

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
March 27, 2017 AT 6:30 PM**

**EXECUTIVE SESSION: 6:30 PM**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

- A. February 27, 2017
- B. March 13, 2017 Executive Session

**II. PUBLIC HEARING**

**III. APPOINTMENTS/Resignations**

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS**

- C. Spring Annual Town Meeting [May 2, 2017] / Vote to sign warrant upon completion and final review by Town Counsel

**VI. DISCUSSIONS**

- D. School Department Budget Presentation/Present: Melissa Walker, Business Manager and Michael Lebrasseur, Chairman, School Committee
- E. Town Meeting Ballot Questions [Article 4 & Article 28]

**VII. TOWN MANAGER'S REPORT**

- F. 1) Community Electricity Aggregation Program
- 2) DPW Facility Update
- 3) Town Manager Screening Committee update
- 4) Recreational Marijuana Establishments - Public Hearing

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION - 6:30 PM: Under M.G.L Chapter 30A, Sec. 21 #3 - To discuss strategy with respect to litigation. [Union Grievances]**

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



**BOARD OF SELECTMEN'S MEETING**  
**February 27, 2017**

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

The Pledge of Allegiance was recited by those present

**Present: Representative Muradian.** Representative Muradian gave an update on the Governor's Budget. The proposed budget number for Northbridge is \$15,449,991, which is an increase from last year. The Governor has requested \$200,000,000 for Chapter 90 funds. In the governor's budget the first house budget is a baseline. The governor filed a \$200,059,000 supplemental budget which includes \$20,000,000 for snow and ice removal. Representative Muradian reminded everyone that if any department applies for any grant to let him know so he can advocate for it. Chairman Marzec questioned the lottery revenues that go back to the towns and why towns that do not partake in the lottery are getting back millions and other towns that do partake in it have receive a disproportioned amount. Representative Muradian explained that it is a formula which certainly deserves to be looked at and can be brought to the administrations attention. Selectman Athanas asked how the cannabis situation will be addressed moving forward. Representative Muradian explained that there is a new committee that has been established within the legislator to look specifically at the issue. More precisely the language from the ballot, amendments, etc. Representative Muradian expressed that he believes there are a lot more safety issues that could be in place. Selectman Ampagoomian asked if there were any foreseeable grants for municipalities to build public safety facilities. Representative Muradian replied he was currently not aware of any, but that doesn't mean they are not out there and will certainly look into it. Selectman Ampagoomian asked how the raises for the state employees can be justified when the Commonwealth is still fighting for every dollar it has. Representative Muradian stated that it was a very difficult vote to take. He stated it would not affect the bottom line of the operating budget, and there were good changes that came along with it. Selectman Melia stated that the Board was most likely going to support a moratorium and asked representative Muradian if it would be recommended. Representative Muradian explained that he would support the Board in that endeavor if they choose that route. Selectman Melia asked regarding the land clearing, explaining that Department of Conservation and Recreation attended the Selectmen's last meeting, but the Board was not happy with their response and actions to the land clearing. Selectman Melia continued explaining the Board sought to at least get terminology in the law to give towns more than a two week notice. Selectman Melia asked if Representative Muradian could look into what could be done. Representative Muradian asked if the Board or Town Manager had a specific proposal in mind to take to the State. Town Manager Kozak stated he believes the process should consist of a public hearing with sufficient notice to all abutters of the land clearing property at a minimum. Chairman Marzec noted that two weeks' notice to the Conservation Commission is not adequate. Selectman Ampagoomian added he believes there should be a requirement to hire an environmental engineer to do a wetland study and impact on the land to be cleared, which should reviewed and agreed upon prior to the hearing. Selectman Nolan asked if Representative Muradian could converse on the tax ramification of the cannabis issue. Representative Muradian explained the tax threshold would come in at 12.5% - 13%. He stated a concern is with operational costs, he is unsure if the State will even breakeven.

**APPROVAL OF MINUTES**

**A. January 9, 2017.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the January 9, 2017 minutes with the readings omitted. Vote yes/Unanimous. **B. January 23, 2017.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the January 23, 2017 minutes with the readings omitted. Vote yes/Unanimous.

**PUBLIC HEARING/None**

**APPOINTMENTS:** By the Town Manager/ **C. Evan Dautrich, Mechanic, Highway Department/Present: Jamie Luchini, Highway Superintendent.** Mr. Luchini introduced Evan Dautrich who pending the Boards approval will be the new master mechanic. Mr. Luchini stated that Mr. Dautrich has experience welding, small engine and small equipment experience, and experience with larger trucks. Mr. Dautrich stated he looks forward to working for the Town and hopes to get all of the Town equipment straightened out. A motion/Mr. Nolan, seconded/Mr. Athanas to affirm the Town Managers appointment of Evan Dautrich to the Highway Department as a Mechanic. Vote yes/Unanimous.

**Resignations: D. Heather Beland, Playground and Recreation Commission.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept Ms. Beland's resignation letter and send a letter of appreciation for her services with the Playground and Recreation Commission. Vote yes/Unanimous.

**CITIZENS' COMMENTS/INPUT/None**

**E. Spring Annual Town Meeting [May 2, 2017] / Vote to place articles on warrant.** Chairman Melia announced that the Board would be voting their positions on the warrant articles for the Spring Annual Town Meeting, which will be held Tuesday, May 2, 2017. Town Manager Kozak explained that this is a draft warrant and the numbers of the articles are subject to change. **ARTICLE 1 (Board of Selectmen)** Bill(s) of prior year: Town Manager Kozak stated this was a standard article. **ARTICLE 2 (Board of Selectmen)** Transfers within the Omnibus Article: Town Manager Kozak stated this was a standard article. **ARTICLE 3 (Finance Committee)** Transfer to Stabilization Fund: Town Manager Kozak explained the Finance Committee would be voting on it this week. **ARTICLE 4 (Board of Selectmen)** Sewer Enterprise Operation of the Department of Public Works. **ARTICLE 5 (Board of Selectmen)** Water Enterprise Fund a sum of money to operate the Water Enterprise Operation of the Department of Public Works. **ARTICLE 6 (Board of Selectmen)** Authorize the use of Chapter 90 Funds. **ARTICLE 7 (Board of Selectmen)** authorize the Treasurer/Collector to enter into a compensating balance agreement. **ARTICLE 8 (Playground & Recreation Commission)** To reauthorize a revolving account for the Playground & Recreation Commission. **ARTICLE 9 (Board of Health)** To reauthorize a revolving account for the Northbridge Board of Health. Town Manager Kozak explained this article was to collect funds from permit fees to be used towards inspections, plan reviews, supplies and administrative costs. **ARTICLE 10 (Board of Health)** to reauthorize a revolving account for the Northbridge Board of Health: Town Manager Kozak explained this article was to purchase supplies from the sale of compost site stickers. **ARTICLE 11 (Board of Selectmen)** Compensated Absences Fund: Town Manager Kozak explained this is a normal article every year. **ARTICLE 12 (Board of Selectmen)** Compensated Absences Fund. Town Manager Kozak explained this is a new fund that was started a couple of years ago by the recommendation of our auditors. **ARTICLE 13 (Board of Selectmen)** Stabilization Fund. **ARTICLE 14 (Board of Selectmen)** Pine Grove Cemetery Trust. Town Manager Kozak explained it is in the low to middle \$40,000, which is in close proximity to what was done last year. **ARTICLE 15 (Board of Selectmen)** Town Building Maintenance Fund: Town Manager Kozak stated that it is typically \$39,000 which will be going up \$17,000 due to a second project coming on.

**END OF HOUSEKEEPING ARTICLES**

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**ARTICLE 16 (Board of Selectmen)** Other Post-Employment Benefits [OPEB] Trust Fund: Town Manager Kozak explained that last year the Town voted to receive meals tax towards this fund.

**ARTICLE 17 (Board of Selectmen)** To establish and authorize revolving funds: Town Manager Kozak explained that the general law change and the Town needs to adopt it in order to authorize revolving funds. Town Accountant Mr. Vaidya explained that Articles 8, 9 and 10 require annual authorizations for

revolvers. When the bill was passed it changed the way towns and cities can act upon the revolvers, which will require a bylaw change. **ARTICLE 18 (Board of Selectmen)** Health Insurance Stabilization Fund. **ARTICLE 19 (Board of Selectmen)** Healthcare Reimbursement Account: Town Manager Kozak explained this is a new article to offset medical copay reimbursements for employees. Town Accountant Vaidya added that it is a revolving account, so the money will stay. Selectman Melia asked if it included retirees. Town Manager Kozak replied he believes it does. **ARTICLE 20 (Board of Selectmen)** Repairs to the brick facade and associated repairs to the front (Main Street side) of Fire Department Headquarters: Town Manager Kozak explained that separation was found over the winter and is in need of repaired. It is looking like around \$50,000. **ARTICLE 21 (Board of Selectmen)** Purchasing and installing energy reduction equipment and other appurtenances: Town Manager Kozak explained that Northbridge is a green community, which requires a number of things that need to be improved within the Town buildings and will also help save money in the long run. **ARTICLE 22 (Board of Selectmen)** Retained Earnings Account of the Sewer Enterprise Fund: Town Manager Kozak explained that the Sewer Department need to do study work on inflow issues on wastewater structures. It is about \$150,000 for an estimate. **ARTICLE 23 (Board of Selectmen)** Raise and appropriate, and/or transfer funds from the Retained Earnings Account of the Sewer Enterprise Fund: Town Manager Kozak explained this article is for installing energy reduction equipment and other appurtenances at the Wastewater Treatment Plant and other pump stations. **ARTICLE 24 (Board of Selectmen)** Road & Sidewalk Repair, Maintenance, Preservation and Re-Construction Program: Selectman Athanas asked if we had anything left over from last year. Town Manager Kozak replied it is over a five year period and last year was the final year, so this year will start new. **ARTICLE 25 (Board of Selectmen)** Raise and appropriate, and/or to transfer a sum of money for the purpose of financing the purchase of a Hook & Load Packer (Leaf Removal) and appurtenances. Town Manager Kozak stated it would be about \$65,000. Highway Superintendent Mr. Luchini explained that a Hook and Load Packer is a trash compactor which hooks on the back of a truck which the body slides off. Mr. Luchini stated that it would save time and is more efficient. Selectman Nolan asked where the machine would be stored. Mr. Luchini explained that it was an attachment and would probably go in the old garage. **ARTICLE 26 (Board of Selectmen)** Financing the purchase of a Sidewalk Bombardier (Snow Removal) and appurtenances for use by the Highway Division of the Department of Public Works: Mr. Luchini explained they currently have two, one is a 1983 and 1985 one of which is not functioning and the other is on its way out. Town Manager Kozak stated it would be about \$125,000. **ARTICLE 27 (Board of Selectmen)** Massachusetts Community Preservation Act: Town Manager Kozak announced that he wanted this to be considered and would allow a fund to be in place and the preservation of open space, help fix historic buildings, affordable housing, and develop outdoor recreational areas. The Community Preservation Act (CPA) allows you to go with a 1%, 2%, or 3% increase on property tax. If it goes to 1% which Mr. Kozak suggests it would bring in \$130,000 and would have a \$100,000 exemption. Mr. Kozak explained it would be the first \$100,000 of property tax would not be taxed. Chairman Marzec asked if a list could be compiled of surrounding towns that are participating in the Community Preservation Act. Town Manager Kozak replied he would get a list together and would also ask someone to come in to speak about it. Selectman Melia asked if it would decrease the towns total tax revenue. Mr. Vaidya explained that it is just for the calculation of the CPA, the first \$100,000 would be exempt off of the 1% increase from the CPA. Selectman Athanas explained he is not comfortable for an additional tax and would rather wait. Chairman Marzec stated that he believes it is worth the effort to go for. Chairman Marzec rationalized that if the CPA was put into effect 10 years ago a lot of the current issues the Town is having with fields and recreations areas would have been solved. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to place all draft articles on the warrant with caveat that there will be a presentation on the Community Preservation Act. Vote Yes/Unanimous.

**F. Riverdale Cemetery deed/Thomas A. Wick [Lot No. 602, Willow Ave].** A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the purchase of lot No. 602, Willow Ave. Vote yes/Unanimous.

**G. Disability Commission/Warrant article/Present: Bruce Frieswick, Disability Commission member.** Also present was Johnathan Smith, William Mello, and Jon Frieswick. Mr. Frieswick explained

the Disability Commission was seeking for the Board to accept Mass. General Law Chapter 40 §22g. Mr. Frieswick explained that prior to accepting §22g, the Board first needs to accept §8j, which authorizes the establishment of a Disability Commission to serve in an advisory capacity to municipal governments on disability issues. Mr. Frieswick explained if it was not voted on previously an article will need to be placed on the warrant, which accepts Chapter 40 §8j. He explained once that is completed an article can be placed on the warrant to accept §22g. Mr. Kozak asked to explain the intent of adopting 22g is. Mr. Frieswick explained that adopting §22g would allow the Disability Commission to receive and administer fines from violations of the Handicapped Parking Law. The funds received must be used solely for the benefit of persons with disabilities. The discussion concluded with the result of 2 separate articles on the Town Meeting warrant, sponsored by the Disability Commission. A motion/Mr. Frieswick, seconded/Mr. Mello to place an article on the 2017 Spring Annual Town Warrant asking the Town to adopt M.G.L Chapter 40 §8j, to authorize the establishment of a Disability Commission. Vote yes/Messrs. Smith, Mello, J. Frieswick, and B. Frieswick. A motion/Mr. Frieswick, seconded/Mr. Smith to place an article on the 2017 Spring Annual Town meeting warrant asking the Town to adopt article 22g of M.G.L to allow the funds received from the Handicapped Parking Law to be directed to the Disability Commission and used solely for the benefit of persons with disabilities. Vote yes/Messrs. Smith, Mello, J. Frieswick, and B. Frieswick. Chairman Marzec asked the Disability Commission to get a rough number as to what is incoming for fines currently. Mr. Fieswick replied he did already get an estimate from the Town Accountant, which came out to about \$5,000. Mr. Frieswick added that he has been working on a grant for Disability Commissions. With the recently found setback it may delay the process further.

**H. Recreational Marijuana Establishments –Temporary Zoning Moratorium/Present: Brian Massey, Planning Board Chairman.** This item was passed over, and will be moved to a future agenda.

**I. Economic Development Strategic Plan/Present: Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner.** This item was passed over, and will be moved to a future agenda.

**J. Town Manager Screening Committee: Receipt of names of appointees and direct committee to meet and organize.** Chairman Marzec announced that 4 out of the 5 appointees chosen to be on the Town Manger Screening Committee have been submitted. The Town Moderators appointments are Christopher Thompson and David Morrow, the Personnel Board's appointment is Peter Lachapelle, the Planning Board's appointment is Mark Key, and the School Committee's appointment is to be determined at their next meeting. Chairman Marzec stated that since they have four out of the five members they can function as a Committee.

**K. Town Moderator's Appointing Authority.** Chairman Marzec stated that he was approached on this item by residents in town. Chairman Marzec explained that after reviewing the Town Managers Screening Committee process it was previously three appointments by the Town Moderator, which Chairman Marzec explained that is a tremendous control over many committees, Town Meeting, etc. Town Manager Kozak did some research on 23 surrounding towns and their Town Moderators appointing authority. Chairman Marzec gave a summary of the Town Moderators appointing authority, which includes 2/5 for the Bylaw Review Committee, 2/9 for the Charter Review Committee, 5 members of the Finance Committee, Deputy moderator, all of the tellers at Town Meeting, and 3/5 members of the BPCC. Chairman Marzec sought for the opinion of the Board members. Selectman Nolan stated he believes the setup is similar to the Federal Government, and if one portion has too much power than there is an issue, and questioned if there had been any issues or problems or is it being addressed with no present issues. Selectman Nolan explained that he would want to hear if there have been issues, then to re-evaluate the breakdown if neccessary. Selectman Melia agreed, expressing that he was not aware of any issues, and would not want to change anything until there is a change in moderators. Selectman Athanas expressed that from the Moderators standpoint if he is not appointing a majority he does not see the issue. Selectman Ampagoomian stated that with regards to how the Town Moderator conducts the Town Meeting, it is his responsibility, which includes the

appointment of the Deputy Moderator and the Tellers. Selectman Ampagoomian stated he agreed with Mr. Athanas where the Town Moderator does not have the majority and therefore does not see an issue. Chairman Marzec stated he understands the Board's thoughts but believes in the future when a changeover of the Moderator occurs the Board may want to reconsider. Chairman Marzec explained that since the bylaw is currently being reviewed and will not be reviewed for another 5 years, he wanted to bring it up and expressed the importance of the Finance Committee to the Town. Selectman Athanas stated that if the Bylaw review committee is looking to change something now and feel it needs to be done then they should go ahead and do it. Chairman Marzec explained the Bylaw review committee is looking for guidance and based on the discussion tonight it will be something the Committee waits on.

**TOWN MANAGER'S REPORT**

**1) Announcement:** Town Manager Kozak announced that Linda Zywień, Asst. Town Clerk, has earned her Certified Municipal Clerk designation. Town Manager Kozak stated the hard work and effort put forth to receive this certificate is appreciated.

**2) Shaw's Grand Re-Opening** - Town Manager Kozak attended the Shaw's Grand re-opening on Friday, February 17, 2017 along with Police Chief Warchol, and Fire Chief Nestor. Both the Police Department and the Fire Department received donations in the amount of \$250, which the Town is grateful for. Shaw's management expressed great gratitude towards the Northbridge community and are extremely happy to present the newly redesigned Northbridge store.

**3) Historic District Meeting Reminder** - Town Manager Kozak reminded the public that the Property Owners Information & Feedback Meeting is scheduled for Thursday, March 16, 2017 at 7:00 PM at the Town Hall. A copy of the invitation was provided in the Selectmen's packet. All residents are welcome and encouraged to attend.

**4) DPW Facility Update** - Town Manager Kozak announced that the design documents are at 90% complete and are due to be 100% complete the first week of March. Once completed the proposal will go out to bid. As of right now construction is set for late spring.

**5) Great Hall Restoration Project - Status/Update** - Town Manager Kozak stated that the Abatement work done by Baystate Contracting Services, Inc. is complete. The Plaster Stabilization & Restoration work, which will be completed by Westmill Preservation Services is currently underway. Following the Plaster completion, the Paint Restoration is scheduled to commence within the next few weeks, and will be done by Fox Painting Company. The restoration work is expected to be completed by June 2017.

**6) World War I Memorial Update** - Town Manager Kozak announced that the Rockdale World War I Memorial restoration bids came back over budget. Town Manager Kozak explained for that reason they will be rebid, and are due to the Town Manager's Office on Wednesday, March 15th, 2017 by 11:59 am. Any companies interested in submitting bid packets may contact the Town Manager's Office at 508-234-2095 or visit the town's website at [www.northbridgemass.org](http://www.northbridgemass.org).

**SELECTMEN'S CONCERNS**

**Selectman Athanas 1)** asked if the signage on Church Street could be looked into as to if there was a bylaw for signage requirements.

**2)** stated there is a billboard for weed maps on Rt. 122 and asked if there was something that could be put forth to ban the advertisement of marijuana in Town. Town Manager Kozak stated he would check into it.

**Selectman Nolan 1)** asked if there was an update on the damaged ambulance. Town Manager Kozak explained it is being repaired and should be returned by the middle of April.

**Selectman Ampagoomian 1)** asked how the Fire Chief search was going. Town Manager Kozak stated that applications are due this week and he will be going through them with the Chief Nestor. Once it is narrowed down to 6-8 people the consultant will help with the assessment. The hope is to have it completed by mid-April.

**2)** reminded Town Manager Kozak not to lose sight of a new Fire Station. Town Manager Kozak stated that on Friday he received an assessment for the lot across from the Fire Station, which will be shared with the Building Planning and Construction Commission.

**Chairman Marzec 1)** was approached by someone who showed him a picture of what Main Street used to look like around the holiday season, and was asked if wreaths could be hung on the Douglas Road Bridge for the holiday season.

**2)** asked if Chief Nestor would be involved in the hiring of the new Fire Chief process. Town Manager Kozak replied he would be involved for part of it. Town Manager Kozak explained the plan is to have the consultant come in and talk to the Board along with other pertinent Town Employees on what everyone is looking for. Chairman Marzec asked if once the application submission is complete if the Board

could be notified of the total number of applicants. Town Manager Kozak stated that he would let them know.

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**

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

**Meeting Adjourned: 8:39 PM**

**Respectfully submitted,**

**James Athanas, Clerk**

**/mjw**

## **LIST OF DOCUMENTATION**

### **BOARD OF SELECTMEN'S MEETING - OPEN SESSION**

**February 27, 2017**

#### **I. APPROVAL OF MINUTES**

##### **A. January 9, 2017.**

-Copy of January 9, 2017 minutes

##### **B. January 23, 2017.**

-Copy of January 23, 2017 minutes

#### **II. PUBLIC HEARING**

#### **III. APPOINTMENTS: By the Town Manager/ C. Evan Dautrich, Mechanic, Highway Department /Present: Jamie Luchini, Highway Superintendent.**

-Copy of appointment letter to Evan Dautrich, Mechanic, Highway Department

-Copy of memorandum regarding mechanic hire

-Copy of Evan Dautrich's application

-Copy of Evan Dautric's resume

#### **Resignations: D. Heather Beland, Playground and Recreation Commission.**

-Copy of resignations letter from Heather Beland

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

#### **V. DECISIONS**

##### **E. Spring Annual Town Meeting [May 2, 2017] / Vote to place articles on warrant.**

-Copy of draft articles

##### **F. Riverdale Cemetery deed/Thomas A. Wick [Lot No. 602, Willow Ave].**

-Copy of Riverdale cemetery deed

#### **VI. DISCUSSIONS**

##### **G. Disability Commission/Warrant article/Present: Bruce Frieswick, Disability Commission member.**

-Copy of letter requesting the acceptance of M.G.L Chapter 40 Section 22g

-Copy of Disability Handbook

-Copy of M.G.L. Section 22g

-Copy of M.G.L. Section 8j

-Copy of legal index for municipal officers

##### **H. Recreational Marijuana Establishments –Temporary Zoning Moratorium/Present: Brian Massey, Planning Board Chairman.**

-Copy of public hearing notice

-Copy of model moratorium warrant article

-Copy of model ballot question

-Copy of memorandum regarding thr regulations & taxation of marijuana act

-Copy of regulation and taxation of marijuana act

-Copy of memorandum to the Town Clerk regarding the Planning Board sponsoring articles

**I. Economic Development Strategic Plan/Present: Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner.**

-Copy of memorandum regarding the Economic Development Strategic Plan

**J. Town Manager Screening Committee: Receipt of names of appointees and direct committee to meet and organize. - No documentation**

**K. Town Moderator's Appointing Authority.**

-Copy of Town Moderator appointments per the Charter

-Copy of the Town Moderators appointments per the Town Bylaws

**VII. TOWN MANAGER'S REPORT**

**L. 1) Announcement: Linda Zywiec, Asst. Town Clerk, has earned her Certified Municipal Clerk designation**

-Copy of letter of completion of the Certified Municipal Clerk Program

**2) Shaw's Grand Re-Opening/ No documentation**

**3) Local Historic District Study Committee –Property Owners Informational & Feedback Meeting (Thursday, March 16, 2017, 7:00 PM –Town Hall)**

-Copy of letter to property owners for an information and feedback meeting

-Copy of list of property owners

-Copy of map of property owners

**4) DPW Facility Update /No documentation**

**5) Great Hall Restoration Project –Status/Update/No documentation**

**6) World War I Memorial Update/ No documentation**

**VIII. SELECTMEN'S CONCERNS/No documentation**

**IX. ITEMS FOR FUTURE AGENDA/None**

**X. CORRESPONDENCE/None**

**XI. EXECUTIVE SESSION/None**

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
WARRANT FOR SPRING ANNUAL TOWN MEETING  
TRANSACTION OF TOWN BUSINESS  
TUESDAY, MAY 2, 2017 - 7:00 P.M.**



DRAFT #7, 3.23.17

WORCESTER, ss:

To any Constable of the Town of Northbridge in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Northbridge, qualified to vote in Town elections and Town affairs, to meet in the Northbridge Middle School Auditorium on Linwood Avenue, in Whitinsville, in said Northbridge, Massachusetts, on Tuesday, May 2, 2017 at 7:00 o'clock P.M., then and there to act on the following articles:

**ARTICLE 1: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills:

or take any other action relative thereto.

**ARTICLE 2: (Board of Selectmen)**

To see if the Town will vote to amend the votes taken under Article 3 of the 2016 Spring Session of the Annual Town Meeting (May 3, 2016), and under Article 2 of the 2016 Fall Session of the Annual Town Meeting (October 25, 2016), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

**ARTICLE 3: (Finance Committee)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Health Insurance Stabilization Fund such sums of money not to exceed \$41,809,025 to defray the necessary and usual expenses of the several departments of the Town for FY 2018, beginning July 1, 2017 and ending June 30, 2018; or take any other action relative thereto.

**ARTICLE 4: (School Committee)**

To see if the Town will vote to raise and appropriate an additional sum of money to defray the necessary and usual expenses of operating the School Department for FY2018, beginning July 1, 2017 and ending June 30, 2018, subject to the condition that the Town shall have first voted, at an election, to allow the Town to assess said additional sum in real estate and personal property taxes pursuant to MGL Chapter 59, Section 21C(g) (Proposition 2½ so-called); or take any other action relative thereto.

**ARTICLE 5: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund a sum of money to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2018; or take any other action relative thereto.

**ARTICLE 6: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund a sum of money to operate the Water Enterprise Operation of the Department of Public Works for FY 2018; or take any other action relative thereto.

**ARTICLE 7: (Board of Selectmen)**

To see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or notes of the Town therefor in anticipation of the receipt of said State Aid; or take any other action relative thereto.

**ARTICLE 8: (Board of Selectmen)**

To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2018, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

**ARTICLE 9: (Board of Selectmen)**

To see if the Town will vote, pursuant to the provisions of Massachusetts General Laws Chapter 44, §53E ½, as most recently amended; to amend the general by-laws of the Town by adding a new section to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers, specifying the departmental receipts to be credited to each fund, the departmental

purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

### Section \_\_\_\_, Revolving Funds

There are hereby established in the Town of Northbridge pursuant to the provisions of G.L. c.44, §53E½, the following Revolving Funds:

<u>Program or Purpose</u>	<u>Representative or Board Authorized to Spend</u>	<u>Department Receipts</u>
Playgrounds and Recreation – Field Maintenance and Improvements, Equipment Rental, Support Facilities	Playground & Recreation Commission	Grants, Donations, Program User Fees, Fund Raising Proceeds
Food Health and Safety - Inspections, Plan Reviews, Supplies, and Administrative Costs	Board of Health	Food Related Permit Fees, Plan Review Fees, Non-Compliance Fees
Compost Site – Monitoring/Monitor's Salary, Supplies, Administrative Costs	Board of Health	Fees from Compost Site Stickers

Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, § 53E½.

And, further, to set FY2018 spending limits for such revolving funds as follows:

<u>Program or Purpose</u>	<u>FY 2018 Spending Limit</u>
Playgrounds and Recreation	\$20,000
Food Health and Safety	\$20,000
Compost Site	\$10,000

or take any other action relative thereto.

#### **ARTICLE 10: (Board of Selectmen)**

To see if the Town will vote to amend the votes taken under Article 3 of the 2016 Spring Session of the Annual Town Meeting (May 3, 2016), and under Article 2 of the 2016 Fall Session of the Annual Town Meeting (October 25, 2016), appropriations and transfers under the Omnibus Budget Article, by transferring a sum of money to the Compensated Absences Fund; or take any other action relative thereto.

#### **ARTICLE 11: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or transfer from available funds in the Treasury, and/or transfer from the undesignated fund balance (free cash), and/or transfer from the Stabilization Fund a sum of money for the Compensated Absences Fund for FY 2018; or take any other action relative thereto.

#### **ARTICLE 12: (Board of Selectmen)**

To see if the Town will vote to transfer a sum of money from the Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2018 beginning July 1, 2017 and ending on June 30, 2018, said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

#### **ARTICLE 13: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer a sum of money from the Town Building Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for maintenance of Town-owned buildings and facilities in Fiscal Year 2018; or take any other action relative thereto.

#### **ARTICLE 14: (Board of Selectmen)**

To see if the Town will vote to transfer from available funds in the Treasury, a sum of money representing the Funds received in FY 2017 related to the collection of the local restaurant meals tax; said funds to be transferred to the Other Post-Employment Benefits [OPEB] Trust Fund; or take any other action relative thereto.

#### **ARTICLE 15: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), and/or transfer a sum of money from available funds in the Treasury, to the Health Insurance Stabilization Fund; or take any other action relative thereto.

#### **ARTICLE 16: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), and/or transfer a sum of money from available funds in the Treasury, for the creation of a Healthcare Reimbursement Account to offset medical co-pay reimbursements for employees of the Town of Northbridge and to allow the Town to meet its obligation to the Town's collective bargaining units in exchange for various health insurance plan design changes; or take any other action relative thereto.

#### **ARTICLE 17: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), and/or amend the votes taken under Article 3 of the 2016 Spring Session of the Annual Town Meeting (May 3, 2016), and under Article 2 of the 2016 Fall Session of the Annual Town Meeting (October 25, 2016), appropriations and transfers under the Omnibus Budget Article, to transfer a sum of money to the Stabilization Fund; or take any other action relative thereto.

**ARTICLE 18: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or transfer from the undesignated fund balance (free cash), a sum of money for repairs to the brick facade and associated repairs to the front (Main Street side) of the Fire Department Headquarters, 193 Main Street, Whitinsville; or take any other action relative thereto.

**ARTICLE 19: (Planning Board)**

To see if the Town will vote to amend the Zoning Bylaw, Section 173-12 [Table of Use Regulations] by designating "Commercial stables, kennels or veterinary hospital in which all animals, fowl or other forms of life are completely enclosed in pens or other structures" as a use allowed by special permit (S) within the Business-Two (B-2) Zoning District, as follows:

USE	ZONING DISTRICT											
	R-1	R-2	R-3	R-4	R-5	R-6	B-1	B-2	B-3	I-1	I-2	H
Agricultural:												
Commercial stables, kennels or veterinary hospital in which all animals, fowl or other forms of life are completely enclosed in pens or other structures	S	S	S	S	--	S	--	<u>S</u>	--	--	--	--

Or take any other action relative thereto.

**ARTICLE 20: (Planning Board)**

To see if the Town will vote to amend the Zoning Bylaw by adding a new Section \_\_\_\_\_ entitled, "Temporary Moratorium on Recreational Marijuana Establishments", that would provide as follows, and further to amend the Bylaw's Table of Contents to add said Section \_\_\_\_\_, "Temporary Moratorium on Recreational Marijuana Establishments" as follows:

**Temporary Moratorium on Recreational Marijuana Establishments**

**Section \_\_\_\_\_ Purpose**

On November 08, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulations of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting applications for licenses on April 1, 2018. Currently, a non-medical Marijuana Establishment hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G; §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

**Section \_\_\_\_\_ Definition**

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

**Section \_\_\_\_\_ Temporary Moratorium**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through November 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues; or take any action relative thereto.

**ARTICLE 21: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to be expended under the direction of the Board of Selectmen and the School Department, for the purpose of purchasing and installing energy reduction equipment and other appurtenances at certain Town and School Department buildings; or take any other action relative thereto.

**ARTICLE 22: (School Committee)**

To see if the Town will vote to raise and appropriate, and/or transfer from the unexpended undesignated fund balance (free cash), and/or transfer from the Stabilization Fund, and/or transfer from other available funds or funds in the Treasury a sum of money for the purpose of replacing entry doors at the Northbridge Middle School and purchasing technology for the Northbridge Elementary School, W. Edward Balmer Elementary School, Northbridge Middle School and Northbridge High School, said funds to be expended under the direction of the School Committee; or take any other action relative thereto.

**ARTICLE 23: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or transfer funds from the Retained Earnings Account of the Sewer Enterprise Fund, a sum of money to be expended under the direction of the Director of Public Works, for the purpose of purchasing and installing energy reduction equipment and other appurtenances at the Wastewater Treatment Plant and other pump stations; or take any other action relative thereto.

**ARTICLE 24: (Board of Selectmen)**

To see if the Town will vote to appropriate and/or transfer funds from the Retained Earnings Account of the Sewer Enterprise Fund, a sum of money to be expended under the direction of the Director of Public Works, for the purpose of financing work recommended as a result of the Town's Comprehensive Wastewater Management Plan (CWMP) and infiltration & inflow reports to perform the 1st segment of a multi-year program to make physical improvements to the Town's sewer collection system, including the sealing/replacement of leaking manhole structures and relining/replacement of deficient/cracked/broken sewer lines; or take any other action relative thereto.

**ARTICLE 25: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or transfer from the undesignated fund balance (free cash), and/or borrow a sum of money for the purpose of a Road & Sidewalk Repair, Maintenance, Preservation and Re-Construction Program, said sum to be expended under the direction of the Department of Public Works; or take any other action relative thereto.

**ARTICLE 26: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money for the purpose of financing the purchase of a Hook & Load Packer (Leaf Removal) truck and appurtenances for use by the Highway Division of the Department of Public Works; or take any other action relative thereto.

**ARTICLE 27: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money for the purpose of financing the purchase of a Sidewalk Bombardier (Snow Removal) vehicle and appurtenances for use by the Highway Division of the Department of Public Works; or take any other action relative thereto.

**ARTICLE 28: (Board of Selectmen)**

To see if the Town will vote to accept Sections 3 to 7, inclusive, of Chapter 44B of the General Laws, otherwise known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the acquisition, creation and preservation of open space, the acquisition, preservation, rehabilitation and restoration of historic resources, the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, the acquisition, creation, preservation and support of community housing, and the rehabilitation and restoration of such open space and community housing that is acquired or created as provided under said Act; to determine the amount of such surcharge on real property as a percentage of the annual real estate tax levy against real property and the fiscal year in which such surcharge shall commence; and to determine whether the Town will accept any of the exemptions from such surcharge permitted under Section 3(e) of said Act; or to take any other action relative thereto.

**ARTICLE 29: (Disability Commission)**

To see if the Town will vote to accept the provisions of Section 8J of Chapter 40 of the Massachusetts General Laws in order to establish a Disability Commission; or take any other action relative thereto.

**ARTICLE 30: (Disability Commission)**

To see if the Town will vote to accept the provisions of Section 22G of Chapter 40 of the Massachusetts General Laws in order to allow funds collected from handicapped parking fines to be given to the Northbridge Disability Commission to be used solely for the benefit of persons with disabilities; or take any other action relative thereto.

And you are directed to serve this warrant by posting attested copies thereof at the Whitinsville Post Office and the Salvation Army, in Whitinsville, all in Precinct 1; Gary's Variety and the Northbridge Post Office in Northbridge, all in Precinct 2; Town Clerk's Office and 1Quickstop in Whitinsville, all in Precinct 3; and the Whitinsville Social Library and Town Hall Annex in Whitinsville, all in Precinct 4; twenty-eight (28) days at least before the time and place of meeting aforesaid.

WHEREOF FAIL NOT, and make due return of the warrant, with your doings thereon, to the Town Clerk at the time and place of said meeting. GIVEN under our hand this 27<sup>th</sup> day of March in the year Two Thousand Seventeen.

**SELECTMEN OF NORTHBRIDGE**

\_\_\_\_\_  
James R. Marzec, Chairman

\_\_\_\_\_  
Charles Ampagoomian, Jr., Vice Chairman

\_\_\_\_\_  
Daniel J. Nolan

\_\_\_\_\_  
Thomas J. Melia

\_\_\_\_\_  
James J. Athanas

WORCESTER, SS Northbridge

Date:

By virtue of this warrant I have this day notified the inhabitant of the Town of Northbridge qualified to vote in town elections and town affairs to meet at the time and place and for the purpose stated in said warrant by posting attested copies thereof as within directed.

\_\_\_\_\_  
Constable, Town of Northbridge

# **Superintendent's Proposed FY2018 Budget**

Public Hearing

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*March 14, 2017*

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# Mission & Goals

- The mission of the Northbridge Public Schools is to prepare our students to become responsible, contributing members of society by providing a challenging, rigorous educational program which will maximize academic achievement, enable intellectual, physical, social, and emotional development in an atmosphere which promotes creative and critical thinking.
  - Strategic Plan Goals
    1. **Teaching and Learning:** All students will reach their maximum potential for college and career readiness including academics, as well as social and emotional well-being.
    2. **Buildings and Operations:** The Northbridge Public Schools will provide a creative and challenging academic and social atmosphere that is safe, supportive, and respectful.
    3. **Communication and Community:** Student achievement will be maximized - producing healthy, knowledgeable, active members of global and local societies.
-

# FY18 Budget Process

- October – November 2016: School Committee hosted three Budget Input Forums
- November 2016: School Committee compiled and reviewed data from public input sessions and set budget priorities/parameters:

## **Priorities:**

- Improve student achievement at Balmer School (Level 3 status)
- Keep the High School competitive
- Address technology deficiencies and focus on 21<sup>st</sup> Century Learning

## **Parameters:**

- Level services budget
- Prioritized list of essential needs to potentially add/restore in FY18 budget
- December 2016: Site based managers submitted detailed level services budget to Superintendent, along with prioritized list of essential needs/strategic additions
- January 2017: School Committee met with site based managers to review budget detail and prioritized list of essential needs/strategic additions
- January – February 2017: Discussions at Budget Subcommittee, School Committee, and Finance Committee meetings to discuss next steps

# Budget Recap

- Failed override in May 2014 resulted in budget reductions and increased fees:
- FY2015
  - Reduced level services operating budget by \$1.1 Million
  - Elimination of 18.9 FTE's = 21 Positions – 14 Teachers and 7 Support Staff
  - Reduction to supplies, contracted services, technology, stipends, and extra-curricular activities
  - Cut golf, hockey, swimming, wrestling, & Middle School sports
- FY2016
  - Reduced level services operating budget by \$250,000 (not including transportation savings)
  - Limited transportation services – cut 4 buses ~ \$225,000 savings
  - Elimination of 2.0 FTE's = 2 Positions – 2 Teachers
  - Reorganization and reduction of stipends resulted in elimination of Director of Instructional Technology and .5 Instructional Technology Specialist
  - Increased fees by ~ \$142,000
    - Added a transportation fee and increased fees for pre-school, athletics, activities, parking and facility rental
- FY2017
  - Budget was built as a level services budget as to avoid another year of reductions
  - Additional revolver funds utilized to balance the budget
- Continued cost savings initiatives
  - In-district therapeutic program, energy savings/net metering agreements, copier savings

# FY2018 Level Services Operating Budget

Category	FY 2017	FY 2018	Increase/ (Decrease)	% Change	% of Budget
Salaries	19,004,228	19,798,468	794,240	4.18%	71.90%
Supplies/Materials/Texts	278,909	296,164	17,255	6.19%	1.10%
Professional Development	80,647	82,338	1,691	2.10%	0.30%
Instructional Contracted Services	282,499	307,678	25,179	8.91%	1.10%
Athletics	281,407	281,479	72	0.03%	1.10%
Technology	222,776	249,385	26,609	11.94%	0.80%
Utilities	869,715	851,771	(17,944)	-2.06%	3.30%
Custodial/Maintenance	520,818	471,318	(49,500)	-9.50%	1.80%
Transportation	1,107,085	1,160,615	53,530	4.84%	4.20%
Out of District Tuition & Trans	3,360,208	3,255,598	(104,610)	-3.11%	12.60%
Title I	242,494	242,494	0	0.00%	1.00%
Other Expenses	252,399	255,017	2,618	1.04%	0.90%
	<b>26,503,185</b>	<b>27,252,325</b>	<b>749,140</b>	<b>2.83%</b>	<b>100%</b>

Other expenses includes: copier lease/maintenance, attorney fees, dues/memberships, advertising, Medicaid billing, postage, and MTRS grant expenses.

# FY18 Expense Drivers

Category	Increase/ (Decrease)	Notes
Salaries	\$ 794,240	<ul style="list-style-type: none"> <li>Steps/Lanes/Contract Obligations</li> <li>No confirmed retirees</li> <li>Returning LOA's/Pro-rated salaries ~100k</li> <li>Cost neutral: K teacher → K inclusion teacher</li> </ul>
Transportation	\$ 53,530	<ul style="list-style-type: none"> <li>Contract rate increase</li> <li>Same # of buses/level of services</li> </ul>
OOD Tuition & Trans	\$ (104,610)	<ul style="list-style-type: none"> <li>First decrease since 2012</li> <li>5 students currently placed do not require services next year: graduating/moving/returning to public schools setting</li> <li>In-house OOD transportation run</li> </ul>
Custodial/Maintenance	\$ (49,500)	<ul style="list-style-type: none"> <li>One-time purchases made in 2017: floor scrubbers, maintenance van, field repairs</li> </ul>
Utilities	\$ (17,944)	<ul style="list-style-type: none"> <li>Increase in cost of electricity offset by decrease in cost of gas</li> <li>Potential for additional savings: net metering agreement awaiting connection, Green Communities grant opportunity</li> </ul>

# Prioritized List of Strategic Additions

Need Identified	FTE	Cost
District - IT Director/Technician*	1.0	90,000
HS - .5 Vocational Coordinator (Career Academies)	0.5	28,253
HS - Health & Wellness Teacher*	1.0	56,506
Balmer - Paraprofessional* (to make one in each inclusion classroom)	1.0	17,641
Balmer- .5 FTE Instructional Technology Specialist*	0.5	28,253
District - Part-time Out of District Coordinator (Increase in-district support)	0.5	40,000
MS - World Language Teacher*	1.0	56,506
NES - Behavior Technician	1.0	23,530
MS - Reading Specialist*	1.0	56,506
HS - .5 English Teacher (to make full time Broadcast Teacher)	0.5	28,253
MS - Behavior Technician*	1.0	23,530
Balmer - Reading Specialist	1.0	56,506
HS - World Language Teacher*	1.0	56,506
MS - Technology - Laptop carts/Chromebook carts		36,000
MS - Guidance Counselor	1.0	56,506
NES - Reading Specialist	1.0	56,506
<b>Total Additions Listed Above</b>	<b>13.0</b>	<b>711,001</b>

\* Restoration – position reduced between FY14 and FY16.

# **FY18 Revenue** (current projections)

- **Chapter 70 – State Aid – \$15,449,991**
  - \$46,100 increase over final FY17 Chapter 70 aid
  - Minimum required increase of \$20 per student
- **Town Contribution – \$7,310,452**
  - Increase of \$377,930 over original May 2016 Town Contribution
- **Appropriation (Chapter 70 + Town Contribution) – \$22,760,443**
  - Increase of \$506,000 over original May Appropriation
    - Does not factor in one-time increase to FY17 Appropriation of \$175,000 voted at the November 2016 Town meeting.
    - \$82,000 due to an increase in Chapter 70 and \$93,000 for one-time capital expenditures
- **Grants – \$1,166,292**
  - Estimated to be level to FY17
- **Revolver - \$2,798,272**
  - Amount available to spend to leave \$1M Balance

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**Total Projected Revenue: \$26,725,007**

# Budget Gap

FY18 Level Services Budget	27,252,325
Plus: FY18 Strategic Additions	711,001
Less: Capital Article May Town Meeting	100,000
<b>FY18 Recommended Budget</b>	<b>27,863,326</b>
<b>FY18 Projected Revenue</b>	<b>26,725,007</b>
<b>Budget Gap w/Recommended Budget</b>	<b>1,138,319</b>
Reduce: Strategic Additions	711,001
<b>Budget Gap w/Level Services Budget</b>	<b>427,318</b>

# Override Option

- Sustainable = Support a budget with modest growth for at least 5 years
- Assumptions:
  - Strategic additions included in FY18
  - 3% annual increase in operating expenses (FY19 restores \$100k in capital)
  - \$500,000 annual appropriation increase
  - Revolver ending balance in FY22 close to \$1M

	FY18	FY19	FY20	FY21	FY22
<b>Operating Budget</b>	<b>27,863,326</b>	<b>28,799,226</b>	<b>29,663,203</b>	<b>30,553,099</b>	<b>31,469,692</b>
Appropriation (Annual \$500k increase)	22,760,443	25,960,443	26,460,443	26,960,443	27,460,443
<b>OVERRIDE</b>	<b>2,700,000</b>				
Anticipated Grant Revenue (Level to FY17)	1,166,292	1,166,292	1,166,292	1,166,292	1,166,292
Revolver Used	1,236,591	1,672,491	2,036,468	2,426,364	2,842,957
<b>Total Revenue</b>	<b>27,863,326</b>	<b>28,799,226</b>	<b>29,663,203</b>	<b>30,553,099</b>	<b>31,469,692</b>

<b>Revolver Projections Based on Above</b>	FY18	FY19	FY20	FY21	FY22
Revolver Start	1,992,272	2,561,681	2,695,190	2,464,722	1,844,358
Revolver Revenue	1,806,000	1,806,000	1,806,000	1,806,000	1,806,000
Revolver Expense	1,236,591	1,672,491	2,036,468	2,426,364	2,842,957
Revolver End	2,561,681	2,695,190	2,464,722	1,844,358	807,401

\$2.7M Override = \$495 increase on tax bill for average family home value of \$284,000

# Recommended Budget if Override is not pursued/secured

FY18 Recommended Budget	27,863,326
Less: Strategic Additions With the exception of IT Director + .5 Vocational Coordinator	592,748
<b>Modified FY18 Recommended Budget</b>	<b>27,270,578</b>
<b>FY18 Projected Revenue</b>	<b>26,725,007</b>
<b>Budget Gap w/ Modified Level Services</b>	<b>545,571</b>

- Additional Revolver Funds: \$200,000
  - FY18 Budget Reductions: \$345,571
-

# FY19 Budget Impact if Override not pursued/secured for FY18

Reduced FY18 Budget	26,925,007
Plus: Estimated 3% Budget Increase for FY19	807,750
Plus: Capital expense added back for FY19	100,000
<b>Estimated FY19 Budget</b>	<b>27,832,757</b>
Less: Estimated Appropriation (FY18 + 500k)	23,260,443
Less: Estimated Grant Revenue (Level to FY17)	1,166,292
Less: Estimated Revolver available (To leave 800k)	1,806,000
<b>FY19 Budget Gap/Deficit</b>	<b>1,600,022</b>

# Summary

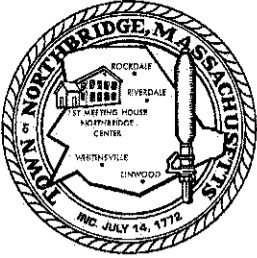
- Level services operating budget for FY18 requires a \$749,140 or 2.83% increase over FY17
- Two largest increases in a level services budget are salaries, which increased by \$794,240 and transportation, which increased by \$53,530
- A prioritized list of essential needs/strategic additions was compiled by school administrators identifying 13 FTE's recommended to be restored/added to the FY18 budget, along with some technology needs - additions total \$711,001
- Recommended FY18 budget = 27,863,326 – an increase of \$1.3M or 5.1%
- \$100,000 of capital expenses were removed from the operating budget to be requested at the May Town Meeting in the form of a capital article
- Chapter 70 only increased by the minimum \$20 per student, or \$46,100, and the Town Contribution increased by \$377,930 resulting in the school department's appropriation increasing by \$506,000 (\$81,970 additional chapter 70 added at November 2016 Town Meeting)
- Grant funding is anticipated to remain level
- \$2.7 million can be spent from revolver accounts to help fund the budget (leaving a \$1M reserve balance) but a budget deficit of \$1.1M remains

# Summary cont.

- An override of \$2.7M is needed to fund the FY18 Recommended Budget and support a budget with modest growth for the next 5 years
  - An override of \$2.7M results in a \$495 increase to the tax bill for an average family home value of \$284,000
  - If an override is not pursued or secured for FY18, a modified level services budget is recommended, which includes the addition of a technology director and a part time vocational coordinator
  - The budget gap/deficit for a modified level services budget is \$545,517
  - In order to fund a modified level services budget, budget reductions of \$345,517 are required, along with utilizing an additional \$200,000 from the revolver, dropping the emergency reserve balance to \$800k (3% of the total budget)
  - Not passing an override in FY18 may result in a budget deficit of \$1.6M for FY19
-

# Important Upcoming Dates

- School Committee Votes on the Budget – March 28, 2017
- Annual Spring Town Meeting – May 2, 2017
- Annual Town Election – May 16, 2017



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](http://www.northbridgemass.org)

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## MEMORANDUM

**DATE:** March 23, 2017

**TO:** Board of Selectmen

**FROM:** Theodore D. Kozak, Town Manager

**SUBJECT:** Agenda Item E. - Potential Ballot Questions

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This memo serves to advise you that with respect to Article 4 and Article 28 of the Spring Annual Town Meeting Warrant, there may be two possible ballot questions.

- Article 4: Seeks to increase the School Department's operating budget
- Article 28: Seeks to accept the Community Preservation Act

In order for the ballot questions to appear on the Annual Town Election Warrant for May 16, 2017, the Board of Selectmen is required to vote prior to April 11, 2017, to place them on the Election Warrant. Therefore, the Board is scheduled to take a vote at their April 10, 2017 Selectmen's meeting.

**TOWN MANAGER'S REPORT – March 27, 2017**

1. **Community Electricity Aggregation Program** - The Good Energy Municipal Coalition has recently been discussing whether to rebid or extend the electricity aggregation contract with Con Edison, which is due to end in January 2018. The Coalition hopes to make a recommendation by next month as to which direction is most advantageous to the communities involved.
2. **DPW Facility Update** - The Contractor has begun to dismantle two out-buildings on the site. The BPCC has placed an ad in the Central Register for the steel building. Bids are due May 4th at 1 PM. The DPW is meeting with local Boards/Committees to seek permit approvals for the new building.
3. **Town Manager Screening Committee update** - The Town Manager Screening Committee has finalized the advertisement for the Town Manager's position, which will be advertised in the April edition of the Beacon. It will also be published in the Telegram & Gazette on April 2<sup>nd</sup>. It is currently posted on the MMA website and the Town's home page.
4. **Recreational Marijuana Establishments - Public Hearing** - There will be a Public Hearing held regarding the Zoning Amendment Article [Article 19] and the Temporary Zoning Moratorium [Article 20] on Tuesday, March 28, 2017 at 7:45 PM at the Town Hall in the Selectmen's Meeting Room. Anyone interested is encouraged to attend.