

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
July 16, 2018 at 7:00 PM**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES: A.** June 25, 2018 executive session

**II. PUBLIC HEARING**

**III. APPOINTMENTS/By the Board of Selectmen:**

**B. 1) Election Officers:** Democrat, Republican and Unenrolled/Vote to appoint

2) Amanda Foster, Disability Commission

3) **Economic Development Committee**: Joycelyn Augustus, Member at Large/**Present:** R. Gary Bechtholdt, Town Planner

**C. By the Town Manager [Vote to Affirm]:** Helen O'Hara, Youth Services Librarian/**Present:** Rebecca Sasseville, Library Director

**IV. CITIZENS' COMMENTS/INPUT:**

**V. DECISIONS:**

**D.** St. Patrick's Youth Ministry - Dinner and Concert fundraising event/**1)** Request for a one-day Wines and Malts license on Saturday, August 4, 2018 from 5 PM to 7 PM and **2)** Request for a one-day Entertainment License on Saturday, August 4, 2018 from 7 PM - 9:30 PM **Present:** Aileen Lemoine

**E.** Alternatives Unlimited, Inc./ Request to hold a Boot Drive at Memorial Square and Ovia Square on Saturday, July 21, 2018 from 9 AM to 1 PM [Rain date: Sunday, July 29, 2018]; subject to the safety requirements of the Northbridge Police Department

**F.** Northbridge Firefighters/Request to hold a Boot Drive at Memorial Square on Saturday, August 25, 2018 from 9 AM to 12 Noon [Proceeds to benefit the Muscular Dystrophy Association]. **Present:** Lt. David Holmes, Fire Department

**G.** Vote to Accept Monetary Donation from Daniel O'Neill to benefit the Northbridge Fire Department

**H.** Fall Annual Town Meeting [October 23, 2018]/Vote to close the warrant on Friday, August 24, 2018 at 12 PM noon

**I.** Balmer School Building Project/Vote to place Debt Exclusion question on the November 6, 2018 State Election Ballot/**Present:** Joe Strazzulla, Chairman-School Building Committee

**VI. DISCUSSIONS:**

**J.** Northbridge Hazard Mitigation Plan Update/**Present:** Adam Menard

**K.** Recreational Marijuana Establishment Update/**Present:** Gary Bechtholdt

**L.** Town Manager Performance Evaluation Process

**VII. TOWN MANAGER'S REPORT**

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION**

Town Clerk: 2 Hard copies	<input type="checkbox"/>
Web: Post time-stamped copy	<input type="checkbox"/>

THIS AGENDA IS SUBJECT TO CHANGE

**TOWN OF NORTHBRIDGE**  
List of Election Officials - DEMOCRATS  
Submitted to the Board of Selectmen July 16, 2018

**BI**

Democrats			
Arbuckle	John	82 Fairlawn St	Election worker
Armstrong	Shirley	558 Sutton St	Election worker
Campo	Pamela	95 Lovelace Ln	Election worker
Conlee	Pauline	1068 Hill St	Election worker
Cota	Carolyn	17 Douglas Rd #309	Election worker
D'Amato	Linda	63 Gill Ct.	Election worker
DeForest	Mary	28 Heritage Drive	Election worker
DeForest	Wayne	28 Heritage Drive	Election worker
Feen	Elizabeth	89 Sullivan Dr	Election worker
Gallagher	Joyce	153 Heritage Dr	Election worker
Heney	Shirley	32 Elston Ave	Election worker
Hughes	Tersilia	900 Providence Rd	Election worker
Joubert	Kathleen	37 High St	Election worker
Kearns	Edward	2C Colonial Dr	Election worker
Krupsky	John Jr.	22 Clover Hill Rd	Election worker
Kuras	Evelyn	1282 Quaker St	Election worker
LaSala	Patsy	43 Walker St	Election worker
LeCour	Pauline	698 Highland St	Election worker
Lyman	Agnes	20 Water St	Election worker
McCaughey	Joan	71 Heritage Dr	Election worker
Nowlan	Elaine	63 School St #403	Election worker
Peloquin	Joseph Sr.	38 Gelinass Ave	Election worker
Planas	Damian	205 Highland St	Election worker
Raymond-Jordan	Laurine L	572 Church St	Election worker
Sheehan	Joan	117 Heritage Dr	Election worker
Wood	Anne	16 Erica Dr	Election worker
Woupio	Diane	65 Violette Cir	Election worker

**TOWN OF NORTHBRIDGE**  
List of Election Officials - REPUBLICANS  
Submitted to the Board of Selectmen July 16, 2018

<b>Republicans</b>			
Ayotte-Kind	Yvette	42 Heritage Drive	Election worker
Berghuis	Jennie	36 Edmonds Cir	Election worker
Bloem	Helena	335 Purgatory Rd	Election worker
Boucher	Irene	934 Providence Rd	Election worker
Brouwer	Susan M	14 Lea Ave	Election worker
Daly	Daniel J.	127 Lovelace Ln	Election worker
Damico	Erika	444 Main St	Election worker
Ebbelling	Ahleen	31 Henry St	Election worker
Favata	Philip	27 Forest St	Election worker
Frieswick	Bruce	32 Highland St	Election worker
Furrey	James	173 East St	Election worker
Jorritsma	Florence	1076 Hill St	Election worker
Koopman	Priscilla	1 Wolfe Hill Rd	Election worker
Letscher	John	146 Jon Cir	Election worker
Lewis	Susan	10 Edmonds Cir	Election worker
Newton	Neil	21 Spruce St	Election worker
Norris (Sr.)	Thomas	170 Morgan Rd	Election worker
Pietruszka	Thomas	320 Moon Hill Rd	Election worker
Streeter	Judith	44 East Street - Unit A	Election worker
Uthoff	Judith	128 Clubhouse Ln	Election worker
VanderBaan	Kathryn	71 Swift Road	Election worker
VandeWerken	Joel	255 Goldthwaite Rd	Election worker
Woeller	Laura	68 Theresa Cir	Election worker

# TOWN OF NORTHBRIDGE

## List of Election Officials - UNENROLLED

Submitted to Board of Selectmen July 16, 2018

Unenrolled			
Allen	Linda	323 Purgatory Rd	Election worker
Anderson	Joy	446 Main St	Election worker
Anderson	Robert	446 Main St	Election worker
Audette	Denise	24 Prunier St	Election worker
Beqiri	Jessica	1005 Marston Rd	Election worker
Bergeron	Kathleen	100 Providence Rd	Election worker
Bishop	Marlene	309 Hill St	Election worker
Bonneau	Edward	56 Prescott Rd	Election worker
Briand	Maureen	158 Linwood Ave	Election worker
Brochu	Barbara	96 Quarry Rd	Election worker
Brouillard	John	139 Cooper Rd	Election worker
Costanza	Eric	68 Brian Cir	Election worker
Creaser	Margaret	299 Swift Rd	Election worker
Crooker	Linda	424 Fowler Rd	Election worker
Crooker	Linda	424 Fowler Rd	Election worker
Curtin	Kevin	223 Fowler Rd	Election worker
Curtin	Sharon	223 Fowler Rd	Election worker
Davis	John	592 Benson Rd	Election worker
DeJordy	Mary	1759 Providence Rd	Election worker
Dicker	Harold	42 Edmonds Cir	Election worker
Dicker	Joan	42 Edmonds Cir	Election worker
Ducharme	Doris	64 Heritage Dr	Election worker
Dufault	Lorraine	81 Providence Rd	Election worker
Dumont	Ron	173 North Main St	Election worker
Durso	Stephen	549 Hill St	Election worker
Ells	Lisa	92 Linwood Ave	Election worker
Farley	Anne	401 Cooper Rd	Election worker
Ferguson	Joanne	173 Brookway Dr	Election worker

# TOWN OF NORTHBRIDGE

## List of Election Officials - UNENROLLED

Submitted to Board of Selectmen July 16, 2018

Unenrolled			
Forgit	Denise	220 Heritage Dr	Election worker
Forst	Rainer	33 Eisenhower Dr	Election worker
Foster	Amanda	693 Fowler Rd	Election worker
Gagnon	Elizabeth	21 Stoney Brook Dr	Election worker
Gobar	Paula	38 Rachel Ln	Election worker
Hill	James	240 Roosevelt Dr	Election worker
Hoover	Diana	426 Fowler Rd	Election worker
Kilcoyne	Patricia	111 Jefferson	Election worker
Lamereaux	Kathryn	30 Kingsnorth St	Election worker
LeBlanc	Jeanne	18 Del Ray Gardens	Election worker
Leeman	Laurie	1277 Quaker St	Election worker
Lemoine	Barbara	733 Highland	Election worker
Lemoine	Barbara	733 Highland St	Election worker
Lessard	Kimberly	346 Church St	Election worker
Malkasian	Claire	57 Prospect St	Election worker
Malo	Cecile	1256 Hill Street	Election worker
Mantoni	Deborah	95 Goldthwaite Rd	Election worker
March	Sandra	28 Acorn Rd	Election worker
McCarthy	Kathleen	34 Carpenter Rd	Election worker
Miedema	David	84 Kerry Ln	Election worker
Miedema	Kathleen	84 Kerry Ln	Election worker
Miller	Elaine	91 Deane Way	Election worker
Morris	Virginia	37 Leland Rd	Election worker
Murray	George	43 Spruce St	Election worker
Murray	Janyce	18 Heritage Dr	Election worker

# TOWN OF NORTHBRIDGE

## List of Election Officials - UNENROLLED

Submitted to Board of Selectmen July 16, 2018

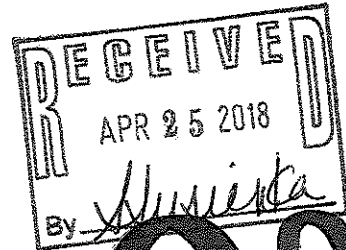
Unenrolled			
Nye	Steven	233 North Main St	Election worker
O'Meara	Margaret	78 Hillview Ln	Election worker
Piper	David	343 Linwood Ave	Election worker
Potenza	Patricia	12 Linkside Ct	Election worker
Quigley	Lucia	11 Sheryl Dr	Election worker
Ramian	John	706 Sutton St	Election worker
Redfield	Addison	91 Deane Way	Election worker
Rizzo	Peter	61 Brenda Dr	Election worker
Roper	Anne	231 Sandtrap Ct	Election worker
Roy	Kathy	41 Hillview Ln	Election worker
Sheehan	James	50 Highland St	Election worker
Simonelli	John	46 Lea Ave	Election worker
Simonelli	Rachael	46 Lea Ave	Election worker
Stefancyk	Denise	379 Linwood Ave	Election worker
Susienka	Sharon	1467 Hill St	Election worker
Talbot	Deborah	102 Heritage Dr	Election worker
Verducci	David	135 Rebecca Rd	Election worker
Warren	Catherine	9 Cottage St	Election worker
Woupio	Allen	65 Violette Cir	Election worker
Young	Kenneth	77 Hillview Ln	Election worker
Young	Sandra	77 Hillview Ln	Election worker

4/25/18 C: Disability Comm.

# TALENT BANK APPLICATION

please return to:

BOARD OF SELECTMEN  
Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588



Pursuant to Town bylaw §4-209 (Eligibility for service),  
you must be a registered voter in order to serve.

Date: April 16, 2018

Name Amanda K. Foster

P. O. Box \_\_\_\_\_

Home Address 693 Fowler Rd. Northbridge, MA. 01534

Email Address Carter - AK @ yahoo.com

Telephone 508. 266. 0233

Cell 508. 333. 4337

Employer Business Smoc South Middlesex Opportunity Council

Address 7 Bishop St. Framingham, MA Tel. 508. 620. 2338

Current Occupation/Title Section 8 Program Representative for non-profit organization South Middlesex Opportunity Council

Education Bachelor's Degree in Business Administration concentrating in Accounting.

Governmental, Civic & Community Activities My employer is a non-profit agency that helps to prevent homelessness. Our day to day tasks are directly related to the community

Charitable & Educational Activities I attend annual trainings related to disability laws and regulation and how it pertains to qualifying people and their housing

Town Committees or Offices This would be my first.

I am interested in the following Committees: Council on Aging and Disability Commission, Personnel Board.

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. N/A

NAME: Amanda Foster

PRECINCT# 3

TOWN OF NORTHBRIDGE

**COMMITTEE INTEREST** (Indicate Committee preference)

- |                          |    |
|--------------------------|----|
| 1. Council on Aging and  | 4. |
| 2. Disability Commission | 5. |
| 3.                       | 6. |

South middlesex Opportunity Council since 12/2/14, Framingham  
Present Interest or business affiliation (dates, places)

SMOC 12/2/14 - Present Framingham, MA. on 02  
Experience: Volunteer, social service, business (dates, places)

Human Service Experience Assisting Single Adults and  
Special skills and education (be specific) families with disabilities.

I currently assist and guide elderly and disabled  
How experience relates to particular committee interest adults with the regulations of the Federally funded section 8 program

ADDITIONAL COMMENTS: I just moved to 01534 in October 2017.  
I am interested in becoming more involved in the community.

Mail completed form to: Northbridge Town Hall  
Office of the Town Manager  
7 Main Street  
Whitinsville, MA 01588



BOS #gen

5/25/18 & C: Gary B.

B3

TALENT BANK APPLICATION

please return to:

BOARD OF SELECTMEN  
Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

-yes per Town Clerk  
5/25/18

Pursuant to Town bylaw §4-209 (Eligibility for service),  
you must be a registered voter in order to serve.

Date: 5/22/18

Name Joycelyn Augustus (Joyce)

P. O. Box \_\_\_\_\_

Home Address 14 FARNUM Circle, Northbridge, MA 01534

Email Address AUGUSTUS56@CHARTER.NET

Telephone 508 234 4950 Cell \_\_\_\_\_

Business \_\_\_\_\_

Address \_\_\_\_\_ Tel. \_\_\_\_\_

Current Occupation/Title Entrepreneur

Education MBA

Governmental, Civic & Community Activities BOARD of Directors WBDC, YWCA  
GWCF

Charitable & Educational Activities \_\_\_\_\_

Town Committees or Offices \_\_\_\_\_

I am interested in the following Committees: Economic Development and  
Industrial Development Finance Auth. and Commission

Please indicate whether the applicant and/or any family members are employed by the Town of  
Northbridge. \_\_\_\_\_

NAME: Joyce Augustus PRECINCT#

TOWN OF NORTHBRIDGE

**COMMITTEE INTEREST** (Indicate Committee preference)

1. Economic Development 4.
2. Ind. Develop. Finance Auth. 5.
3. 6.

TJX Framingham 2000-2007 / T+G WORC 2007-2015 / Robert half  
Present Interest or business affiliation (dates, places) 2015-2016  
Westboro

Board of Directors WBDC 2015-Present (WORC)

Experience: Volunteer, social service, business (dates, places)

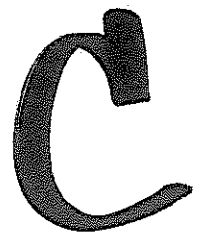
YWCA 2008-Present (WORC)  
GWCF 2015-Present (WORC)

Finance and Accounting  
Special skills and education (be specific)

Finance Background and member of the board of directors  
How experience relates to particular committee interest  
Worcester Business Development.

ADDITIONAL COMMENTS:

Mail completed form to: Northbridge Town Hall  
Office of the Town Manager  
7 Main Street  
Whitinsville, MA 01588



July 6, 2018

Helen O'Hara 77 Winifred Ave Worcester, MA 01602

Dear Ms. O'Hara,

I am very pleased to be able to offer you a job as a full-time Youth Services Librarian at the Whitinsville Social Library for the Town of Northbridge contingent upon your satisfactory completion of a physical exam and CORI (Criminal Offender Record Information) check.

Your salary will start at Grade 8 Level 1 at \$48,818 with the required 35 hours worked per week. Your initial schedule will be Monday through Friday with occasional Saturdays and evening shifts.

This position does include benefits and paid time off including vacation days after one year. Your first day tentatively will be Tuesday, July 17, 2018 at 10 AM, following your affirmation by Northbridge's Board of Selectmen at their Monday, July 16 meeting at 7 PM.

By signing and returning a copy of this letter, you indicate that you accept the offer.

I look forward to working with you.

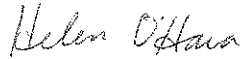
Sincerely,

Rebecca Sasseville Library Director

**Accept Job Offer**

By signing and dating this letter below, I, Helen O'Hara, accept this job offer of Youth Services Librarian at the Whitinsville Social Library for the Town of Northbridge, MA.

Signature:

A handwritten signature in cursive script that reads "Helen O'Hara".

Date: July 6, 2018

**CORI Check**

Please call Sharon Susienka in the Town Manager's office at the Town Hall to schedule a time for you to appear before her for a CORI check. 508-234-2095

**Physical Exam**

TeamWork Occupational Health Milford Regional Medical Center

115 Water Street Milford, MA 01757

Phone: 508-422-2318

Fax: 508-634-8732

For pre-employment physicals call: 508-422-2761 option #1

This appointment is for a pre-employment physical only and does not include drug testing.

Helen O'Hara  
77 Winifred Ave, Worcester, MA 01602  
~~978-424-6276~~ ~~ohara@worcesterpubliclibrary.org~~

## EDUCATION

Clark University, Worcester, MA

B.A., English, Minor, Music History December 2011

University of Rhode Island GSLIS, Masters in Library and Information Science August 2018

Preliminary Teaching License #471388: English, Grades 5-12 received 2013

## PROFESSIONAL EXPERIENCE

Worcester Public Library, Worcester, MA

Jan '17-June '18

*Youth Services Branch Librarian*

Designed and implemented innovative, inspiring, and educational programs for youth. Managed WPL Instagram account; assisted with marketing and the promotion of programs and events via the Telegram & Gazette and SocialWeb. Made outreach connections at daycares, Worcester Public Schools and community events to represent the library in the greater Worcester community and promote the *One City One Library* branches. Traveled to various library branches and other service locations, including mobile library services. Provided exemplary reference and reader's advisory service for young adults, children, parents, teachers, and other adults at service desks; looked for opportunities to help library patrons feel welcome and be a positive role model for Worcester youth. Assisted library users to identify and find library materials and information and instructed them in the use of reference tools, computers and equipment. Assisted in the evaluation, selection and maintenance of library collections as a selector responsible for four library branches in the following sections: YA Fiction, YA Graphic, J Graphic, Picture books and Spanish books.

Worcester Public Library, Worcester, MA

Nov '14-Jan '17

*One City One Library – Librarian 2*

Performed circulation duties in a unique and innovative school library setting, create/maintain class rosters, assisted with lesson planning and classroom management during class visits, placed multiple holds for teachers, shelved and organized books, assisted in planning/running afternoon programs, informed patrons of public library regulations and instructed patrons with utilization of library resources, oversaw volunteer duties, performed mild reference duties, provided ample readers advisory services for both students and public patrons.

Worcester Public Library, Worcester, MA

April '14-Nov '14

*Librarian 1*

Worked at circulation public service desks at the Worcester Public Library Main Branch. Used automated system, charged and discharged library materials circulated to library users according to established procedures and policies. Registered new patrons, input patron information and updated patron records via computer terminal. Answered patron inquiries pertaining to circulation policies and usage of automated system. Conducted elementary bibliographic searches. Completed other various organizational projects on a volunteer basis.

Ware Junior/Senior High, Ware, MA

2013 – 2014

*Paraprofessional*

Worked with individual students or small groups of students ranging from ages 12-20 to reinforce learning of materials or skills. Administered tests to students with IEPs in small-group settings. Assisted staff in devising special strategies for reinforcing learning materials and skills based on a sympathetic understanding of individual students, their needs, interests, and abilities. Frequently served as substitute teacher.

Goddard Library at Clark University, Worcester, MA

2008 – 2013

*Evening/Weekend Supervisor* (March 2012 –Sept 2013)

Provided information services to patrons, assisted patrons in finding materials. Resolved disputes about fines and book damages. Maintained circulation of materials, shelved and organized books and journals. Performed various technical services, including public computer access. Responsible for training and supervising student employees in library operational procedures.

*Assistant Student Supervisor* (September 2010 – December 2011)

Provided patron services and general circulation duties. Trained new student employees. Responsible for opening library three days per week.

*Student Assistant* (September 2008 – May 2009)

Assisted in daily operations of circulation desk; checked out materials to students and faculty and collected fines, provided initial point of contact information to patrons, shelved books and journals.

**APPLICATION FOR EMPLOYMENT**

**COMMONWEALTH OF MASSACHUSETTS**

***Town of Northbridge***

**ALL APPLICATIONS TO BE RETURNED TO THE TOWN MANAGER'S OFFICE**

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application June 19, 2018

Position(s) Applied For: Youth Services Librarian - Whitinsville Social Library

Referral Sources: ☒ Advertisement ☐ Friend ☐ Relative ☐ Walk-In  
☐ Employment Agency ☐ Other: (MBLC website)

Name: O'Hara Heleen  
Last First Middle

Address: 77 Winifred Ave Worcester, MA 01602  
Number Street City State Zip Code

Telephone: (878) 744-6376  
Area Code

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If yes give date: \_\_\_\_\_

Have you ever been employed here before? ☐ Yes ☒ No If yes give date: \_\_\_\_\_

Are you employed now? ☐ Yes ☒ No May we contact your present employer? ☐ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?  
(Proof of citizenship or immigration status will be required upon employment). ☐ Yes ☒ No

On what date would you be available for work? immediately

Are you available to work ☒ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if job requires it? ☒ Yes ☐ No

**EMPLOYMENT EXPERIENCE**

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

1. Employer: Worcester Public Library Address: 3 Salem Square, Worcester MA 01608  
City: Worcester State: MA Zip: 01608 Phone: 508 799 1657  
Supervisor: Allison Pavao Reason for Leaving: Completing masters program at URI  
Dates Employed: from: 1/17 to: 6/18 Work Performed: youth services  
branch librarian for four different One City One Library branches

2. Employer: Worcester Public Library Address: 3 Salem Square  
City: Worcester State: MA Zip: 01608 Phone: 508 799 1657  
Supervisor: Jennifer Rosenberg Reason for Leaving: promotion to youth services librarian  
Dates Employed: from: 11/2014 to: 1/2017 Work Performed: performed circulation  
duties in a unique and innovative classroom school library setting  
at the Goddard and Tatnuck branches of Worcester

3. Employer: Worcester Public Library Address: 3 Salem Square  
City: Worcester State: MA Zip: 01608 Phone: 508 799 1650  
Supervisor: Anne White Reason for Leaving: promotion to OLOH library assistant  
Dates Employed: from: 4/14 to: 11/14 Work Performed: circulation  
assistant at the WPL main branch

4. Employer: Ware Jr/Sr High Address: 237 West St, Ware  
City: Ware State: MA Zip: 01082 Phone: 413 967 6234  
Supervisor: Darren Elwell Reason for Leaving: job opportunity at WPL  
Dates Employed: from: 8/2013 to: 4/2014 Work Performed: teacher's aide  
(para professional) in classrooms grades 7-12; substitute  
teacher

5. Employer: Clark University Address: 950 Main Street  
City: Worcester State: MA Zip: 01610 Phone: 508 793 7384  
Supervisor: Gwen Arthur Reason for Leaving: job opportunity at Ware  
Dates Employed: from: 9/2008 to: 8/2013 Work Performed: student  
assistant → assistant student supervisor → evening/weekend  
supervisor

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

proficient in all MS and Google applications, familiar with several iOS coding apps, proficient in sound engineering and digital audio design apps

EDUCATION: GarageBand and Audacity

	Elementary	High	College/University	Graduate/Profession
School Name:	Holy Rosary; Gardner Middle School	Gardner High School, Gardner MA	Clark University	University of Rhode Island
Years Completed (circle)	4 5 6 7 <u>8</u>	1 2 3 <u>4</u>	1 2 3 <u>4</u>	<u>3</u>
Diploma/Degree		high school diploma	B.A. in English minor in music 2011 history	masters in LIS received 8/18
Describe Course of Study:			English major specializing in Am. antiquarian studies	library and information studies
Describe Specialized Training, Apprenticeship, Skills, and/or Extracurricular activities		internship at the Gardner News with weekly column	Studied at American Antiquarian Society	internship with head of reference at Holy Cross Dinand Library

State any additional information you feel may be helpful to us in considering your application: I'm fun, energetic and eager to get more kids in the library!

List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans status):

part time member of Worcester makerspace Technocopia, active member and advocate for Worcester Pride

Give name, address, and telephone number of three (3) references (who are not related to you)

1. Allison Pavao	apavao@mywpi.org	774 317 0897
2. Sandra Murphy	smurphy@leominster-ma.gov	978 962 2266
3. Jennifer Rosenberg	jrosenberg@minib.net	617 780 2695

#### APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Company.



Signature of Applicant

Date

*The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.*

*I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Northbridge to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Northbridge any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Northbridge's use only.*

*I hereby voluntarily release, Discharge and exonerate the Town of Northbridge, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Northbridge.*

*I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.*

*If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.*

*I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.*

*I represent that I have read and fully understand the foregoing and seek employment under these conditions.*

Signature Helen O'Hara Date: 6/19/18

*"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, gender/ orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".*

*It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.*

#### APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(Please Print)

Date: June 19, 2018 Position Applied For: Youth Services Librarian - Whitesville

Referral Source: ☒ Advertisement ☐ Friend ☐ Relative ☐ Walk-In  
☐ Employment Agency ☐ Other: (MBLC website)

Name: O'Hara Helen  
Last First Middle

Address: 77xxxxxx Ave Winchester MA 01890  
Number Street City Zip

Telephone: (888) 444-6878

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Position(s) applied for is open: ☐ Yes ☐ No

Arrange Interview: ☐ Yes ☐ No

Employed: ☐ Yes ☐ No

Position(s) considered for: \_\_\_\_\_

Remarks: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Job Title: \_\_\_\_\_ Salary: \_\_\_\_\_ Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

DI

20.00 fee

AC

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
APPLICATION FOR SPECIAL LICENSE  
One-Day Wine and Malt

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:

St. Patrick's Youth Ministry

Name of Responsible Person: Aileen Lemoine

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: One-day Wines and Malts License

Event name: Dinner & Concert

Indoor/Outdoor: Both

Date and Hours of Event: Aug 4, 2018 5pm-

GIVE LOCATION BY STREET AND NUMBER: 7 East St Whitinsville

DESCRIPTION OF PREMISES:

Where will alcohol be stored?

Where will Alcohol be served?

Do you plan on having Entertainment?

Church Grounds

Locked Boiler Room

Parish Center

☒ Yes

☐ No

may have overflow from 5-7pm on  
grass church 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.

Aileen M Lemoine

(Signature of Applicant)

Print Name: Aileen Lemoine

Address: P.O Box 60

City: Whitinsville

State, Zip: Ma 01588

Phone: 508-234-0656

Name of Distributor(s): Atlas Distributor & Horizon Beverage

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.

Received:

7/5/18 @ 1:45PM

(Date)

(Time)

Agenda:

July 16, 2018

Date License Granted

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

## SPECIAL PERMIT/LICENSE

### RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

**\*\*\*Please read this document thoroughly before completing and signing\*\*\***

I, Aileen Lemoine, in consideration of a special permit/license granted by the Town of Northbridge for a non-town sponsored private function, 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 the issuance and/or use of a special permit/license granted by the Town of Northbridge 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 as the result of the issuance and/or use of a special permit/license granted by the Town of Northbridge 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 the issuance and/or use of a special permit/license granted by the Town of Northbridge 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 2nd day of July 2018

Name (Printed): Aileen Lemoine

Aileen Lemoine  
Signature

Jacqueline Lattier  
Witness

**THIS FORM MAY NOT BE ALTERED**

## **REQUIREMENTS PER TOWN BYLAW §194-18:**

### **§ 194-18. One-day all alcoholic, beer and wine license.**

- A. Only charitable, nonprofit fraternal, veteran and church organizations will be eligible to apply for an all alcoholic one-day license. All others may only apply for wines and malt one-day licenses.
- B. Only those beverages that are permitted by the license shall be served.
- C. No music or other entertainment on Sundays without proper license from the Board is permitted.
- D. Proper parking arrangements must be made.
- E. There shall be a curfew of 8:00 p.m. if outside function.
- F. Upon the recommendation of the Police Chief, the Board of Selectmen may require, in the interest of public safety, the attendance of a police officer(s) at a licensed function, to be paid for by the licensee.
- G. All other licenses that may be necessary must be approved by the regulatory board responsible (i.e. Board of Health, etc.).
- H. Requests for license must be filed at least 60 days in advance of the event.
- I. The applicant must sign a statement whereby the applicant agrees to hold harmless, indemnify and defend the Town of Northbridge, its officials, agents and employees from and against all claims, losses, damages, liabilities and costs, including but not limited to cost of defense arising out of, or in any way connected with, the issuance and use of this license.

## **TOWN OF NORTHBRIDGE RULES AND REGULATIONS GOVERNING ESTABLISHMENTS PURSUANT TO MASSACHUSETTS GENERAL LAWS**

### **EXCERPTS OF REGULATIONS THAT PERTAIN TO SPECIAL LICENSES [ONE-DAY LICENSES ISSUED UNDER MGL CHAPTER 138, SECTION 14]**

#### **Section 7:**

No licensee shall serve alcoholic beverages to any person under the age of 21 in violation of Massachusetts General Laws, Chapter 138, Section 34. No licensee shall serve alcoholic beverages to any intoxicated person in violation of Massachusetts General Laws, Chapter 138, Section 69.

#### **Section 9:**

The Local Licensing Authority for the Town of Northbridge hereby appoints as its agents under Chapter 138, Section 63, the Northbridge Chief of Police and all other police officers of the Northbridge Police Department when said officers are on duty.

#### **Section 11:**

Any licensee who, in the conduct of his/her business either directly or through his/her agent causes or permits any violations of state or local statutes or regulations for the sale of alcoholic beverages or permits any other illegalities, shall be subject to a hearing on any alleged violation or illegalities for possible modifications, suspension, or revocation of said license or other penalty as allowed by statute, regulation and the ABCC (Alcoholic Beverages Control Commission)

Da  
No fee

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

APPLICATION FOR A ONE-DAY WEEKDAY 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):

St Patrick's Youth Ministry

TO: Obtain a One-day Entertainment License for:

Type: (Check all that apply):	<input checked="" type="checkbox"/> Concert	<input type="checkbox"/> Dance	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Cabaret Public Show
	<input type="checkbox"/> Live band		<input type="checkbox"/> Other: _____	
Includes:	<input type="checkbox"/> Dancing by patrons	<input type="checkbox"/> Dancing by entertainers or performers	<input type="checkbox"/> Recorded music	
	<input checked="" type="checkbox"/> Live music	<input type="checkbox"/> Amplification System	<input type="checkbox"/> Floor show	
	<input type="checkbox"/> Light show	<input type="checkbox"/> Theatrical exhibition, play or moving picture show	<input type="checkbox"/> Other dynamic audio or visual show (whether live or recorded)	
	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	<input checked="" type="checkbox"/> BOTH	

GIVE LOCATION BY STREET AND NUMBER:

AT: St Patrick's 7 East St Whitinsville  
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time)\* August 4th 7:00-9:30pm

Aileen M Lemoine  
(Signature of Applicant)

Print Name: Aileen Lemoine

Address: 7 East St

City: Whitinsville, Ma

State, Zip: 01588

Phone: 508-234-3511

Email: Aileen@mystpatricks.com

Received:	<u>7/5/18</u>	<u>4:15 PM</u>
	(Date)	(Time)
Agenda:	<u>July 16, 2018</u>	

\_\_\_\_\_  
Date License Granted

\*\*Please note a separate application is needed for a one-day Sunday Entertainment

**MASSACHUSETTS DEPARTMENT OF REVENUE  
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION**

I hereby declare under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Dev. Tomasz Borowski  
\*Signature of individual or Corporate Names (Mandatory)

By: Corporate Officer (Mandatory, if applicable)

XXXXXXXXXXXX

\*\* Social Security Number or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\*Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

**This request is made under the authority of M.G.L. Chapter 62C, Section 49A.**

**Please sign form and return to:**

**Town of Northbridge  
Town Manager's Office  
7 Main Street  
Whitinsville, MA 01588**



The Commonwealth of Massachusetts  
Department of Industrial Accidents  
Office of Investigations  
600 Washington Street  
Boston, MA 02111  
www.mass.gov/dia

FORM MUST BE FILLED  
OUT COMPLETELY

If you carry Workers Comp. Insurance, you must  
provide proof to the Town in the form of a  
Certificate of Insurance.

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: St Patrick's Parish

Address: 7 East St

City/State/Zip: Whitinsville, MA 01588 Phone #: 508-234-5656

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with \_\_\_\_\_ employees (full and/ or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☐ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☒ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

*I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.*

Insurance Company Name: Catholic Mutual Company Mutal Ins. Group  
c/o Diocese of Worcester

Insurer's Address: 49 Elm Street

City/State/Zip: Worcester, MA 01609

Policy # or Self-ins. Lic. # 1514 00 082784 Expiration Date: 12/31/2018

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

*I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.*

Signature: Rev. Romany Borowski Date: 7-5-2018

Phone #: 508-234-5656

Official use only. Do not write in this area, to be completed by city or town official.

City or Town: Northbridge Permit/License # \_\_\_\_\_

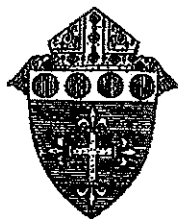
Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
6. Other \_\_\_\_\_

Contact Person: Melissa Wetherbee

Phone #: 508-234-2095





**ROMAN CATHOLIC DIOCESE OF WORCESTER**

49 Elm Street  
Worcester, Massachusetts 01609

Tel. 508-791-7171

St. Patrick Parish  
P.O. Box 60  
Whitinsville, MA 01588

INV# WK2901

May 16, 2018

Dr. Acct. No. 1467

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Workers Compensation Insurance  
Premium for 01/01/2018 to 12/31/2018

Policy No: 1514 00 082784  
Company: Self Insured

Standard Cost:

CHURCH	2,909.00
SCHOOL	-
CEMETERY	-
MISC.	-
RECTORY	-

Total Standard Cost \$2,909.00

---

Please make check payable to: Roman Catholic Bishop of Worcester  
49 Elm Street  
Worcester MA 01609

# NTM License Slips

Row 2

**Current Status** On BOS Agenda for 7/16/18

**Done** ☐

**License ID:** NTM#16054

**License Type:** One-day Wine and Malt License/Entertainment License

**Description:** Indoor/Outdoor dinner & concert on the Church grounds if St. Patrick's Youth Ministry (7 East Street, Whitinsville) on Saturday, August 4, 2018 from 5 PM - 7 PM

**Business:** St. Patrick's Youth Ministry

**Applicant:** Aileen Lemoine

**Address:** 7 East Street, Whitinsville

**Approval Target** 07/12/18

**Slip Started on:** 07/05/18 2:40 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:** None

**HEALTH**

Approve: ☒

HEALTH  
Comments:

ASSESSORS  
Approve: ☒

ASSESSORS  
Comments:

TREASURER  
COLLECTOR  
Approve: ☐

TREASURER  
COLLECTOR  
Comments:

## Boot Drive Request Form

# E

Boot Drive Date: July 21st Time: 9 to 1

Rain date: July 29th if possible

Location (Select one): ☐ Memorial Square ☐ Ovian Square ☒ Both

Organization: Massachusetts Down Syndrome Congress

Description of the cause: Harvest Fair September 16

"Buddy Walk" on  
"Lucky Few" - name of Team - Natalie Lyons & Izzie Bentley

Contact information: Kathy Lyons 508-234-6224  
(Name) (Phone)

Next available agenda: July 16, 2018

Date approved: \_\_\_\_\_

Date and time available: Yes ☒

cc: Chief of Police

The Town of Northbridge will allow one boot drive per month at Memorial Square and/or Ovian Square from the first Saturday in April through the first Saturday in November for the purpose of raising funds for a registered charity under the following conditions:

1. All drives must be approved in advance by the Police Department.
2. All drives are limited to the hours of 9:00 AM and 3:00 PM.
3. Each location will be limited to a maximum of 5 participants.
4. All participants must be at least 18 years of age at the time of the drive.
5. All participants must wear a reflective vest approved by the Police Department.
6. All participants may approach the traffic from the sidewalk or island side and
  - a. Not impede the flow of traffic
  - b. Not activate the electronic crosswalk devices
  - c. Not harass or intimidate drivers.

**BOOT DRIVES WILL NOT BE ALLOWED BETWEEN  
the first Saturday in November and the first Saturday in April**

The Northbridge Police Department shall have the authority to suspend any drive  
in the interest of public safety.

**Note:**

- a.) The Selectmen voted unanimously on December 4, 2006, to approve the above policy as recommended by Chief Warchol and amended by Selectman Davis.
- b.) The Selectmen further voted to amend this policy at their April 28, 2008 meeting.
- c.) Further amended by the Board, November 6, 2017, allowing boot drives from the first Saturday in April to the first Saturday in November.

The Buddy Walk & Harvest Fair promotes the acceptance  
and inclusion of people with Down syndrome!

# USE OF TOWN OF NORTHBRIDGE

## PUBLIC WAYS FOR BOOT DRIVE

EVENT: Boot Drive

### RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

\*\*\*Please read this document thoroughly before completing and signing\*\*\*

I, A. Katherine Lyons, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on July 21st, 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 July 21st, 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 July 21st, 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 July 21st, 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.

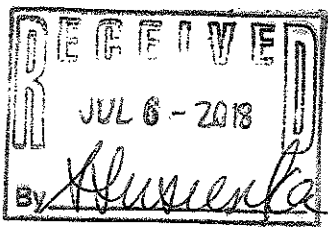
Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_.

Name (Printed): A. Katherine Lyons

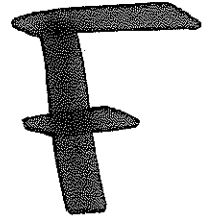
A. Katherine Lyons  
Signature

\_\_\_\_\_  
Witness

**THIS FORM MAY NOT BE ALTERED**



*BOS Agenda 7.16.18*



Northbridge Fire Department  
193 Main Street, PO Box 13  
Whitinsville, Massachusetts

Board of Selectmen  
Town of Northbridge  
7 Main Street  
Whitinsville, Massachusetts

July 6, 2018

Greetings:

The members of the Northbridge Fire Department would like to request your permission to conduct a "Fill the Boot" drive for Muscular Dystrophy. We would like to conduct the drive on Saturday, August 25, 2018 from 9:00 am to 12:00 pm, at Memorial Square.

All the proceeds of the drive will benefit the Muscular Dystrophy Association, which will be holding its annual telethon on Labor Day weekend. As you know, the MDA funds research into the causes and cures of a wide range of neuromuscular diseases, as well as providing support to those in the community who suffer from these diseases.

Our boot drives in the past have been very successful, and we thank you for your past support. Working together, we hope to continue our success. Thank you.

Respectfully yours,

A handwritten signature in black ink, appearing to be "D. H. Holmes".

David H. Holmes,  
Captain, NFD

## MEMORANDUM

**DATE:** December 5, 2006

**TO:** Board of Selectmen

**FROM:** Sharon L. Susienka, Acting Town Manager

**SUBJECT:** Town of Northbridge Boot Drive Policy

---

The Town of Northbridge will allow one boot drive per month at Memorial Square and/or Ovian Square from the first Saturday in April through the first Saturday in November for the purpose of raising funds for a registered charity under the following conditions:

1. All drives must be approved in advance by the Police Department.
2. All drives are limited to the hours of 9:00 AM and 3:00 PM.
3. Each location will be limited to a maximum of 5 participants.
4. All participants must be at least 18 years of age at the time of the drive.
5. All participants must wear a reflective vest approved by the Police Department.
6. All participants may approach the traffic from the sidewalk or island side and
  - a. Not impede the flow of traffic
  - b. Not activate the electronic crosswalk devices
  - c. Not harass or intimidate drivers.

**BOOT DRIVES WILL NOT BE ALLOWED BETWEEN  
The first Saturday in November and the first Saturday in April**

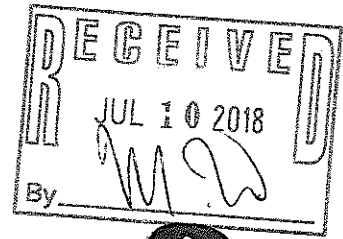
The Northbridge Police Department shall have the authority to suspend any drive in the interest of public safety.

**Note:**

- a.) Policy voted and adopted by the Board of Selectmen, December 4, 2006, as recommended by Chief Warchol and amended by Selectman Davis.*
- b.) Further amended by the Board, April 28, 2008, limiting boot drives to once per month from April 1<sup>st</sup> to November 1<sup>st</sup>.*
- c.) Further amended by the Board, November 6, 2017, allowing boot drives from the first Saturday in April to the first Saturday in November.*

Town of Northbridge

Gift of money



G

Greetings:

I, Dan O'Neill, am donating to the Town the sum of \$300 to be used for supplementing the town budget.

I would like all or part of it to go towards the Fire Department's line item which covers hydrant maintenance and other upkeep of the physical plant that they oversee.

I am very grateful for your/their service to myself and the town over the years.

Regards,

Dan O'Neill

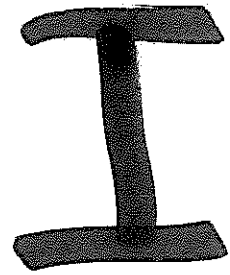
~~81 Heritage Drive~~  
Whitinsville MA 01588





# Town of Holbrook

50 North Franklin Street, Holbrook, MA 02343  
Tel: (781) 767-4312 Fax: (781) 767-3143  
selectmen@holbrookmassachusetts.us  
holbrookma.gov



BOARD OF SELECTMEN  
Board of Public Works

August 4, 2014

RE: Authorization to place Debt Exclusion Question on the November State Ballot

The Holbrook Board of Selectmen, at its August 4, 2014 meeting, with all five members of the Board present, voted unanimously in favor (5:0), to approve the following question and that it be submitted to the Secretary of State's office in order to be included on the November 2014 State Election Ballot:

**"Shall the Town of Holbrook be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bonds to be issued in order to finance the construction of a building or buildings and to acquire equipment and furnishings related thereto for a pre-kindergarten to grade twelve school and all costs incidental and related thereto?"**

Yes \_\_\_\_\_  
No \_\_\_\_\_

Attest:

*Jeanmarie Tarara*  
Jeanmarie Tarara  
Town Clerk

### **BALLOT QUESTION**

Shall the Town of Northbridge be allowed to exempt from the provisions of Proposition two and one-half, so called, the amounts required to pay for the bonds issued in order to pay the costs for planning, designing, constructing, originally equipping, and furnishing the new W. Edward Balmer Elementary School, serving grades PreK-5 and located at 21 Crescent Street, Whitinsville, MA, and all costs incidental and related thereto, including construction administration and project management services?



**Adam D. Gaudette**  
Town Manager

**TOWN OF NORTHBRIDGE  
OFFICE OF THE TOWN MANAGER  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Phone- (508) 234-2095 Fax- (508) 234-7640  
[www.northbridgemass.org](http://www.northbridgemass.org)**

**I.**

**MEMORANDUM**

---

**TO: Board of Selectmen**  
**FROM: Adam Gaudette, Town Manager**  
**RE: Town Manager Performance Evaluation**  
**DATE: Friday, July 13, 2018**

---

Members, by way of this memorandum, I am providing some guidance for my Performance Evaluation based on discussion with Chairman Melia and understanding past practices with Sharon Susienka, Executive Assistant to the Town Manager.

Attached you will find copies of the following:

- Employment Agreement (August 28, 2017 – August 27, 2020)
- Selectmen's Goals for Year One
- Individual Selectman's Evaluation Form
- Cumulative Selectmen's Evaluation Form

This Monday, July 16, 2018 at the Board's Meeting, Chairman Melia will discuss the process for review, which is outlined below.

Board members will need to complete their individual forms by July 31, 2018 and provide them to Ms. Susienka.

Once received, Chairman Melia and Ms. Susienka will prepare the cumulative form for the August 20, 2018 Board Meeting.

At the August 20, 2018 Board Meeting there will be an Executive Session to discuss the Employment Agreement, most notably Section IV. Paragraph B, and the Board will need to discuss an annual increase that may consist of a COLA and Merit increase if deemed warranted.

During the regular session of the Meeting, the Board will discuss the Cumulative Results of the Evaluation for the public's benefit.

Please see Section V. Paragraph A. of the Employment Agreement which outlines the process for review, as well as Paragraph B. which outlines the goal formulation process which was completed last fall.

Also, please note that on Monday evening (upload to your Ipads), I will provide a narrative summary of any accomplishments related to the Selectmen's Goals that were set of this initial term of the Employment Agreement.

Thank you for your attention in this matter as it is important to have guidance from the Board on expectations for the Manager position, for day-to-day duties as well as goals and projects.

Thank you.

/File

**EMPLOYMENT AGREEMENT  
BETWEEN  
TOWN OF NORTHBRIDGE, MASSACHUSETTS  
AND  
ADAM D. GAUDETTE  
TOWN MANAGER**

THIS AGREEMENT, pursuant to Chapter 41 §108N of the Massachusetts General Laws, made and entered into this 27<sup>th</sup> day of June, 2017, by and between the TOWN OF NORTHBRIDGE, MASSACHUSETTS a municipal corporation, herein after called the "Town", acting by and through its BOARD OF SELECTMEN, hereinafter called the "Board" and ADAM D. GAUDETTE, hereinafter called the "Town Manager".

**WITNESSETH**

WHEREAS, the Town desires to employ the services of said Adam D. Gaudette as Town Manager of the Town of Northbridge;

WHEREAS, the Board, under Chapter 41, Section 108N of the General Laws may contract with the Town Manager for such services;

WHEREAS, it is the desire of the Board, to contract for the salary and benefits of said Town Manager;

WHEREAS, it is the desire of the Board, to obtain the services of the Town Manager, and to provide inducement for him to remain in such employment; and

WHEREAS, Adam D. Gaudette agrees to accept employment as Town Manager of said Town.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties hereby agree as follows:

**Section I, Functions and Duties of the Town Manager**

The Town hereby offers to employ said Adam D. Gaudette as Town Manager of said Town, and the Town Manager accepts said offer. The Town Manager shall be the Chief Administrative Officer of the Town. The Town Manager shall perform the duties specified in the Article 4, Section 4-2 of the Town Charter and such other duties as the Board shall from time to time legally assign to him.

**Section II, Term**

This Agreement shall become effective August 28, 2017 and shall be in full force and effect until August 27, 2020. The Agreement shall be for a term of three (3) years, subject to Section XIV, and shall be binding on the Town in each year of its duration.

### **Section III, Termination and Severance Pay**

- A. The Board may terminate the Town Manager for just cause and in accordance with the procedures set forth in Article 4, Section 4-5 of the Town Charter during the term of this agreement.
- B. In the event the Town Manager is terminated by the Board, without cause, prior to the expiration of the term of this Agreement, the Town agrees that it shall pay to the Town Manager a lump sum payment equal to twelve (12) months aggregate salary, less applicable taxes and deductions, together with payment for unused, accrued vacation benefits, which amount shall be paid to the Town Manager on or before the effective date of termination of his employment; provided, however, that in the event the Town Manager is terminated for just cause, the Town shall only be obligated to pay the Town Manager for unused, accrued vacation benefits upon his termination.
- C. In the event the Town Manager voluntarily terminates his position with the Town before the expiration of the term of this Agreement, the Town Manager shall give the Town nine (9) working weeks notice in advance, unless the parties agree otherwise. A copy of the resignation shall be filed with the Town Clerk.
- D. Subsection B of this Section shall survive any termination of this Agreement.

### **Section IV, Salary**

- A. The Town agrees to pay the Town Manager for his services performed under this Agreement, an annual base salary of \$145,000, less applicable withholdings and deductions, effective August 28, 2017, and continuing through August 27, 2020, payable in installments at the same time as other employees of the Town are paid.
- B. The Town agrees to pay the Town Manager for services rendered under this Agreement, an annual increase based on the annual review and added to the base salary at the time.

### **Section V, Town Manager Evaluation**

- A. The Board shall review and evaluate the Town Manager every year within 30 days before or after the date of appointment. Said review and evaluation shall be based on the goals and objectives developed jointly by the Board and the Town Manager. Further, the Chairman of the Board shall provide the Town Manager with a summary written statement of the evaluation findings of the Board and shall provide an adequate opportunity for the Town Manager to discuss his evaluation with the Board.
- B. Annually the Board and the Town Manager shall define the goals and objectives, which they determine necessary for the proper operation of the Town and the attainment of the Board's policy objectives, and shall further establish a general priority among those various goals and objectives, said goals and objectives to be reduced to writing. They

shall generally be attainable within time limits specified and within the annual operating and capital budgets and appropriations provided by the Town and the events that have occurred during the year.

#### **Section VI, Hours of Work**

The Town Manager will devote full time and attention to the business of the Town and will not engage in any other business during office hours, except with the approval of the Chairman.

It is recognized that the Town Manager must devote a great deal of time outside of the normal office hours to the business of the Town, and to that end the Town Manager will be allowed to take reasonable compensatory time off as he shall deem appropriate during said normal office hours.

#### **Section VII, Health Insurance, Vacation, Holidays, Sick Leave, Funeral Leave, Jury Duty and Disability Insurance**

- A. The Town shall provide the Town Manager a health insurance policy, similar to other Town employees. The Town shall pay seventy-five percent (75%) of the premium and the Town Manager shall pay twenty-five percent (25%) of the premium unless changed by the Board.
- B. The Town shall provide a supplemental life insurance policy equal to his annual salary for the Town Manager at the Town's expense.
- C. The Town Manager shall be entitled to four (4) weeks paid vacation per contract year. A week shall be defined as five (5) working days. Unused vacation may be carried over from one year to another not to exceed thirty (30) days.
- D. The Town Manager shall be allowed up to fifteen (15) sick days per fiscal year. Upon the execution of this Agreement, the Town Manager shall also be credited by the Town with 90 days sick leave in his or her sick leave account. Unused sick days may be accumulated from year to year to a maximum accumulation of one hundred fifty (150) days. Upon separation from the Town, the Town Manager is entitled to sell back up to 50% of his accrued sick leave, up to a maximum of forty-five (45) days, at his then current rate of pay.
- E. Any unused vacation at the expiration of this Agreement shall carry over and be credited to the Town Manager if this Agreement is extended.
- F. **Holidays**

The Town Manager shall receive the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Veterans' Day  
Thanksgiving Day  
President's Day  
Patriot's Day

Columbus Day  
Day before Christmas  
Christmas Day  
Day before New Year's

Martin Luther King, Jr. Day  
Good Friday (close at noon)  
Friday after Thanksgiving

Whenever any of the holidays fall on Saturday, the preceding Friday shall be observed as the holiday; whenever any of the holidays listed above falls on Sunday, the following Monday shall be observed as the holiday.

- G. Upon the death of the Town Manager's spouse or children, the Town Manager will be granted leave of five (5) working days without loss of pay. Upon the death of the Town Manager's father, mother, mother-in-law, father-in-law, sister, brother, sister-in-law, brother-in-law, grandparents or grandchildren, the Town Manager will be granted leave of three (3) working days without loss of pay.
- H. The Town Manager shall receive five (5) days of personal leave each contract year – not to be accumulated.
- I. In the event the Town Manager serves as a juror in a federal court or in the Courts of the Commonwealth, he shall receive from the Town the difference between his salary and the compensation he received from such jury services, exclusive of any travel or other allowance; provided, however, he shall receive his full pay for his first three days of service for the Commonwealth of Massachusetts.
- J. The Town Manager shall be reimbursed monthly for his disability insurance premiums.

#### **Section VIII, Deferred Compensation**

The Town shall contribute to the Town Manager's deferred compensation plan, payments above and beyond the base salary as defined in Section IV, in accordance with MGL c. 44, §67, in the amounts as follows:

Prior to June 30, 2018: \$3,000  
Prior to June 30, 2019: \$3,500  
Prior to June 30, 2020: \$4,000

During the term of this Agreement, in the event the State changes the Retirement Laws so that deferred compensation does not count towards retirement income, the respective annual amount will be added to the Town Manager's annual compensation.

#### **Section IX, Professional Development**

- A. The Town agrees to pay for the registration, travel and subsistence expenses of the Town Manager for short courses, institutes and seminars that are necessary for his professional development.
- B. The Town shall pay the Town Manager's registration fees(s), travel, and subsistence expenses to and from the I.C.M.A. Annual Conference, Massachusetts Municipal



Association Annual Conference, and the Massachusetts Municipal Manager's Association Spring and Fall Conferences.

- C. Should the Town Manager attend the International City Managers Association (ICMA), Annual Conference or other professional conferences, time spent at such conferences shall not be deducted from his vacation leave and shall be considered as professional development leave.

#### **Section X, Dues and Subscriptions**

The Town agrees to budget and pay for the professional dues and subscription fees of the Town Manager necessary for his membership in the following professional organizations:

International City Manager Association (ICMA), the Massachusetts Municipal Manager's Association, the American Planning Association and any other professional organizations deemed necessary and desirable for his continued professional participation, growth and advancement and for the good of the Town.

#### **Section XI, Expenses**

- A. The Town Manager shall be reimbursed for any expenses incurred in the performance of his duties, or as an official representative of the Town, including attendance by him at civic or social events.
- B. The Town Manager duties require that he be on duty and available 24 hours a day, thus The Town shall reimburse the Town Manager for his expenses associated with the use of the Town Manager's personal vehicle and personal technology devices in the form of a monthly stipend in the amount of \$500.00 per month, less applicable taxes. This reimbursement shall be in place of vehicle mileage and maintenance, and a Town cell phone and service connection.

#### **Section XII, Indemnification**

To the extent allowed under Law, the Town shall defend, save harmless, and indemnify, without limitation, the Town Manager against any tort, professional liability, claim or demand, or other legal action, whether groundless or otherwise, arising out of an alleged act, or omission occurring in the performance of his duties as Town Manager, even if such claim has been made following his termination from employment, provided that the Town Manager acted within the scope of his duties. The Town shall pay the amount of any settlement or judgment rendered thereon. The Town may compromise or settle any such claim or suit and will pay the amount of any settlement or judgement rendered thereon without recourse to the Town Manager.

The Town shall reimburse the Town Manager for any attorney's fees and costs incurred by the Town Manager in connection with such claims or suits involving the Town Manager in his professional capacity to the extent allowed under Law.

This Section shall survive any termination of this Agreement.

### **Section XIII, Bonding**

The Town shall bear the full cost of any fidelity or other bonds required by the Town Manager.

### **Section XIV, Non-Renewal of Agreement**

If the Board decides not to renew this Agreement at its termination, the Board shall give the Town Manager written notice of at least six (6) months prior to the expiration of this Agreement, of its intent not to renew this Agreement. If the Board fails to give such written notice, this Agreement will be extended for an additional one-year period at the same terms and conditions as the last year of the Agreement.

### **Section XV, Other Terms and Conditions of Employment**

- A. All provisions of law of the Commonwealth of Massachusetts relating to retirement, health insurance and other fringe benefits shall apply to the Town Manager as they generally apply to other employees of the Town, in addition to said benefits enumerated herein specifically for the benefit of the Town Manager, except as otherwise provided in this Agreement.
- B. All other general provisions of the Town's By-Laws relating to fringe benefits shall also apply to the Town Manager as they apply to other employees of the Town, in addition to the benefits enumerated specifically for the benefit of the Town Manager, except as otherwise provided in this Agreement.
- C. This Agreement shall prevail over any conflicting personnel provisions of the Town By-Laws or Rules and Regulations.

### **Section XVI, No Reductions in Benefits**

The Town shall not at any time during the terms of this Agreement reduce the salary, compensation or other benefits of the Town Manager, except to the degree such a reduction is across the board for all other employees of the Town or agreed to by the Town Manager.

### **Section XVII, Notices**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

Town:	Board of Selectmen Northbridge Town Hall 7 Main Street Whitinsville, MA 01588
-------	--

Town Manager:	Adam D. Gaudette 52 Old Farm Road Sturbridge, MA 01566
---------------	--

Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

**Section XVIII, General Provisions**

- A. The text herein shall constitute the entire Agreement of the parties.
- B. This Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Manager.
- C. If any provisions, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- D. For the purposes of the Fair Labor Standards Act, the Town Manager shall be an "exempt employee."

IN WITNESS WHEREOF, the Town of Northbridge has caused this Agreement to be signed and executed in its behalf by its Board of Selectmen and duly attested by the Town Clerk, and the Town Manager has signed and executed this Agreement, both in duplicate.

TOWN MANAGER

  
Adam D. Gaudette

Date: 7.10.2017

BOARD OF SELECTMEN

 Chairman  
Charles Ampagoomian, Jr.

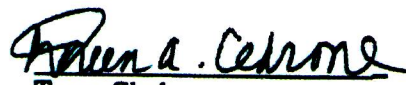
Date: 10-11-2017

Witness to Signature:

  
Name: Town Clerk

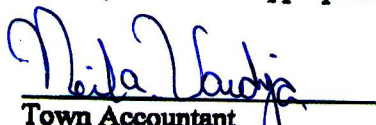
Date: 7/10/2017

Attest to Signature:

  
Town Clerk

Date: July 10, 2017

I certify there is an appropriation in Account 01001190-511000  
01001230-511000 to fund this contract.

  
Town Accountant

Date: July 11, 2017



**Adam D. Gaudette**  
Town Manager

**TOWN OF NORTHBRIDGE**  
**OFFICE OF THE TOWN MANAGER**  
**NORTHBRIDGE TOWN HALL**  
**7 MAIN STREET**  
**WHITINSVILLE, MASSACHUSETTS 01588**  
Phone- (508) 234-2095 Fax- (508) 234-7640  
[www.northbridgema.org](http://www.northbridgema.org)

## **SELECTMEN'S GOALS FOR TOWN MANAGER**

**Year 1 – August 28, 2017 through August 27, 2018**

### **1) Budget Preparation for FY2019**

Oversee the budget development process for FY2019 by working with Department Managers to provide budget materials for analysis by the Board of Selectmen and Finance Committee, in order to produce a “balanced budget” for adoption at the Annual Town Meeting on May 1, 2018. The Town Manager will also provide recommendations on the following:

- Capital Improvements Planning and Budgeting
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- School Department Funding
- Free Cash and Stabilization

### **2) DPW Building Project**

Provide management support to the Building, Planning, and Construction Committee, the Owner's Project Manager, and DPW staff on the remaining required tasks of the DPW project which may include a) construction management, b) budget analysis, c) OPM oversight, and d) overall quality control, in order to maintain budget and completion tracks. The Town Manager will regularly communicate project issues to the Board of Selectmen.

### **3) School Building Project**

Provide general government support to the School Building Committee working with the project design team, OPM, and staff on required tasks such as a) preferred project development selection, b) CM selection, c) budget analysis, d) borrowing strategy, and e) tax payer impacts. The Town Manager will, factoring in other municipal priorities, attend regular School Building Committee Meetings and Community Forums. The Town Manager will regularly communicate project initiatives to the Board of Selectmen.

### **4) Fire Station Building Project**

Oversee the Fire Station Feasibility Study process, working with the Building, Planning, and Construction Committee and the Owner's Project Manager on required tasks such as a) site selection, b) architect RFQ, c) designer selection, d) site analysis, and e) recommendations and action plan. The Town Manager will incorporate a public review and comment process on all the potential costs associated with project development. The Town Manager will regularly communicate project outcomes to the Board of Selectmen.

**PERFORMANCE EVALUATION  
TOWN MANAGER  
August 28, 2017 – August 27, 2018**

5. **Outstanding** - Clearly exceeds what is required and expected by the Board

4. **Above Satisfactory** - Understands the issues and is addressing the same

3. **Satisfactory** - Is meeting the requirements of the Manager's role

2. **Needs Improvement** - Is meeting the requirements of the Manager's role, but improvement is needed to move an issue forward

1. **Unsatisfactory** - Is not meeting the minimum standards of the position of Town Manager

**1. BUDGETARY/FINANCIAL ADMINISTRATION** - Reports and projects the financial condition; management practices and policies are designed to maintain (or achieve) a sound financial condition; carries out Charter requirements for budget development and oversight.

\_\_\_5 Outstanding    \_\_\_4 Above Satisfactory    \_\_\_3 Satisfactory    \_\_\_2 Needs Improvement    \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. PERSONNEL ADMINISTRATION** - Is the Manager an effective supervisor when it comes to the employees and department heads and in your opinion develops good employer/employee relations.

\_\_\_5 Outstanding    \_\_\_4 Above Satisfactory    \_\_\_3 Satisfactory    \_\_\_2 Needs Improvement    \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. PUBLIC RELATIONS** - Has the Manager served the citizens of the Town? Has he listened to their issues and/or complaints and has he resolved these request(s) in a timely manner?

\_\_\_5 Outstanding    \_\_\_4 Above Satisfactory    \_\_\_3 Satisfactory    \_\_\_2 Needs Improvement    \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. INTERACTION WITH THE BOARD** - Do you feel the Manager has communicated well with members of the Board in all issues concerning the Town?

\_\_\_5 Outstanding \_\_\_4 Above Satisfactory \_\_\_3 Satisfactory \_\_\_2 Needs Improvement \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. EMPLOYEE AND LABOR RELATIONS** - The Manager is responsible for negotiating all union contracts involving town employees when it comes to wages, hours and other terms and conditions of employment including those of non-union employees. Considering that the Manager has dealt with almost every Union and all non-union employees during the fiscal year has the Manager represented the Town well in these situations?

\_\_\_5 Outstanding \_\_\_4 Above Satisfactory \_\_\_3 Satisfactory \_\_\_2 Needs Improvement \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6. STAFF DEVELOPMENT** - Effectively assigns work to others; provides sufficient information to keep the employees productive, motivated and part of the team.

\_\_\_5 Outstanding \_\_\_4 Above Satisfactory \_\_\_3 Satisfactory \_\_\_2 Needs Improvement \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. INTERGOVERNMENTAL** - Effectively coordinates activities with other municipalities, state and federal agencies.

\_\_\_5 Outstanding \_\_\_4 Above Satisfactory \_\_\_3 Satisfactory \_\_\_2 Needs Improvement \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. GOAL/PERFORMANCE ATTAINMENT** - Considering resources available, is progressing with Fiscal Year goals.

\_\_\_5 Outstanding \_\_\_4 Above Satisfactory \_\_\_3 Satisfactory \_\_\_2 Needs Improvement \_\_\_1 Unsatisfactory

Comment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CUMULATIVE**  
**Town Manager**  
**Performance Evaluation**  
**August 28, 2017 – August 27, 2018**

- I. BUDGETARY/FINANCIAL ADMINISTRATION** - Reports and projects the financial condition; management practices and policies are designed to maintain (or achieve) a sound financial condition; carries out Charter requirements for budget development and oversight.

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

- II. PERSONNEL ADMINISTRATION** - Is the Manager an effective supervisor when it comes to the employees and department heads and in your opinion develops good employer/employee relations.

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

- III. PUBLIC RELATIONS** - Has the Manager served the citizens of the Town? Has he listened to their issues and/or complaints and has he resolved these request(s) in a timely manner?

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

- IV. INTERACTION WITH THE BOARD** - Do you feel the Manager has communicated well with members of the Board in all issues concerning the Town?

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

- V. EMPLOYEE AND LABOR RELATIONS** - The Manager is responsible for negotiating all union contracts involving town employees when it comes to wages, hours and other terms and conditions of employment including those of non-union employees. Considering that the Manager has dealt with almost every Union and all non-union employees during the fiscal year has the Manager represented the Town well in these situations?

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

- VI. STAFF DEVELOPMENT** - Effectively assigns work to others; provides sufficient information to keep the employees productive, motivated and part of the team.

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**



**VII. INTERGOVERNMENTAL** - Effectively coordinates activities with other municipalities, state and federal agencies.

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

**VIII. GOAL/PERFORMANCE ATTAINMENT** – Considering resources available, is progressing with Fiscal Year goals.

Selectman Melia	1	2	3	4	5
Selectman Athanas	1	2	3	4	5
Selectman Cannon	1	2	3	4	5
Selectman Ampagoomian	1	2	3	4	5
Selectman Nolan	1	2	3	4	5

**TOTAL:**

**CUMULATIVE**  
**Town Manager**  
**Performance Evaluation**  
**August 28, 2017 – August 27, 2018**

	I	II	III	IV	V	VI	VII	VIII		AVG. SCORE
MELIA										
ATHANAS										
CANNON										
AMPAGOOMIAN										
NOLAN										
AVERAGE SCORE:										

**OVERALL PERFORMANCE REVIEW SCORE (ALL CATEGORIES):** \_\_\_\_\_

## **Town Manager's Report for the Period of June 25, 2018 – July 14, 2018**

### **1. Meetings Attended:**

- Monday, June 25, 2018 – Attended the Board of Selectmen's Meeting.
- Wednesday, June 27, 2018 – Attended the Open for Business Breakfast at Town Hall.
- Wednesday, June 27, 2018 – Attended a regional Town Managers Luncheon.
- Friday, June 29, 2018 – Visited with Chip Rogers and toured Woonsocket Glass.
- Tuesday, July 10, 2018 – Met with Senior Service Director Kelly Bol and representatives from WRTA and CMRPC regarding COA Transportation.
- Tuesday, July 10, 2018 – Met with Dennis Rice, Alternatives, Inc., regarding a MassDevelopment Planning Grant.
- Thursday, July 12, 2018 – Met with Town Planner Gary Bechtholdt and a potential applicant for a Recreational Marijuana Cultivation and Retail operation.
- Thursday, July 12, 2018 – Met with area Town Managers.
- Friday, July 13, 2018 – Held a Department Managers Meeting.

2. **Balmer School Building Project:** The MSBA has voted to approve the Schematic Design and Project Budget, along with the total facilities grant of **\$46,043,257**. The Selectmen must vote this Monday, July 16, 2018 to place the debt exclusion for the project on the State Ballot for November 6, 2018.
3. **DPW Garage Project:** A temporary certificate of occupancy (TCO) remains in-place. The issuance of a permanent occupancy permit remains an open item, and will be issued after the installation of the permanent heat detector/exhaust fan connection and the existing/new building fire alarm/communication interconnections are completed within the forthcoming weeks. The equipment lift and fueling station remain open items and a revised delivery/installation schedule will be forthcoming.
4. **Fire Station Project (Feasibility Study):** The Town Manager and the Fire Chief have begun working with the OPM team from Cardinal on the Site Selection for inclusion in the RFQ for Designer (Architect) Services. The Fire Chief had produced a list of properties from the Assessor (Town-owned), from the previous study, available parcels, and local knowledge, and is working with the OPM to site a building on the properties in order to eliminate parcels from consideration. The Town Manager and Chief will be meeting with the OPM this Monday, July 16<sup>th</sup> to discuss site selection.
5. **Fall Annual Town Meeting:** The Manager's office has initiated the process for the FATM. Internal calendars and the Finance Committee schedule has been established and staff is aware that the deadline for articles is for the August 20<sup>th</sup> Board of Selectmen Meeting when the Board votes to set the Warrant which must be done prior to Friday, August 24<sup>th</sup> at noon. Anticipated articles are School Project Borrowing, CPA Bylaw, Recreational Marijuana Zoning and 3% Local Option Tax, Solar PILOTS, and Board of Health Additional Expenses.