal Year 2019
Tax Classification Hearing

October 2, 2018

Prepared For:
Southborough Board of Selectmen
Lisa Braccio, Chair
Brian Shifrin, Vice Chair
Brian Shea
Daniel Kolenda
Bonnie Phaneuf

Prepared By:
Southborough Board of Assessors
Jeffrey Klein, Chairman
Thomas Beaumont, Vice Chair
Arthur Holmes, Member
Paul Cibelli, Principal Assessor
What is Tax Classification?

Allows communities to have different tax rates for certain classes of property:

- Residential
- Open Space
- Commercial, Industrial and Personal Property (CIP)

State Statute:
- Provides a maximum allowable portion of the tax levy (up to 150%) to be borne by the CIP classes
- Provides a minimum allowable portion to be borne by the residential class
Tax Classification / Key Concepts

- Allows the Board of Selectmen to make the decision whether or not to shift tax burden from one class of property to another.
- No additional tax dollars are raised as the tax levy remains the same.
- Town of Southborough has never had a split tax rate.
- Issue of fairness between property classes.
<table>
<thead>
<tr>
<th><strong>Fiscal Year Assessments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>FY2019 assessments</strong> are based on analysis of calendar year 2017 sales and market conditions</td>
</tr>
<tr>
<td>FY2019 assessments reflect the value of properties as of January 1, 2018 (per Dept. of Revenue Guidelines)</td>
</tr>
<tr>
<td>Calendar year 2018 sales and market conditions will be reflected in the FY2020 assessments as there is a one year time lag in the assessment process</td>
</tr>
</tbody>
</table>
What is Happening to Assessments?

- Overall assessments are on the rise
  - Residential class increased 3.3%
  - Commercial class increased 1.0%
  - Industrial class increased 6.3%

- Towns total valuation increased by $76.29 million to a new high of $2.518 billion in FY19
The Assessors calculated $38.641 million in new growth value within the Town.

This represents $623,675 in new growth tax dollars.

Results in a 4.78% decrease in new growth from FY2018.

10 Year New Growth Average = $613,545
Average Single Family Assessed Value

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$516,400</td>
<td>$518,300</td>
<td>$536,200</td>
<td>$557,300</td>
<td>$575,500</td>
<td>$577,500</td>
<td>$596,800</td>
<td>$613,800</td>
</tr>
</tbody>
</table>
Single Rate Impact (Residential)

- FY2019 tax rate would increase 3.72% from $16.14 to $16.74
- The average single family tax bill would rise from $9,632 in FY2018 to $10,275 in FY2019, a $643 or 6.68% increase *

- Excluding the Community Preservation Act surcharge (Avg. Single Family Home = $86.01)
The average assessed commercial, industrial, mixed-use improved property rose from $2,595,600 to $2,799,400 a 7.9% increase.

The average C&I, mixed-use tax bill would rise from $41,983 to $46,862 or a 11.6% increase *

- Excluding the Commercial Preservation Act surcharge
(Avg. C&I, Mixed-Use = $468.62)
Relationship of Class Values

Fiscal Year 2019

- Residential & Open Space: 80.70%
- CIP: 19.30%
The Board of Assessors unanimously recommend continuing with a single tax rate for fiscal year 2019
With the relatively small percentage of value that comes from the CIP (19.30%), a split rate would only produce a small savings to the residential class and would increase the CIP classes making Southborough a less attractive place to conduct business.

The Board believes a single tax rate helps a small town like Southborough attract new business into the community while retaining those already located in town.

Expanding business within the community provides new tax dollars with little impact on costly town services.
The Board of Assessors also recognizes the role businesses play in contributing additional funds to support many of the Town’s athletic, recreational and community events.
243 out of 351 (69%) Massachusetts communities had a single tax rate in fiscal year 2018, same as the previous year.

April 2015 Town Meeting voted overwhelmingly to defeat a non-binding article to have a split tax rate.

April 2015 Town Meeting voted to fund a part-time Economic Development Coordinator to help expand future business development within the community, thus a split tax rate would be prohibitive to the EDC’s goals.
### Tax Rate Shift Impact

#### Single Tax Rate Scenario

<table>
<thead>
<tr>
<th></th>
<th>Single Family Home</th>
<th>C &amp; I Improved Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Value</td>
<td>$613,800</td>
<td>$2,799,400</td>
</tr>
<tr>
<td>Tax Rate (per $1,000)</td>
<td>16.74</td>
<td>16.74</td>
</tr>
<tr>
<td>Average Tax Bill</td>
<td>$10,275</td>
<td>$46,862</td>
</tr>
</tbody>
</table>

#### 5% Tax Rate Scenario

<table>
<thead>
<tr>
<th></th>
<th>Single Family Home</th>
<th>C &amp; I Improved Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Value</td>
<td>$613,800</td>
<td>$2,799,400</td>
</tr>
<tr>
<td>Tax Rate (per $1,000)</td>
<td>16.54</td>
<td>17.58</td>
</tr>
<tr>
<td>Average Tax Bill</td>
<td>$10,152</td>
<td>$49,213</td>
</tr>
<tr>
<td>Tax Decrease</td>
<td>$123</td>
<td>$2,351</td>
</tr>
<tr>
<td>Decrease</td>
<td>1.2%</td>
<td>5.0%</td>
</tr>
</tbody>
</table>
## FY2018 Tax Rates of Surrounding Communities

<table>
<thead>
<tr>
<th>COMMUNITY</th>
<th>SPLIT-RATE</th>
<th>RES. RATE</th>
<th>COMM. RATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashland</td>
<td>NO</td>
<td>$16.61</td>
<td></td>
</tr>
<tr>
<td>Berlin</td>
<td>YES</td>
<td>$14.60</td>
<td>$23.36</td>
</tr>
<tr>
<td>Bolton</td>
<td>NO</td>
<td>$20.66</td>
<td></td>
</tr>
<tr>
<td>Boylston</td>
<td>NO</td>
<td>$16.73</td>
<td></td>
</tr>
<tr>
<td>Framingham</td>
<td>YES</td>
<td>$16.32</td>
<td>$35.39</td>
</tr>
<tr>
<td>Grafton</td>
<td>NO</td>
<td>$16.59</td>
<td></td>
</tr>
<tr>
<td>Holliston</td>
<td>NO</td>
<td>$18.67</td>
<td></td>
</tr>
<tr>
<td>Hopkinton</td>
<td>NO</td>
<td>$16.90</td>
<td></td>
</tr>
<tr>
<td>Hudson</td>
<td>YES</td>
<td>$17.50</td>
<td>$35.18</td>
</tr>
<tr>
<td>Marlborough</td>
<td>YES</td>
<td>$14.63</td>
<td>$25.73</td>
</tr>
<tr>
<td>Natick</td>
<td>NO</td>
<td>$13.05</td>
<td></td>
</tr>
<tr>
<td>Northborough</td>
<td>NO</td>
<td>$17.39</td>
<td></td>
</tr>
<tr>
<td>Shrewsbury</td>
<td>NO</td>
<td>$12.66</td>
<td></td>
</tr>
<tr>
<td>Southborough</td>
<td>NO</td>
<td>$16.14</td>
<td></td>
</tr>
<tr>
<td>Sudbury</td>
<td>YES</td>
<td>$17.93</td>
<td>$24.30</td>
</tr>
<tr>
<td>Wayland</td>
<td>NO</td>
<td>$18.03</td>
<td></td>
</tr>
<tr>
<td>Westborough</td>
<td>NO</td>
<td>$18.46</td>
<td></td>
</tr>
</tbody>
</table>
Other Tax Shift Options

- Residential Exemption
- Small Commercial Exemption
Residential Exemption

- Shift tax burden within the residential class from lower assessed properties to seasonal, rental and higher assessed property.
- Allowed only on residential property that is a primary residence of the taxpayer.
- If adopted, the residential exemption may be up to 20% of the average assessed value of all residential parcels.
- The amount of levy paid by the tax class remains the same.
- Accepting this option raises the residential tax rate only.
- This option is typically adopted in communities with a high percentage of rental property or seasonal homes.

* Previously 15 of 351 communities adopted a residential exemption.
Small Commercial Exemption (SCE)

Grants a small commercial exemption to all Class Three commercial properties that are occupied by businesses with an average annual employment of no more than ten people and an assessed valuation of less than $1,000,000.

Adopting this exemption increases the commercial and industrial tax rates.

This exemption creates a tax burden shift that reduces the taxes paid by owners of properties occupied by small businesses and shifts them to larger commercial and industrial taxpayers.

The amount of tax levy paid by those two classes remain the same.

The exemption is for the property owner, not the small businesses.

* Previously 14 of 351 communities adopted a SCE
The Board of Assessors unanimously recommend not to adopt the Residential and Small Commercial Exemptions as they are not relevant to this community.
Further Action Items

Selectmen Discussion

Public Comment

Selectmen Vote

1) Split Tax Rate
2) Residential Exemption
3) Small Commercial Exemption
Legal Notice of
PUBLIC HEARING
Town of Southborough

The Southborough Board of Selectmen shall hold a public hearing on Tuesday, October 2, 2018 at 7:00 p.m. in the McAuliffe Hearing Room at the Southborough Town House, 17 Common Street, Southborough, MA to consider a petition by Mass. Electric Company (National Grid) and Verizon New England, Inc. to install joint owned pole and anchor P38-51, 900+- cable and two pull boxes, to serve the new development at Dairy Farm Lane. All interested parties are encouraged to attend.

Southborough Board of Selectmen  September 18, 2018
PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

August 8, 2018

To the Board of Selectmen
of the Town of Southborough, Massachusetts

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.
request permission to erect and maintain poles and wires to be placed thereon, together with such
sustaining and protecting fixtures as said Companies may deem necessary to be owned and used in
common by your petitioners, in the following public way or ways:

Chestnut Hill Road  Pole 38-51

National Grid request to have a new pole and anchor P38-51 900’ +/- cable and
2 pull boxes installed. This will be to serve the new development at
Dairy Farm Lane.

Wherefore they pray that after due notice and hearing as provided by law, it be granted joint or identical locations
for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as
they may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked:
MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

Plan No.  26544049  Dated:  8/2/2018

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public
ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire
for distributing purposes.

Your petitioners agree to reserve space for one cross arm at a suitable point on each of said poles for the fire,
police, telephone and telegraph signal wires belonging to the municipality and used by it exclusively for
municipal purposes.

MASSACHUSETTS ELECTRIC COMPANY

By:  Eric Widman
Manager of Distribution Design

VERIZON NEW ENGLAND, INC.

By:  N. J. Daukee
Manager, R.O.W.
ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS

August 8, 2018

By the Board of Selectmen
of the Town of Southborough, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED: that MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC. be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the
8th day of August, 2018

All construction under this order shall be in accordance with the following conditions:-

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon the plan marked--
Plan No. 26544049 Dated: 8/2/2018 filed with this order.

There may attached to said MASSACHUSETTS ELECTRIC COMPANY not to exceed twenty wires and by said VERIZON NEW ENGLAND, INC. not to exceed forty wires and four aerial cables, and all of said wires and cables shall be placed at a height of not less than eighteen feet from the ground.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:--

Chestnut Hill Road  Pole 38-51
National Grid request to have a new pole and anchor P38-51 900' +/- cable and
2 pull boxes installed. This will be to serve the new development at Dairy Farm Lane.

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the Board of Selectmen of the Town of Southborough, Massachusetts held on the __________ day of _______________ 2018

__________________________
Clerk of Selectmen

Received and entered in the records of location orders of the Town of Southborough, Massachusetts

Book: ____________ Page: ____________

__________________________
Town Clerk
We hereby certify that on ________________________ 2018, at __ o'clock, __ M., at ___________________________ a public hearing was held on the petition of the

MASSACHUSETTS ELECTRIC COMPANY and VERIZON NEW ENGLAND, INC.

for permission to erect the poles, wires, cables, fixtures and connections described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Companies are permitted to erect poles, wires, cables, fixtures and connections under said order. And that thereupon said order was duly adopted.

Selectmen of the Town of

Southborough, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of a joint location order and certificate of hearing with notice adopted by the Board of Selectmen of the Town of Southborough, Massachusetts, on the ____ day of ____________________________ 2018 recorded with the records of location orders of said Town,

Book ________, Page _________.

This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: ____________________________

Town Clerk
National Grid to have new pole and anchor #38-51, 900' +/- cable and 2 pull boxes installed. This will be to serve the new development at Dairy Farm Ln.
October 2, 2018 Board of Selectmen update

1. Recreation Department and Commission updates
   o Projects
     • Richardson and Mooney lights
     • Depietri Field
     • Trottier Track
     • Lundblad Field evaluation/design
     • CPC requests
   o Upcoming events
     • 45th Annual Heritage Day - October 8
     • 12th Annual Gobble Wobble - November 22
   o Recreation Director replacement planning

2. Capital planning; in progress with Town Administrator and Finance Director
   o Immediate priorities
     i. Turf field design & install
     ii. Kallander Field design & repairs
   o Medium to longer-term priorities
     i. Woodward/Choate Field design & repairs
     ii. Lundblad Field repairs (design feedback pending)
     iii. Finn/Mooney Field design & repairs
<table>
<thead>
<tr>
<th><strong>Date Submitted:</strong></th>
<th>September 5, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Donald P Dumont</td>
</tr>
<tr>
<td><strong>Home Address:</strong></td>
<td>21 Overlook Drive</td>
</tr>
<tr>
<td></td>
<td>SOUTHBOROUGH, MA 01772</td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
<td>21 Overlook Drive</td>
</tr>
<tr>
<td></td>
<td>SOUTHBOROUGH, MA 01772</td>
</tr>
<tr>
<td><strong>Phone Number(s):</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Email Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Current Occupation/Employer:</strong></td>
<td>Controller/Wind River Environmental</td>
</tr>
</tbody>
</table>

**Narrative:** I believe I have 6 to 10 hours a month available. I have peak periods where my work demands are greater and periods where I have more availability. I have over 20 years of finance and accounting experience, including budgeting, business cases, and financial presentations. For the last four years I have coached my son and daughter's fall and spring soccer teams and have a lot of familiarity with many of the fields in town. My children have also taken advantage of many RAP sessions. I believe in the overall mission of the committee and that there is an obligation to restore, improvement, and maintain our recreational facilities for benefit of current and future residents of Southborough.

**Board(s) / Committee(s):** RECREATION COMMISSION
Vanessa Hale

From: Jason Malinowski < 
Sent: Tuesday, September 18, 2018 7:27 PM
To: SelectmenOffice
Subject: Fire Chief Search Committee

Honorable Board,

I wanted to step forward to volunteer to serve on your newly formed Fire Chief Search Committee. I believe all of you are familiar with my qualifications and background from our work together on the Public Safety Study Committee, as well as the current Public Safety Building Committee ("PSBC"), but I wanted to highlight a few areas where I think I could make significant contributions to the Committee on behalf of the Town.

I've served in the fire service since 2003 and currently serve as a Per Diem Lieutenant/EMT for the Town of Boxborough Fire Department, a position I've held since 2010. Through my time in the fire service, I've worked extensively with multiple Fire Chiefs on key initiatives including, but not limited to: department budgeting, development of rules and regulations, leadership of public education and outreach, and Federal and State Grant Submissions. Through these interactions and special projects, I've been able to leverage my full-time private sector experience as a Certified Public Accountant. Conversely, I've also been able to learn about the day to day duties of a Fire Chief and understand the unique demands of this position from its various constituents.

Along the way, I've had the opportunity with work extensively with union and non-union personnel so am familiar with the priorities of each of these groups and the challenges that a Fire Chief will face balancing their needs with the needs of the town.

If appointed, consistent with my work on the PSBC, I'd strive to work with the other appointed members of the Committee and the external consultant to create a transparent and fair process for the candidates, while also creating a venue for the public and current public safety personnel to weigh in on what they are looking for in Southborough's next Fire Chief.

I am more than happy to appear at a future meeting to discuss further if you require any additional details.

Respectfully Submitted,

Jason Malinowski
1 William Colleary Lane
Citizen Activity Form
Good Government Starts with You

Date Submitted: September 19, 2018
Name: Sam Stivers
Home Address: 7 Presidential Drive
Southborough MA 01772
Mailing Address: 7 Presidential Drive
Southborough MA 01772
Phone Number(s):
EmailAddress:
Current Occupation/Employer: Consultant/Self

Narrative: I'm applying for one of the citizen positions on the Fire Chief Screening Committee (which I don't see listed below). I have the time and schedule flexibility to work on this committee as needed over the next several months before the target end date of February 1, 2019. From my long business career I have considerable experience with defining job requirements, searching for qualified candidates, evaluating candidate credentials, and making hiring recommendations and decisions. As the Selectmen are aware, I've been active in Town government volunteer committees since 2004. I therefore have a good understanding of the activities and needs of a wide range of Town government departments, including the Fire Department.
### Citizen Activity Form

**Good Government Starts with You**

<table>
<thead>
<tr>
<th>Date Submitted:</th>
<th>September 24, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
<td>Janet Maney</td>
</tr>
<tr>
<td>Home Address:</td>
<td>21 Skylar Drive</td>
</tr>
<tr>
<td></td>
<td>SOUTHBOROUGH, MA 01772</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td>21 Skylar Drive</td>
</tr>
<tr>
<td></td>
<td>SOUTHBOROUGH, MA 01772</td>
</tr>
<tr>
<td>Phone Number(s):</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
<tr>
<td>Current Occupation/Employer:</td>
<td>None</td>
</tr>
<tr>
<td>Narrative:</td>
<td>I could meet a few evenings per month and have additional time to read resumes, skill requirements, etc. I have 25 years of Human Resource experience in profit and not-for-profit organizations. I have served on the Advisory Committee and on the two Town Administrator committees which reviewed the responsibilities of the TA, department heads and other boards and committees.</td>
</tr>
</tbody>
</table>

**Board(s) / Committee(s):** FIRE CHIEF SCREENING COMMITTEE
You are invited to participate in the government of your community. The Town Moderator and
the Board of Selectmen are responsible for appointing a number of committees that oversee
specific areas. The appointed committees, their membership, and their terms are listed on the
town website.

If you are interested in serving, please fill out this form [and attach a resume and/or letter of
interest] and mail it or take it to the receptionist in the Town House, 17 Common Street,
Southborough, MA 01772 [there is a drop box outside the Town House]. You may also fax it to
the Selectmen’s Office at 508-480-0161. When an opening occurs, you will be called to discuss
whether the position interests you. The Selectmen’s Office can be reached at 508-485-0710 or
by email at selectmen@southboroughma.com.

Name: Doriann M. Jasinski
Phone: ____________
Address: 33 Presidential Drive _________________________ Southborough, MA

E-mail: ____________________________

Occupation: Town Volunteer

Are you a registered voter? YES □ NO □

Indicate your area of interest:

<table>
<thead>
<tr>
<th>Building</th>
<th>Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Celebrations</td>
<td>Open Space</td>
</tr>
<tr>
<td>Conservation</td>
<td>Personnel</td>
</tr>
<tr>
<td>Education</td>
<td>Planning</td>
</tr>
<tr>
<td>Elderly</td>
<td>Recycling</td>
</tr>
<tr>
<td>Facilities</td>
<td>Recreation</td>
</tr>
<tr>
<td>Finance</td>
<td>Regional Issue</td>
</tr>
<tr>
<td>Health</td>
<td>Town Scholarship</td>
</tr>
<tr>
<td>Historic District</td>
<td>Trails</td>
</tr>
<tr>
<td>Housing</td>
<td>Youth</td>
</tr>
</tbody>
</table>

Other: Fire Chief Screening Committee

Interest and the willingness to give time to the government of your community is the prime
prerequisite for serving on a town board. There are no formal requirements, but if you have
specific areas of training or job expertise that are related to your area of interest in town
government, please complete the following sections.

Education and training:
BA Providence College, Mgt in Retail/Restaurants

Experience in government:
Vice Advisory Committee, Personnel Board, Scholarship Committee, Founder of The
Southborough Education Foundation, Elections Worker
September 23, 2018

TO:                  Mark Purple, Town Administrator
FROM:                John Kendall
SUBJECT:             Application
DATE:                September 23, 2018

Mr. Purple,

I am interested in serving on the Fire Chief Screening Committee.  I attempted to fill out the online application on the town website, but no matter what computer I used, the screen kept freezing. Enclosed is my best version of the application.

Best,

John Kendall
John L. Kendall
5 Cottage Street
Southborough, MA 01772

Retired Lieutenant Southborough Fire Department (28 years)
Retired Instructor Massachusetts Fire Fighting Academy
Former Massachusetts Emergency Medical Technician-Intermediate
Part Time Phlebotomist UMassmemorial/Marlborough Hospital (current)

I am seeking a citizen position on the Fire Chief Screening Committee. As a retired twenty eight year member of the Southborough Fire Department, I am familiar with the operations of the department. I feel that, although my son is currently a full time member of the department, I can review applications in a fair and impartial manner, and assist the committee and the consulting contractor to pick the best candidates for the assessment center, and ultimately, the next chief of the fire department.
Date Submitted: September 25, 2018

Name: William Boland

Home Address: 35 East Main ST
SOUTHBOROUGH, MA 01772

Mailing Address:

Phone Number(s):

Email Address:

Current Occupation/Employer:

I have the availability to meet the requirements to serve on the Committee.

I am a former nine year member of the Board of Selectmen. Served on the Board that appointed the current Fire Chief, the last two Police Chiefs and many other current and former Department Heads.

I currently am an elected member of the Committee on Trust Funds and the AHTFC. I am a former member of the Advisory Committee, Capital Budget Committee and several other Town Committees.

Board(s) / Committee(s): FIRE CHIEF SCREENING COMMITTEE
Present: Brian Shea, Vice-Chair, Bonnie Phaneuf, Lisa Braccio. Daniel Kolenda was absent.

The meeting was opened at 6:30 p.m.

Open Space Preservation Committee: The Board met with Karen Cvitkovich, an applicant for a vacancy on the Open Space Committee. The Board spoke to the applicant regarding her skill set and interest in the committee, as well as the level of commitment that is involved. Ms. Cvitkovich added that she does travel with her job but when she is here, she will be very dedicated to the committee. The Board voted 3-0 to appoint the applicant for a term ending June 30, 2020.

Interdepartmental Transfer: Due to an overage under snow and ice spending, the Reserve Fund was not able to cover a deficit this year. Mr. Purple recommended an inter-departmental transfer from the Assessors capital budget. The Board agreed to the $19,750 transfer. After a motion to approve, the Board voted this 3-0.

The Board further voted 3-0 to approve $6,177.00 for the Clerk’s department to cover early voting and town meeting set-up costs. This was funded from the health insurance budget.

The Board voted 3-0 to approve the following items on the Consent Agenda:
- Approval of Interdepartmental Transfer for FY17
- Reappoint Heidi Kriger as Town Accountant; term 6/30/20
- Reappoint John Wilson as Veteran’s Agent and Burial Agent; term 4/30/18
- Reappoint Mark Purple as Chief Procurement Officer; term 6/30/18

Appointment of new staff: After discussion, the Board voted 3-0 to appoint current employee Karen Finelli as the new Department Assistant to the Zoning Board of Appeals, and set her rate at $25.00 per hour.

Other Matters: Ms. Braccio asked the Board if they want to begin giving the Boston Post Road cane out again which the Board consented to if criteria can be agreed upon, or if a replica cane could be procured.

Selectmen Braccio and Phaneuf met with Recreation staff to discuss the ongoing lights project. There was no permit requested for the generator, nor was wiring completed efficiently. It was noted the Recreation Commission had some missteps; staff is trying to
address this. Doreen Ferguson, Recreation Director was trained to turn it on/off. The insurance question was resolved. Since the generator was not fenced in, it needed to be monitored constantly. The Board wants a policy drafted that town departments do not take on responsibilities without permission from MIIA or a checklist. National Grid hasn't signed off on it being there; as a result, it was shut down last night and the scheduled game was called off. Pending completion, the generator will only be turned on and off and under Electrical Inspector Colleary's authority.

At 7:30 p.m., the Board voted by roll call vote to enter Executive Session per M.G.L. Chapter 30A, Section 21, and will not be returning to Open Session - issues to be discussed are:
(1) to consider the purchase of real property (Exemption 6), and
(2) to discuss strategy with respect to litigation (Exemption 3), as the Chair has determined that having the discussions in open session may be detrimental to the public body's negotiating position.

Roll Call: Shea, aye; Phaneuf, aye; Braccio aye.

Submitted by Vanessa D Hale, Assistant Town Administrator

Documents reviewed during the meeting:
- Cvitkovich volunteer form
- Recommendation from the Open Space Preservation Committee
- Interdepartmental transfer form for DPW
Meeting Date: Monday, September 17, 2018, 6:30 P.M.
Location: Cordaville Hall, Conference Rooms A&B, 9 Cordaville Road, Southborough, MA
Present: Daniel Kolenda, Brian Shea, Lisa Braccio, Chairman; Brian Shifrin, Vice-Chair; Bonnie Phaneuf. Also Present: Mark Purple, Town Administrator

I. Chairman Braccio called the meeting to order at 6:33 P.M.

II. Scheduled Appointments
Brian Ballantine, Finance Director – Preliminary FY20 budget discussion
Mr. Ballantine gave an introduction to the budget season. He stated the audit for FY18, which ended on June 30th, is almost done and the auditors will meet with the Board to review their findings. There were no significant issues to report. He explained that the free cash as a source of funds for FY20 increased by $218,000. The free cash is a balance at the end of the fiscal year of fees, fines, certain permits and balances left in departments. He added that departmental turn backs increased in FY18 while the Reserve Fund was depleted;ocal revenues leveled out. The Town finished with approximately $1.8M in available levy which is a $900K decrease from the previous year. Chairman Braccio asked if the department turn backs made a big difference in the increase of free cash. Mr. Purple explained that the police and fire departments have a bigger impact due to funding overtime shifts. Mr. Kolenda asked if there was an increase in overtime for the public safety building or the updates to Main Street.

Mr. Ballantine said the Other Post Employment Fund [OPEB] has over $1.5M and the Stabilization Fund is the same as last year with no withdrawals or additions. The Community Preservation Fund is over $2M as of today. The FY19 budget to date has no issues as voted at Town Meeting. The bill for the new ambulance will be coming in soon and other than some programs through the capital budget, major costs should be done for this year. Mr. Ballantine added that there will be some minor costs due to the retirement of Chief Mauro and the Recreation Director.

Mr. Ballantine said the FY20 scheduled capital request has been updated and sent to the Advisory Committee and the Board. FY20 reflects $596K more in planned capital than last year. This increase is consistent over the last two years. He said this number is based on initial requests and may decrease after discussions regarding prioritization.

Mr. Ballantine further summarized the debt/capital five year outlooks. He highlighted that school debt came down which will offset some but not all of the public safety building debt. He explained the status of the General Fund and Other Funds as outlined in the packet. The impact on the net total debt is a large factor in those considerations. Mr. Purple added that the Board does not have the full list of requests from every department as of now. There is also a planned increase in the Capital Budget of $596K for the library repairs and improvements left off of last year’s budget. Also included are two police cruisers, a truck for the DPW and other smaller items. He summarized the debt obligations and stated it will be a challenge over the next several years to balance the tax impacts of these obligations with the operational side of the budget. He explained this is due to the public safety building, recreation, and golf course obligations. Mr. Ballantine told the Board that the Budget Planning Group is meeting in mid-October and will bring an update back to the Board in early October.
III. Reports

Report of the Chairman

Chairman Bracci updated the public that on September 21st, the Town House is closing at 11:15 A.M. for an appreciation luncheon for the employees. Chairman Bracci told the Board she attended the workshop Town Counsel gave to the Planning Board and it was very beneficial. She said there will be a joint workshop held by Town Counsel for the Conservation Commission, Planning Board, Zoning Board of Appeals and the Building Inspector. The date is undetermined but she will update the Board when a date is set. Chairman Bracci commended the chiefs for the deployment of firefighters and police to Lawrence, Andover, and North Andover under the Statewide Task Force. She gave accolades to Lieutenant Ken Franks, Firefighter Eoin Bohnert, Firefighter Nate Kendall, Firefighter Scott Navaroli, and Firefighter Dana Amendola for their work in assisting to maintain the safety in these towns after the gas explosions earlier in the week.

Report of the Town Administrator

None

IV. Consent Agenda

1. Mr. Kolenda made a motion to approve Meeting Minutes: April 2, 2018; April 9, 2018; April 17, 2018; April 24, 2018; June 7, 2018; June 8, 2018; July 17, 2018; August 1, 2018; August 14, 2018; September 5, 2018 with amendments to include a meeting time for 4/24/18, correcting the spelling of “Capasso” in minutes dating 7/17/18, and correcting Tim Litt’s address and his statement to “state bylaws” in minutes dating 9/5/18. Mr. Shea seconded. The motion passed all in favor (5-0-0)

2. Chairman Braccio made a motion to accept donations totaling $250.00 for Southborough Youth and Family Services. Mr. Kolenda seconded. The motion passed all in favor (5-0-0)

3. Chairman Braccio made a motion to accept the resignation of Sujal Bhakia from Economic Development Committee. Mr. Kolenda seconded. The motion passed all in favor (5-0-0)

4. Chairman Braccio made a motion to accept resignation of Michelle Anne Horan from Affordable Housing Trust Fund and Southborough Housing Opportunity Partnership Committee. Mr. Kolenda seconded. The motion passed all in favor (5-0-0)

5. Chairman Braccio made a motion to accept the resignation of Michael R. Cunningham as Police Department Telecommunications Officer, effective September 21, 2018. Mr. Kolenda seconded. The motion passed all in favor (5-0-0)

6. Chairman Braccio made a motion to appoint Robyn Richards as full Time Police Department Telecommunications Officer, effective September 22, 2018. Mr. Kolenda seconded. The motion passed all in favor (5-0-0)

7. Chairman Braccio made a motion to approve the new Town Administrator employment agreement. Mr. Kolenda seconded. The motion passed all in favor (5-0-0). Mr. Kolenda thanked Mr. Purple for his service to the town and the significant work he has done with the Board on the initiatives in the past year.

8. Mrs. Phaneuf asked to hold the approval of the One-day Alcohol License Application: Chestnut Hill Farm Harvest Fest, October 7, 2018. She asked Mr. Purple if a valid and updated TIPS certification was received. He said that he had not seen it yet, and the license will only be valid if this is received. He has confidence this will be received and will update the Board once he does. Mr. Kolenda made a motion to approve the license with the receipt of the TIPS certification. Mr. Shea seconded. The motion passed all in favor (5-0-0)
Discussion of Fire Chief search process

Mr. Purple told the Board that he included in the packet a memo from him regarding options for moving forward with the screening process for a new fire chief. He explained that in the past, the Board has used a screening committee in conjunction with a consultant to fill these positions. The screening committee and consultant handle advertising, interviews and screening finalists to an acceptable number. An assessment center then screens the candidates down further and the remaining finalists interview with the Board who make a final decision. He said the other option was for a consultant to handle the entire process with no committee. He added that the consultant only option would be approximately $15,000 but working with a committee could be $10,000 or less. Mr. Purple will try to find funds in the current operating budget and if he cannot, he will seek funding from Advisory. His goal is to have the final interviews by early February which would give the Board time to enter into contract negotiations to coincide with Chief Mauro’s departure. He also asked that the Board approves the charge for the Fire Chief Screening Committee in the packet in order to start soliciting candidates for the committee for the October 2nd meeting. Mr. Purple said he will start looking for a consultant. Chairman Braccio stated she is in support of a committee working in conjunction with a consultant as she liked the process used to hire Chief Paulhus and wants the community involved. Mrs. Phaneuf was also in favor of a screening committee and asked if the Board needed to appoint five members by next meeting. Mr. Purple said they did and stated he will have a recommendation on a consultant by the October 2nd meeting. Mrs. Phaneuf asked that the statement “The Town Administrator is responsible to suggest the consultant” be put in the charge. Mrs. Phaneuf and Mr. Purple discussed and agreed that there should be a maximum of five finalists from the consultant. Mr. Purple told the Board that Chief Mauro has informed the Massachusetts State Fire Chiefs Association that he is retiring and the position will need to be filled. He added that the position will be advertised in local newspapers, Twitter, the town website and he will be working with the Chief to ensure further outreach. He then suggested that the committee be made of 5 members to include three residents, one department head, and a fire chief or high ranking officer from a surrounding town. Mrs. Phaneuf suggested the Police Chief fill the department head position as he will share a building and communications officer with the Fire Chief. Chairman Braccio and Mr. Kolenda agreed. Mrs. Phaneuf asked that the charge be changed to include that the Police Chief will act as the department head and the maximum number of candidates will be five. Mr. Kolenda made a motion to approve the charge with the above amendments by Mrs. Phaneuf. Mr. Shea seconded. The motion passed all in favor (5-0-0)

VI.  Public Comment
None

VII. On a motion made by Chairman Braccio, seconded by Mr. Kolenda and voted all in favor, the meeting was adjourned at 7:23 P.M.

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<th>Upcoming Meetings</th>
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<td>October 2, 2018</td>
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<td>October 16, 2018</td>
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Respectfully submitted by Kathleen Barry, Recording Secretary
List of Documents referred to at the September 17, 2018 BOS Meeting:

- BOS Meeting Minutes dated April 2, 2018; April 9, 2019; April 17, 2018; April 24, 2018; June 7, 2018; June 8, 2018; July 17, 2018; August 1, 2018; August 14, 2018; September 5, 2018
- Town of Southborough Summary of Capital and Debt Funding
- FY 2020 Budget Introduction dated September 17, 2018
- Letter to BOS from Sarah Cassell, SYFS re: donation of $250 acceptance request
- Resignation Letter from Sujal Bhalakia from EDC dated August 30, 2018
- Resignation Letter from Michelle Anne Horan from SHOPC dated September 6, 2018
- Resignation Letter from Michelle Anne Horan from Affordable Housing Trust Fund dated September 6, 2018
- Resignation Letter from Michael R. Cunningham as Police Department Telecommunications Officer dated September 10, 2018
- Recommendation letter for Robyn Richards as Full Time Police Department Telecommunications Officer from Chief Paulhus dated September 11, 2018
- Employment Agreement Between Town of Southborough and Town Administrator
- Application for Wine & Malt Special License (one day) from Jessica Devine for event date October 7, 2018
- Alcohol Awareness Server Training Affidavit for Meryl MacCormack dated April 16, 2018
- Certificate of Liability Insurance, Trustees of Reservations dated June 6, 2018
- Letter from Jessica Devine to Lori Esposito re: HarvestFest on October 7, 2018
- Letter from Mark Purple, Town Administrator to BOS re: Fire Chief Search Process Recommendations dated September 13, 2018
- Draft for Southborough Fire Chief Screening Committee
Southborough Board of Selectmen,

I am writing this letter to inform you of my decision to resign as a Recreation Board member, effective immediately.

While serving as a member of the board, I have seen much growth towards our mission to build a healthy and vibrant community in Southborough and I am truly satisfied with the progress we have made. I feel that my contribution has met its limit and that it would be beneficial to the organization if new members were given the opportunity to serve and add their perspective. Additionally, I will be able to spend more time with my growing business.

Sincerely,

Sean Cronin