

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
May 21, 2018 at 7:00 PM
REVISED**

**Presentation of Proclamation to Carolyn Mitchell
Presentation: Representative Muradian / Budget update**

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES: A. April 23, 2018

II. PUBLIC HEARING

III. APPOINTMENTS/Resignations:

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS:

B. K & D Coffee LLC, 1 Plummers Corner, Whitinsville, MA 01588 [Kiara Gibbs]/Application to transfer the non-alcoholic Common Victualler license from Raccor Foods, LLC dba The Little Coffee Bean [Darrell Laws]/**Present:** Kiara Gibbs

C. Whitin Community Center/**1)** Request for a one-day wines & malts license for the annual Wooded by the Food event, to be held Saturday, June 9, 2018 from 11 A.M. to 5 P.M. in Whitin Park **2)** Request for a one-day entertainment license for the annual Wooded by the Food event, to be held Saturday, June 9, 2018 from 11 A.M. to 5 P.M. in Whitin Park **3)** Request for a one-day wines & malts license for the annual Cars in the Park event to be held on Saturday, August 18, 2018 from 10 AM to 4 PM **4)** Request for a one-day entertainment license for the annual Cars in the Park event to be held on Saturday, August 18, 2018 from 10 AM to 4 PM **5)** Request permission to hang a banner across Church Street from July 22, 2018 to August 5, 2018 to advertise the annual Cars in the Park event to be held on Saturday, August 18, 2018 from 10 AM to 4 PM **Present:** Heather Elster

VI. DISCUSSIONS

D. Whitinsville Water Company/Church Street Project Update

E. Summer Road Improvement Projects/**Present:** James Shuris, Department of Public Works Director and Jamie Luchini, Highway Superintendent

VII. TOWN MANAGER'S REPORT

F. 1) Meetings Attended

2) School Building Project Update

3) DPW Garage Project

4) Fire Station Project (Feasibility Study)

5) Other ongoing tasks

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

Town Clerk: 2 Hard copies ☐

Web: Post time-stamped copy ☐

THIS AGENDA IS SUBJECT TO CHANGE

TOWN OF NORTHBRIDGE
A RESOLUTION OF THE BOARD OF SELECTMEN

- Whereas** Carolyn Mitchell and her family came to Northbridge approximately forty years ago; and
- Whereas** Carolyn immediately immersed herself into the fabric of the Northbridge community; and
- Whereas** Carolyn has been an integral part of Northbridge Girl Scouting, beginning her thirty-eight year journey as a leader and later as a Senior Ambassador Girl Scout Leader all the while guiding many girls on the path to achieving Girl Scouting's highest award, the GOLD AWARD; and
- Whereas** Carolyn has been an active member of the Blackstone Valley United Methodist Church for over forty years, having served as Superintendent of the Sunday School Program, having led the Church's Welcoming Ministry and having served as a Lay Speaker and Lay Servant; and
- Whereas** Carolyn has been the current President of the Northbridge Association of Churches for over twenty years and is an active participant in both the Food Pantry Program as well as the Backpacks for Kids Program, a program that Carolyn personally developed and implemented ten years ago that provides backpacks full of back-to-school supplies to over 100 needy children annually; and
- Whereas** Carolyn developed and presided over the ecumenical Vacation Bible School for the past thirty-eight years serving over 100 participants each year; and
- Whereas** Carolyn has been an active participant in the Crop Walk for Hunger for many years and leading it for the last twenty-two years; and
- Whereas** In addition to the activities mentioned above, Carolyn is also known for having organized the Blackstone Valley Free Medical Clinic for the uninsured, for coordinating the Community Reading Day in the Northbridge Public Schools and for coordinating the English as a Second Language Volunteer Program at the Whitinsville Social Library; and
- Now, therefore be it resolved,** that the Board of Selectmen of the Town of Northbridge commends Carolyn Mitchell for her many years of volunteer service that benefitted numerous residents and organizations throughout the Northbridge community.

NORTHBRIDGE BOARD OF SELECTMEN

Charles Ampagoomian, Jr., Chairman

Thomas J. Melia

James J. Athanas

Daniel J. Nolan

Adam D. Gaudette, Town Manager

Issued this 21st day of May, in the Year of Our Lord, Two Thousand Eighteen

BOARD OF SELECTMEN'S MEETING
April 23, 2018

A meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, and Nolan. **Also Present:** Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: A. 1) **March 26, 2018.** A motion/Mr. Nolan seconded/Mr. Athanas to approve the March 26, 2018 minutes as presented with the readings omitted. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan. 2) **April 9, 2018 Executive Session.** A motion/Mr. Athanas, seconded/Mr. Melia to approve but not release the April 9, 2018 executive session minutes as presented with the readings omitted. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

PUBLIC HEARING: None

APPOINTMENTS/Resignations: Selectman Ampagoomian stated that he received correspondence that Ms. Paula McGowan would be resigning from the Historical Commission. Chairman Ampagoomian stated he would like to accept her resignation and send a letter of appreciation for her years of hard work. A motion/Mr. Melia, seconded/Mr. Nolan to accept the resignation of Paula McGowan from the Historical Commission. Vote Yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

CITIZENS' COMMENTS/INPUT

Spring Annual Town Meeting [May 1, 2018] / Vote positions on Articles 9, 24 and 29 / Present: Denis Latour, Chairman, Bylaw Review Committee. Town Manager Gaudette stated that on articles 9 and 29 he will be asking for a vote to pass over. A motion/Mr. Melia, seconded/Mr. Nolan to pass over Article 9, and 29. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan. Town Manager Gaudette stated that Article 24 is in regards to Bylaw changes, and Dennis Latour would be presenting. Mr. Latour explained that the first change is to bring the bylaws in line with the Town Charter. Mr. Latour explained that secondly, Town Meeting Warrant Booklet, which is sent out to all Town residents is to be changed to a save the date postcard. Mr. Latour explained that the remaining changes are small changes in numbers to write out the numbers. Mr. Latour stated that at the request of the Police Department, changes were made to the sidewalk bylaw, which will require a permit for those looking to utilize the sidewalk for tables, items for sale, signs etc. Mr. Latour explained that another change that was made is in regards to Pawn shops which requires items being pawned be held for 30 days. Mr. Latour stated that the Wetlands Protection Bylaw had no changes in the bylaw but changes to the application. Selectman Melia asked about the Annual Town Meeting Booklets and if booklets would still be made available. Mr. Latour stated that there would still be booklets available. Town Manager Gaudette stated his thought is to include a link on the card for those who are interested to view it online. A motion/Mr. Melia, seconded/Mr. Nolan to approve article 24. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Annual Town Election [May 15, 2018] / Vote to sign warrant. Town Manager Gaudette clarified that the use of the term warrant is not only for Town Meeting but is also for the use of the template ballot. A motion/Mr. Melia, seconded/Mr. Nonlan to sign the May 15, 2018 Annual Town Election warrant. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Pleasant Street Christian Reformed Church/Request to hang banner over Church Street July 8, 2018 to July 15, 2018 to advertise the 2018 Whitinsville SERVE [July 7, 2018 - July 14, 2018] Present: Annika Bangma. Ms. Bangma stated that they are hosting approximately eighty to ninety students from

across the United States and Canada. Ms. Bangma stated that they anticipate working with the Department of Public Works, Police Department, Fire Department, National Parks and local Churches this year. A motion/Mr. Melia, seconded/Mr. Nolan to approve the request to hang banner over Church Street July 8, 2018 to July 15, 2018 to advertise the 2018 Whitinsville SERVE [July 7, 2018 - July 14, 2018]. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Purgatory Beer Company/Request for an indoor weekday entertainment license/Present: Brian Distefano. Mr. Distefano was not able to attend this meeting and this item will be moved to a future meeting.

Northbridge Veterans' Council/1) Request to hold the Memorial Day Parade in Whitinsville on Monday, May 28, 2018 at 10:00 AM. 2) Request permission to use the Memorial Park for Memorial Day exercises. A motion/Mr. Melia, seconded/Mr. Nolan to approve the request to hold the Memorial Day Parade in Whitinsville on Monday, May 28, 2018 at 10:00 AM and the request to use the Memorial Park for Memorial Day exercises. Vote Yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Monetary Donation/Vote to accept monetary donation to benefit the Northbridge Police Department and the Northbridge Fire Department from Daniel O'Neill. A motion/Mr. Melia, seconded/Mr. Nolan to accept the monetary donation for the Fire Department and the Police Department and send a letter of appreciation. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Whitinsville Water Company/Water Rate Filing Update. Town Manager Gaudette read aloud a statement regarding the rate increase proceeding regarding the Whitinsville Water Company. This document is available in the backup documentation. Town Manager Gaudette stated that the documents will be posted on the Town's webpage under News and Announcements located at: www.northbridgemass.org. Selectmen Melia verified that the percentage for the average user would be ranged from 4% to 9.5% as mentioned in the fourth paragraph. Town Manager Gaudette explained that it would be 14%, as mentioned in the last paragraph would be a fair assessment.

Whitinsville Water Company/Church Street Project Update. Town Manager Gaudette explained that he has asked the General Manager, Mr. Randy Swigor of the Whitinsville Water Company for a bi-weekly update on the Church Street project. Mr. Gaudette explained that there has been work done this past week and they are in the phase of final repairs. Town Manager Gaudette stated that they will be completing some more work tomorrow. Whitinsville Water Company is in the process of developing an Request For Proposal and will allow the Town to review it prior to posting. The Town will also be involved in the oversight of the final portion of the project. Mr. Shuris, Director of Public Works explained he has been in contact with WWC in the on goings of this project. Mr. Shuris stated that they have requested a list of contractors that the Town has used over the past seven years. Mr. Shuris stated once the paving begins it should be completed quickly with good detour routes. Mr. Shuris explained that included with the project is sidewalk restoration, driveway aprons, and possibly the Leland intersection, Thurston Ave, and Highland Street.

VII. TOWN MANAGER'S REPORT: 1) Meetings Attended: Monday, April 9, 2018 – Met with Planning Board Chair and staff to discuss subdivision coordination. Monday, April 9, 2018 – Met with G. Bechtholdt and new Economic Development Committee member Brian Murphy. Monday, April 9, 2018 – Attended the Board of Selectmen Meeting. Tuesday, April 10, 2018 – Firefighter Union Negotiations. Thursday, April 12, 2018 – Met with DPW staff and Mark Smith from ME Smith, contractor for Whitinsville Water Company's Church Street Project. Thursday, April 12, 2018 – Attended Sergeant Steven Zollin's retirement luncheon. Friday, April 13, 2018 – Police Union Negotiations. Wednesday, April 18, 2018 – Met with Selectman Melia to prepare for School Building Committee. Wednesday, April 18, 2018 – Attended the School Building Committee Meeting. Friday, April 20, 2018 – Met with Chris P. from Berry Insurance – Town Broker. **2) Balmer School Building Project:** The School Building Committee

(SBC) met on Tuesday, April 3, 2018 and voted to hire Fontaine Brothers for the services of a Construction Manager (CM). They also met this week on April 18, 2018 and voted to submit the Schematic Design Project Cost to the MSBA for approval. The final cost submitted to MSBA was one hundred million nine hundred and sixty eight thousand one hundred ninety four dollars with a reimbursement rate of 63.79%, which is applied to the construction cost. Mr. Gaudette explained that would make the overall Town cost proposed at this time would be fifty three million, four hundred and three thousand, nine hundred and twenty five. Town Manager Gaudette explained that there will be a joint meeting of the Building Committee, School Committee, Board of Selectmen and Finance Committee to be held and the date is to be determined, but Mr. Gaudette would update the Board once a date is confirmed. **3) DPW Garage Project:** Things continue to progress on site. Remaining electrical, communications and fire alarm installation is ongoing. Site related activities include installation of the main gate, loaming, rough grading of all area in preparation for placement of binder asphalt course next week. The shaping of the retention pond and adjacent sloped areas are substantially complete. Although the project will be substantially complete by the end of this month, miscellaneous punch list items will continue into May. **4) Fire Station Project (Feasibility Study):** town Manager Gaudette stated he has been working with staff and the Owners Project Manager, as well as committee representatives, on the Site Selection Evaluation Process. In addition, the group will be developing an Request For Quotes for Designer (Architect) Selection in hopes of advertising this summer. The project has experienced some delay due to the OPM representative leaving for another position with a new company. **5) Budget Development/Town Meeting preparation:** The FY 2019 Budget Development process has been completed and the Annual Town Meeting Warrant has been posted. The Annual Town Meeting is scheduled for Tuesday, May 1, 2018 at 7 p.m.

Town Manager Gaudette reminded the audience that the Annual Town Election is scheduled for Tuesday, May 15, 2018 at the High School Field House from 7 AM to 8 PM.

VIII. SELECTMEN'S CONCERNS: **Selectman Athanas 1)** asked if there has been a study or anything else done about the traffic situation in front of the Middle School on Linwood Avenue. Mr. Shuris, Department of Public Works Director stated that they are currently looking to add that project to the Transportation Improvement Program [TIP] project list. Mr. Shuris explained that they are gathering information to submit an application to the Mass. Department of Transportation. Mr. Shuris added that they scheduled a Road Safety Audit on May 9, 2018 for School Street, which would include the intersection of School Street, Upton Street, Providence Road and Sutton Street and could be included as a TIP project as well. Town Manager Gaudette added that there is a large amount of leg work that goes behind getting something on the TIP program. He explained the program is a 5 year plan that is in place as of now with projects already identified, studied, in some stage of design and a plan year awarded. Town Manager Gaudette stated that they have already met with Central Mass. Regional Planning Commission to develop the legwork to get in line for projects to be put on a program year. **Selectman Melia** mentioned that he believes that the Linwood Avenue issue could be solved through the Town and asked if the road in front of the Whitinsville Christian School is wide enough to add a third lane throughout that stretch of road. Mr. Shuris explained that there is a total right of way width from each backs of the sidewalks of 50 feet, which Mr. Shuris explained would be tight with 3 lanes for bigger vehicles. Mr. Shuris stated they looked into putting a roundabout option in, which was determined as an unsafe option. Mr. Shuris stated that he is suggesting a Road Safety Audit to find out what needs to be done to improve that section of road way for travelers. **Selectmen Melia** mentioned the possibility in getting another roadway as an entry and/or exit, through the back side of the Christian School. Mr. Shuris stated he was unaware if there is land adjacent to the Christian School that accesses Route 122, but explained he would look into it. **Selectman Melia 1)** stated he attended Sergeant Zollin's retirement luncheon, and wishes him and his family a long happy and healthy retirement. **Chairman Ampagoomian 1)** Stated that the Sutton Street Bridge decking is crumbling. Mr. Shuris stated that they patched some of the holes last year but it did not hold. Mr. Shuris explained that the top layer concrete slab was exposed according to a report last year, and the bottom slab was fully intact. Mr. Shuris stated that they are looking into that as well as part of the Roads program. **2)** asked when the

sidewalk projects would begin. Mr. Shuris stated they received a call from the contractor last week Friday and stated they should be mobilizing soon. 3) asked if the list of sidewalks would be posted on the DPW section of the website. Mr. Shuris stated that they are going to be posting all road, sidewalk and infrastructure projects on the Town's site.

ITEMS FOR FUTURE AGENDA: None

X. CORRESPONDENCE: None

XI. EXECUTIVE SESSION: None

A motion/Mr. Athanas, seconded/Mr. Nolan to adjourn the public meeting. Vote yes Messrs. Ampagoomian, Athanas, Melia, and Nolan

Meeting Adjourned: 7:55 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

**LIST OF DOCUMENTATION
BOARD OF SELECTMEN'S MEETING - OPEN SESSION
April 23, 2018**

- I. APPROVAL OF MINUTES:**
 - A. 1) March 26, 2018**
 - Copy of March 26, 2018 meeting minutes
 - 2) April 9, 2018 Executive Session**
 - Documentation removed as the minutes have not yet been released
- II. PUBLIC HEARING: None**
- III. APPOINTMENTS/Resignations: None**
- IV. CITIZENS' COMMENTS/INPUT: None**
- V. DECISIONS:**
 - B. Spring Annual Town Meeting [May 1, 2018] / Vote positions on Articles 9, 24 and 29 / Present: Denis Latour, Chairman, Bylaw Review Committee**
 - Copy of Bylaw changes
 - C. Annual Town Election [May 15, 2018] / Vote to sign warrant**
 - Copy of Warrant for the Annual Town Meeting Election
 - D. Pleasant Street Christian Reformed Church/Request to hang banner over Church Street July 8, 2018 to July 15, 2018 to advertise the 2018 Whitinsville SERVE [July 7, 2018 - July 14, 2018] Present: Annika Bangma**
 - Copy of email request from Annika Bangma to hang a banner over Church Street
 - E. Purgatory Beer Company/Request for an indoor weekday entertainment license/Present: Brian Distefano**
 - This item was moved to a future agenda
 - F. Northbridge Veterans' Council/1) Request to hold the Memorial Day Parade in Whitinsville on Monday, May 28, 2018 at 10:00 AM. 2) Request permission to use the Memorial Park for Memorial Day exercises/No documentation**
 - G. Monetary Donation/Vote to accept monetary donation to benefit the Northbridge Police Department and the Northbridge Fire Department from Daniel O'Neill/No documentation**
- VI. DISCUSSIONS:**
 - H. Whitinsville Water Company/Water Rate Filing Update**
 - Copy of rate increase proceeding statement
 - I. Whitinsville Water Company/Church Street Project Update**
 - Copy of email update from the Whitinsville Water Company's General Manager, Randy Swigor regarding an update on the Church Street Project
- VII. TOWN MANAGER'S REPORT:**
 - J. 1) Meetings Attended/No documentation**
 - 2) School Building Project Update/No documentation**
 - 3) DPW Garage Project/No documentation**
 - 4) Fire Station Project (Feasibility Study)/No documentation**
 - 5) Other ongoing tasks/No documentation**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

Phone: 774-571-2432

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

APPLICATION FOR COMMON VICTUALLER LICENSE

B

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto
(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

K3D Coffee LLC

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: [Common Victualler]

TO: To own and operate the restaurant, The Little Coffee Bean located at Plummers Corner in Northbridge Massachusetts

GIVE LOCATION BY STREET AND NUMBER: Whitinsville

AT: 1 Plummers CN. Northbridge, MA 01588

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

LIST THE DAYS AND HOURS OF PROPOSED OPERATION:

DURING: Sunday 7am-3pm Monday-Friday 5am-4pm
Saturday 6am-3pm

Kiara Gubbs
(Signature of Applicant)

Mailing Address:

Print Name: Kiara Gubbs

Address: 43 Thurston Ave.

City: Whitinsville,

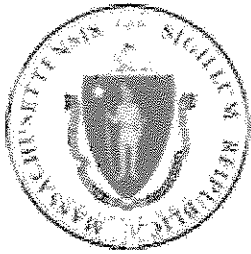
State, Zip: Massachusetts, 01588

Received: 5/7/18 4PM
(Date) (Time)

This license will expire on December 31 of the current year and must be renewed annually prior to January 1.

Official Use only

Date License Granted:



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Organization

(General Laws, Chapter)

Identification Number: 001323046

1. The exact name of the limited liability company is: K&D COFFEE LLC

2a. Location of its principal officer:

No. and Street: 43 THURSTON AVE
 City or Town: WHITINSVILLE State: MA Zip: 01588 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 43 THURSTON AVE
 City or Town: WHITINSVILLE State: MA Zip: 01588 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

LOCAL COFFEE SHOP THAT OFFERS GREAT BREWED FLAVORED COFFEE WITH BOTH BREAKFAST AND LUNCH OPTIONS AND HEALTHY ALTERNATIVES.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: NORTHWEST REGISTERED AGENT SERVICE INC.
 No. and Street: 82 WENDELL AVE. STE 100
 City or Town: PITTSFIELD State: MA Zip: 01201 Country: USA

I, NORTHWEST REGISTERED AGENT SERVICE INC. resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

| Title | Individual Name First, Middle, Last, Suffix | Address (no PO Box) Address, City or Town, State, Zip Code |
|-------|--|---|
| | | |

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

| Title | Individual Name First, Middle, Last, Suffix | Address (no PO Box) Address, City or Town, State, Zip Code |
|---------------|--|---|
| SOC SIGNATORY | KIARA GIBBS | 43 THURSTON AVE |

| | | |
|---------------|-------------------|---------------------------------------|
| | | WHITINSVILLE, MA 01588 USA |
| SOC SIGNATORY | DAITON LACHAPELLE | 17 RAMS WAY UXBRIDGE, MA 01569 USA |

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

| Title | Individual Name | Address (no PO Box) |
|-------|-----------------------------|--|
| | First, Middle, Last, Suffix | Address, City or Town, State, Zip Code |
| | | |

9. Additional matters:

SIGNED UNDER THE PENALTIES OF PERJURY, this 16 Day of April, 2018,

MORGAN NOBLE

(The certificate must be signed by the person forming the LLC.)

NTM License Slips

Row 3

Current Status On BOS Agenda for 5/21/18

Done ☐

License ID: NTM#16048

License Type: Non-alcoholic Common Victualler Lic. Transfer

Description: The applicant is looking to transfer the license of Raccor Foods, LLC dba The Little Coffee Bean [Darrell Laws] to K & D Coffee, LLC [Kiara Gibbs]
Hours:
Sunday 7 AM - 3 PM
Monday - Friday 5 AM - 4 PM
Saturday 6 AM - 3 PM

Business: K & D Coffee, LLC

Applicant: Kiara Gibbs

Address: 1 Plummers Corner, Whitinsville, MA Mailing: 43 Thurston Ave,
Whitinsville, MA

Approval Target 05/16/18

Slip Started on: 05/10/18 2:21 PM

**PLANNING
Approve:** ☐

**PLANNING
Comments:** N/A -not applicable

**POLICE
Approve:** ☒

**POLICE
Comments:**

FIRE Approve: ☒

**FIRE
Comments:** Subject to a fire inspection

**BUILDING
ZONING
Approve:** ☒

**BUILDING
ZONING
Comments:**

**CONSERVATION
Approve:** ☒

CONSERVATION
Comments:

HEALTH
Approve: ☒

HEALTH
Comments: Applicant has completed Plan Review with Health Agent; approval conditional upon receipt of food permit application and permit fee

ASSESSORS
Approve: ☒

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve: ☐

TREASURER
COLLECTOR
Comments:

CI

\$20.00 Fee

Phone: 508-234-8184

92

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR SPECIAL LICENSE

Wooded by the Food

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.
Chapter 138, Section 14

(FULL NAME OF PERSON/ORGANIZATION MAKING APPLICATION):

George Martin Whitin Memorial Community Association dba Whitin Community Center
Name of Responsible Person: Alice Benson

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: ONE-DAY WINES AND MALTS LICENSE

Type of Event: Outdoor festival in Whitin Park


Date and Hours of Event: June 9, 2018 11am-5pm

GIVE LOCATION BY STREET AND NUMBER:

DESCRIPTION OF PREMISES: Park grounds

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

*The town highly recommends that you notify your insurance company of this event.


(Signature of Applicant)

Print Name: Alice Benson

Address: 60 Main Street

City: Whitinsville

State, Zip: Ma, 01588

SPECIAL LICENSES ISSUED UNDER
SECTION 14 [ONE-DAY LICENSES]:
MUST PURCHASE THE EVENT
ALCOHOL/BEER/WINE FROM A
DISTRIBUTOR OTHERWISE YOU ARE
IN VIOLATION OF STATE LAW.

Name of Distributor(s): Atlas Distributing

Received:

5/8/18
(Date)

10AM
(Time)

Date License Granted

CC: ABCC; POLICE CHIEF; FIRE CHIEF FOR INSPECTION IF INDOORS

We will have a beer garden at Wooded, they will be sectioned off with orange fencing as we did for our Fall Food Festival last year. The location will be in our park (Whitin Park), the alcohol will be stored at the Whitin Community Center in a locked closet until the event.

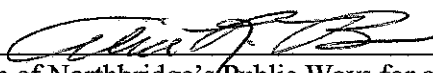
USE OF TOWN OF NORTHBRIDGE

PUBLIC WAYS

EVENT: Wooded My the Food

RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

Please read this document thoroughly before completing and signing

I,  Alice Benson, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on June 9, 2018, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of my use or the use of my guests, employees or agents of the Town of Northbridge's Public Ways for a non-town sponsored event on June 9, 2018, and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on June 9, 2018, and all activities related thereto.

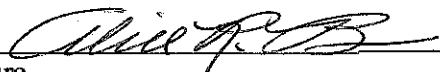
I hereby further covenant for myself, my successors and assigns not to sue the said Town on account of any such claim, demand or liability.


I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on June 9, 2018, and all activities related thereto.

To the extent I am signing this document on behalf of an organization, corporation, association or similar entity, I represent that I am fully authorized by said entity to execute this document.

Witness my hand and seal this 1 day of May.

Name (Printed): Alice Benson

Signature 

Witness 

THIS FORM MAY NOT BE ALTERED

NTM License Slips

Row 2

Current Status On BOS agenda for 5.21.18

Done ☐

License ID: NTM#16049

License Type: One day Wine & Malt License - Woo'ed By The Food

Description: Wooed by the Food event
We will have a beer garden at Wooed they will be sectioned off with orange fencing as we did for our Fall Food Festival last year. The location will be in our park (Whitin Park), the alcohol will be stored at the Whitin Community Center in a locked closet until the event.

Business: Whitin Community Center

Applicant: Alice Benson

Address: 60 Main Street, Whitinsville, MA

Approval Target 05/16/18

Slip Started on: 05/10/18 2:56 PM

PLANNING Approve: ☐

PLANNING Comments: N/A -not applicable

POLICE Approve: ☒

POLICE Comments:

FIRE Approve: ☒

FIRE Comments:

BUILDING ZONING Approve: ☒

BUILDING ZONING Comments:

CONSERVATION Approve: ☒

CONSERVATION Comments:

HEALTH
Approve: ☒

HEALTH
Comments: WCC continues to work with BOH to ensure all food vendors at this event are properly licensed. No concerns at this time.

ASSESSORS
Approve: ☒

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve: ☐

TREASURER
COLLECTOR
Comments:

Phone: 508-234-8184

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

CA

APPLICATION FOR A ONE-DAY ENTERTAINMENT LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto
(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

The Whittin Community Center
(George Martin Whittin Memorial Community Association)

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: ONE-DAY ENTERTAINMENT LICENSE*

TO: Obtain a one day Entertainment License for: Wed by the Fire
INDOOR ☒ OUTDOOR ☐ BOTH ☐

GIVE LOCATION BY STREET AND NUMBER:

AT: 60 Main St.
Whittinsville, Me. > Whittin Park

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time) June 9, 2018 11AM

Matthew Saw Chien
(Signature of Applicant)

Print Name: Heather Clatter

Address: 60 Main St.

City: Whittinsville

State, Zip: Me, 07588

Received: 5/17/18 2:30 PM
(Date) (Time)

Date License Granted

*The application for such license shall be in writing and shall state the type of concert, dance, exhibition, cabaret or public show sought to be licensed and shall state whether such public show will include: (a) dancing by patrons, (b) dancing by entertainers or performers, (c) recorded or live music, (d) the use of an amplification system, (e) a theatrical exhibition, play, or moving picture show, (f) a floor show of any description, (g) a light show of any description, or (h) any other dynamic audio or visual show, whether live or recorded.

NTM License Slips

Row 2

Current Status On agenda for 5.21.18

Done ☐

License ID: NTM#16051

License Type: One-day Outdoor Entertainment License

Description: Wooed by the Food event to be held on June 9, 2018 from 11 AM to 5 PM. This is for the one-day entertainment license

Business: Whitin Community Center

Applicant: Heather Elster

Address: 60 Main Street

Approval Target 05/18/18

Slip Started on: 05/17/18 3:16 PM

PLANNING Approve: ☒

PLANNING Comments: N/A -not applicable

POLICE Approve: ☒

POLICE Comments:

FIRE Approve: ☒

FIRE Comments:

BUILDING ZONING Approve: ☒

BUILDING ZONING Comments:

CONSERVATION Approve: ☒

CONSERVATION Comments:

HEALTH

Approve: ☐

HEALTH
Comments:

ASSESSORS
Approve: ☒

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve: ☐

TREASURER
COLLECTOR
Comments:

\$20.00 Fee

Phone:

508.234.8184

22

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR SPECIAL LICENSE

Cars in the Park

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.
Chapter 138, Section 14

(FULL NAME OF PERSON/ORGANIZATION MAKING APPLICATION):

George Norton Whitin Memorial Community Association dba Whitin Community Co.
Name of Responsible Person: Alice Benson

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: ONE-DAY WINES AND MALTS LICENSE

Type of Event: Outdoor Festival in Whitin Park
Date and Hours of Event: August 18, 2018 10am - 4pm

GIVE LOCATION BY STREET AND NUMBER:

DESCRIPTION OF PREMISES: Park grounds

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.
*The town highly recommends that you notify your insurance company of this event.

Alice Benson
(Signature of Applicant)

Print Name: Alice Benson

Address: 60 Main Street

City: Whitinsville

State, Zip: MA, 01588

SPECIAL LICENSES ISSUED UNDER
SECTION 14 [ONE-DAY LICENSES]:
MUST PURCHASE THE EVENT
ALCOHOL/BEER/WINE FROM A
DISTRIBUTOR OTHERWISE YOU ARE
IN VIOLATION OF STATE LAW.

Name of Distributor(s): Atlas Distributing

Received:

5/8/18
(Date)

10AM
(Time)

Date License Granted

CC: ABCC; POLICE CHIEF; FIRE CHIEF FOR INSPECTION IF INDOORS

USE OF TOWN OF NORTHBRIDGE

PUBLIC WAYS

EVENT: Cars in the Park

RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

Please read this document thoroughly before completing and signing

I, Alice Benson, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on August 18, 2018, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of my use or the use of my guests, employees or agents of the Town of Northbridge's Public Ways for a non-town sponsored event on August 18, 2018, and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees, or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on August 18, 2018, and all activities related thereto.

I hereby further covenant for myself, my successors and assigns not to sue the said Town on account of any such claim, demand or liability.

I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on August 18, 2018, and all activities related thereto.

To the extent I am signing this document on behalf of an organization, corporation, association or similar entity, I represent that I am fully authorized by said entity to execute this document.

Witness my hand and seal this 13 day of May.

Name (Printed): Alice Benson

Signature Alice Benson

Witness [Signature]

THIS FORM MAY NOT BE ALTERED

We will have a beer garden at CITP, they will be sectioned off with orange fencing as we did for our Fall Food Festival last year. The location will be in our park (Whitin Park), the alcohol will be stored at the Whitin Community Center in a locked closet until the event.

NTM License Slips

Row 1

Current Status On agenda for 5.21.18

Done ☐

License ID: NTM#16050

License Type: One day wine & malt - Cars In The Park

Description: We will have a beer garden at CITP, they will be sectioned off with orange fencing as we did for our Fall Food Festival last year. The location will be in our park (Whitin Park), the alcohol will be stored at the Whitin Community Center in a locked closet until the event.

Application attached

Business: Whitin Community Center

Applicant: Alice Benson

Address: 60 Main Street, Whitinsville, MA

Approval Target 05/16/18

Slip Started on: 05/10/18 3:20 PM

PLANNING Approve: ☐

PLANNING Comments: N/A -not applicable

POLICE Approve: ☒

POLICE Comments:

FIRE Approve: ☒

FIRE Comments:

BUILDING ZONING Approve: ☒

BUILDING ZONING Comments:

CONSERVATION Approve: ☒

CONSERVATION

Comments:

**HEALTH
Approve:**



**HEALTH
Comments:**

WCC continues to work with BOH to ensure all food vendors at this event are properly licensed. No concerns at this time

**ASSESSORS
Approve:**



**ASSESSORS
Comments:**

**TREASURER
COLLECTOR
Approve:**



**TREASURER
COLLECTOR
Comments:**

Phone: 508-234-8184

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

C4

APPLICATION FOR A ONE-DAY ENTERTAINMENT LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto
(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

The Whitin Community Center
(George Naughton Whitin Memorial Community Association)

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: ONE-DAY ENTERTAINMENT LICENSE*

TO: Obtain a one day Entertainment License for: Party In The Park
INDOOR ☒ OUTDOOR ☐ BOTH ☐

GIVE LOCATION BY STREET AND NUMBER:

AT: 60 Main St.
Whitinsville, Ma > Whitin Park

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time) August 18, 2018 10am

Heather Law O'Brien
(Signature of Applicant)

Print Name: Heather O'Brien

Address: 60 Main St.

City: Whitinsville

State, Zip: MA 01584

Received: 5/17/18 2:30 PM
(Date) (Time)

Date License Granted

*The application for such license shall be in writing and shall state the type of concert, dance, exhibition, cabaret or public show sought to be licensed and shall state whether such public show will include: (a) dancing by patrons, (b) dancing by entertainers or performers, (c) recorded or live music, (d) the use of an amplification system, (e) a theatrical exhibition, play, or moving picture show, (f) a floor show of any description, (g) a light show of any description, or (h) any other dynamic audio or visual show, whether live or recorded.

NTM License Slips

Row 1

Current Status On agenda for 5.21.18

Done ☐

License ID: NTM#16052

License Type: One-day outdoor Entertainment License

Description: Cars in the Park event to be held on August 18, 2018 from 10 AM until 4 PM. This is for the one-day entertainment license

Business: Whitin Community Center

Applicant: Heather Elster

Address: 60 Douglas Road

Approval Target 05/18/18

Slip Started on: 05/17/18 3:17 PM

**PLANNING
Approve:** ☒

**PLANNING
Comments:** N/A -not applicable

**POLICE
Approve:** ☒

**POLICE
Comments:**

FIRE Approve: ☒

**FIRE
Comments:**

**BUILDING
ZONING
Approve:** ☒

**BUILDING
ZONING
Comments:**

**CONSERVATION
Approve:** ☒

**CONSERVATION
Comments:**

HEALTH

Approve: ☐

HEALTH
Comments:

ASSESSORS
Approve: ☒

ASSESSORS
Comments:

TREASURER
COLLECTOR
Approve: ☐

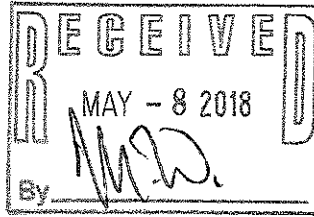
TREASURER
COLLECTOR
Comments:

Agenda 5/21/18



WHITIN
Community Center

60 Main Street
Whitinsville, MA 01588
(508) 234-8184
www.WhitinCommunityCenter.com
info@OurGym.org



April 30, 2018

C5

Mr. Ted Kozak
Town Manager
7 Main Street
Whitinsville, MA 01588

Re: Request To The Board Of Selectman To Hang A Banner Across Church Street

Dear Mr. Kozak,

Cars In The Park is one of the largest events we host here at the Whitin Community Center and it brings a fun and engaging community event to the Blackstone Valley for all ages and backgrounds to enjoy while showcasing the uses of our beautiful park. This year will mark our 5th Annual car, truck and motorcycle show to take place on August 18, 2018 from 10:00am-4:00pm held in our 7.5 acre Whitin Park, with Best In Show, 25 Trophies, Door Prizes, 50/50 & Raffles, Show Dash Plaques (for the first 50 pre-registered vehicles), Event Vendors, Food Trucks, Kids Activities, Bouncy House, Music, Entertainment & more!

Money raised from this fundraising event will go directly to supporting the Whitin Community Center, a non-profit 501(c)(3) organization, that is committed to the health and well-being of individuals and families and to building a strong community in the Blackstone Valley.

Available { We are respectfully requesting permission to hang a banner for this event across Church Street. The banner would be 25' x 3' and the wording on the banner would be "Annual W.C.C.'s "CARS In The PARK" Aug 18 Food*Fun". We would like to hang the banner from July 22 - August 4 if at all possible. }

We cannot do this event successfully without the care and support from our community. Please feel free to contact Sarah Lawson with any questions and/or concerns you may have regarding Cars In The Park at CarsInThePark@hotmail.com or 508.234.8184. On behalf of all of us here at the WCC, we would like to express out heartfelt appreciation for your consideration.

Sincerely,

Alice Benson
Finance Director

Melissa Wetherbee

To: Adam Gaudette
Subject: RE: Church St Paving

From: Randy Swigor [<mailto:rswigor@whitinsvillewater.com>]
Sent: Monday, May 14, 2018 9:11 PM
To: Adam Gaudette <agaudette@northbridgemass.org>; James Shuris <jshuris@northbridgemass.org>
Cc: Mark Kuras <mkuras@northbridgemass.org>; Jamie Luchini <jluchini@northbridgemass.org>; Adam Rauktis <arauktis@whitinsvillewater.com>
Subject: Re: Church St Paving

Thanks Adam, I will pass this along to the contractor.
Regards,
Randy Swigor
Whitinsville Water Co
508-234-7358

----- Original message -----

From: Adam Gaudette <agaudette@northbridgemass.org>
Date: 5/14/18 3:26 PM (GMT-05:00)
To: Randy Swigor <rswigor@whitinsvillewater.com>, James Shuris <jshuris@northbridgemass.org>
Cc: Mark Kuras <mkuras@northbridgemass.org>, Jamie Luchini <jluchini@northbridgemass.org>, Adam Rauktis <arauktis@whitinsvillewater.com>
Subject: RE: Church St Paving

Randy, FYI that DPW as well as the BoS/TM office support the milling on two nights.

Adam

From: Randy Swigor [<mailto:rswigor@whitinsvillewater.com>]
Sent: Monday, May 14, 2018 11:21 AM
To: Adam Gaudette <agaudette@northbridgemass.org>; James Shuris <jshuris@northbridgemass.org>
Cc: Mark Kuras <mkuras@northbridgemass.org>; Jamie Luchini <jluchini@northbridgemass.org>; Adam Rauktis <arauktis@whitinsvillewater.com>
Subject: Church St Paving

Good Morning Adam/Jim: We opened paving bids last Friday and will be awarding the job to Dan Amorello Service, Inc. (774-696-0637). They plan to start work a week from today. The first two days will be milling of the road. They asked if it would be acceptable to mill at night (two nights). The RFP said all work to be done during the day, and they can do it during the day if required. But they just wanted to ask as milling is much easier to do at night with minimal traffic. If you can let me know if this will be acceptable or not, it would be appreciated.

Also, if you have an electronic sign that you can put out this week to let everyone know of the paving to start next week, that would be great.

Jim/Jamie: We will probably have a field meeting later this week to go over the job. We will let you know when as it would be good to have one of you there to ensure your needs are met.

Mark: Please contact Dan Amorello directly to coordinate any additional sewer items you may need.

2018 Northbridge Roads Program



Pollard Road (Reclaim)

- Hill Street - Sutton Town Line
- Complete reclamation, approximately 0.8 miles

Hill Street (Cold-Planing)

- From #1089 to Kingsnorth Street
- Approximately 0.8 miles

Highland Street (Cold-Planing)

- From Benson Road to Romanowski Drive
- Approximately 0.3 miles

(Romanowski Dr)

Sprague Street (Overlay)

- Remaining portion, From Deer Track Court to End
- Approximately 0.4 miles

Old Quaker St. (1500 ton overlay)

- From the area of Wolfe Hill Rd. to intersection of Quaker St. and continuing on in both directions
- Approximately 1500 tons

Cracksealing List 2018

| | | |
|----------------|----------|---------------------------------|
| Fletcher St. | 1.0 mi. | Douglas Rd.- Uxbridge Town Line |
| Douglas Rd | 1.1 mi. | Fletcher St. – Sutton Town Line |
| Goldthwaite Rd | .9 mi. | Hill St. – Purgatory Rd. |
| School St | 1.37 mi. | Quaker St. – Providence Rd. |
| Quaker St | 1.6 mi. | Mendon Rd. – Upton Town Line |
| North Main St. | .7 mi. | Main St. – Purgatory Rd. |

Total- 6.67 miles

Town Manager's Report for the Period of May 15, 2018 – May 18, 2018

F.

1. **Meetings Attended:**

- Tuesday, May 15, 2018 – Visited the High School during the Annual Election.
- Tuesday, May 15, 2018 – Negotiations with DPW Union.
- Wednesday, May 16, 2018 – Met with DPW Staff and 4C's Vault Company regarding contract for Pine Grove Cemetery burials.
- Wednesday, May 16, 2018 – Met with the UniBank and School Officials/Town Staff to discuss potential school project borrowing.
- Thursday, May 17, 2018 – Negotiations with Northbridge Police Association.
- Friday, May 18, 2018 – Attended the CMRPC Legislative Affairs Meeting.

2. **Balmer School Building Project:** Members of the project team and Town Staff met with a representative from UniBank this past May 16th to discuss the borrowing program. There are several Community Forums and other joint-boards meetings upcoming over the next few months to prepare for the Fall voting process.
3. **DPW Garage Project:** The Project remains substantially complete and we continue to work on safety-related punch list items pertaining to the issuance of a temporary certificate of occupancy. These include CO detectors/exhaust fan interface; as-built drawings; and professional engineering affidavits. A full certificate of occupancy will be follow upon the completion of existing/new building fire alarm/communications work items. The equipment lift and fueling station remain open items and are scheduled for an early June delivery/installation.
4. **Fire Station Project (Feasibility Study):** I have been working with staff and the OPM, as well as committee representatives, on the Site Selection Evaluation Process. In addition, the group will be developing an RFQ for Designer (Architect) Selection in hopes of advertising this summer. The project has experienced some delay due to the OPM representative leaving for another position with a new company.
5. **Town Meeting Follow-up:** The FY2019 Budget Development process has been completed and the Annual Town Meeting adopted the FY2019 Budget. Staff will begin preparing for FY2018 year-end as well as moving forward with Capital Projects.
6. **Town Election Follow-up:** I will be working with the Town Planner on next steps for the CPA as well as Recreational Marijuana. The Planning Board will be working on Zoning regulations for the Fall Annual Town Meeting.



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021



TIMOTHY LABRIE
LIEUTENANT

To: Adam Gaudette, Town Manager
From: Walter J. Warchol, Chief of Police
Subject: School Safety Training
Date: May 21, 2018

For the last few years, students and staff received Enhanced Lockdown training for all schools following the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) principle. Lt. Labrie and SRO Dejordy are trained certified instructors in ALICE Procedures. At the beginning of each school year all new school staff are trained in Enhanced Lockdown procedures.

The acronym ALICE stands for the following:

ALERT - is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count.

Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

LOCKDOWN - If EVACUATION is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

ALICE training explains scenarios where Lockdown may be the preferable option and dispels myths about passive, traditional 'lockdown only' procedures that create readily identifiable targets and makes a shooter's mission easier. ALICE trainers instruct on practical techniques for how to better barricade a room, what to do with mobile and electronic devices, how and when to communicate with police, and how to use your time in lockdown to prepare to use other strategies (i.e. Counter or Evacuate) that might come into play should the active shooter gain entry.

INFORM - The purpose of INFORM is to continue to communicate information in as real time as possible, if it is safe to do so. Armed intruder situations are unpredictable and evolve quickly, which means that ongoing, real time information is key to making effective survival decisions. Information should always be clear, direct and in plain language, not using codes. If the shooter is known to be in an isolated section of a building, occupants in other wards can safely evacuate while those in direct danger can perform enhanced lockdown and prepare to counter.

COUNTER - ALICE Training does not believe that actively confronting a violent intruder is the best method for ensuring the safety of those involved. Counter is a strategy of last resort. Counter

focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

EVACUATE - Evacuating to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.

Staff and students in Northbridge are taught to Evacuate prior to using the Counter strategy. Counter is a strategy of last resort

Since January, 2018 the Northbridge Police Department in conjunction with Northbridge School Department and the Whitinsville Christian School have completed the following training procedures:

- All school staff at the Northbridge Middle School, Northbridge High School and the Whitinsville Christian School received retraining in Enhanced Lockdown Procedures. As part of their Enhanced Lockdown Training teachers participate in real life scenarios that require teachers to utilize each step of the ALICE process.
- All students in the Northbridge Middle School, Northbridge High School and the Whitinsville Christian School received retraining in Enhanced Lockdown Procedures. One of the most important elements to preventing school shooting is information sharing. Often times shooters communicate their intentions in some form prior to taking action. Students are encouraged to report any suspicious activity to school officials.
- Tabletop Exercises - After completion of the retraining in Enhanced Lockdown Procedures SRO Dejordy implemented "Tabletop Exercises" at the Northbridge Middle School, Northbridge High School and Whitinsville Christian School. The Tabletop Exercises consist of scenario based incidents where school staff and students are given a mock scenario of an intruder in the building and the intruder's location. Classroom teachers and students then discuss the best plan of action to be taken for the scenario.
- Balmer School/Northbridge Elementary School – twice a year each school in conjunction with the police department conducts a scenario based drill of an intruder in the building. Classroom teachers using information they receive from the office must decide to either evacuate the building or shelter in place. Balmer School teachers and students who evacuate the building bring their students to the National Guard Armory on Lake St. and Northbridge Elementary School students use the Pleasant Street Church.
- Critical Incident Plan – Sgt. Patrinelli and SRO Dejordy are in the process of assessing and reviewing the police department's Critical Incident Plan in cooperation with school

officials. Officers will evaluate each individual school to create a comprehensive Critical Incident Response Plan to include a tactical response plan for each school building. Critical Incident Plans would activate Incident/Unified Command, Communication and coordination of all responding agencies, Perimeter security, evacuation plans, coordination between police and fire to enhance medical care to victims, staging areas, communication between the agencies and families, use of social media during an incident.

- Police Patrols – officers on regular daily patrol check school buildings and grounds. In addition to daily presence our schools by the School Resource Officer, patrol officers will visit schools on a random basis to increase police presence in the schools.
- Active Shooter Training – annually the police department has specialized Active Shooter Response Training. Scenario based training is conducted in school buildings. Training is designed for responding officers to quickly assess the scene, school and room entry techniques; proper building clearing and victim rescue. The Northbridge Police Department has conducted mutual aid training with the Sutton Police Department to develop a coordinated multi agency response to shooting incidents.

School Resource Officer Thomas Dejordy is a liaison between the police department and school system and is a resource for students, faculty, parents, administrators and other school employees. The School Resource Officer is on full time duty in the school and through constant interaction has become familiar with the school community and as a result is in a good position to assist our school community to develop strategies to prevent or minimize dangerous situations on school grounds.

The school resource officer is an important position to our school community. SRO Dejordy does an excellent job each and every day interacting with students, administrators and staff trying to keep our school community safe and informed.