

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
July 16, 2012 AT 7:00 P.M.**

Retirement Award presented to Gail Anderson

I. APPROVAL OF MINUTES

- A. 1) June 4, 2012 2) June 18, 2012 3) June 21, 2012**

II. PUBLIC HEARINGS

III. APPOINTMENTS: By the Board of Selectmen.

- B. 1) Bruce Frieswick, Disability Commission**
2) Adhoc Fields Committee: a) Allan Richards, Athletic Director b) James Shuris, DPW Director
c) Len Krygsman, Whitinsville Christian School Rep d) Paul Halacy, Director of Building and Grounds
e) Robert A. Parker, Jr., Playground and Recreation Commission Representative

2012 Annual Reappointments/Vote to approve:

- 3) Peter Lachapelle, Personnel Board
4) William Lavallee, Personnel Board

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

- C. Whittin Community Center [Heather Elster]/1) Request a one-day Beer & Wine License for Outdoor Music Concert [Tanglewood], Saturday, September 8, 2012 from 4:00 P.M. to 7:30 P.M. 2) Request for an Entertainment License for an Outdoor Music Concert, Saturday, September 8, 2012, from 4:00 P.M. to 7:30 P.M.**

~~D. Northbridge Association of Churches [Stephanie Stevens]/Requests permission to use Memorial Park to hold a “Hymn Sing” on Sunday, July 22, 2012 from 5:00 P.M. to 8:00 P.M. **Item withdrawn per NAC**~~

- E. St. Camillus Health Center/1)** Request permission to hang a banner over Church Street from August 19, 2012 through September 2, 2012 to advertise their Annual Fundraising Event to be held on Friday, September 21, 2012.

- F. Ad Hoc Fields Committee/Vote to designate Selectmen's Representative**

- G. License Agreements: Rockdale Village Foundation, Oliver Ashton Post #343 Lease and Addendum**

- H. Operation Graduation [Fred & Maureen Beauregard]/Request to conduct a Boot Drive at Memorial Square on Saturday, October 13, 2012 from 9:00 A.M. to 3:00 P.M.**

- I. Northbridge Housing Authority/1) Request to hire special counsel 2) Request to waive the Zoning Board of Appeals fees for the appeal**

- J. Fall Annual Town Meeting [October 23, 2012]/Vote to place ballot question(s) on November State Election Ballot**

VI. DISCUSSIONS

- K** Dog Complaint
L. School Committee Vacancy
M. Pavement Management/Update
N. Union Street Brook
O. Remote Participation

VII. TOWN MANAGER'S REPORT

- P. 1) Northbridge Memorial Town Hall - Matching Grant
- 2) Blackstone Valley Vocational Regional School - Capital Projects
- 3) Central Mass. Regional Planning Commission Meeting
- 4) Vacancies: Building, Planning, Construction Committee and Finance Committee
- 5) Fall Annual Town Meeting [October 23, 2012]/Deadline to submit warrant articles is August 24, 2012 at Noon

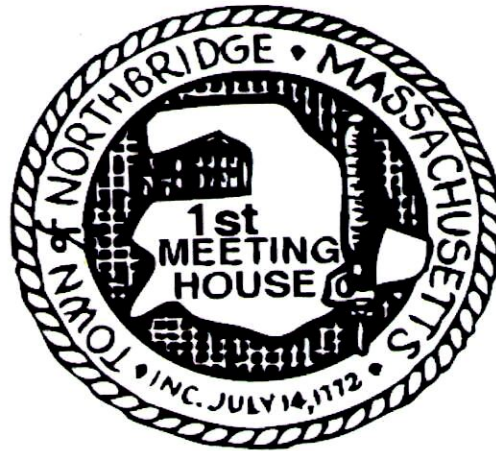
VIII. SELECTMEN'S CONCERNS

THIS AGENDA IS SUBJECT TO CHANGE

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION



RETIREMENT AWARD

Presented to

Gail Anderson
Senior Center Director



In Honor of Your Retirement and in
Recognition of Your 25 Years of Outstanding
Service to the Town of Northbridge

April 13, 1987 to June 28, 2012



Presented by Theodore D. Kozak, Town Manager

**Board of Selectmen's Meeting
June 4, 2012**

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

The Pledge of Allegiance was recited by those present.

Approval of Minutes. May 7, 2012 –A motion/Mr. Marzec, seconded/Mr. Melia to approve the May 7, 2012 minutes as presented with the readings omitted. Vote yes/Unanimous.

May 21, 2012 [Executive Session] – A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve but not release the May 21, 2012 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

Appointments/By the Town Manager. 1) Senior Center Office: Kelly Bol, Director. Present: Theodore Haringa, Chairman, Council on Aging. Town Manager Kozak asked the Board of Selectmen to affirm his appointment of Kelly Bol as the new Senior Center Director. He mentioned that Kelly's experience, knowledge and personality will be an asset to the department. Mr. Haringa echoed the Town Manager's remarks. Ms. Bol expressed her gratitude and stated she is ecstatic and honored to have been chosen for the position and is looking forward to working with the elderly and for the Town. A motion/Mr. Marzec, seconded/Mr. Melia to affirm the appointment of Kelly Bol as the Senior Center Director. Vote yes/Unanimous. The Board of Selectmen all congratulated Ms. Bol and wished her well in her position. **2) Special Police Officer: Keith Rockwood. Present: Walter Warchol, Chief of Police.** Chief Warchol asked the Board of Selectmen to affirm the Town Manager's appointment of Keith Rockwood as a Special Police Officer. A motion/Mr. Melia, seconded/Mr. Ampagoomian to affirm the appointment of Keith Rockwood, Special Police Officer, upon the recommendation of the Chief of Police Walter Warchol and to expire on August 2, 2013. Vote yes/Unanimous.

By the Board of Selectmen. Board of Registrars [Democratic Designee]/Mary Contino. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to re-appoint Mary Contino to the Board of Registrars as the Democratic Designee. Vote yes/Unanimous.

Resignations. Council on Aging: Kelly Bol. A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the resignation of Kelly Bol from the Council on Aging and send a letter of appreciation. Vote yes/Unanimous.

Citizens' Comments/Input. None.

Blings & Things [Robert Burrows]/Application for a Junk Dealer's License. Present: Mr. Robert Burrows. Mr. Burrows apologized to the Board of Selectmen for not attending their last meeting and then mentioned that many years ago he held a Class II license on Providence Road in Linwood. He then stated that he submitted an application for a Junk Dealer's license and is looking for the Board to grant him approval for the license. Selectman Athanas asked what his hours of operation would be and Mr. Burrow responded Monday through Saturday, 8AM to 5 PM., closed on Sundays. A motion/Mr. Melia, seconded/Mr. Athanas to approve Blings & Things [Mr. Robert Burrows] Junk Dealer's application. Vote yes/Unanimous.

Chairman Nolan announced that a Public Hearing was scheduled for Kearns Collision Repair, Inc. but was cancelled due to license conditions being satisfied.

Public Hearing. 7:10 PM: National Grid and Verizon New England. - Petition for Joint or Identical Pole Location on Carpenter Road. Proposed location of new Joint Owned Pole on Public property. Pole will be a 40'3 joint owned pole used to feed new customer at Lot 3 Carpenter Road. [Pole 33-50]. Present: Mr. Dana Larsen, Representative for National Grid. Chairman Nolan read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Melia to open the public hearing. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes. Chairman Nolan asked if there are any abutters present that wish to speak on this matter to please come forward. There being none, he announced that all abutters have been notified of tonight's public hearing. Mr. Nolan asked if anyone was present for National Grid and/or Verizon to come forward. Mr. Dana Larsen introduced himself and stated that he was the representative from National Grid and that National Grid is petitioning for a Joint or Identical Pole Location on Carpenter Road, which will be used to feed a new customer at Lot 3 Carpenter Road. Chairman Nolan asked if anyone had any questions or concerns. Selectman Marzec asked if the new pole being installed is before or after the causeway on Carpenter Road and Mr. Larsen replied after the causeway. Selectman Ampagoomian asked if there was an existing pole there already and Mr. Larsen replied no. There being no further questions or comments, a motion/Mr. Marzec, seconded/Mr. Melia to close the public hearing. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Nolan/Yes. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the joint pole petition of National Grid and Verizon New England, Inc., to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary to be owned and used in common by your petitioners, in the following public way or ways: Petition for Joint or Identical Pole Location on Carpenter Road. Proposed location of new Joint Owned Pole on Public property. Pole will be a 40'3 joint owned pole used to feed new customer at Lot 3 Carpenter Road. Pole 33-50 Carpenter Road. Vote yes/Unanimous.

FY'11 Audit/Present: Auditor Tim Harrison, Borgatti Harrison & Co. and Neil Vaidya, Town Accountant. Mr. Harrison provided the Board of Selectmen with an overview of the results of the FY'11 audit and prior year recommendations. He began the presentation by speaking about the Circular A-133 Report, which deals with Compliance with Laws and Regulations, Review of Internal Controls and Compliance as they relate to Federal expenditures. He announced that there were no findings and that during FY 2011, the Town spent a little over \$3.3 million dollars in federal money. Mr. Harrison mentioned that there was only one finding in 2010 and this has been resolved. That being said, Mr. Harrison went on to the Basic Financial Statements and mentioned there were no findings. He then turned to the Management letter where he touched on the following items: 1) Tailings (uncashed checks). Mr. Harrison recommended the Treasurer and Town Accountant fully reconcile the tailings account and then develop procedures to ensure that this account remains reconciled. He also recommended the Treasurer implement procedures to follow the Mass. Abandoned Property Laws and Holder Reporting requirements and take action to bring these tailings back into the Town's fund balance. 2) Improve In-House Capital Asset Program - Mr. Harrison recommended that the Town Accountant attempt to reconcile the general ledger capital asset amounts to prior year audited amounts and make the necessary corrections or the Town contract out this service so that the Town can accurately report and maintain the Town's capital assets. Current Year Recommendations – Improve Controls over Treasurers' Cash – Mr. Harrison recommends the Town Treasurer begin preparing monthly bank reconciliations for the payroll and vendor checking accounts and, if need be, obtain training on how to perform this important treasury function. He also recommended that the Treasurer contact Unibank for Savings regarding the Class of 1991 bank account and either have the Town's tax identification number removed from the account or the account be closed. Selectman Melia asked what improvements have been made over the past year in the financial departments. Mr. Harrison stated that the flow of information has improved and the audit seems to be moving quicker. He mentioned that because there weren't many negatives in the management letter, this didn't leave a lot of room for significant improvement. Mr. Vaidya mentioned that things are running smoothly, however, there are still some processes that can be

improved upon going forward. The complete Management Letter can be found on file in the Town Manager's Office.

Union Street Brook/Present: Robert A. Parker, Jr., 20 Nolet Street, Linwood, Lisa Violette, 114 Union Street and her friend, Cameron Irvin. Mr. Parker mentioned that with the recent rain in the Valley, he and other residents have been affected again by the overflowing Union Street brook. That being said, Mr. Parker stated the last meeting held on the Union Street brook was in April 2009, with Town Manager Kozak, former DPW Director Richard Sasseville and Union Street residents: Bob Parker, Joe Baltramaitis and Richard Brooks. Mr. Parker stated that no action has been taken by the Town of Northbridge to remedy the problem and/or relieve the aggrieved parties. He mentioned that all of the parties concerned continue to have their properties flooded whenever there are heavy rains and thunderstorms. He read aloud articles and letters that date back to 1987, concerning the Union Street brook. Mr. Parker stated that their properties have continued to sustain increased amounts of flooding because of the development of Union Place, off Center Street. Mr. Parker then stated "enough is enough" and that he's been coming to these meetings for 14 years and nothing has been done. Selectman Marzec noted that surface runoffs are a big problem throughout the Commonwealth and he is frustrated as a Selectman that these problems are still occurring. He also stated that he is not convinced that previous decisions were made the way they should be now and if you look at all the developments in town with drainage and other issues, we can't let developers get away with things like this. If we give an inch, they'll take a mile. The consensus by the Board was to get a new set of eyes to look at the problem. Selectman Melia stated that he thought some improvements had been made based on meetings that took place a while ago and Mr. Parker mentioned that the Department of Public Works came onto his property and manually shoveled the brook to widen it out and then they came with a backhoe to clean out part of the brook. Selectman Melia asked Mr. Parker what recommendations he would have to fix this problem. Mr. Parker replied to install new pipes and catch basins throughout Center and Union Streets and to the railroad area. Selectman Melia asked for DPW Director Jim Shuris to investigate the situation and provide the Board of Selectmen with a report. He also stated that he didn't know if there is a long-term solution without spending thousands of dollars. Mr. Parker stated that he will provide copies of the paperwork to the Board as to what has been done in the past and Town Manager Kozak said he was uncertain if this material was still on file in the Town Hall.

Rockdale Village Foundation and Oliver Ashton Post #343/License Agreements. Present: Members of the Oliver Ashton Post #343 - Harry Berkowitz and Andy Williamson. Members of the Playground & Recreation Commission - Robert A. Parker, Jr. and Dave Scichilone. Selectman Ampagoomian announced that he has filed a "conflict of interest" form with the Town Clerk's Office because he is a member of the Sons of the American Legion and will refrain from speaking and/or voting if the Board wishes him to do so. Town Manager Kozak mentioned that several years ago the Town of Northbridge had a lease agreement with the Rockdale Village Foundation to use the property/fields for recreational purposes. He noted that the lease has since expired and the Chairman of the Playground and Recreation is asking for the Town to establish a new lease agreement. Town Manager Kozak informed the Board that the parking lot is owned by the American Legion and not the Rockdale Village Foundation. That being said, Town Manager Kozak asked Town Counsel to put together two lease agreements; 1) between the Rockdale Village Foundation and the Town of Northbridge, and; 2) the Oliver Ashton Post #343 and Town of Northbridge. This will allow the Town to use the property/fields and parking lot area. Town Manager Kozak mentioned that a "draft copy" of the two lease agreements were given to the Selectmen for their review. He also stated by having the two leases, it will protect the Town of Northbridge as well as the American Legion and Rockdale Village Foundation. That said, if the Board agrees with the wording of the lease agreements they can vote at the next Selectmen's meeting [June 18, 2012]. Mr. Berkowitz stated that he hasn't seen the lease yet and doesn't know whether or not the legion will sign it. He mentioned that if the Legion fails to get a tenant in the building, they will need the assistance of the Town to help with the liability insurance (which is \$1800 a year) because they can't

afford it. Town Manager Kozak mentioned that as soon as he receives the lease agreements from Town Counsel he will send it to all parties involved for their review.

Fall Annual Town Meeting [October 23, 2012]/Set Closing Date for Warrant. Town Manager Kozak mentioned that the Charter requires seven weeks before Town Meeting to close the warrant for submission of articles. He suggested pushing back the date to nine weeks to give the Planning Board extra time to take any action they may need, such as, public hearings. Town Manager Kozak announced that he will place this item under decisions at their next meeting, June 18, 2012.

FY 2013 Town Manager's Goals and Objectives. Chairman Nolan read aloud the FY 2013 goals and objectives for the Town Manager as follows: 1) Develop a maintenance program for town buildings. 2) Assist the Building, Planning and Construction Committee with locating a new site for the Fire Station. 3) Assist the DPW Director with implementation of a road management program and the oversight of the Sutton Street project funding and look for new TIP projects. 4) Assist in the implementation of a new DPW facility.

Section 12 Liquor Licenses [Pouring Licenses]/TIPS Certification. Present: Walter Warchol, Chief of Police. Chief Warchol mentioned that the current policy states that each alcohol establishment has to have their manager TIPS certified and that the manager trains his/her employees. He is recommending that all employees serving alcohol should have formal alcohol intervention training, whether it is TIPS, or some other type of training be certified every three years, and that the establishments provide a list of their employees and their TIPS certification prior to receiving their liquor license each and every year. Selectman Melia agreed with Chief Warchol and supports his recommendations. Chief Warchol also stated that package stores should also be required to have employees TIPS certified. Selectman Athanas asked the Police Chief if the TIPS classes were offered frequently and Chief Warchol replied yes, and that the Police Station could hold them at their facility. The Selectmen all agreed with Chief Warchol's recommendations. Chairman Nolan mentioned that this item will be placed on their next agenda under decisions. Selectman Melia asked the Police Chief to amend the Town of Northbridge's Rules & Regulations Governing Alcohol Establishments section to include the new language and submit to the Selectmen before their next meeting.

Town Manager's Report. 1) **Mass. Association of Conservation Commissions:** Announced Barbara Kinney of the Northbridge Conservation Commission obtained certification from the Massachusetts Association of Conservation Commissions for completing the Fundamentals for Conservation Commissioners certificate training course. 2) **Central Mass. Metropolitan Planning Organization/Blackstone Valley Transportation:** Announced there will be a meeting on Monday, June 11, 2012, at 7 PM, at the Northbridge Town Hall to discuss expansion of bus transportation in the valley. 3) **Rally for the Valley:** Town Manager Kozak attended the "Rally for the Valley" to support the National Park Initiative, which includes downtown Whitinsville and the surrounding area on June 1, 2012, at Riverbend Farm in Uxbridge. He mentioned that it was very well attended. 4) **Blackstone Valley Vision Forum:** He announced the Central Mass. Regional Planning Commission is hosting a forum on June 26, 2012, on the future vision of the Blackstone Valley Communities at Blackstone Valley Regional Vocational Technical High School. He mentioned that anyone can attend the forum to hear about the future vision of the Blackstone Valley Communities. 5) **Sutton Street Update:** Town Manager Kozak mentioned that he and the DPW Director are currently holding weekly telephone calls with the consultants and representatives from the Mass. Highway Department for updates on the project. AECOM is conducting survey work to determine proper location of the control point and will discuss future requirements prior to a public hearing. The Town Manager also submitted a letter of support for the 2013 Transportation Improvement Plan (TIP). 6) **Memorial Day Festivities** – Attended the Memorial Day Festivities, which were very well attended. Mr. William Audette and the Veterans' Council did an outstanding job.

Selectmen's Concerns. **Selectman Marzec/1)** Asked about an article he saw in one of the papers on road repairs and was wondering when the repairs will begin. **2)** Asked about the status of the Ross Rajotte Bridge. **3)** Asked about making natural gas more available to other roads in town. **4)** Asked why the Carpenter Road Reservoir parking lot is blocked off. **5)** Mentioned that the Douglas Band played at the Memorial Day Festivities and was wondering why the Northbridge Band wasn't asked to play. **6)** Mentioned that the fields are in poor condition and are wondering what can be done next. **Selectman Melia 1)** Asked if there was any progress with sharing the cost for hiring or using a School Resource Officer for the School Department bullying issue. Town Manager Kozak mentioned that he will discuss this issue with the new Interim Superintendent of Schools. **2)** Asked if there was any progress on the proposal for the Riverdale Water Company. Town Manager Kozak replied that a hydraulic study needs to be done before we can address the proposal. **Selectman Ampagoomian/**Asked about the status of the Veterans' Services Director's position. Town Manager Kozak informed the Board that the closing date for the applications was June 18th and he will be meeting with the Uxbridge Town Manager to go over the applications. He then mentioned that he and the other Town Managers will begin interviewing the candidates and they hope to have a candidate by the end of the month.

Executive Session. Chairman Nolan declared that an open meeting may have a detrimental effect on the bargaining position of the body and therefore he asked for a motion to go into executive session. A motion/Mr. Ampagoomian, seconded/Mr. Melia to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to collective bargaining –and not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Marzec/Yes and Mr. Nolan/Yes.

Meeting Adjourned: 8:50

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

June 4, 2012

APPROVAL OF MINUTES. A. 1) Copy of May 7, 2012 minutes. 2) Copy of May 21, 2012 Executive Session minutes. [Removed from backup documentation as they have not been released by Board of Selectmen].

PUBLIC HEARING. B. 1) Copy of letter from National Grid dated May 10, 2012, Petition for Joint or Identical Pole locations and Order for Joint or Identical Pole locations. 2) Copy of map. 3) Copy of memo to abutters notifying them of public hearing on June 4, 2012 at 7:10 P.M. 4) Copy of memo requesting an abutter's list. 5) Copy of abutter's list.

APPOINTMENTS/RESIGNATIONS: C. 1) Copy of Kelly Bol's appointment letter. 2) Copy of letter from Walter Warchol, Police Chief requesting Special Police Officer, Keith Rockwood. 3) Copy of Mary Contino's appointment letter. 4) No documentation.

CITIZENS' COMMENTS. None.

DECISIONS

D. 1) Copy of Junk Dealer's Application. 2) Copy of business certificate. 3) Copy of memo from Jim Sheehan, Building Inspector. 4) Copy of license routing slips from department heads.

DISCUSSIONS

E. 1) Copy of FY 2011 Management Letter. 2) Copy of Auditor's Report. 3) Copy of Basic Financial Statements.

F. Union Street Brook - No documentation.

G. Copy of lease for The Rockdale Village Foundation and the Oliver Ashton Post #343, Inc.

H. Fall Annual Town Meeting [October 23, 2012] – **No documentation.**

I. Copy of Town Manager's FY 13 Goals and Objectives

II. Copy of Liquor License Rules and Regulations

TOWN MANAGER'S REPORT

J. 1) Mass. Association of Conservation Commissions – **Copy of letter from Mass. Association of Conservation Commissions.**

2) Central Mass. Metropolitan Planning Organization/Blackstone Valley Transportation – **Copy of email from Jonathan Church.**

3) Rally for the Valley - River Bend Farm Visitor Center – **Copy of announcement.**

4) Blackstone Valley Vision Forum – **Copy of announcement.**

5) Sutton Street Update – **No documentation.**

6) Memorial Day Festivities – **No documentation.**

SELECTMEN'S CONCERNS-No documentation.

ITEMS FOR FUTURE AGENDA-None

CORRESPONDENCE-None

**Board of Selectmen's Meeting
June 18, 2012**

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

The Pledge of Allegiance was recited by those present.

Approval of Minutes. May 21, 2012 –A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the May 21, 2012 minutes as presented with the readings omitted. Vote yes/Unanimous.

June 4, 2012 [Executive Session] – A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve but not release the June 4, 2012 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

Appointments/By the Town Manager. Town Manager's 2012 Annual Reappointments/Vote to Affirm [listing enclosed in agenda packet]. Selectman Ampagoomian asked why Mr. Richard West wasn't being reappointed as an Auxiliary Police Officer and Town Manager Kozak replied that he hadn't responded to the Town Manager's Office on whether or not he wished to be reappointed. A motion/Mr. Melia, seconded/Mr. Athanas to affirm the Town Manager's 2012 Annual Reappointments as indicated on the list provided in the agenda packets. Vote yes/Unanimous.

Board of Selectmen's 2012 Annual Reappointments/Vote to approve [listing enclosed in agenda packet]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the 2012 Annual Reappointments by the Board of Selectmen as indicated on the list provided in the agenda packets. Vote yes/Unanimous.

Resignations. Kevin Sullivan, Animal Inspector. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to accept the resignation of Kevin Sullivan as Animal Inspector and send a letter of appreciation. Vote yes/Unanimous. **Joseph Montecalvo, Council on Aging.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to accept the resignation of Joseph Montecalvo from the Council on Aging and send a letter of appreciation. Vote yes/Unanimous.

Citizens' Comments/Input. None.

Riverdale Cemetery Deed [Robert Cordeau] Lot #15. A motion/Mr. Ampagoomian, seconded/Mr. Melia to sign the Riverdale Cemetery Deed for Lot #15 - Robert Cordeau. Vote yes/Unanimous.

Housing Development Support/Small Cities Grant/Vote to approve Subordination Agreements. Present: Katherine Garrahan, Bowditch & Dewey. Town Manager Kozak explained that the bank that oversees the Housing Development Project (in the Rockdale area) is looking to refinance some mortgages for a better rate. Attorney Garrahan mentioned that she represents the South Middlesex Non-Profit Housing Corporation who is seeking to refinance mortgages on the following properties (in the Rockdale section) to save some money. The following properties are: 23 Cross Place, 35 Cross Place, 75-86 Church Street, 42-44 Beanes Lane, 9-11 Taft Street, 29-31 Cross Place and 29R Cross Place, 90-96 Church Street and 8 Beanes Lane. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the Subordination Agreements for the above-stated properties. Vote yes/Unanimous.

At this time, Chairman Nolan informed the Board of Selectmen that he would like to proceed with agenda Item LL [Short Term Borrowing] if Board members are not opposed as this would allow the Notary

Public to leave after action is taken. There being no objection, a motion/Mr. Marzec, seconded/Mr. Athanas to proceed with agenda Item LL [Short Term Borrowing] at this time. Vote yes/Unanimous.

Short-Term Borrowing/Vote to sign temporary notes. Town Manager explained that the Treasurer's Office notified him that there is financing needed for some work to be done at the Wastewater Treatment Plant, which was approved at Town Meeting last year. The Town would like to do short-term borrowing in the amount of \$311,000, at a rate of .55% but would need the signature of the Board in order to do so. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to sign the temporary notes to allow for short-term borrowing in the amount of \$311,000. Vote yes/Unanimous.

Northbridge Youth Soccer Association/Request permission to hang a banner over Church Street from July 22, 2012 through August 5, 2012 to advertise the 3v3 Annual Soccer Tournament to be held on August 4, 2012 and August 5, 2012. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to grant permission to the Northbridge Youth Soccer Association to hang a banner over Church Street from July 22, 2012 through August 5, 2012 to advertise the 3v3 Annual Soccer Tournament to be held on August 4, 2012 and August 5, 2012. Vote yes/Unanimous.

Mina's Foods, Inc. d/b/a Vera's Mini Mart [Ashraf Youssef]/Request Change of Manager for liquor license. Present: Ashraf Youssef. Mr. Youssef appeared before the Board of Selectmen to request approval for a Change in Manager of Vera's Mini Mart. A motion/Mr. Athanas, seconded/Mr. Melia to approve the Change of Manager on Mina's Foods, Inc. d/b/a Vera's Mini Mart liquor license from Moneer Guirguis to Ashraf Youssef. Vote yes/Unanimous.

Fall Annual Town Meeting [October 23, 2012]/Vote to close the warrant on Friday, August 24, 2012 at Noon. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the warrant for the Fall Annual Town Meeting, on Friday, August 24, 2012 at Noon. Vote yes/Unanimous.

Liquor Licenses [TIPS Certifications]/Vote to approve proposed changes to the Town of Northbridge's Rules & Regulations Governing Alcohol Establishments. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the proposed changes to the Town of Northbridge's Rules & Regulations Governing Alcohol Establishments as submitted and recommended by the Chief of Police. Vote yes/Unanimous.

Payment in Lieu of Taxes Agreement. Town Manager Kozak explained that the Payment in Lieu of Taxes Agreement [PILOT] solar project was approved at Town Meeting for the property that borders Grafton and the Town of Northbridge. He mentioned that the Town will receive a flat amount of money [\$39,224.00] over 20 years but in order to move forward it requires the Board of Selectmen's approval. A motion/Mr. Athanas, seconded/Mr. Melia to approve the Payment In Lieu of Taxes agreement as proposed and reviewed by Town Counsel. Vote yes/Unanimous.

Consulting Services/Vote to accept monetary gift. Town Manager Kozak told the Board of Selectmen to pass over this agenda item. He mentioned that a consultant that works for the PILOT Agreement Company [Con Edison] has agreed to pay for the services, of a consultant that the Town hired to review all the documentation and to make sure all the information that was provided to the Town was correct. No action is needed because the check will go straight from Con Edison to the consultant.

Memorandum of Agreement [Northbridge Teacher's Association]/Vote to accept. Town Manager Kozak mentioned that several months ago the Northbridge Teacher's Association won their case against the Town. The Teachers filed a complaint with the State's Division of Labor Relations in 2007 when the town changed the health care plan design. Town Manager Kozak mentioned that within the agreement there is a Health Reimbursement Account (HRA) that the Town set up for all its employees (non-union

and union) four years ago. He explained that he went to the teacher's union and asked if the teacher's union would agree to change their agreement to read the same as all the other employees in town. That said, the teacher's union agreed and Town Manager Kozak suggested the Board approve the memorandum of agreement for the Northbridge Teacher's Association. Selectman Melia explained that because his daughter is a teacher in town he will abstain from voting. Selectman Marzec pointed out a typo on Page 2, Section 1, Item #1 – last line (July 1, 212 to June 30, 2013), should read: (July 1, 2012 to June 30, 2013). A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the Memorandum of Agreement to the Northbridge Teacher's Association. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan. Abstain/Mr. Melia.

FY'12 End-of-Year Transfers. Present: Neil Vaidya, Town Accountant. Neil Vaidya, Town Accountant, announced that there are a few FY '12 end-of-year transfers needed and mentioned that the Finance Committee voted in favor to support all of them: **1)** A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the transfer of \$3,890.00 from the Town Clerk's Elections and Registrations Account 01001610-578000 to the Town Clerk's Salaries & Wages Account 01001610-511000. Vote yes/Unanimous. **2)** A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the transfer of \$20,142.00 from the Trade School Account 01003500-532100 to the Fire Department Salaries & Wages Account 01002200-511000. Vote yes/Unanimous. **3)** A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the transfer of \$5,000.00 from the Trade School Account 01003500-532100 to the Fire Department Supplies Account 01002310-542000. Vote yes/Unanimous. **4)** A motion/Mr. Melia, seconded/Mr. Ampagoomian to grant permission to transfer \$8,400.00 from the Non Departmental Employee Insurance Benefits Account 01009100-517000 to the Non Departmental Employee Insurance Benefits Medicare Employer Portion Account 01009100-517001. Vote yes/Unanimous.

DPW Redevelopment Project/Present: Building, Planning & Construction Committee, Finance Committee, and Board of Selectmen. Tom Pilibosian, Chairman of the Building, Planning & Construction Committee, provided an overview of the Department of Public Works Redevelopment Project and explained that \$76,000.00 was approved at Town Meeting for a feasibility study. Representatives of HKT Architects Inc. and Jim Shuris, DPW Director, provided a presentation on a feasibility study that was done on the Department of Public Works located on Fletcher Street. Mr. Shuris mentioned that the total cost of building new facilities using pre-engineered and frame construction on the Fletcher Street site and that would replace buildings that have been there since 1941, is projected at \$8.156 million, according to the HKT study. If a 19,212 square-foot building was put on Providence Road [Wastewater Treatment Plant site] it would cost about \$500,000 more. Mr. Shuris also said it would cost about \$150,000 more a year to operate the DPW from Providence Road because Fletcher Street is much closer to the center of town. Mr. Shuris and HKT Architects both said the current buildings on Fletcher Street are in deplorable condition and that they don't meet building codes. The building of a new DPW headquarters has been contentious for the past several years and voters have defeated questions that sought \$2.1 million and \$2.5 million for new facilities during separate votes in recent years. Town Manager Kozak mentioned if the \$8.156 million proposal is paid through a 20-year Proposition 2 ½ debt exclusion, the average increase in the property tax over that time for a person owning a house assessed at \$265,000 would be \$99.44 per year. Selectman Athanas acknowledged the need for a new DPW facility but said he didn't think voters would support spending that much money. Selectman Melia concurred with Selectman Athanas and said while he liked many aspects of the study he didn't like the projected price tag. He urged the architects to "sharpen their pencils" and do what they could to lower the cost. HKT Principal William R. Hammer said alternatives could be written into the construction bids that could lower the cost but he also said he couldn't promise the price would go down very much. Finance Committee Chairman Salvatore D'Amato said the presentation was the first legitimate outline of information on a new DPW facility and now that we got all the facts, the question is what do we do with them.

FY '13 Pavement Management Program. Present: James Shuris, DPW Director and Rob Van Meter, Highway Superintendent. Mr. Van Meter mentioned that the DPW is moving forward with the roads program. The program consists of both preservation and re-construction methods. We will initiate the program with four (4) pavement preservation technologies: Hot-In-Place Asphalt Recycling; 10% Asphalt Rubber Chipseal; Crack Sealing; and Micro-Surfacing. During the first week of July, the Town of Northbridge DPW will be hiring Highway Rehabilitation of Brewster, NY to begin a two (2) step process to improve and preserve the wearing surface on Mendon Road and Quaker Street. The first step is called Hot-In-Place Asphalt Recycling, and involves the use of propane-fired heating units to heat the existing pavement, mill-off the top surface, recycle this material by mixing it with rejuvenating agents, place it back on the surface, and restoring the crown to the road, which will improve the rideability. The second step involves the placement of a 10% Asphalt Rubber Chipseal, which went completed, will seal the road, protect it from water intrusion, and provide a new wearing surface. This process involves the application of a liquid asphalt rubber applied at temperatures of approximately 375 degrees Fahrenheit followed by an application of heated and treated aggregates. During the upcoming construction season, we have contracted with Seal Coating Inc., from Hingham MA, to crackseal many of our subdivision roads. This process will prevent further water intrusion into the road base and prepare the road for an application of Micro-Surfacing. This operation is scheduled for late Spring 2013, and will provide a new uniform wearing surface, complete the sealing process, and protect our roads from further deterioration. Mr. Shuris explained that he would like to have neighborhood meetings before the work starts in case residents have questions and/or concerns.

Proposed Right-of-Way Road Opening Permit Policy. Present: James Shuris, DPW Director. Mr. Shuris provided the Board with a "draft" copy of the Town of Northbridge's Public Right-of-Way Road Opening Permit Policy. He explained that the current policy allows anyone to cut into town roads for only \$50.00 and thus he is proposing a new policy. He mentioned that the new policy will be to have a flat rate to penetrate the road and then another rate for the age of the road and the condition of the road such that a newer road will cost you more dollars per square foot to cut into than an old road.

Town Manager's Report. 1) Whitinsville Water Company Department of Public Utilities Hearing: The Town Manager mentioned that the Town received a notice from the Department of Public Utilities regarding a hearing to refinance the current Whitinsville Water Company's Treatment Plant and proposed facility on Carr Street. He mentioned because the rates are favorable now this will allow the WWC to lower the cost of their bond by refinancing with a lower rate. **2) Update on Fire Department-Pumper Truck:** The pumper truck has been delivered to the Hopkinton dealership for final preparation and will be delivered in about two weeks. **3) Update on Sutton Street:** Mentioned that he and the DPW Director attended a meeting at Mass. Highway with representatives from the state and town consultants to prepare a work list and schedule for the Sutton Street project. He then advised that a public hearing should take place in mid to late August. **4) Central Mass. Regional Planning Commission:** Mentioned that the Central Mass. Regional Planning Commission held a meeting at the Town Hall to discuss regional transportation, in the lower Blackstone Valley. Stephen O'Neil, the Director of the Worcester Regional Transit Authority, gave a presentation and invited Northbridge and other communities to look at the services they provide. **5) Senator Richard Moore/Open House Hours:** Announced that Senator Richard Moore will be conducting an Open House at the Town Hall [Board of Selectmen's Room] on June 25, 2012, from 5:30 PM to 7:00 PM.

Selectmen's Concerns. Selectman Athanas/Asked about the status of the Ross Rajotte Bridge – Mr. Shuris stated that after the last Board of Selectmen's meeting, he received a phone call from a representative at Mass DOT. He was informed that there was another problem between the contractor and Mass DOT and that the sub-contractor will not begin work until they receive in writing a signed notice to proceed change order. Town Manager Kozak mentioned that he spoke to Representative Peterson about this issue, who in turn, has been talking to the district to see what can be done to get this

project moving. Mr. Shuris stated that the installation and utility work for the Douglas Road Bridge has begun and is moving forward. **Selectman Melia**/Mentioned that people are concerned about the detour design for the Douglas Road Bridge. Mr. Shuris explained that once the heavy work begins in July, the first phase will be to install a temporary bridge adjacent to the bridge. After that bridge is installed, they will section off one of the lanes and demolish it and there will be two lanes all the time. He also mentioned that the completion date for the Douglas Road Bridge is August of 2014. **Selectman Ampagoomian**/Asked about the status of the Memorial Square traffic lights and Mr. Shuris replied that they have had the Worcester Signal Company out here repeatedly. Rob Van Meter, Highway Superintendent, advised the Selectmen that the Worcester Signal Company has come out to Memorial Square twice and both times they have found shortages in the wires. Mr. Van Meter thinks there is a bigger problem because after a few weeks the problem returns. **Selectman Marzec 1)** Announced that he attended the Central Mass. Regional Planning Commission meeting on regional transportation and felt it was excellent and would be beneficial for the elderly in town. **2)** Asked Mr. Shuris about the condition of the baseball field at Vail field. Mr. Shuris stated that they added drainage on the far end of the parking lot to try and break up that problem but they will also need to have some type of barrier near the first base side to prevent the water from surging onto the field. Mr. Shuris mentioned that he and the Highway Superintendent will need to look into this issue a little more and come up with something safe and doable. **3)** Received a phone call from a citizen on another Board in town asking for the Board of Selectmen to revisit remote access for meetings. **Selectman Ampagoomian** announced that a former Northbridge resident, Kathleen Turner, was voted Teacher of the Year for the Commonwealth of Massachusetts.

A motion/Mr. Ampagoomian, seconded/Mr. Marzec to adjourn the meeting. Vote yes/Unanimous.

Meeting Adjourned: 9:25

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

June 18, 2012

APPROVAL OF MINUTES. A. 1) Copy of May 21, 2012 minutes. 2) Copy of June 4, 2012 Executive Session minutes. [Removed from backup documentation as they have not been released by Board of Selectmen].

PUBLIC HEARING. None.

APPOINTMENTS/RESIGNATIONS: B. 1) & 2) Copy of 2012 Annual Reappointments, copy of memorandum from Sharon Susienka regarding attendance records, and copy of attendance records from Boards & Committees. 3) Copy of Kevin Sullivan's resignation letter. 4) Copy of Joseph Montecalvo's resignation.

CITIZENS' COMMENTS.

DECISIONS

C. Copy of Riverdale Cemetery Deed [Robert Cordeau] Lot #15.

D. Copy of Subordination Agreements.

E. Copy of email dated June 11, 2012 from Craig Mahoney requesting to hang a banner over Church Street to advertise 3v3 Annual Soccer Tournament.

F. 1) Copy of ABCC Transmittal Form for Vera's Mini Mart. 2) Copy of Petition for Change of License. 3) Copy of TIPS certificate. 4) Copy of License Routing Slip from Walter Warchol, Police Chief.

G. No documentation.

H. Copy of proposed changes to the Town of Northbridge's Rules and Regulations Governing Establishments.

I. Copy of agreement for payment in lieu of taxes.

J. Copy of bill from Financial Advisory Associates, Inc.

K. Copy of Memorandum of Agreement for the Northbridge Teacher's Association.

L. Copy of End of Year Transfers for FY '12

LL. Copy of documents for temporary notes for short-term borrowing.

DISCUSSIONS

M. Copy of Department of Public Works Feasibility Study.

N. Copy of email from James Shuris regarding the 2012 Roads Program.

O. Copy of proposed Right-of-Way road opening permit policy.

TOWN MANAGER'S REPORT

P. 1) Whitinsville Water Company Department of Public Utilities Hearing – **No documentation.**

2) Update on Fire Department Pumper Truck – **No documentation.**

3) Update on Sutton Street – **No documentation.**

4) Central Mass. Regional Planning Commission – **No documentation.**

5) Senator Richard Moore Open House Hours – **No documentation.**

SELECTMEN'S CONCERNS-No documentation.

ITEMS FOR FUTURE AGENDA-None

CORRESPONDENCE-None

**Board of Selectmen's Meeting
Special Meeting
June 21, 2012**

A special meeting of the Board of Selectmen was called to order by Chairman Nolan at 6:30 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Marzec and Melia. Selectman Ampagoomian will be late. Also Present: Theodore D. Kozak, Town Manager. Selectman Athanas was absent and it is duly noted.

The Pledge of Allegiance was recited by those present.

Appointments/By the Town Manager. Veterans' Services Director. Present: Ronald Tetreau. Town Manager Kozak mentioned that two months ago Ken Trajanowski, Regional Veterans' Services Director, gave his notice to retire after serving the region for nine years. Town Manager Kozak stated that he received 33 applications but only 8 of the most qualified were interviewed by the 4 Town Managers of the 4-town region. He then noted that two of the eight candidates dropped out prior to the interviews. Town Manager Kozak also mentioned that the four Town Managers were unanimous in their selection of Mr. Tetreau and they all felt that he was the best qualified for the position based on his extensive military, police, and volunteer work with veteran programs and exercises. Mr. Tetreau mentioned that he was currently a police officer in the Town of Douglas and had previously retired as a detective from the Woonsocket, Rhode Island, Police Department. He also mentioned that he has been in the military for 28 years and has been involved in veterans' programs and is a past commander of a veterans post in Douglas. Chairman Nolan thanked Mr. Tetreau for serving his country and for working with the returning veterans of all wars. Selectman Melia commented on Mr. Tetreau's high qualifications and asked how long he expected to serve in this position? Mr. Tetreau replied, hopefully 7-10 years and mentioned that he has a daughter that is just starting college. A motion/Mr. Melia, seconded/Mr. Marzec to affirm the appointment of Ronald Tetreau as the Veterans Services Director for the 4-Town region. Vote yes/Messrs. Nolan, Marzec and Melia.

Creation of Fields Committee. Chairman Nolan mentioned that he met with the Interim Superintendent of Schools, Dr. Nancy Spitulnik, regarding the concerns with the condition of the playing fields in town. He stated that Dr. Spitulnik suggested the composition of the committee be made up of eight members as follows: School Department Athletic Director, School Department Director of Building and Grounds, Representative from the School Committee, Representative from the Selectmen, Representative from Playground and Recreation, Representative from the Department of Public Works, Representative from the Whitinsville Christian School, and Student Representative from the High School. Chairman Nolan explained that Dr. Spitulnik included the DPW Director because the fields, which fall under horizontal construction, are under his jurisdiction versus buildings, which fall under vertical construction, fall under the jurisdiction of the Building, Planning & Construction Committee. Selectman Marzec suggested having 9 members, one of which would be a citizen at large, appointed by the Board of Selectmen. Town Manager Kozak said that maybe the student could be a non-voting member. However, Selectman Melia stated that the student would be an important member of the committee and felt that considering the student a non-voting member would not be a good idea.

Selectman Ampagoomian arrived at 6:55 P.M.

A motion/Mr. Marzec, seconded/Mr. Melia to move this item from discussions to decisions for a vote. Vote yes/Messrs. Nolan, Melia, Ampagoomian and Marzec. A motion/Mr. Marzec, seconded/Mr. Melia to create a one-year ad hoc Fields Committee comprised of nine members as indicated above and to advertise for applicants for the citizen at large position (9th person) to be appointed by the Board of Selectmen.

Selectman Ampagoomian then asked how the formation of this committee would come into play with the Playground & Recreation Commission. Chairman Nolan replied that it's only an ad-hoc committee. Roll Call Vote: Mr. Marzec/yes, Mr. Melia/yes, Mr. Ampagoomian/yes, and Mr. Nolan/yes.

Selectmen's Concerns. **Selectman Marzec**/Mentioned an email that was sent to Board of Selectmen members by Brian Burke voicing his concerns about the current poor condition of playing fields in town. **Selectman Ampagoomian**/Received two phone calls from military veterans who live in Rockdale (near the war memorial at the Town Common) stating that residents are bringing their dogs to the park and the dogs are defecating near the war memorial. Town Manager Kozak stated that he would contact the Police Chief to determine who the people are and would have an officer speak to them.

A motion was made and seconded to adjourn the meeting. Vote yes/Messrs. Ampagoomian, Melia, Marzec and Nolan.

Meeting Adjourned: 7:10

Respectfully submitted,

Thomas Melia, Vice Chairman

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

June 21, 2012

APPROVAL OF MINUTES. None

PUBLIC HEARING. None.

APPOINTMENTS/By the Town Manager: A. 1) Copy of letter and resume from Ronald Tetreau. 2) Copy of Ronald Tetreau's application for employment.

CITIZENS' COMMENTS. None.

DECISIONS. None

DISCUSSIONS

B. Creation of Fields Committee – Copy of Town Fields Ad-Hoc Committee proposal from the Northbridge Public Schools, Dr. Nancy Spitulnik, Interim Superintendent.

TOWN MANAGER'S REPORT - None

SELECTMEN'S CONCERNS-No documentation.

ITEMS FOR FUTURE AGENDA-None

CORRESPONDENCE-None

7/16/12 BOS Agenda

6/20/12 { C: BOS Disability B.1. Comm

TALENT BANK APPLICATION

please return to:

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

RECEIVED
JUN 20 2012
Northbridge Town Manager

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

yes, per Town Clerks office

Date: 6-19-2012

Name Bruce A. Frieswick

Home Address 32 Highland St

Tel. 5082346697

Business _____

Address _____ Tel. _____

Current Occupation/Title Biomedical Engineering Tecniciann

Education BS Electrical Engineering

Governmental, Civic & Community Activities Employee of the town of Northbridge.
at the Election polls

Charitable & Educational Activities

Town Committees or
offices _____

I am interested in the following Committees:

Disability Commission.

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. Employed to serve as an Election Polls worker

NAME: PRECINCT# TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Present Interest or business affiliation (dates, places)

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

Special skills and education (be specific)

How experience relates to particular committee interest

Help special needs and handicap citizens in the town of Northbridge.

ADDITIONAL COMMENTS:

Bruce F. Farnsworth

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

Sharon Susienka

From: Donna Gosselin [dgosselin@northbridgemass.org]
Sent: Tuesday, June 19, 2012 8:31 AM
To: ssusienka@northbridgemass.org
Subject: FW: Personnel Board Appointment

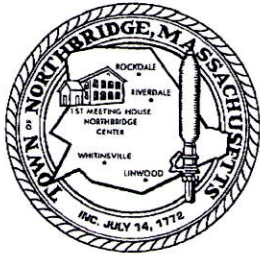
From: Peter Lachapelle [mailto:lach1234@yahoo.com]
Sent: Monday, June 18, 2012 8:06 PM
To: dgosselin@northbridgemass.org
Cc: tkozak@nothbridgemass.org
Subject: Personnel Board Appointment

Dear Donna,

I am interested in continuing my service to the town on the Personnel Board.
I would like to thank the Board of Selectman for giving me the opportunity to serve.

Sincerely Yours,

Peter Lachapelle



B.4.

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

Theodore D. Kozak
Town Manager
June 1, 2012

William F. Lavallee
415 Carpenter Road
Whitinsville, MA 01588

Dear Mr. Lavallee:

The Board of Selectmen and I are in the process of considering appointments to various Town Boards and Commissions who, under the Town Charter, fall under our appointive authority. Your term of office on the Personnel Board is due to expire on June 30, 2012, and this letter seeks your decision on continuing to serve the Town of Northbridge in this endeavor.

Please complete and return the form below and submit it to my office no later than June 15, 2012, advising us whether you are or you are not interested in serving another term.

We wish to take this opportunity to thank you for your service to the Town of Northbridge. Your efforts are very much appreciated and gratefully acknowledged.

Sincerely,

Theodore D. Kozak / sls
Theodore D. Kozak
Town Manager

TDK/sls

Please fill out this section and return this form to:

Theodore D. Kozak, Town Manager
Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588

Please check one:

☒ YES, I AM seeking reappointment to the Personnel Board for a 3-yr. Term to expire 6/30/2015

☐ NO, I AM NOT seeking reappointment

William Lavallee (per phone conversation 6/29/12)
Signature

Address

Phone:

Phone: 508-234-3220

**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE**

APPLICATION FOR SPECIAL LICENSE

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):

Name of Responsible Person: Heather Elster

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: ONE-DAY BEER & WINE LICENSE

Type of Event: Music Concert

Date and Time of Event: September 8, 2012 4:00-7:30

GIVE LOCATION BY STREET AND NUMBER:

DESCRIPTION OF PREMISES: Whitins Park or gymnasium

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.**

Heather Elster
(Signature of Applicant)

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.

Print Name: Heather Elster

Address: 73 Barnett Rd

City: Sutton

State, Zip: MA, 01590

Received: 6/21/12 @ 11:05AM
(Date) (Time)

c: Police Department

Date License Granted

C. 2.

Phone: 508-234-8184

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

APPLICATION FOR 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):

Whitin Community Center

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

ENTERTAINMENT LICENSE*

TO: Obtain an Entertainment License for:

INDOOR

OUTDOOR

☒ BOTH

GIVE LOCATION BY STREET AND NUMBER:

AT:

Whitin Park or Gymnasium

Whitin Community Center

60 Main Street, Whitinsville, MA 01588

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

Heather Elster
(Signature of Applicant)

Print Name: Heather Elster

Address: 60 Main Street

City: Whitinsville

State, Zip: MA 01588

Received: 6/21/12 @ 11:05 a.m.
(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.

TOWN OF NORTHBRIDGE
HOLD HARMLESS AGREEMENT

Applicant: Whitinsville Community Center
Address: 60 Main Street
Whitinsville, MA 01588
Special License for: Tanglewood Musical Concert

In consideration of the approval of the above-listed license, 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.

Signed by: Matthew Shaw Carter
Function: Tanglewood Musical Concert
Date: Sept 8, 2012

BOARD OF SELECTMEN LICENSE ROUTING SLIP
--

Business: Whitin Community Center

Applicant: Heather Elster

Address: 60 Main Street, Whitinsville, MA 01588

Purpose: One Day Beer & Wine License/Entertainment - Tanglewood

License Type: One Day Beer & Wine License/Entertainment License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING: _____

POLICE: _____

FIRE: _____

BUILDING/ZONING: _____

CONSERVATION: _____

HEALTH: _____

Applicant must obtain a One-Day Food Permit from the Board of Health for this event.

Jeanne M. Gniadek
Board of Health Administrator
June 22, 2012

ASSESSORS: _____

TREASURER/COLLECTOR:

Excise	Water / Sewer
Personal property	Other
Real estate	

Please sign off and return the slip to the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING: _____

POLICE: _____

NO ISSUES

W. J. Wankler

FIRE: _____

BUILDING/ZONING: _____

CONSERVATION: _____

HEALTH: _____

Water

Trash

Other

ASSESSORS: _____

TREASURER/COLLECTOR: _____

Excise

Water / Sewer

Personal property

Other

Real estate

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgemass.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

FIRE: *No concerns at this time.*

GAN 6/27/12

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Water / Sewer

Personal property

Other

Real estate

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise *0*

Personal property *0*

Real estate *0*

Water / Sewer

Other

W I S
2603.74 0
45 day
overdue

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgemass.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

N/A



POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*
License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING: _____

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

Robert Fitzgerald - no issues. 6-20-12

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

Approved

J. Shuckey

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Whitin Community Center*

Applicant: *Heather Elster*

Address: *60 Main Street, Whitinsville, MA 01588*

Purpose: *One Day Beer & Wine License/Entertainment - Tanglewood*

License Type: *One Day Beer & Wine License/Entertainment License*

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

John E. Bhamm None 6/28/12
CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to Donna in the Town Manager's Office or offer comments via email to dgosselin@northbridgemass.org. Thanks!!

E.

RECEIVED

JUL 12 2012

Northbridge Town Manager

July 11, 2012

Board of Selectmen
Town of Northbridge
77 Main Street
Whitinsville, MA 01588
Att: Ms. Donna Gosselin

To Whom It May Concern:

I am writing to you on behalf of St. Camillus Health Center to request a posting on the town bulletin board for the week of September 10-17. This posting should include:

okay

Evening at the Mansion
Beer & Wine Tasting Event
Sept. 21, 2012 6:30-9:00 p.m.
Tickets: 508-234-7306 or @www.stcamillus.com

I would also like to request that the Fire Department hang our banner across Church Street from August 20 - August 31.

"no conflict"

19 9/2/12

Thank you for your consideration of these items. Please contact me with any questions.

Sincerely,

Kathleen McCarthy
Fundraising Committee
St. Camillus Health Center
Home: 508-234-8139

LEASE

This LEASE (hereinafter "Lease") is executed this 19th day of June 19, 2012 by and between the TOWN OF NORTHBRIDGE, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN"), and THE ROCKDALE VILLAGE FOUNDATION, a Massachusetts unincorporated association with an address of 198 Church Avenue, Northbridge, Massachusetts 01588 ("LESSOR").

The LESSOR is the owner of record of a certain parcel of land located in the Town of Northbridge, on Church Avenue, known as the Legion Ball Grounds, shown on Northbridge Assessors' Map 22A as parcel 152, described in a deed recorded in the Worcester District Registry of Deeds in Book 3315, Page 401, and also shown on a copy of a portion of said Map 22A and an annotated Google Maps aerial photograph attached hereto together as Exhibit A (hereinafter "Premises").

The LESSOR hereby leases the Premises to the TOWN, subject to the following terms and conditions:

I. **USE, PURPOSE, TERM**

This Lease is intended to replace that certain "Legion Ball Grounds Lease" between LESSOR and the TOWN dated April 25, 1994.

The lease area is limited to the Premises, as shown on said Assessors' Map 22A.

Use of the Premises is specifically authorized by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees, for the purpose of conducting all manner of athletic and recreational activities, specifically including but not limited to baseball and softball, and Pop Warner football, by and through the Playgrounds and Recreation Commission, or otherwise.

Such use by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees may be exercised from the date of the execution of this Lease and shall continue for a period of ~~one year~~.

6 months

II. **CONSIDERATION**

As consideration for the Lease rights granted hereunder, the TOWN shall maintain the Premises as a park, playground and meeting place for the residents of Northbridge and participants in the athletic and recreational programs and activities conducted by the TOWN. The TOWN shall use reasonable efforts to maintain the Premises in sufficiently good condition that they may properly be used for the playing of baseball and softball and for other athletic and recreational activities.

III.

INSURANCE

The TOWN shall maintain public liability insurance, including coverage for bodily injury, wrongful death and property damage, in an amount acceptable to the LESSOR and in an amount sufficient to support the obligations of the TOWN under the terms of this Lease.

IV.

CONDUCT

During the term of this Lease, the TOWN shall at all times conduct itself so as not to unreasonably interfere with the operations of the LESSOR, and observe and obey applicable laws and regulations. The TOWN shall obtain the written authorization of the LESSOR prior to the erection of any structure or fixed equipment on the Premises. Any such structure or fixed equipment so erected by the TOWN shall remain the property of the TOWN, and the TOWN shall have the right to remove such structures or equipment upon the termination of this Lease, provided the Premises are restored, as near as possible, to a condition equal to their condition prior to the erection of such structures or equipment.

The TOWN shall not make or suffer any waste of the Premises.

V.

TERMINATION

This Lease may be terminated by either party for failure of the other party to comply with its obligations hereunder (a "breach") upon written notice of termination at least ninety (90) days prior to the termination date stated within said notice and failure of the party receiving notice to commence and diligently prosecute a cure of the breach within that period. If the party receiving notice cures said breach within that period, the termination notice shall not be effective and the Lease shall continue in effect. If the breach is such that it may not reasonably be cured within 90 days, the party receiving notice shall have an additional 90 days to effect a cure, provided that it continues to act reasonably and diligently to do so.

Upon termination of the Lease, the TOWN shall quit and deliver up the Premises to the LESSOR peaceably and quietly and in as good order and condition as at the start of the Term, or as put into by the TOWN during the Term, reasonable use and wear thereof, fire and other unavoidable casualties excepted.

VI.

MODIFICATIONS and AMENDMENTS

Modifications or amendments to this Lease shall be in writing and duly executed by both parties hereto in order to be effective. The TOWN shall not assign this Lease without the written approval of the LESSOR.

VII.

NOTICE

For purposes of this Lease, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

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

Licensors: The Rockdale Village Foundation
198 Church Ave
Northbridge, MA 01534

These addresses are subject to change, and the parties hereto agree to inform each other of such changes as soon as practicable.

VIII. **EXHIBITS and ATTACHMENTS**

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

TOWN OF NORTHBRIDGE
by its Board of Selectmen

THE ROCKDALE VILLAGE FOUNDATION
by its Trustees

CHARLES L LACHAPELLE
printed names;
Charles L Lachapelle
Harry H Berkowitz
JOHN D. LAVOLLEE
John D. Lavallee

LEASE

This LEASE (hereinafter "Lease") is executed this 19th day of June, 2012 by and between the TOWN OF NORTHBRIDGE, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN"), and OLIVER ASHTON POST #343, INC., a Massachusetts non-profit corporation and a post of the American Legion, with an address of 198 Church Avenue, Northbridge, Massachusetts 01534 ("LESSOR").

Pursuant to an Indenture between the LESSOR and the Trustees of the Rockdale Village Foundation dated August 21, 1956 and recorded with the Worcester District Registry of Deeds in Book 3800, Page 51, the LESSOR is the owner of record of a certain parcel of land located in the Town of Northbridge, on Church Avenue, described in said Indenture and shown on Northbridge Assessors' Map 22A as parcel 151, and including a lodge building and a parking lot.

The LESSOR hereby leases to the TOWN all of said land, except that portion containing the lodge building, said land being shown on a copy of a portion of said Map 22A and an annotated Google Maps aerial photograph attached hereto together as Exhibit A, (the leased area being hereafter referred to as the "Premises"), together with such rights of access and passage to, in, over and through said Premises as are necessary or reasonable in connection with the use described herein and the TOWN's related use of that certain parcel of land known as the Legion Ball Grounds, adjacent to the Premises and indicated on Exhibit A, subject to the following terms and conditions:

I.

USE, PURPOSE, TERM

Use of the Premises is specifically authorized by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees, for the purpose of parking of vehicles, preparation and loading and unloading of equipment, viewing space for spectators, similar activities ancillary to the TOWN's use of the said Legion Ball Grounds for athletic and recreational activities, specifically including but not limited to baseball and softball, and Pop Warner football, and the conduct of such athletic and recreational activities on that portion of the Premises which is included within the layout of the fields on the Legion Ball Grounds, by and through the Playgrounds and Recreation Commission, or otherwise.

Such use by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees may be exercised from the date of the execution of this Lease and shall continue for a period of ~~one year~~.

6 months

II.

CONSIDERATION

As consideration for the Lease rights granted hereunder, the TOWN shall use reasonable efforts to maintain the Premises in good repair, including periodic cleaning so as to protect against accumulation of trash or other debris.

III.

INSURANCE

The TOWN shall maintain public liability insurance, including coverage for bodily injury, wrongful death and property damage, in an amount acceptable to the LESSOR and in an amount sufficient to support the obligations of the TOWN under the terms of this Lease.

IV.

CONDUCT

During the term of this Lease, the TOWN shall at all times conduct itself so as not to unreasonably interfere with the operations of the LESSOR, and observe and obey applicable laws and regulations. The TOWN shall obtain the written authorization of the LESSOR prior to the erection of any structure or fixed equipment on the Premises. Any such structure or fixed equipment so erected by the TOWN shall remain the property of the TOWN, and the TOWN shall have the right to remove such structures or equipment upon the termination of this Lease, provided the Premises are restored, as near as possible, to a condition equal to their condition prior to the erection of such structures or equipment.

The TOWN shall not make or suffer any waste of the Premises.

V.

TERMINATION

This Lease may be terminated by either party for failure of the other party to comply with its obligations hereunder (a "breach") upon written notice of termination at least ninety (90) days prior to the termination date stated within said notice and failure of the party receiving notice to commence and diligently prosecute a cure of the breach within that period. If the party receiving notice cures said breach within that period, the termination notice shall not be effective and the Lease shall continue in effect. If the breach is such that it may not reasonably be cured within 90 days, the party receiving notice shall have an additional 90 days to effect a cure, provided that it continues to act reasonably and diligently to do so.

Upon termination of the Lease, the TOWN shall quit and deliver up the Premises to the LESSOR peaceably and quietly and in as good order and condition as at the start of the Term, or as put into by the TOWN during the Term, reasonable use and wear thereof, fire and other unavoidable casualties excepted.

VI.

MODIFICATIONS and AMENDMENTS

Modifications or amendments to this Lease shall be in writing and duly executed by both parties hereto in order to be effective. The TOWN shall not assign this Lease without the written approval of the LESSOR.

VII.

NOTICE

For purposes of this Lease, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

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

Lessor: Oliver Ashton Post #343, Inc.
198 Church Avenue
Northbridge, Massachusetts 01534

These addresses are subject to change, and the parties hereto agree to inform each other of such changes as soon as practicable.

VIII.

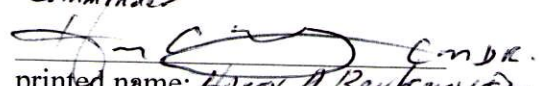
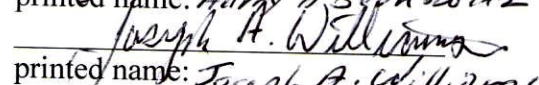
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Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

TOWN OF NORTHBRIDGE
its Board of Selectmen

OLIVER ASHTON POST #343, INC.
by its ~~President~~ and Treasurer

Commander

printed name: Harry A. Berkowitz

printed name: Joseph A. Williamson



Sharon Susienka

From: Fred and Maureen [fbmbcbjb@charter.net]
Sent: Monday, June 25, 2012 8:18 PM
To: townmanager@northbridgemass.org; ssusienka@northbridgemass.org; Kelly Lozier; Laurie Mahoney
Subject: Operation Graduation 2013 Boot Drive

Good Evening Sharon,

Operations Graduation 2013 is asking for permission to conduct a "Boot Drive Fund Raiser" during Homecoming Weekend Saturday, October 13, 2012

- we would like to conduct the fund raiser at the main intersection in front of the Town Hall (Memorial Square) and have a second group of parents at Ovia Square from 9:00 am - 3:00 pm - thank you.

Please let us know what the next steps are to secure this weekend event
- thanks.

Sincerely,
Fred and Maureen Beauregard
Co-Chairs: 2013 Operation Graduation

Donna Gosselin

From: James Shuris [jshuris@northbridgemass.org]
Sent: Tuesday, June 26, 2012 1:58 PM
To: ssusienka@northbridgemass.org; wwarchol@northbridgemass.org
Cc: dgosselin@northbridgemass.org
Subject: RE: Operation Graduation 2013 Boot Drive

Sharon and all:

This sounds like a great event. The only issues pertaining to DPW are tidiness/clean-up after the event.

Good luck!

Jim Shuris

-----Original Message-----

From: Sharon Susienka [<mailto:ssusienka@northbridgemass.org>]
Sent: Tuesday, June 26, 2012 9:19 AM
To: wwarchol@northbridgemass.org; James Shuris
Cc: dgosselin@northbridgemass.org
Subject: FW: Operation Graduation 2013 Boot Drive

PLEASE PROVIDE YOUR COMMENTS/CONCERNS TO THIS OFFICE REGARDING THE REQUEST BELOW. IF THERE ARE NO PROBLEMS/ISSUES, IT WILL GO BEFORE THE BOARD OF SELECTMEN AT THEIR NEXT MEETING ON JULY 16TH.

Sharon L. Susienka
Exec. Asst. to the Town Manager
Town of Northbridge
Phone: 508-234-2095
Fax: 508-234-7640

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Please let us know what the next steps are to secure this weekend event
- thanks.

Sincerely,
Fred and Maureen Beauregard
Co-Chairs: 2013 Operation Graduation

Sharon Susienka

From: Walter Warchol [wwarchol@northbridgemass.org]
Sent: Tuesday, June 26, 2012 1:20 PM
To: ssusienka@northbridgemass.org
Subject: RE: Operation Graduation 2013 Boot Drive

Sharon:

I have no issues as long as they follow the proper Boot drive procedures set by the BOS.

Chief

-----Original Message-----

From: Sharon Susienka [<mailto:ssusienka@northbridgemass.org>]
Sent: Tuesday, June 26, 2012 9:19 AM
To: wwarchol@northbridgemass.org; James Shuris
Cc: dgosselin@northbridgemass.org
Subject: FW: Operation Graduation 2013 Boot Drive

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Sharon L. Susienka
Exec. Asst. to the Town Manager
Town of Northbridge
Phone: 508-234-2095
Fax: 508-234-7640

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Subject: Operation Graduation 2013 Boot Drive

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- we would like to conduct the fund raiser at the main intersection in front of the Town Hall (Memorial Square) and have a second group of parents at Ovia Square from 9:00 am - 3:00 pm - thank you.

Please let us know what the next steps are to secure this weekend event
- thanks.

Sincerely,

RECEIVED

JUL 16 2012

Northbridge Town Manager

Northbridge Housing Authority
12 Colonial Drive
Whitinsville, MA 01588
Tel. 508-234-7736 Fax 508-234-4996

July 5, 2012

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

RE: Authorization for counsel other than Town Counsel

Dear Chairman Nolan and members of the Board,

Pursuant to Northbridge bylaw 4-410 (C)(4), the Northbridge Housing Authority seeks authorization by a vote of the Board of Selectmen to employ counsel other than Town Counsel. Fees of said counsel will be comparable to fees charged by Town Counsel. We request you place this item on your next scheduled meeting agenda.

Below is the referenced bylaw. You'll notice that such authorization shall not be denied.

"Northbridge Town Bylaw 4-410 (C)(4)
Additional counsel; special counsel.

No town agency shall, unless authorized by a vote of the Town, or a vote of the Board of Selectmen, employ, advise with or consult any attorney or counselor at law, other than the Town Counsel, with regard to its duties, or to any town business; provided, however, that whenever a jurisdictional dispute shall arise between two or more town agencies and the matter appears to be one which is proper for a judicial determination such authorization shall not be denied. "

Such authorization is sought because of a dispute between two town agencies, specifically the Northbridge Housing Authority and the office of the town Building Inspector. Attached is information detailing the dispute.

The Housing Authority thanks you in advance for your authorization.

Very truly yours,


John Shannahan
Chairman

NORTHBRIDGE HOUSING AUTHORITY
12 COLONIAL DRIVE
WHITINSVILLE, MA 01588
tel 508-234-7736 fax: 508-234-4996

June 14, 2012

James Sheehan
Zoning Enforcement Officer
Town of Northbridge
Aldrich School Municipal Annex
14 Hill Street
Whitinsville, MA 01588

RE: Linwood Mill Lofts, 670 Linwood Avenue, Linwood, MA 01525
Special Permit granted under Article 19 "Historic Mill Adaptive Re-Use District Zoning Bylaw"
Special Permit not granted under Article 17 "Senior Living Bylaw"

Dear Mr. Sheehan,

As you may be aware, applicant E.A. Fish Development, LLC (E.A. Fish) and its designee EAF Linwood LLC were granted a Special Permit under Article 19 "Historic Mill Adaptive Re-Use District Zoning Bylaw" for property located at 670 Linwood Avenue, Linwood, MA.

This Bylaw states:

Zoning Section 173-131 E

"The Town of Northbridge, through its Housing Authority and/or Office of Community Development, shall be responsible for selecting purchasers or tenants, and monitoring and insuring the long-term affordability of the units."

Moreover, condition #8 of the granted Special Permit reinforce the local bylaw:

"8. For the residential dwelling units, the applicant shall coordinate tenant selection and long-term affordability monitoring plans with the Northbridge Housing Authority and the Department of Housing and Community Development such that all parties agree with the assignment of roles and responsibilities."

The Northbridge Housing Authority (NHA) is aware of the recent occupancy of approximately forty (40) of the seventy-five (75) "fifty-five and over" affordable housing rental units at the Linwood Mill Lofts, 670 Linwood Avenue, Linwood, MA.

NHA wants to inform you, the Zoning Enforcement Officer that NHA has not "*selected tenants*" and has not been involved in the occupancy in any way. NHA corresponded with E.A. Fish on May 3, 2012 but received no reply. Although NHA had a telephone conference call with Mr. Matthew Mittelstadt of E.A. Fish and two individuals from Peabody Properties on June 7, 2012, NHA received no commitment from E.A. Fish to cease selecting tenants and that NHA would "*select tenants*" going forward.

NHA is of the opinion that E.A. Fish is in violation of the granted special permit and that an immediate cease and desist order should be issued. Please provide NHA with your written rationale as to this issue.

Furthermore, a Special Permit has not been sought and has not been received with respect to the Linwood Mill Lofts development pursuant to **Article 17 of the Town of Northbridge Senior Living Bylaw**.

This bylaw states:

Senior Living Bylaw Zoning Section 173 - 111. Applicability.

In order to be eligible for a special permit for a Senior Living development, the property under consideration must be a parcel or set of contiguous parcels held in common ownership and located entirely within the R-1, R-2, R-3, R-4, or R-5 zoning districts as set forth on the Zoning Map. In a Senior Living development, the underlying uses outlined in the Table of Use Regulations (§ 173-12) shall no longer be permissible.

Senior Living Bylaw Zoning Section 173 - 112F

The Northbridge Housing Authority shall be responsible for choosing purchasers or tenants, and monitoring and insuring the long-term affordability of the units

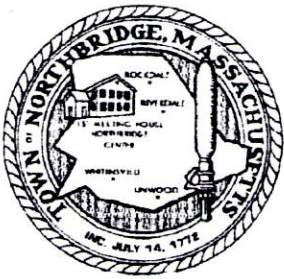
NHA is of the opinion that any proposed Fifty-Five and Over (55+) development within R-1, R-2, R-3, R-4, or R-5 zoning districts must seek a special permit under Article 17. Linwood Mill Lofts is marketed and advertised as a 55+ development. The Table of Use Regulations is silent on 55+ developments, and as such 55+ developments shall not be permitted in zones other than R-1, R-2, R-3, R-4, or R-5 as specified in Article 17. Please provide NHA with your written rationale as to this issue.

We look forward to your earliest reply.

Regards,
NORTHBRIDGE HOUSING AUTHORITY

John Shannahan, Chairman

cc: Ted Kozak, Town Manager
Town of Northbridge
7 Main Street
Whitinsville, MA 01588



TOWN OF NORTHBRIDGE
OFFICE OF THE INSPECTOR OF BUILDINGS

**14 Hill Street
Whitinsville, MA 01588
(508) 234-6577
Fax# (508) 234-0814**

June 21, 2012

John Shannahan, Chairman
Northbridge Housing Authority
12 Colonial Drive
Whitinsville, MA 01588

Re: Linwood Mills

Dear Mr. Shannahan:

I have reviewed your letter dated June 14, 2012 regarding the Housing Authority's involvement in the Linwood Mill project. The Linwood Mill project was granted a Special Permit by the Planning Board under the Historic Mill Adaptive reuse Overlay District. This special permit allows for the redevelopment of existing mills to include a combination of residential and commercial uses. The Planning Board is the special permit granting authority under the Zoning By-Law for this permit.

The Linwood Mill project as approved does not require additional permits or applications. The Senior Living By-Law has its own specific requirements for development which do not apply to the Linwood Mill project. The Senior Living By-Law is an option for developers who choose to pursue a special permit under its general requirements.

Condition #8 of the Special Permit states that the applicant shall coordinate tenant selection and long term affordability monitoring plans with the Housing Authority and the Department of Housing and Community Development such that all parties agree with the assignment of roles and responsibilities. Should you feel this arrangement is no longer satisfactory then it is my recommendation that we solicit input from the Planning Board to determine if the applicant is compliant with this condition of approval. You have a right to appeal my determination to the Zoning Board of Appeals in accordance with Section 173-46 of the Zoning By-Law.

Sincerely,


James Sheehan, Jr.
Inspector of Buildings

Cc: Town Manager
Planning Board
EA Fish Dev.

K.

COMMONWEALTH OF MASSACHUSETTS

Complaint of Vicious or Barking Dogs
Section 137, Chapter 140, General Laws

To: Selectmen
Chief of Police

Town of Northbridge, Massachusetts

Date: 06/19/12

I hereby make complaint hereon, that a dog or dogs owned or
harbored by:

(Name)

(Address)

residing in my vicinity on or near: VILLAGE AREA
(Street or Locality)

is a nuisance by reason of:-

(ATTACH ADDITIONAL SHEETS, IF
NECESSARY)

1. Vicious disposition.

State facts here: Very aggressive and vicious attacked
my dog on 1 occasion and has also tried pulling
itself away from its owner n almost hit its owner
to get loose on the 2nd occasion

2. ~~Excessive Barking~~.

State facts here: _____

3. Other Disturbance.

State facts here: also same dog needed to be
quarantined back in I think Nov for attacking
1 Katelyn Johnson while she was waiting for her
son at a bus stop

4. Source of annoyance to a sick person residing in the vicinity.

State facts here: _____

5

This complaint is made under penalties of perjury.

Complainant's signature and address:

Herndon Building
Signature

774-287-9383
Telephone #

31 A ST
Street



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



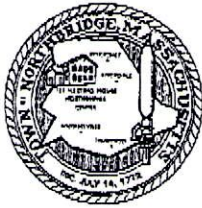
TIMOTHY LABRIE
LIEUTENANT

To: Chief Walter J. Warchol
From: Lt Timothy Labrie
Subject: Kenneth Goulding Dog Complaint
Date: June 28, 2012

Within the last three months, I have had several phone conversations with Kenneth Goulding of 31 A St. Whitinsville, MA (774-287-9383) concerning an issue he has with a dog that attacked his dog while they were both walking their dogs in the area of his residence. Mr. Goulding said the dog got aggressive towards his dog while they were both out for a walk. Mr. Goulding was not able to provide the name of the dog owner and only described the dog as a boxer-mix. Mr. Goulding indicated that he believed the dog is owned by a female subject and that the female and dog lived somewhere on Overlook St. During these conversations, Mr. Goulding expressed his concern for his dog and other dogs and children in the neighborhood. Lt. Labrie advised Mr. Goulding to call the police if he sees this dog and/or owner so the police and Animal Control Officer, Daniel Chauvin, can identify the dog and owner and also make sure that the dog is properly leashed.

Lt. Labrie also spoke with Mr. Chauvin about the matter and Mr. Chauvin walked the Overlook St. neighborhood in an attempt to locate the dog and/or owner on several occasions with negative results. Lt. Labrie also conducted a log search for "dog complaints" in the Overlook St. area with negative results. Lt. Labrie advised Mr. Goulding of the fact that we have not received any other complaints about this dog on Overlook St or the surrounding streets in that area. Mr. Goulding expressed his desire to have the dog muzzled. Lt. Labrie advised Mr. Goulding that the police or Mr. Chauvin would not be able to order the dog muzzled after one incident in which a dog was aggressive towards another dog.

During the investigation, it was learned that the dog that Mr. Goulding is referring to was involved in an incident in which it bit his old girlfriend, Caitlyn Johnson, back in November of 2011. This incident was reported to the Board of Health and the dog was ordered to be quarantined. (see attached copy of Board of Health report). The owner was identified as Janna Melanson of 39 Overlook St. Animal Control Officer Chauvin spoke with her and advised her of the leash laws.



TOWN OF NORTHBRIDGE
BOARD OF HEALTH

7 Main Street
Whitinsville, MA 01588
(508) 234-3272
Fax# (508) 234-0821

Jim Labrie

TO: Kevin Sullivan, Inspector of Animals
Fax (508) 883-0298

FROM: Jeanne M. Gniadek
Northbridge Board of Health Administrator
Phone (508) 234-3272
Fax # (508) 234-0821

DATE: NOVEMBER 21, 2011

SUBJECT: **Animal Bite/Scratch – Quarantine Notice**

1 page(s) including cover sheet

Kevin – here is the information I have so far on this dog bit.

*Person Bitten: Caitlyn Johnson
31 A Street, Whitinsville, MA
Phone (508) 372-9139*

Bitten – left arm – did not puncture skin

Dog – Boxer – named TOBY – was adopted from a shelter in or around May of 2011?

Dog was being walked by a Charlotte/Challete/Shawna – or something like this.

Owner's name were being told is DON and he lives at either 37 or 39 Overlook Street

Good Luck!!

*If you find this dog, can you notify Caitlyn Johnson of the dog owner's name and address
and the status of his rabies vaccinations (if adopted from a shelter, he should be all set)*

THANKS and have a Happy Thanksgiving!!

Jeanne

Tim Fabrie

12/1/11

DUPLICATE
To be sent to
Animal Health



Commonwealth of Massachusetts
DEPARTMENT OF AGRICULTURAL RESOURCES
DIVISION OF BIOSECURITY AND REGULATORY SERVICES
ORDER OF QUARANTINE
Massachusetts General Laws, Chapter 129 § 2, 21, 22

Date 12/21/11

Town of City of Northbridge
To Anna Melanson

owner/person having an interest in/or person in charge.

Address 39 Overlook St

Upon premises of residence
The following is quarantined, by virtue of the power and authority vested in me by law

(Number, Sex, Species, Breed, Age, Color, Name)
Male, Doberman Pinscher, 1 1/2 yr / Brown / Toby

Reason for quarantine (Suspected disease, information violation, animal bite (name of person bitten / address / date of bite))

Caution Johnson 31A St Whitinsville, MA dog
bite to test arm

Further conditions of quarantine: 10 day Quarantine

You and all other persons whom it may concern are hereby forbidden to remove anything under quarantine from the premises for any purpose whatsoever, except by permission of Chief of Animal Health or his authorized agent. VIOLATION OF THIS ORDER CAN RESULT IN A FINE OF UP TO FIVE HUNDRED DOLLARS OR BY IMPRISONMENT FOR NOT MORE THAN ONE YEAR, OR BOTH.

Form 38-230 BKS-10/08-9QUARANTINEBOOKSRABIE

Inspector of Animals

RELEASE FROM QUARANTINE

The animal(s) described on the right does not in my opinion show symptoms of any infectious contagious disease.

Inspector of Animals
12/1/11

Date

Instructions to Inspector: Write the full name of the person to whom you delivered the original order of quarantine. Designate that person as the owner, or person having interest in, or person in charge, by crossing out the words which do not apply. If you are not able to deliver the original order of quarantine to the primary caretaker, please post the original on premises.

COMMONWEALTH OF MASSACHUSETTS

Complaint of Vicious or Barking Dogs
Section 137, Chapter 140, General Laws

To: Selectmen
Chief of Police

Town of Northbridge, Massachusetts

Date: 06/19/12

I hereby make complaint hereon, that a dog or dogs owned or
harbored by:

(Name)

(Address)

residing in my vicinity on or near: VILLAGE AREA
(Street or Locality)

is a nuisance by reason of:-

(ATTACH ADDITIONAL SHEETS, IF
NECESSARY)

1. Vicious disposition.

State facts here: Very aggressive and vicious attacked
my dog on 1 occasion and has also tried pulling
itself away from its owner & almost hit its owner
to get loose on the 2nd occasion

2. ~~Excessive Barking~~.

State facts here: _____

3. Other Disturbance.

State facts here: also same dog needed to be
quarantined back in I think Nov for attacking
I Katlyn Johnson while she was waiting for her
son at a bus stop

4. Source of annoyance to a sick person residing in the vicinity.

State facts here: _____

and while the village area is full of little children and there's been an increase in the amount of residents having animals in the vicinity of the village, I personally think it's in the best interest of the town to have this dog muzzled for the safety of the local community as well as others pets & family members.

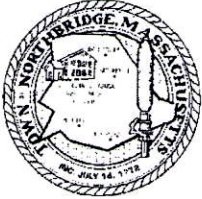
This complaint is made under penalties of perjury.

Complainant's signature and address:

Herndon Building
Signature

774-287-9383
Telephone #

31 A ST
Street



Northbridge Public Schools

Northbridge School Committee

87 Linwood Avenue, Whitinsville, Massachusetts 01588 (508) 234-8156 FAX (508) 234-8469 www.nps.org

Michael McGrath, Chairperson mmcgrath@nps.org Alicia Cannon, Vice-Chairperson acannon@nps.org
Timothy Doiron, Julie Gawlak, Karen Peterson Kittredge, Michael LeBrasseur, Selena Livingston, Randeem Zanca

June 27, 2012

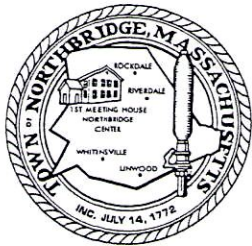
Dear Mr. Kozak and Selectmen,

As a result of the 2012 Northbridge town election process, the Northbridge School Committee has been left with one vacancy. Per the requirements of the town charter, we would like to engage in a process with the selectmen to fill this vacancy. We suggest a process that is similar to the process that was followed last year, when there were two vacancies on the School Committee as a result of the 2011 town election process.

Specifically, we suggest that on July 2, 2012 a notice be posted on the town website and on the school website, asking interested candidates to fill out a talent bank form by July 27, 2012. We would then have a joint meeting of the selectman and School Committee on August 14th at 6:15PM to appoint a new member of the School Committee.

Sincerely,

Michael McGrath
Chair, Northbridge School Committee




Theodore D. Kozak
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

MEMORANDUM

DATE: January 11, 2012

TO: All Committees, Boards and Commissions

FROM: Theodore D. Kozak, Town Manager 

SUBJECT: Remote Participation → 940 CMR 29.10

In November 2011, Attorney General Martha Coakley announced new regulations under the Open Meeting Law that authorizes remote participation in meetings by members of public bodies under certain circumstances and for specific reasons.

However, before the Town can implement this regulation for local public bodies, the practice of remote participation must be authorized by the Chief Executive Officer of the municipality, which in our case is the Chairman of the Board of Selectmen, or voted by a simple majority. Accordingly, the Select Board discussed this matter at their January 9, 2012 meeting and collectively agreed to get input from other Town Boards and Committees.

At their request, I am providing a copy of 940 CMR 29.10 for you/your board's review. Please notify this office if your board is interested in the town adopting this regulation and which method of remote participation your board would utilize according to Section (6) Technology located on page 2 of the regulations.

29.10: Remote Participation

(1) Preamble. Remote participation may be permitted subject to the following procedures and restrictions. However, the Attorney General strongly encourages members of public bodies to physically attend meetings whenever possible. By promulgating these regulations, the Attorney General hopes to promote greater participation in government. Members of public bodies have a responsibility to ensure that remote participation in meetings is not used in a way that would defeat the purposes of the Open Meeting Law, namely promoting transparency with regard to deliberations and decisions on which public policy is based.

(2) Adoption of Remote Participation. Remote participation in meetings of public bodies is not permitted unless the practice has been adopted as follows:

(a) Local Public Bodies. The Chief Executive Officer, as defined in M.G.L. c. 4, sec. 7, must authorize or, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that authorization or vote applying to all subsequent meetings of all local public bodies in that municipality.

(b) Regional or District Public Bodies. The regional or district public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(c) Regional School Districts. The regional school district committee must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(d) County Public Bodies. The county commissioners must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of all county public bodies in that county.

(e) State Public Bodies. The state public body must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(f) Retirement Boards. A retirement board created pursuant to M.G.L. c. 32, sec. 20 or M.G.L. c. 34B, § 19 must, by a simple majority, vote to allow remote participation in accordance with the requirements of these regulations, with that vote applying to all subsequent meetings of that public body and its committees.

(3) Revocation of Remote Participation. Any person or entity with the authority to adopt remote participation pursuant to 940 CMR 29.10(2) may revoke that adoption in the same manner.

(4) Minimum Requirements for Remote Participation.

- (a) Members of a public body who participate remotely and all persons present at the meeting location shall be clearly audible to each other;
- (b) A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, sec 20(d);
- (c) Members of public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, sec. 23D.

(5) Permissible Reasons for Remote Participation. If remote participation has been adopted in accordance with 940 CMR 29.10(2), a member of a public body shall be permitted to participate remotely in a meeting, in accordance with the procedures described in 940 CMR 29.10(7), if the chair or, in the chair's absence, the person chairing the meeting, determines that one or more of the following factors makes the member's physical attendance unreasonably difficult:

- (a) Personal illness;
- (b) Personal disability;
- (c) Emergency;
- (d) Military service; or
- (e) Geographic distance.

(6) Technology.

(a) The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. Accommodations shall be made for any public body member who requires TTY service, video relay service, or other form of adaptive telecommunications.

- (i) telephone, internet, or satellite enabled audio or video conferencing;
- (ii) any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.

(b) When video technology is in use, the remote participant shall be clearly visible to all persons present in the meeting location.

(c) The public body shall determine which of the acceptable methods may be used by its members.

(d) The chair or, in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

(e) The amount and source of payment for any costs associated with remote participation shall be determined by the applicable adopting entity identified in 940 CMR 29.10(2).

(7) Procedures for Remote Participation.

(a) Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair or, in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.

(b) At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 29.10(5) for his or her remote participation. This information shall also be recorded in the meeting minutes.

(c) All votes taken during any meeting in which a member participates remotely shall be by roll call vote.

(d) A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless presence of that person is approved by a simple majority vote of the public body.

(e) When feasible, the chair or, in the chair's absence, the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, sec. 22.

(8) Effect on Bylaws or Policies. These regulations do not prohibit any municipality or public body from adopting bylaws or policies that prohibit or further restrict the use of remote participation by public bodies within its jurisdiction.

(9) Remedy for Violation. If the Attorney General determines, after investigation, that 940 CMR 29.10 has been violated, the Attorney General may resolve the investigation by ordering the public body to temporarily or permanently discontinue its use of remote participation.

TOWN MANAGER'S REPORT – JULY 16, 2012

- 1) **Northbridge Memorial Town Hall – Matching Grant:** Received a letter from the Massachusetts Historical Commission informing the Town that the Northbridge Memorial Town Hall was selected for a matching grant of \$45,000.00 from the Commission's Round 18: Massachusetts Preservation Projects Fund.
- 2) **Blackstone Valley Vocational Regional School District [BVVRS] – Capital Projects:** Received a letter from the BVVRS on the proposed capital improvements to their facility and wanted to inform the Board of the proposed work and if they have any questions or suggestions to let the Superintendent know.
- 3) **Central Mass. Regional Planning Commission Meeting:** Attended a meeting at which the Commission outlined the scope of services that they can provide to communities and also discussed some topics regarding regionalization that towns may wish to investigate further.
- 4) **Vacancies: Building, Planning, Construction Committee and Finance Committee:** The Town Moderator asked that I announce that there are vacancies on these committees and anyone who is interested to please contact the Town Manager's Office for more information.
- 5) **Fall Annual Town Meeting [October 23, 2012]:** The deadline to submit warrant articles is August 24, 2012 at Noon.



The Commonwealth of Massachusetts
William Francis Galvin, Secretary of the Commonwealth
Massachusetts Historical Commission

P. 1.
RECEIVED
JUN 22 2012
Northbridge Town Manager

June 18, 2012

Theodore D. Kozak
Town Manager
Town of Northbridge
7 Main Street
Whitinsville, MA 01588

RE: Northbridge Memorial Town Hall, NORTHBRIDGE, MA

Dear Mr. Kozak:

As Chairman of the Massachusetts Historical Commission, I am pleased to inform you that the above-mentioned project has been selected for a matching allocation of **\$45,000** from the Commission's Round 18: Massachusetts Preservation Projects Fund.

Due to the competitive nature of the program and limited funding, your award may differ from your requested amount. Please note that the grant is subject to reauthorization of the capital accounts and the availability of sufficient allocated funds. The Office of Administration and Finance must first allocate the Commission's Round 18 Massachusetts Preservation Project Fund Grants. The Massachusetts Historical Commission will not be liable for any amount or loss caused by the non-reauthorization or non-allocation of said funds.

If said funds are reauthorized and allocated, the Commission will provide 50:50 matching funds for window restoration, new interior storms, and associated painting.

This project, as scoped, will involve exterior repainting. An historic paint color analysis may be necessary to determine early paint colors. As an historic preservation project, you will be expected to implement the results of the analysis and restore to the most historically appropriate paint scheme.

This allocation is contingent upon the successful execution of the following steps, all of which must be completed before construction or pre-development work can begin:

1. Consultation with MHC Grants Division and Technical Staff to complete the full plans and specifications for project work items or to develop the pre-development Request For Proposals (RFPs). Please note that the MHC may require changes from the scope of work or budget as presented in your application in order to meet the program guidelines and funding allocation. Please note that **August 31, 2012** is the deadline for final approved construction documents or final approval for pre-development RFPs.
2. Execution of a grant contract with the Massachusetts Historical Commission is a program requirement. It will define the grant-assisted project under applicable laws and regulations and

220 Morrissey Boulevard, Boston, Massachusetts 02125
(617) 727-8470 • Fax: (617) 727-5128
www.sec.state.ma.us/mhc

include either plans and specifications or an RFP, a budget, and timetable for the full scope of eligible and approved work items.

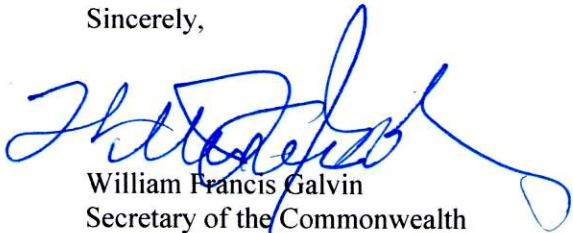
3. The grants staff will convene a workshop for Local Project Coordinators (LPCs) and other project participants on Thursday, **July 12, 2012** from 2:00 PM to 4:30 PM in the MHC offices at the Massachusetts Archives Building in Boston. **LPC attendance at this scheduled workshop is a requirement of the program.** We also encourage the attendance of other project team members, such as architects, preservation consultants, or engineers. **Please contact the MHC grants staff to confirm that you will be attending.** Also, please come to this meeting prepared to schedule preliminary site visits with assigned MHC grants staff to finalize a mutually agreeable scope of work for your MPPF project. These site visits should preferably be scheduled prior to the end of July and will require the attendance of your architect for all development projects.

Please respond in writing to Brona Simon, Executive Director and State Historic Preservation Officer, MHC, by **July 11, 2012** with your intention to accept the grant allocation and meet with appropriate MHC personnel.

A Local Project Coordinators' Manual will be distributed at the meeting. Directions to the Archives Building are enclosed with this letter.

The Commission looks forward to working with you toward the successful completion of your project. We sincerely hope that this grant allocation will help you to achieve your preservation goals.

Sincerely,



William Francis Galvin
Secretary of the Commonwealth
Chairman, Massachusetts Historical Commission

cc: Northbridge Historical Commission
Thomas J. Melia, Chair, Board of Selectmen
R. Gary Bechtholdt, Town Planner & LPC

School Committee Members

Joseph M. Hall, Bellingham
William J. Pontes, Blackstone
John C. Lavin, III, Douglas
Anthony M. Yitts, Grafton
Paul M. Yanovitch, Hopedale
Michael D. Peterson, Mendon
Arthur E. Morin, Jr., Milford
Chester P. Hanratty, Jr., Millbury
Gerald M. Finn, Millville
Jeff T. Koopman, Northbridge
Mitchell A. Intinarelli, Sutton
Kenneth M. Pedersen, Jr., Upton
James H. Ebbeling, Uxbridge

Blackstone Valley Vocational Regional School District

65 Pleasant Street
Upton, Massachusetts 01568-1499

Dr. Michael F. Fitzpatrick
Superintendent-Director

Tel.: 508-529-7758

Fax: 508-529-3079

E-mail: mfitzpat@valleytech.k12.ma.us

RECEIVED

JUN 29 2012

Northbridge Town Manager

June 28, 2012



Thomas J. Melia, Chair
Board of Selectmen
7 Main Street
Whitinsville, MA 01588

*To be read at the next meeting of the Board
of Selectmen for the Town of Northbridge.*

Dear Mr. Melia:

Following a unanimous vote by the Blackstone Valley Vocational Regional District School Committee on June 21, 2012 to conduct a Feasibility Study relating to proposed science laboratory renovations, I write seeking authorization to once again utilize a creative self-financing strategy to avoid extending a plan to incur debt to the District's member communities.

At its last meeting, the School Committee voted "to appropriate an amount no greater than sixty thousand (\$60,000) dollars for the purpose of paying costs of a Feasibility Study for renovations to include the construction of two (2) new science labs in the 300 wing at Blackstone Valley Regional Vocational Technical High School, 65 Pleasant Street, Upton, Massachusetts, including all costs incidental and related thereto (the "Study"), said amount to be expended under the direction of the School Building Committee." To meet this appropriation the School Committee authorized transfers from available balances in existing capital projects funds.

The District has previously employed a similar process to generate funds necessary to repair the 50-year-old roof and to construct athletic fields. This strategy will have no fiscal impact to member communities. Given favorable action, the District will work in tandem with the Massachusetts School Building Authority (MSBA) to advance its science, technology, engineering, and math (STEM) programs via renovations of existing laboratory space into modern science labs. This opportunity is particularly timely given the Board of Higher Education's recent change in admissions standards for state colleges and universities, which will require candidates to have completed additional laboratory science courses.

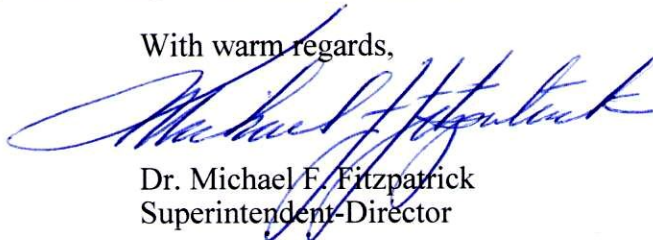
Should the Feasibility Study generate a favorable recommendation, the District intends to draw upon MSBA reimbursements attributable to the previous approved \$36 million construction/renovation project to support this new endeavor, which is in line to be eligible for an estimated 53% reimbursement under the MSBA Science Lab Initiative. While specifics are not yet available, this communication should also be viewed as an alert that you may expect similar notification of the District's plan to utilize available funds for this purpose when more detailed financial aspects of the full project are known.

Letter to BOS Chairs
Re: Science Labs Feasibility Study

June 28, 2012
Page 2

I trust the Board of Selectmen for the Town of Northbridge will agree that self funding of this nature will be viewed by District taxpayers as sensitive to the limited resources of member towns and that this previously endorsed approach is an excellent and cost-effective way to secure valuable state resources to improve STEM teaching and learning for the future Blackstone Valley workforce.

With warm regards,



Dr. Michael F. Fitzpatrick
Superintendent-Director

MFF/dp

cc: Jeff Koopman, BVVRSD School Committee Member
Theodore D. Kozak, Town Manager