

BOARD OF SELECTMEN'S MEETING
January 9, 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

APPROVAL OF MINUTES/None

PUBLIC HEARING: A. 7:05 PM: A. Robert Miller d/b/a Grinding Gears Garage / Application for a Class II – Used Car Dealer’s License [Wholesale Only], 71 Providence Road, Whitinsville, MA 01588. Chairman Marzec read aloud the public hearing notice. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Chairman Marzec announced that this request is for a wholesale license only and that no vehicles will be allowed to be displayed or stored at this or any other location in Town. Selectman Melia asked for more details as to where the location of 71 Providence Road is located. Mr. Miller explained it is diagonally across the street from Pirates Cove. There were no abutters present. A motion/Mr. Nolan, seconded/Mr. Athanas to close the public hearing. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mr. Athanas to grant a Class II Used Car dealer’s license for wholesale motor sales only to Robert Miller d/b/a Grinding Gears Garage at 71 Providence Road, Whitinsville, MA with the following restrictions: No motor vehicles or motor vehicle parts are to be displayed or stored at this location. Vote yes/Unanimous.

APPOINTMENTS/By the Board of Selectmen: B. Carole Sweeney, Council on Aging/Vote to appoint. Present: Kelly Bol, Senior Center Director. Ms. Bol explained that Ms. Sweeney previously served on the Council on Aging but had to step down for medical reasons. Ms. Bol stated Ms. Sweeney is now feeling better and wished to serve on the Council again. For the record, it is noted that Ms. Sweeney was ill tonight and could not make it to the meeting. In spite of her absence, Ms. Bol stated she was thrilled that Ms. Sweeney was ready to come back. She also noted that during Ms. Sweeney’s prior service, she was a dedicated Council member and always continued her volunteer service at the Senior Center. A motion/Ampagoomian, seconded/Mr. Nolan to appoint Carole Sweeney to the Council on Aging. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT: ~~Local Business Spotlight: Jennifer Beaird, Flexible Fundamentals, Medical Billing Experts, 214 Church Street, Whitinsville, MA.~~ Ms. Beaird was unable to attend this meeting.

C. Town Clerk/Request to hang a banner across Church Street from Sunday, May 7, 2017 to Sunday, May 21, 2017 to announce the May 16, 2017 Annual Town Election. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the request to hang a banner across Church Street from Sunday, May 7, 2017 to Sunday, May 21, 2017 to announce the May 16, 2017 Annual Town Election. Vote yes/Unanimous.

D. Other Post-Employment Benefits Committee (OPEB)/Vote to appoint members. Town Manager Kozak reiterated from the last meeting that this is a five-member Board made up of the Town Accountant, Town Treasurer, a member of the Board of Selectmen, and 2 individuals to be appointed for not more than 2 years, to oversee the fund for the OPEB Trust. Selectman Ampagoomian expressed interest. A motion/Mr. Melia, seconded/Mr. Nolan to appoint Selectman Ampagoomian as the Selectmen’s designee to the Other Post-Employment Benefits Committee. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mr. Athanas to appoint Town Manager Kozak to the Other Post-Employment Benefits Committee. Vote yes/Unanimous. The Board decided it would be in their best interest to reach out to the Finance Committee to inquire if they

are interested in serving on the OPEB Committee as the Board of Selectmen's second appointee.

E. Chamber of Commerce/Request to hang a banner across Church Street from Sunday, March 5, 2017 until Sunday, March 19, 2017 to promote the "Home and Business Expo" on Saturday, March 18, 2017 from 10 AM to 2 PM at the Northbridge High School Field House. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the Chamber's request to hang a banner across Church Street from Sunday, March 5, 2017 until Sunday, March 19, 2017 to promote the "Home and Business Expo" to take place on Saturday, March 18, 2017 from 10 AM to 2 PM at the Northbridge High School Field House. Vote yes/Unanimous.

F. Summer Parks and Recreation Program. Chairman Marzec announced that he requested this item be put on the agenda due to a discussion he had with Superintendent Dr. Stickney. Chairman Marzec explained that there was an interest in resurrecting the Parks and Recreation Program in town. Dr. Stickney was present to discuss the program and the possibility of reinstating it. She also explained she was in the process of writing a grant for the Attorney General that focuses on opioid abuse prevention in youth. The grant was submitted on behalf of the Town to establish after school programs with a mentoring curriculum-based social skills program. The three sites that are being considered are the Rockdale Youth Center, Balmer School, and the Middle School. Dr. Stickney stated she was also looking at doing a small summer program so students can get together during the summer to create bonds and be mentored by some of the High School students. Dr. Stickney explained that our youth are looking for something to do, something positive, and in a supportive environment. She also stated she was also looking into other grant avenues to potentially offer summer lunches for students. Chairman Marzec then mentioned the Summer Parks Program has not been funded since 2006. He said the summer program of the past brought in activity with the basketball league. If the program is re-established, he said he would be looking to start with something small while trying to get the program up and running again. He believed this would keep the students out of trouble and give them something constructive to do. Selectman Ampagoomian asked if the minimum wage for part time employees would be \$11.50, which is the State's minimum wage. Town Manager Kozak replied that it would be \$11.50 for part time employees. Dr. Stickney stated that she hopes if the town is fortunate enough to receive some grant money it could be utilized to pay the salaries. Selectman Athanas asked what the hours would be and how much staff would be needed. Dr. Stickney explained that she is envisioning one afternoon a week at three different sites, which with the grant if approved would not require a fee from the students seeking to participate in the program. Selectman Melia asked who would administer the program. Dr. Stickney replied at this point she wasn't sure but would not have an issue if she were the administrator of the program. Selectman Melia commended Dr. Stickney for writing the grant and stated it was definitely worth a shot. Selectman Ampagoomian suggested checking with the Cultural Council for grants as well. Chairman Marzec also suggested reaching out to organizations on the national level who partake in Play 60, which is a movement to get kids to participate in after school active and team-based programs.

TOWN MANAGER'S REPORT: G. 1) Christmas Tree Recycling - Town Manager Kozak announced that Christmas trees will be accepted at the Wastewater Treatment Facility located at 644 Providence Road on Saturday, January 14, 2017 from 9 AM to 2 PM. **2) Senior Center Luncheon** - Town Manager Kozak attended the Senior Center Luncheon to honor and present a citation to Mr. Carl R. Nickerson, who recently turned 100 years old. The luncheon was a very nice and well-attended event including Representative Muradian who also presented a citation to Mr. Nickerson. **3) Public Records Law Workshop** - The Town of Sutton sponsored a workshop on the new public records law, which included Town employees from Northbridge, Sutton, and Douglas. Attorneys from KP Law reviewed the new requirements for the public records law, which went into effect January 1, 2017. **4) Town Hall Christmas Party** - The annual Town Hall Christmas Party was held on Wednesday, December 21, 2016, which was well-attended by Town employees and provided an opportunity to honor employees who have worked for the Town for at least 10 years.

SELECTMEN'S CONCERNS: **Selectman Melia** questioned whether the Selectmen should put an article together for the next Town Meeting to place a moratorium on the recreational marijuana sale zones, similar to what was done with the medical sale zones. Selectman Melia stated that before it is on an agenda for discussion the Board should first obtain information from the Police and Planning Departments. Town Manager Kozak stated that he did speak with Mr. Bechtholdt regarding this request and he will be bringing it up at an upcoming Planning Board meeting. **Selectman Ampagoomian/1)** Requested that the Conservation Commission come to a Board of Selectmen's meeting to explain the remaining outstanding issues of the tree clearing project. **2)** Requested a letter be sent on behalf of the Board of Selectmen to Mr. Guy Lachance's superiors regarding his negligence to respond to a community that requested his attendance at a meeting for further explanation on the tree clearing project and the efforts going forward. **3)** Asked the Town Manager Kozak to get the ball rolling for a new Fire Station.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION: H. Under M.G.L. Chapter 30A, S21 #3 - To discuss strategy with respect to contract negotiations.

Chairman Marzec announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the bargaining position of the body. A motion Mr. Ampagoomian, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 – To discuss strategy with respect to contract negotiations – and to reconvene in Open Session. Roll Call Vote: Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Nolan/Yes, and Mr. Marzec/Yes.

Open Session Adjourned: 7:37 PM

Executive Session Convened: 7:39 PM

Executive Session Adjourned: 7:51 PM

Open Session Reconvened: 7:51 PM

A motion/Mr. Nolan, seconded/Mr. Melia to withhold Town Manager Kozak's sick leave buyback time upon his retirement and not to release the funds until January 1, 2018.

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

Meeting Adjourned: 7:52 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

January 9, 2017

I. APPROVAL OF MINUTES/None

II. PUBLIC HEARING – A. 7:05 PM: A. Robert Miller d/b/a Grinding Gears Garage / Application for a Class II – Used Car Dealer's License [Wholesale Only], 71 Providence Road, Whitinsville, MA 01588.

- Copy of Public Hearing Notice
- Copy of Robert Miller d/b/a Grinding Gears Garage application
- Copy of Bay map
- Copy of Used Car Dealer bond letter from insurance
- Copy of Business Certificate
- Copy of memo requesting an abutters' list
- Copy of abutters list
- Copy of license routing slip
- Copy of memo to Police Chief and Building Inspector requesting services

III. APPOINTMENTS

B. Carole Sweeney, Council on Aging/Vote to appoint/**Present:** Kelly Bol, Senior Center Director.

- Copy of Talent Bank Application

IV. CITIZENS' COMMENTS/INPUT

———— ~~Local Business Spotlight: Jennifer Beaird, Flexible Fundamentals, Medical Billing Experts, 214 Church Street, Whitinsville, MA~~ **Unable to attend**

V. DECISIONS

C. Town Clerk/Request to hang a banner across Church Street from Sunday, May 7, 2017 to Sunday, May 21, 2017 to announce the May 16, 2017 Annual Town Election.

- Copy of memo from the Town Clerk requesting a banner be hung May 7, 2017 to May 21, 2017 to announce the Annual Town Election.

D. Other Post-Employment Benefits Committee (OPEB)/Vote to appoint members.

- Copy of memo for the Town Accountant requesting the appointment of Other Post-Employment Benefits (OPEB) Committee members

E. Chamber of Commerce/Request to hang a banner across Church Street from Sunday, March 5, 2017 until Sunday, March 19, 2017 to promote "Home and Business Expo" on Saturday, March 18, 2017 from 10 AM to 2 PM at the Northbridge High School Field House.

- Copy of email requesting a banner be hung March 5, 2017 to March 19, 2017 to promote the "Home and Business Expo"

VI. DISCUSSIONS

F. Summer Parks and Recreation Program

- Copy of informational sheet of former Summer Park Recreation Program information

VII. TOWN MANAGER'S REPORT

G. 1) Christmas Tree Recycling

-Copy of Christmas Tree Recycling Program

2) Senior Center Luncheon/No documentation

3) Public Record Law Workshop/No documentation

4) Town Hall Christmas Party - December 22, 2016/No documentation

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION -No documentation

H. Under M.G.L. Chapter 30A, S21 #3 - To discuss strategy with respect to contract negotiations.

BOARD OF SELECTMEN'S MEETING
January 23, 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. Athanas, Melia, Nolan, and Marzec. Selectmen Ampagoomian was absent and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present

APPROVAL OF MINUTES: December 5, 2016. A motion/Mr. Athanas, seconded/Mr. Nolan to approve the December 5, 2016 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan. **January 9, 2017 [Executive Session].** A motion/Mr. Melia, seconded/Mr. Nolan to approve but not release the January 9, 2017 executive session minutes. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

PUBLIC HEARING - 7:05 PM: National Grid Company and Verizon New England, Inc. / Joint petition requesting the installation of new pole 2-1 to bring service to new pole for house number 12 Wards Lane [Plan #23216817, dated 12/9/16]. Present: Crystal Tognazzi, National Grid. Chairman Marzec read aloud the public hearing notice. A motion/Mr. Melia, seconded/Mr. Nolan to open the public hearing. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan. Ms. Tognazzi stated that National Grid was contacted by the owners of 12 Wards Lane for their point of service to be moved to a different attachment on the house. She explained that based on the existing pole location [pole two (2)] on Wards Lane, National Grid was unable to meet the point of attachment on the side of the house without installing a new pole. Ms. Tognazzi stated, that if approved, the installation of the new pole would correct an aerial trespass, being that the service for 18 Wards Lane also crosses over the front corner of 12 Wards Lane to existing pole 2 in its current state. She further stated that pole 2-1 would be used to feed both services for 12 and 18 Wards Lane, and correct the aerial trespass. There were no abutters present. A motion/Mr. Nolan, seconded/Mr. Melia to close the public hearing. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan. A motion/Mr. Melia, seconded/Mr. Athanas to approve the petition from National Grid Company and Verizon New England, Inc. requesting the installation of new pole 2-1 to bring service to new pole for house number 12 Wards Lane. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan. Town Manager Kozak asked about the removal of double poles in the Northbridge community. Ms. Tognazzi replied that if a list of double poles is provided to National Grid, it is made a priority based on pecking order. National Grid has been trying to accomplish a lot of double pole removal in all areas.

APPOINTMENTS/By the Board of Selectmen: Elaine Mahoney, Council on Aging. Ms. Kelly Bol, Senior Center Director, was present and introduced Ms. Mahoney to the Board. Ms. Bol stated that Ms. Mahoney has been a lifelong resident of Northbridge and she is thrilled to have her join the Council on Aging. With Ms. Mahoney's experience as a registered nurse and her background in mental health, she has a lot to offer to the Council. Ms. Mahoney stated she was looking forward to being a part of the Council on Aging and giving back to the community. A motion/Mr. Athanas, seconded/Mr. Nolan to appoint Elaine Mahoney to the Council on Aging. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

CITIZENS' COMMENTS/INPUT/None

Presidential Farms/Vote to obtain ownership of Parcels A & D. Present: Brian Massey, Chairman, Planning Board & David Bossi, Developer. Mr. Bossi stated that Presidential Farms has two pieces of property, one of which is a large parcel that will be constructed with a bike path and a walking trail. The second parcel is less than an acre and will have a field. The requirement states that the parcels must first be offered to the Town and if the Town is not interested in the parcels it will be given to a town entity approved

by the town's bylaws. Mr. Brossi stated his concerns are whether the town will have funds available for maintenance as well as a liability issue. Mr. Massey explained that back in 1999, the project was approved and the plan was believed to be that the trail would continue through all of the neighborhoods and eventually connect together. He also pointed out that after Presidential Farms, the trail has not gone forward in any other development and that it ends with a steep hill to the railroad tracks. The trail then leads to paths that go along drainage ponds that retain water, which also raises concern for the residents. Mr. Massey advised that the Planning Board met to discuss the property and decided to vote against the Town taking ownership of it for open space. He assured the Board that if the town does not take ownership of the parcels, the land will still remain as open space as it is not able to be built on. It would be up to the builder to come up with another entity to take the property. Mr. Massey described that if the Board votes not to obtain ownership of parcels A & D then it will not go forward at Town Meeting. Selectman Athanas questioned if there was any tax revenue currently being generated from the parcels. Mr. Brossi stated he believes there is a small tax bill on it. Chairman Marzec asked if parcel D was flat. Mr. Brossi explained that it is relatively flat but the caveat is that the parcels cannot be separated. He also asked about the home owners in support of the trails and what their take was. Mr. Massey stated that there were no residents present at the meeting who expressed their support. A motion/Mr. Melia, seconded/Mr. Nolan to vote not to obtain ownership of parcels A & D in the Presidential Farms subdivision. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

Spring Annual Town Meeting [May 2, 2017]/Vote to close the warrant Friday, March 3, 2017 @ Noon. A motion/Mr. Melia, seconded/Mr. Nolan to close the Spring Annual Town Meeting Warrant on Friday, March 3, 2017 @ Noon. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

Linda Usher/Request to hold the 29th Annual Whitin Five Mile Road Race, Thursday, November 23, 2017. A motion/Mr. Melia, seconded/Mr. Athanas to grant permission to Ms. Usher to hold the 29th Annual Whitin Five Mile Road Race, Thursday, November 23, 2017, subject to the safety requirements of the Northbridge Police Department. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

Annual Town Election Warrant [May 16, 2017]/Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant. A motion/Mr. Nolan, seconded/Mr. Melia to give notice to the Town Clerk to place the following vacancies from elected boards on the May 16, 2017 Town Election Warrant: **HOUSING AUTHORITY** - One seat (4-year term); **REDEVELOPMENT AUTHORITY** - One seat (5-year term); **REDEVELOPMENT AUTHORITY** - One seat (4-year term); **REDEVELOPMENT AUTHORITY** - One seat (3-year term); and **REDEVELOPMENT AUTHORITY** - One seat (1-year term). Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

Tree Clearing Update/Present: David Pickart, Agent, Conservation Commission. Mr. Pickart advised that the Conservation Commission is still holding a cease and desist order for any work to remove additional timber, rock, or any work other than restoration measures on the site. He also stated the land agent did put in the erosion control that was requested in the fall. One of the property owners cleaned a catch basin, which was suspected of being clogged due to the activity of the clearing. The land agent requested permission to remove the remaining timber and rock but the Commission felt as though the next steps to follow would be those that were required under the enforcement order, which was to identify all the wetland violations and prepare a plan to address the violations. The agent has retained a wetlands consultant who is getting his analysis but due to the time of year nothing can be implemented. Mr. Pickart noted that if a submittal plan from the wetlands scientist is not received by mid-February, a request will be made for further update. Mr. Pickart then indicated that the Department of Conservation and Recreation's Regional Forester is not allowed to attend night meetings as requested, but his boss passed the request to Jennifer Fish, who will be attending the next meeting. The Conservation Commission is seeking the land agent to post a bond, which will be placed in escrow until the work is satisfactorily completed. Selectman Athanas asked if it will be more obvious to identify the wetlands in the spring. Mr. Pickart explained that

wetlands can be identified as long as there isn't a thick snow cover and mentioned it would probably be easier in the spring. Selectman Nolan commended the hard work of the Conservation Commission and their handling of this situation in the best manner possible. Chairman Marzec stated that his only concern was the escrow, since sometimes escrows are underfunded. He also asked how long it takes for a wetland to grow back. Mr. Pickart said that most of the scientific organizations and regulatory agencies that deal with wetlands restoration say a minimum of two years with monitoring, which is required.

TOWN MANAGER'S REPORT: 1) Great Hall Restoration - Town Manager Kozak stated that the Bids for the Great Hall project including plaster, paint, and asbestos abatement are due February 1, 2017. Any company interested in getting a bid packet may contact the Town Manager's Office at 508-234-2095.

2) WWI Memorial Restoration - Town Manager Kozak stated that bids for the repair and restoration of the World War I Memorial are due February 15, 2017. Any company interested in getting a bid packet may contact the Town Manager's Office at 508-234-2095. **3) Economic Development Committee Meeting** -

Town Manager Kozak attended a meeting with Town Planner Gary Bechtholdt and representatives from the business sector in Northbridge to discuss work that has been accomplished and to generate discussion for any zoning changes [for future Town Meetings] in hopes of enhancing business opportunities in town.

4) MMA Annual Trade Show - Town Manager Kozak stated that he and several Selectmen attended the MMA Annual Trade Show on Friday, January 20, 2017 and Saturday, January 21, 2017. He also attended various workshops. Town Manager Kozak stated that the Governor gave a brief overview of the budget for next year and it appears as though the Local Aid proposal will be similar to what it was last year.

Town Manager Kozak announced that Fire Chief Gary Nestor would like to attend the next Selectmen's meeting to discuss a grant opportunity, which deals with getting funds to hire Firefighters and would like to ask for the Board's support.

Town Manager Kozak announced that there was a fire down the street from the Fire Station and commended the men for how quickly they arrived. Mr. Kozak explained that he was on his way into work when he saw the fire, which was contained to one unit.

SELECTMEN'S CONCERNS: Selectman Athanas mentioned that he spoke to Town Manager Kozak and the Chief of Police due to some questions he received from residents on the cannabis issue and what our town is doing to regulate it. Town Manager Kozak advised that he had spoken to the Town Planner and he along with the Planning Board are beginning to look into options that are available to put forth for town meeting. **Selectman Melia/1)** Said he felt it would be a good idea to have Mr. Bechtholdt and Chief Warchol attend a Selectmen's meeting to discuss what can be done. **2)** He thought it was mentioned that someone from the Local Historic District Study Committee would be attending a future meeting regarding the historic district zone and the proposal. Town Manager Kozak stated that Mr. Kenneth Warchol will be attending the next Board of Selectmen's meeting on February 6, 2017. Selectman Melia stated he would like to know the pros and cons prior to making a vote on whether or not to support the proposed Historic District. **Chairman Marzec/1)** Stated that he also attended the MMA and one of the sessions was regarding succession planning. Mr. Marzec stated he believed this is something the town should think about doing and put forth a plan. **2)** Praised Highway Superintendent Jamie Luchini for the conditions of the roads throughout all of the snow. **3)** Mentioned that with the Town Manager's announcement of his retirement, the process of searching for a new Town Manager will begin. Chairman Marzec thanked Mr. Kozak for all of the work that he has done up to this point and going forward. Town Manager Kozak stated that he appreciates the confidence of the Board of Selectmen and thanked them for their support throughout the years. Town Manager Kozak also stated that he appreciates all the Boards and the community. Selectman Melia stated that Town Manager Kozak has done a good job and has always had a great working relationship with the Board of Selectmen. He also stated that there have been a lot of changes in Town throughout Town Manager Kozak's years along with a lot of improvements and it is greatly appreciated.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:45 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

January 23, 2017

I. APPROVAL OF MINUTES

A. December 5, 2016

-Copy of December 5, 2016 minutes

B. January 9, 2017 [Executive Session]

-Copy of January 9, 2017 executive session minutes

II. PUBLIC HEARING/7:05 PM:

C. National Grid Company and Verizon New England, Inc. / Petition requesting the installation of new pole 2-1 to bring service to new pole for house number 12 Wards Lane [Plan #23216817, dated 12/9/16] / Present: Crystal Tognazzi

- Copy of public hearing notice
- Copy of letter from National Grid requesting a pole hearing
- Copy of pole installation map
- Copy of memorandum from the Highway Superintendent approving request
- Copy of memorandum to the Assessor's Office to obtain an abutters list
- Copy of abutters list

III. APPOINTMENTS/By the Board of Selectmen:

D. Elaine Mahoney, Council on Aging/Vote to appoint [Present: Kelly Bol, Senior Center Director]

- Copy of Elaine Mahoney's Talent Bank Form
- Copy of Elaine Mahoney's resume

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

E. Presidential Farms/Vote to obtain ownership of Parcels A & D Present: Brian Massey, Chairman, Planning Board & David Bossi, Developer

- Copy of letter from the Planning Board's findings and recommendations
- Copy of Presidential Farms potential trail map
- Copy of letter requesting the town take ownership of Presidential Farms, Parcels A & D
- Copy of release of rights with signature page

F. Spring Annual Town Meeting [May 2, 2017]/Vote to close the warrant Friday, March 3, 2017 @ Noon/ No documentation

G. Linda Usher/Request to hold the 29th Annual Whitin Five Mile Road Race, Thursday, November 23, 2017

- Copy of email requesting to hold the 29th Annual Whitin Five Mile Road Race on Thursday November 23, 2017

H. Annual Town Election Warrant [May 16, 2017]/Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant

- Copy of memorandum requesting the Board of Selectmen to vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant
- Copy of list of vacancies

VI. DISCUSSIONS

**I. Tree Clearing Update/Present: David Pickart, Agent, Conservation Commission
-No documentation**

VII. TOWN MANAGER'S REPORT

**J. 1) Great Hall Restoration /No documentation
2) WWI Memorial Restoration/No documentation
3) Economic Development Committee Meeting/No documentation
4) MMA Annual Trade Show/No documentation**

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
February 6, 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, Melia, Marzec, and Nolan. Selectmen Athanas was absent and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES. December 19, 2016. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 19, 2016 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, and Melia. Abstain: Mr. Nolan.

Chairman Marzec announced that he was going to take agenda Item E. - Tree Clearing Update next.

Tree Clearing Update/Present: Jennifer Fish, Department of Conservation and Recreation (DCR); Guy LaChance, DCR Forester; David Pickart, Conservation Agent, Joy Anderson, Chairman, Conservation Commission, and Richard Chiras, Member, Conservation Commission. Ms. Fish began and stated that in terms of DCR's jurisdiction on this property, it passes to the Conservation Commission. She explained when harvesting is ongoing, it is a time to work together and they hope to get a stronger relationship out of this. Selectman Ampagoomian stated that he was very displeased with Mr. LaChance and the entire tree clearing process. He stated that the tree clearing project was not forestry management but instead a rape of the land. Mr. Ampagoomian continued stating that wetlands, vernal pools, old growth trees, and historical stone walls were violated. He pointed out that Mr. LaChance stated in a letter that the project was being operated under the guidelines of forestry management. Mr. Ampagoomian continued describing how wetlands were not flagged and how trucks were crossing wetlands, both of which are not permitted under the DCR guidelines. Ms. Fish explained that when someone files a cutting plan with DCR, it is also filed with the local Conservation Commission. The Conservation Commission then has 10 business days to comment on the plan and is encouraged to comment throughout the entire process. Ms. Fish explained that she had entered the situation on a walkthrough and it was her understanding that the wetlands were isolated and not subject to jurisdiction but at that point the tree cutting had gone beyond the cutting, which at that moment when someone goes beyond a plan, jurisdiction goes to the local Conservation Commission. It was discussed with DEP that local jurisdiction would take over at that point. Ms. Fish explained that in the tree clearing process, heavy cutting is allowed but they must show that they are going to regrow trees within 5 years. Ms. Fish stated that from her visit to the site, she determined that there was no change in land use, which in turn means there is no reason to believe the trees would not regrow there. Selectman Ampagoomian asked the Conservation Commission if there was a regrowth plan in place. Mr. Pickart stated he believes they are relying on natural regeneration and noted there has been some. He also reported that the hardwood stumps are getting new chutes and some white pine is becoming established. Mr. Pickart indicated that it is not a plan per se, but instead they are allowing it to naturally revegetate. Selectman Ampagoomian said going forward, the State should be more cognitive of the community and its residents. Ms. Fish explained that the purpose of the relationship between the State and the local Conservation Commission is to gain local knowledge of the land that DCR should be relying on. She also mentioned if at any time the Conservation Commission contacts DCR with a concern, they should be listening. Chairman Marzec asked if there was any way to remove the stumps and put in new trees. He advised that he had concerns with all the clear-cutting that went on that the trees will not grow to be long-lasting trees. Ms. Fish responded that even though small chutes growing from stumps don't look like much, the reason they still grow is because the root system is still alive. She explained that because they are relying on the root system of a mature tree, they have a chance to grow a lot faster. She stated that a site that is allowed to naturally regenerate is supposed to have one thousand well-established seedlings,

saplings, or sprouts per acre within 5 years. Chairman Marzec then stated that he is most concerned with the wetlands. He said remediation can be costly and given the occurrences we can't go back as the damage has already been done and the time frame of occurrences seemed as though it happened over night. Chairman Marzec asked, hypothetically, if the owners don't want to remediate the land what would happen then. Ms. Fish responded when there is a harvest if something happened within DCR's abilities and statutes to bring the land back into compliance then the jurisdiction would stay with DCR. Anything that is outside of the ability of DCR, they speak with DEP and Conservation Commissions on taking jurisdiction over it. Selectman Melia asked if the cease and desist was still in effect. Mr. Pickart replied yes. Selectman Melia then asked how much time the property owners have been given to correct the issues. Mr. Pickart replied that there are varying deadlines for different aspects of the project. He explained the erosion control deadline was met with one granted extension, the mapping and assessment requirement has been delayed and no deadline has been set yet. Mr. Pickart further explained that due to the time of year it is not appropriate for remediation, but the hope is for the land agent to hire a consultant for the mapping and assessment within the next month or so. He assured the Board that they will be on top of the land agent as soon as conditions appear permitting. Selectman Melia asked how many violations there were in total. Mr. Pickart explained there were 3 in total, which is the isolated wetlands, however, new data suggests it may not be isolated wetlands, but extensive skidder trails and an access road across a stream. Selectman Melia asked Mr. LaChance if he was overseeing the contractors who were clearing the land. To which Mr. LaChance responded by nodding his head yes. Selectman Melia then proceeded to ask Mr. LaChance if in one of the reports everything seemed legitimate. Mr. LaChance explained that the process is a very long and involved process. Ms. Fish stated that once a permit is granted, there is no formal oversight, leaving the onus on the landowner to uphold the laws. Selectman Melia asked if the application was overlooked resulting in the violations. Mr. LaChance replied not in his opinion. Selectman Melia confirmed with Mr. Pickart that the violations were not found until after receiving complaints, only to find 3 violations. Mr. Pickart stated that was correct and explained that the delineation of wetlands is not required and they can rely on published maps but in this instance they did not accurately reflect what was actually on the site. Selectman Ampagoomian questioned at what point a situation would be severe enough for DCR to be involved. Ms. Fish explained that the wetlands area that was part of the harvest was done per DCR regulations and there is nothing in the regulations for an amount of trees to be remaining once the clear-cutting is complete. Continuing, she said that she is unsure the issues could have been resolved or prevented through regulations. Selectman Ampagoomian stated his belief is that there should have been some foresight to prevent flooding and other issues. He also asked what the reaction time was of the Conservation Commission. Ms. Anderson explained that once complaints were received, site walks were initiated to clarify what the violations were after that the cease and desist was put in place. Selectman Ampagoomian asked what the community can do to prevent something like this from happening in the future. Ms. Fish reiterated that the communication between the Conservation Commission and DCR is very important and for the Conservation Commission to comment on any plans. Town Manager Kozak asked if there were any regulations that required abutters to be notified or to hold a public hearing when a plan is filed with DCR. Ms. Fish stated there is a notice to abutters but not for their input. Town Manager Kozak stated he believes there should be an opportunity for abutters to express their concerns. Chairman Marzec asked if there were any plans put forth to either DCR or the Conservation Commission on the scope of what the plan was after the clearing. Ms. Fish stated that DCR does not partake in the reasoning behind why a landowner is clear-cutting. Ms. Fish explained that reasoning for clear-cutting could be for the lack of early successional habitat in the state so it is not necessarily bad. Selectman Ampagoomian asked if abutters should have been notified. Ms. Fish replied yes. Selectman Ampagoomian then pointed out that the abutters of this particular project were not notified. Ms. Fish explained abutters are supposed to receive a letter either certified or hand delivered if the boundary is within 200 ft. of the harvesting and not separated by a public way. Ms. Fish stated that DCR would investigate the issue with the abutters not being notified. Mr. Brian Castell, 15 Leland Road, was present and stated he was an abutter and received a letter 2 weeks after the work began. Mr. LaChance stated that the onus is on the consultant or the agent for the property to send out the abutters' notices, the list for which is received from the town. In the case of this project, all of Leland Road was left

off the list and Mr. LaChance instructed the clearing agency not to clear near those houses until the notices were received and the 10-day comment period concluded. Mr. LaChance stated that more trees were left than what needed to be by statute.

PUBLIC HEARING/None

APPOINTMENTS/Resignations/None

CITIZENS' COMMENTS/INPUT Local Business Spotlight: Whitinsville Christian School Present: Adam Meyer, Director of Advancement. Mr. Meyer stated that the Whitinsville Christian School is excited to announce the construction of a new performing arts center as well as a new field house, along with a class room addition and a covered bridge connecting the facilities. Mr. Meyer stated that they currently have a committee working on a rental and usage agreement to host local businesses and schools for use of the facilities. The gym will hold over 750 people and the performing arts facility will hold over 425 people. Mr. Meyer showed a short video of the progress of the facilities. Mr. Meyer explained that in all his years of work he has never seen a community come together as the community has in Northbridge. Mr. Meyer invited the community to the soft opening in May and should have full possession of the facilities in August. Assistant Athletic Director, Mr. Bajema, is ecstatic to increase the volume of summer camps along with other youth programs. Mr. Meyer expressed great gratitude in being a part of the community and that he looks forward to sharing the facility upon its opening.

DECISIONS. Pine Grove Cemetery Deed/1) Glenn & Barbara Focht [Lot No. 45 and 46, Fir Ave. North]. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the purchase of Lot Nos. 45 and 46, on Fir Ave. North. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. **2) Richard & Veronica Wilkinson [Lots No. 302B and 304, Woodlawn Ave. North].** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the purchase of Lot Nos. 302B and 304, on Woodlawn Ave. North. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Whitinsville Local Historic District Initiative/Preliminary Study Report [Present: Ken Warchol, Local Historic District Study Committee]. Mr. Warchol introduced Ms. Megan DiPrete of the Blackstone Heritage Corridor Commission. He reminded everyone that in December of 2014, a new national park was created, which is the Blackstone Valley National Park. Whitinsville has the honor of being one of the four nodes in that National Park. Mr. Warchol explained the National Park sets boundaries within a community, which is used as guidelines to direct tours and shows community commitment. The National Park seeks a committee to be formed. As of right now, there is a preliminary district that is by no means definitive. Mr. Warchol announced that on March 16th there will be an informational meeting for the owners to receive feedback and suggestions. Once that meeting has commenced, a preliminary study report will be completed and submitted to Massachusetts Historical Commission and the Planning Board, which includes boundaries, recommendations for the bylaw, a map of the proposed district, and a property street index. There will then be a public hearing and documents needed to go forward at Town Meeting will be prepared and submitted. If passed by Town Meeting, it will go to the Attorney General for review and a bylaw will be filed with the Town Clerk and the Registry of Deeds. Ms. DiPrete stated there are federal guidelines that involve establishing a Local Historic District. Ms. DiPrete explained that Whitinsville node of the park tells a different story than other towns. Ms. DiPrete explained that since Whitinsville is a part of the National Register of Historic Districts, it allows the Federal Government to offer resources to the Town such as grant opportunities for restoration or to support program activity. Once the boundary is established, it will allow the opportunity to bring some money, ranger resources and other park services, such as studies and cultural assessments etc., of the properties within that district. Ms. DiPrete stated that there are other programs that become available if the Town creates a local historic district. Ms. DiPrete mentioned that the process does take a long time especially since there are properties involved. She stated that there are also regulations in historic districts. She continued that any outside work that will substantially obstruct a historical structure

and is visible from the street would be required to go through a permit process. Selectman Melia stated his belief is that the anxiety will be the number one concern, and explained the importance of reaching out to the owners in every way possible. He questioned if any other communities have implemented the “no air conditioning units in the front windows” regulation. Ms. DiPrete replied no and said there are communities that have extraordinary local regulations and so the degree of regulation is left to the community. Selectman Melia asked if other communities offered owners a tax break. Ms. DiPrete stated that she was unsure but it could be something that Town Officials consider. Selectman Ampagoomian suggested that in addition to mailing the letters they personally visit the individuals. Mr. Warchol did note that the letters would be sent certified and will include a location to send feedback to if they are unable to attend the meeting. Mr. Warchol announced that the meeting is scheduled for Thursday, March 16, 2017 at 7 PM in the Board of Selectmen’s room.

FEMA Grant/Present: Fire Chief Gary Nestor. Mr. Nestor asked the Board for their support in applying for a Federal grant. The grant has been sponsored by Federal Emergency Management Agency (FEMA) for a number of years. The new guidelines provide 75% funding for the first two years, which would make the town responsible for 25%. Chief Nestor explained the third year it would be 35% funding and the town would pay 65%. Once the third year is over the town would have the option to keep the positions or eliminate them through layoffs. Chief Nestor explained the Fire Department would need a letter of support and or commitment from the Board. He also stated it would include benefits of Health Insurance and 9% for other costs such as retirement benefits and leave benefits. The first year the town would be responsible for \$86,000, the second year \$88,000, and the third year \$236,000. Continuing, Chief Nestor explained the Fire Department has applied for this grant in the past but have been unsuccessful. The program was originally designed to retain positions in larger departments that were going through layoffs and vacancies due to attrition. The new guidelines, Chief Nestor explained, allow you to add additional personnel as long as you can defend them in your narrative of the grant application. Chief Nestor believes that it is possible, and if approved will be submitted on Friday. Selectman Melia asked Mr. Kozak if this grant was something the town could afford. Mr. Kozak stated yes, based on the percentages the first few years are affordable, after that it may be more challenging once the grant concludes. Selectman Melia asked Chief Nestor why four employees and where would they be used. Chief Nestor answered that it would allow one additional employee per each of the work groups. A motion/Mr. Nolan, seconded/Mr. Melia to move item C. Fire Grant from discussions to decisions. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to provide a letter of support/commitment to the Fire Department for the FEMA Grant application. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Town Manager Screening Committee. Town Manager Kozak explained that the Town Charter and Bylaws state that a Town Manager Screening Committee must be formed and the Selectmen should seek various members from the required Boards that make up the Committee. The Committee shall consist of five members: Two members shall be appointed by the Town Moderator, one member appointed by the School Committee, one member appointed by the Personnel Board, and one member appointed by the Planning Board. Selectman Ampagoomian suggested that a letter be sent to each Board stating what the requirements are in the Charter and Bylaws and request they submit their member’s name to the Board of Selectmen. Selectman Melia requested that each committee send over their candidates before the next Selectmen’s meeting, February 27, 2017.

TOWN MANAGER'S REPORT/1) Central Mass Regional Planning/MORE Meeting - Town Manager Kozak stated he attended the quarterly meeting, which included an update by Sean Cronin on the Community Compact program. Discussion also included updates on transportation programs and regional services for communities in the Central Mass. area. **2) Great Hall Bid Proposals** - Town Manager Kozak announced that the Town received bids for the Great Hall Restoration Project, which is in the final stages of review. The bids appear to be within our budget, including the asbestos and lead abatement portions. The project is expected to continue on schedule. **3) Public Safety Grant Approval** - Town Manager Kozak

announced that the Town was notified by the State that Northbridge was approved for a Public Safety Grant in the amount of \$56,000 to be used for Police and Fire safety equipment. **4) Green Community Designation** - Town Manager Kozak announced that the Town also received notification that Northbridge is one of 30 communities that have been designated as a Green Community and will receive a grant in the amount of \$176,515, which is to be used on energy improvements in the municipal buildings.

SELECTMEN'S CONCERNS: **Selectman Ampagoomian** stated he was not happy with the Department of Conservation and Recreation and the entire tree-clearing project. He stated the entire process is terrible and could be managed a lot better. **Selectman Melia** requested a letter be sent to Representative Muradian, Senator Moore, and Senator Fattman explaining the whole tree-clearing situation to seek a change in the process if there is anything that can be done. Town Manager Kozak stated he would talk to each one of them. **Selectman Nolan** requested appropriate personnel come to a future meeting to discuss marijuana zoning issues in regards to a potential article on the Town Meeting Warrant. **Selectman Melia** stated he had been in contact with Town Planner Mr. Bechtholdt, who has been in communication with the Police Chief.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:58 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

February 6, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

A. December 19, 2016

-Copy of December 19, 2016 minutes

II. PUBLIC HEARING/None

III. APPOINTMENTS/Resignations/None

IV. CITIZENS' COMMENTS/INPUT/Local Business Spotlight: Whitinsville Christian School Present: Adam Meyer, Director of Advancement / No documentation

V. DECISIONS

AA. Pine Grove Cemetery Deed/1) Glenn & Barbara Focht [Lot No. 45 and 46, Fir Ave. North] -Copy of Pine Grove Cemetery Deed for Glenn & Barbara Focht 2) Richard & Veronica Wilkinson [Lots No. 302B & 304, Woodlawn Ave. North] -Copy of Pine Grove Cemetery Deed for Richard & Veronica Wilkinson [Lots No. 302B & 304, Woodlawn Ave. North]

VI. DISCUSSIONS

B. Whitinsville Local Historic District Initiative/Preliminary Study Report [Present: Ken Warchol, Local Historic District Study Committee]

-Copy of flowchart to establish a Local Historic District

-Copy of draft map of the Whitinsville Historic District

C. FEMA Grant/Present: Fire Chief Gary Nestor/No documentation

D. Town Manager Screening Committee

-Copy of Town Charter Section 4-1 Screening Committee; Appointment; Qualification; Term

-Copy of Town Bylaw §4-321. Town Manager Screening Committee

E. Tree Clearing Update/Present: Jennifer Fish, Department of Conservation and Recreation; David Pickart, Conservation Agent, and Joy Anderson, Chairman, Conservation Commission/No documentation

VII. TOWN MANAGER'S REPORT

F. 1) Central Mass Regional Planning/MORE Meeting/No documentation

2) Great Hall Bid Proposals/No documentation

3) Public Safety Grant Approval/No documentation

4) Green Community Designation/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

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, Town Manager.

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. He noted 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 that 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 that certainly deserves to be looked at and can be brought to the Administration's 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 legislature 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 not aware of any, but that doesn't mean they are not out there and he 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 said 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 on marijuana 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 about the tree-clearing project, explaining that the Department of Conservation and Recreation attended the Selectmen's last meeting and the Board was not happy with their response and actions to the tree-clearing project. 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 tree-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 wetlands study and the 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. 1) January 9, 2017. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the January 9, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous. **2) January 23, 2017.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the January 23, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING/None

APPOINTMENTS/By the Town Manager: Evan Dautrich, Master Mechanic, Department of Public Works/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini introduced Evan Dautrich who, pending the Board's approval, will be the new DPW 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's equipment straightened out. A motion/Mr. Nolan, seconded/Mr. Athanas to affirm the Town Manager's appointment of Evan Dautrich as the Master Mechanic for the Department of Public Works. Vote yes/Unanimous.

Resignations: 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 service with the Playground and Recreation Commission. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

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 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's, 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 put 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 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 to be 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 Luchini explained that a Hook and Load Packer is a trash compactor, which hooks on the back of a truck and the body slides off. Mr. Luchini stated that it would save time and is much 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 one is a 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, which would allow a fund to be in place for 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 the town goes with 1% increase, which Mr. Kozak suggests, it would bring in approximately \$130,000 in revenue and would include a \$100,000 exemption, which means the first \$100,000 of a homeowner's property tax assessment 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 town's 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 with 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.

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.

Disability Commission/Warrant Article/Present: Bruce Frieswick, Disability Commission member. Also present was Jonathan Smith, William Mello, and Jon Frieswick. Mr. Frieswick explained the

Disability Commission is seeking acceptance of Mass. General Laws c. 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 to accept Chapter 40 §8j. He noted once that is completed an article can be placed on the warrant to accept §22g. Mr. Kozak asked Mr. Frieswick to explain what the intent of adopting 22g is. Mr. Frieswick responded that adopting §22g would allow the Disability Commission to receive and administer fines from violations of the Handicapped Parking tickets. The funds received must be used solely for the benefit of persons with disabilities. The discussion concluded with the result of 2 separate articles being placed 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. c. 40 §8j, to authorize the establishment of a Disability Commission. Vote yes/Jonathan Smith, William Mello, Jon Frieswick, and Bruce 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 M.G.L. c. 40, §22g to allow the funds received from the Handicapped Parking fines to be directed to the Disability Commission and used solely for the benefit of persons with disabilities. Vote yes/Jonathan Smith, William Mello, Jon Frieswick, and Bruce Frieswick. Chairman Marzec asked the Disability Commission to get a rough number as to what is incoming for fines currently. Mr. Frieswick replied he already got an estimate from the Town Accountant, which came to about \$5,000. Mr. Frieswick added that he has been working on a grant for the Northbridge Senior Center.

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.

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.

Town Manager Screening Committee: Names of appointees and direction to committee to meet and organize. Chairman Marzec announced that 4 out of the 5 appointees that will serve on the Town Manager Screening Committee have been named. The Town Moderator's 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 will 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.

Town Moderator's Appointing Authority. Chairman Marzec stated that he was approached about this item by residents in town. He reported that he reviewed the current process for choosing members to serve on the Town Manager's Screening Committee and noted under the old charter three members were appointed by the Town Moderator, who according to Mr. Marzec has tremendous control over several committees, Town Meeting, etc. Town Manager Kozak did some research on the appointing authority of Town Moderators from 23 surrounding towns. Chairman Marzec then gave a summary of the Northbridge Town Moderator's appointing authority as follows: he appoints 2 of the 5 members of the Bylaw Review Committee, 2 of the 9 members for the Charter Review Committee, all 5 members of the Finance Committee, the Deputy Town Moderator, all the tellers at Town Meeting, and 3 of the 5 members of the Building, Planning and Construction Committee. Chairman Marzec sought the opinion of the Board. Selectman Nolan stated he believes the setup is similar to the Federal Government, where if one portion has too much power then there is an issue. He questioned if there had been any recent 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 necessary. 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 the Town Moderator's position. Selectman Athanas expressed that from the Moderator's standpoint if he is not

appointing a majority he does not see any issue. Selectman Ampagoomian stated that the Town Moderator conducts the Town Meeting and by virtue of his position as Moderator, it is his responsibility to appoint the Deputy Moderator and the Tellers. Mr. Ampagoomian also stated he agreed with Mr. Athanas' comment that the Town Moderator does not appoint the majority of a board/committee and therefore does not see any issue. Chairman Marzec stated he understands the Board member's thoughts but believes when a change occurs in the position of Town Moderator, 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 feels 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 will wait 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 is extremely happy to present the newly redesigned Northbridge store. **3) Historic District Meeting Reminder** - Town Manager Kozak reminded the public that the Property Owner's 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 lead 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 in over budget and therefore they will have to be rebid. Bids are due in 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.

SELECTMEN'S CONCERNS: **Selectman Athanas/1)** Asked if there is a bylaw regarding signage requirements and thinks the signage on Church Street should be looked into as a lot of them are not uniform: some of them are rather shabby and some are nice. He said it would be nice if there was more uniformity. **2)** Stated there is a billboard for weed maps on Rt. 122 and asked if there is something the Town can do to ban the advertisement of marijuana in Town. Town Manager Kozak stated he would check into it. **Selectman Nolan** 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 of the candidates. 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 during the holiday season. 2) Asked if Chief Nestor would be involved in the process for hiring the new Fire Chief. Town Manager Kozak replied he would be involved for part of it. He also explained the plan is to have the consultant come in and talk to the Board along with other pertinent Town Employees as to 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 Dautrich's resume

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

-Copy of resignation 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 the 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

BOARD OF SELECTMEN'S MEETING
March 13, 2017

A meeting of the Board of Selectmen was called to order by Vice Chairman Ampagoomian at 6:30 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, and Nolan. Also Present: Theodore D. Kozak, Town Manager. Chairman James Marzec arrived at 6:35 PM.

The Pledge of Allegiance was recited by those present.

Vice Chairman Ampagoomian announced that the Board would be going into executive session and declared that having an open meeting may have a detrimental effect on the negotiating position of the body.

A motion was made and seconded to go into Executive Session under M.G.L Chapter 30A, S. 21 #3 - To discuss strategy with respect to collective bargaining [Police] – and to reconvene in Open Session. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:31 PM

Executive Session Convened: 6:32 PM

Executive Session Adjourned: 6:55 PM

Open Session Reconvened: 7:01 PM

APPROVAL OF MINUTES: February 6, 2017. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the February 6, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING/None

APPOINTMENTS: Rochelle Thomson, Inspector of Animals/Vote to nominate *Note: Appointment is subject to certification by the State.* A motion/Mr. Athanas, seconded/Mr. Melia to nominate Ms. Thomson for the position of Inspector of Animals for the Town of Northbridge. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT / Local Business Spotlight: Purgatory Beer Co. LLC, Linwood Mill/Present: Kevin Mulvehill and Brian DiStefano. Mr. Mulvehill was present along with Brian DiStefano to discuss Purgatory Beer Co. Mr. DiStefano explained that they are still in the process of getting the building ready and the permitting in place. They are currently working towards obtaining a Farmer Brewer's License, which is issued by the state and then they will apply for a Farmer's Pouring License, which is issued by the Town. Mr. DiStefano stated that the two of them have been brewing beer together for about 5-7 years but that Mr. Mulvehill has been brewing beer since 1999. Mr. DiStefano explained that they began brewing beer together using a brew kit that was a Christmas gift from his wife and added they started brewing it in Mr. Mulvehill's kitchen but due to the odor they moved to the garage. From that point, it was something enjoyable for the both of them. After two years of hard work, the product began to be good enough to sell and the idea of opening a brewery came from that. While searching for a location, they felt as though Northbridge was a very business-friendly place and found an inspiring location at the Linwood Mills with a lot of potential for the space. Mr. Mulvehill explained they are both ecstatic to bring fresh beer to this area and believes there is a great opportunity. He also mentioned that Purgatory Beer is considered a nano-brewery, which produces small batches. They are currently looking at three barrels, which is about 90-100 gallons a batch. The plan is for consumers to have the product within a month of it being brewed to keep it fresh. He stated they are looking to produce about 3-4 batches per week. The license

is considered a famer brewery license, which comes from the State and allows them to sell the beer they brew to their customers to be consumed off-site. The Farmer Brewery license requires that raw materials be used from farms in the State of Massachusetts. Mr. Mulvehill announced that the potential hours would be Fridays from 5 PM - 8 PM, Saturdays 11 AM - 6 PM and possibly Sundays. He also announced that they will be looking into local outreach and working with charities to host events. They are hoping to open around June 1, 2017. Mr. Mulvehill explained that they have been working to get the location set up. He stated it gives off a vibe that you would expect in the Blackstone Valley. Selectman Athanas asked if they would be doing the brewing on site. Mr. Mulvehill replied they will be brewing on site. Selectman Ampagoomian stated he appreciated the statement about the heart of the Blackstone Valley. Selectman Ampagoomian stated if there was anything they needed to contact the Town Manager's Office for assistance.

Mumford Knights of Columbus #365 / 1) Application for a Change of Manager [James Masterson] 2) Application for a Change of Directors 3) Application for a change of Sunday Hours / Present: Plato Adams. Mr. Adams explained that the request is for a Change of Manager and Directors. He explained there is also a request to change the Sunday hours, which will give them greater flexibility in renting out the hall and hosting brunches along with the two annual breakfasts and the ability to offer Mimosas and Bloody Marys. A motion/Mr. Melia, seconded/Mr. Nolan to **1) approve the Change in Manager from Mark Masterson to James Masterson, 2) approve the application for the Change of Directors, and 3) approve the request to change the Sunday hours to open at 10 AM.** Vote yes/Unanimous.

Armenian Apostolic Church/1) Request to hang a banner across Church Street from April 16, 2017 to April 30, 2017 in honor of "Martyr's Day" 2) Request to hang a banner across Church Street from August 6, 2017 to August 20, 2017 to advertise their Annual Picnic to be held on Sunday, August 20, 2017. A motion/Mr. Athanas, seconded/Mr. Melia to approve the above requests to hang a banner across Church Street from April 16, 2017 to April 30, 2017 in honor of "Martyr's Day" and to hang a banner across Church Street from August 6, 2017 to August 20, 2017 to advertise the Armenian Church's Annual Picnic to be held on Sunday, August 20, 2017. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Elizabeth Austin [Lot No. 41, Hemlock Path North]. A motion/Mr. Nolan, seconded/Mr. Melia to approve the purchase of Lot No. 41, Hemlock Path North to Elizabeth Austin. Vote yes/Unanimous.

Northbridge Firefighters/Request to hang a banner over Church Street from April 30, 2017 to May 7, 2017 to advertise the annual spaghetti supper to be held on Saturday, May 20, 2017. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the firefighters' request to hang a banner over Church Street from April 30, 2017 to May 7, 2017 to advertise their annual spaghetti supper to be held on Saturday, May 20, 2017. Vote yes/Unanimous.

Recreational Marijuana Establishments – Temporary Zoning Moratorium/Present: Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner. Mr. Bechtholdt explained that towns in the Commonwealth are looking at Temporary Moratoriums for the retail component of recreational marijuana. The Planning Board supports an 18-month moratorium, which is a similar approach to the medical marijuana. The Moratorium will need to be reviewed and regulations agreed upon, which is not due to be drafted until April of 2018. Mr. Bechtholdt reviewed the options, which would require a town meeting vote. The Town also has the option of a local ballot question to prohibit all commercial business related to recreational marijuana establishments, which the Board of Selectmen would initiate. Looking further beyond that if that were to pass, the Town would seek to adopt a zoning bylaw to prohibit the use. If the local ballot question were to fail the Town would be looking at zoning bylaw regulations to allow recreational marijuana establishment's retail cultivation in certain places in town, designating time place and manner. The Town also has the option via a local ballot question to vote to limit the number of

recreational marijuana establishments in town. Another option under a local ballot question is a vote to allow onsite consumption. Mr. Bechtholdt explained there are a lot of variables that come into play and at this time it is appropriate that the town look to establish a temporary moratorium, which is specific to the retail component and does not impact private individual use. The Planning Board's public hearing has been rescheduled for March 28, 2017. Selectman Athanas asked if the moratorium was separate than if the Board wanted to put a ballot question on to completely eliminate it from the town. Mr. Bechtholdt replied that was correct and could be done concurrently. Town Manager Kozak explained that the State is also looking at the current law that was passed this fall and there could be changes, which would allow more time to see what the State does with the law and make a decision based off of the State's amendments. Selectman Melia asked if it was a 2/3 vote for the moratorium as well. Mr. Bechtholdt replied it would be a Zoning article, which would require a 2/3 vote. Selectman Melia asked if after that it would be up to the Selectmen at a later time to determine the route the Town takes. Mr. Bechtholdt explained if the Board wants to exercise the local option to consider prohibition that can be done in time for the next ballot. Selectman Melia asked who would determine the amount of facilities that would be allowed in the Town. Mr. Bechtholdt explained that the Town can limit the number of establishments in Town. Police Chief Warchol explained according to the current law the number of licenses for recreational marijuana will be calculated from 20% of the Town's All Alcohol Licenses. Selectman Ampagoomian asked if the State has come forward with any type of early warning to various Boards and Police Departments as to which direction they are looking. Chief Warchol replied that he has not heard that and there is not much desire to change the law from the State Legislature. Town Manager Kozak announced that he had heard the State was seeking to increase the taxes. Selectman Athanas asked if there was any way to eliminate marijuana advertisements in Town. Town Manager Kozak stated he asked the Building Inspector to look into that. Chairman Marzec asked if the Town would be in any trouble by putting the moratorium in place and prohibiting marijuana in the community. Town Manager Kozak explained that the moratorium would have to pass at both Town Meeting and the ballot.

Economic Development Strategic Plan/Present: Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner. Mr. Bechtholdt explained that the Planning Board is working with the Central Massachusetts Regional Planning Commission (CMRPC) who has partnered with Pioneer Valley Planning Commission out of Springfield, to prepare a plan for the Town. Funding for this initiative is from the Community Compact grant, which the Town Manager helped secure, so it is at no cost to the Town. The Planning Board met with the representatives from CMRPC and Pioneer Valley last month, and municipal staff will be meeting with them later this month. The timeline for competition is aggressive but is feasible as the grant funds need to be expended by the end of June 2017. The Planning Board is scheduled to host a public forum on Tuesday, April 11, 2017 at 7 PM, at the Town Hall. Mr. Bechtholdt explained that the Economic Development Strategic Plan is a document that will help guide economic growth and development in Town through a series of stakeholder meetings, public forums and input sessions and will provide a zoning framework for the next 5 years. There will also be a 5-year action plan as well as an implementation plan. Mr. Bechtholdt stated that the aspects of an economic development plan is quality of life, housing, environmental, transportation, jobs, workforce development, zoning, permit streamlining, marketing, and creating partnerships with state and local partners, Chambers of Commerce, and the Mass. Office of Business Development (MBOD).

Blackstone Valley National Heritage Corridor Commission / Northbridge Green and Clean Day, April 21 and 22, 2017 Present: Bonnie Combs, Marketing Director. Ms. Combs stated that last year Green and Clean Day was a new event and did not have a large amount of participation due to that. She said this year a lot more people have come forward to support the event. Ms. Combs noted that they are looking to engage the local business community to get employees out and cleaning the town. The event will be held at Whitin Park. Liability coverage is supplied to those helping, along with litter pickers, safety vests, gloves, etc. Ms. Combs explained that she has been also working with the DPW. Selectman Melia asked if there was a particular area that would be the main focus. Ms. Combs replied they are currently working on

a map of the areas they would like to target, which more than likely would be the main streets and along waterways. Selectman Ampagoomian asked if volunteers have come forward yet. Ms. Combs replied she was waiting for tonight to update receive permission from the Board. A motion/Mr. Melia, seconded/Mr. Athanas to move agenda item I from discussions to decisions. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Northbridge Green and Clean Day, April 21 and 22, 2017. Vote yes/Unanimous.

Purple Heart Resolution/Present: William Audette. Mr. Audette explained the creation of the Purple Heart Badge. He described that it was to be presented to soldiers for any singular meritorious action and permitted its wearer to pass Guards and Sentinels without challenge. The Purple Heart is now awarded to members of the US Armed Forces who have been killed or wounded in action against an enemy, and also to soldiers who have suffered from maltreatment from being Prisoners of War. Cities and Towns have been honoring those soldiers by designating their communities as Purple Heart communities. Mr. Audette proposes the Town of Northbridge adopt a resolution by proclamation, designating Northbridge as a Purple Heart community. Mr. Audette explained that he has been in touch with the National Organization for Information regarding the designation. He stated he was told all that is needed is a proclamation from the Town's Board of Selectmen designating the Town as a Purple Heart community. The only cost to the Town would be to purchase the signs to be erected in the several entrances to Town. Mr. Audette stated that he is also asking to be permitted to read the proclamation aloud at this year's Memorial Day Services. He said that the Memorial Day Committee will be asking Veterans who have earned a Purple Heart in the Town of Northbridge to attend the services and be honored. He further said he would put the proclamation together. Selectman Melia suggested four signs on the North, South, East, and West entrances of town. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to move agenda item J from discussions to decisions. Vote yes/Unanimous. Chairman Marzec read aloud the Purple Heart Proclamation. A motion/Mr. Melia, seconded/Mr. Athanas to support and approve Mr. Audette's request to have the Town of Northbridge designated as a Purple Heart community and to sign the Proclamation. Vote yes/Unanimous.

Massachusetts School Building Authority update. Chairman Marzec gave a brief update on the feasibility study. Mr. Marzec explained that they are currently in the process of negotiations for an Owner's Project Manager. The timeline has been set and they hope that by the April meeting, Chairman Strazzulla will present an update to the Board on the progress to date. Selectman Melia asked which School this was for. Chairman Marzec stated it is to complete a feasibility study to determine if the Balmer School and the Elementary School should be kept as is, renovated or to construct a new building.

Town Manager position. Chairman Marzec stated that the Town Manager Screening Committee has specified that a salary range be included in the Town Manager's position advertisement. He stated he looked into other communities and Shrewsbury is advertising their Town Manager position at \$175,000; other communities are in the \$130,000-\$135,000 range. Selectman Ampagoomian suggested \$135,000. Selectman Melia stated in his time with the Town the Town Manager's salary was in close range of the School Superintendent's salary but slightly lower and suggested looking into that as an option. He further mentioned he believes you get what you pay for. Town Manager Kozak explained that the Committee is hoping to have the advertisement appear in the next Beacon, which puts a time constraint on making the decision. Selectman Athanas suggested the range be decided tonight and suggested \$135,000. Town Manager Kozak stated he felt as though \$135,000 is too low of a base. Selectman Athanas then recommended a range of \$135,000-\$150,000, depending on the individual's qualifications. A motion/Mr. Melia, seconded/Mr. Nolan to move item KK from discussions to decisions. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to set the salary range in the advertisement for the Town Manager's position from \$135,000 - \$150,000 depending on education and experience. Vote yes/Unanimous.

TOWN MANAGER'S REPORT/1) Community Reading Program - Town Manager Kozak announced that he participated in the Community Reading Program at Balmer Elementary School on Dr. Seuss's birthday, March 2nd. He stated that the class was very attentive and he thoroughly enjoyed the time. **2) Annual Blackstone Valley Home & Business Expo** - Town Manager Kozak announced that the Blackstone Valley Chamber of Commerce will be hosting the 19th Annual Home and Business Expo on March 18, 2017 from 10 AM to 2 PM at the Northbridge High School Field House. The Expo is a great opportunity for business owners to market themselves. **3) Local Historic District Study Committee** - Town Manager Kozak announced that a property owners Informational & Feedback Meeting will be held Thursday, March 16, 2017, beginning 7:00 PM at the Town Hall. Residents are encouraged to attend. **4) Senator Michael Moore's Legislative Open House** - Town Manager Kozak stated that a public forum will be held on Tuesday, April 25, 2017 from 6:30 PM to 8:30 PM, at the Seven Hills Foundation, Worcester, MA for an opportunity to connect with State Senators. This a great opportunity for public engagement with colleagues and local residents.

SELECTMEN'S CONCERNS: Selectman Ampagoomian 1) asked if Town Manager Kozak had an update on the Fire Chief Search. Town Manager Kozak replied that a meeting was held last week to review applications and another meeting will be held this week with the consultant. 2) asked how the Town Manager search was going. Town Manager Kozak replied that the Committee held their first meeting last week, which is what prompted tonight's salary range discussion so they can get an ad into the Beacon. 3) asked who the members of the Town Manager Screening Committee are. Chairman Marzec replied the members are Christopher Thompson, Dave Morrow, Mark Keys, Melissa Walker, and Peter Lachapelle. 4) asked how the DPW facility was coming along. Town Manager Kozak replied that the Building, Planning and Construction Committee held a meeting last week and he believes the bids will be going out within the next two weeks. 5) sends his condolences to the Beauchamp family for the loss of Gary Beauchamp, who was the youngest member ever elected to the Board of Selectmen in the Town of Northbridge. **Selectman Melia** asked if Town Manager Kozak could mention to the Highway Department about configuring molasses with salt, which he explained he read an article on it and the reduction of water issues when using that combination.

Town Manager Kozak announced that in executive session the Police contract was discussed and he has negotiated a one-year contract with a 2% cost of living increase as well as an increase to \$50 per hour for detail officers. Town Manager Kozak then asked the Board for a vote of support on the contract in open session. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to move the Police contract negotiations to decisions. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mr. Athanas to support the Police contract as negotiated by the Town Manager and noted above. Vote yes/Unanimous.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/6:30 PM Under M.G.L Chapter 30A, S21 #3 – To discuss strategy with respect to contract negotiations.

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

Meeting Adjourned: 8:24 PM.

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

March 13, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

A. February 6, 2017

-Copy of February 6, 2017 minutes

II. PUBLIC HEARING/None

III. APPOINTMENTS

B. Rochelle Thomson, Inspector of Animals/Vote to nominate *Note: Appointment is subject to certification by the State*

IV. CITIZENS' COMMENTS/INPUT / Local Business Spotlight: Purgatory Beer Co. LLC, Linwood Mill/Present: Kevin Mulvehill and Brian DiStefano-No documentation

V. DECISIONS

C. Mumford Knights of Columbus #365 / 1) Application for a Change of Manager [James Masterson] 2) Application for a Change of Directors

-Copy of Application for multiple amendments
-Copy of Corporate vote for the Change in Manager
-Copies of Beneficial Interest forms for new directors
-Copy of Articles of Organization
-Copy of license routing slip

3) Application for a change of Sunday Hours / Present: Plato Adams

-Copy of Monetary Transmittal Form
-Copy of Corporate vote to change Sunday hours
-Copy of license routing slip

D. Armenian Apostolic Church/1) Request to hang a banner across Church Street from April 16, 2017 to April 30, 2017 in honor of "Martyr's Day" 2) Request to hang a banner across Church Street from August 6, 2017 to August 20, 2017 to advertise their Annual Picnic to be held on Sunday, August 20, 2017

-Copy of email requests to hang banners for Martyr's Day and the Annual picnic and to advertise their Church Christmas Bazaar on the outdoor bulletin board at Town Hall

E. Pine Grove Cemetery deed/Elizabeth Austin [Lot No. 41, Hemlock Path North]

-Copy of Pine Grove Cemetery Deed

F Northbridge Firefighters/Request to hang a banner over Church Street from April 30, 2017 to May 6, 2017 to advertise the annual spaghetti supper to be held on Saturday, May 20, 2017

-Copy of request to hang banner for the Annual Spaghetti Supper

VI. DISCUSSIONS

G. Recreational Marijuana Establishments –Temporary Zoning Moratorium/Present: Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner

- Copy of Public Hearing Notice
- Copy of model Moratorium Warrant Article
- Copy of Model Ballot Question
- Copy of Regulations and Taxation of Marijuana Act
- Copy of Memorandum regarding the regulations & taxation of marijuana act
- Copy of the Regulation and Taxation timeline
- Copy of Zoning Amendment Article

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

- Copy of memorandum regarding the Northbridge Economic Development Strategic Plan

I. Blackstone Valley National Heritage Corridor Commission / Northbridge Green and Clean Day, April 21 and 22, 2017 Present: Bonnie Combs, Marketing Director - No documentation

J. Purple Heart Resolution/Present: William Audette

- Copy of email requesting the Town be designated as a Purple Heart community

K. Massachusetts School Building Authority update - No documentation

KK. Town Manager position - No documentation

VII. TOWN MANAGER'S REPORT

L. 1) Community Reading Program -No documentation

2) Annual Blackstone Valley Home & Business Expo

- Copy of Article regarding the Blackstone Valley Home & Business Expo

3) Local Historic District Study Committee - Property Owners Informational & Feedback Meeting (Thursday, March 16, 2017, 7:00 PM –Town Hall)-No documentation

4) Senator Moore's Legislative Open House

- Copy of letter from Senator Moore regarding the Legislative Open House

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/6:30 PM Under M.G.L Chapter 30A, S21 #3 – To discuss strategy with respect to contract negotiations.

BOARD OF SELECTMEN'S MEETING
March 27, 2017

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 6:30 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.

Chairman Marzec announced that the Board would be going into executive session and declared that having an open meeting may have a detrimental effect on the litigating position of the body.

A motion/Mr. Marzec, seconded/Mr. Ampagoomian to go into Executive Session under M.G.L. Chapter 30A, S21 #3 – To discuss strategy with respect to litigation [Union Grievances] – and to reconvene in Open Session. Roll Call Vote: Mr. Marzec/Yes, Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Nolan/Yes, and Mr. Ampagoomian/Yes.

Open Session Adjourned: 6:31 PM

Executive Session Convened: 6:32 PM

Executive Session Adjourned: 7:10 PM

Open Session Reconvened: 7:11 PM

APPROVAL OF MINUTES/1) February 27, 2017. A motion/Mr. Athanas, seconded/Mr. Nolan to approve the February 27, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous. **2) March 13, 2017 Executive Session.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to approve but not release the March 13, 2017 executive session minutes. Chairman Marzec requested a revision since he did not enter the meeting until 6:35 and the minutes state he called the meeting to order at 6:32. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve but not release the March 13, 2017 executive session minutes with the following revision: Vice Chairman Ampagoomian called the meeting to order at 6:32 PM. Vote yes/Unanimous.

PUBLIC HEARING: None

APPOINTMENTS/Resignations: None

CITIZENS' COMMENTS/INPUT: None

Spring Annual Town Meeting [May 2, 2017] / Vote to sign warrant upon completion and final review by Town Counsel. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Spring Annual Town Meeting warrant upon completion and final review by Town Counsel. Vote yes/Unanimous.

School Department Budget Presentation/Present: Melissa Walker, Business Manager and Michael Lebrasseur, Chairman, School Committee. Mr. Lebrasseur noted that this was the third school year since the 2014 failed override, which cut \$1.1 million dollars from what would have been a level-services budget. The failed override eliminated twenty-one employees (14 of which were teachers), all middle school sports and some High School athletic programs along with clubs and activities were also cut. Mr. Lebrasseur explained that in 2016, the budget was reduced, they limited transportation services, increased fees, and reorganized stipends. He pointed out that the 2017 budget was also built as a level-services budget to avoid

another year of reductions. Mr. Lebrasseur explained that going into the 2018 budget season, they realized that just maintaining what they have is not enough. The School Committee received feedback from the community on their perception of the schools and what they believed should be prioritized. They also challenged the administrators as to what was needed to move forward versus their “wish list”. The total cost of the prioritized additions comes to an additional \$711,001 on top of the level-services budget. After working through the numbers to close the gap and make the budget sustainable for the next 5 years, their recommended budget came to \$27,863,326. Mr. Lebrasseur explained that in order to make that number sustainable for 5 years it would take a \$2.5 million dollar override, which would amount to a \$495 increase per year. Mr. Lebrasseur advised the School Committee would be voting their position at their meeting tomorrow. He said he has a feeling that the Committee would lean towards the level-funded number, which would lead to staffing adjustments. Mr. Lebrasseur pointed out the problem with that option is it still leaves a \$427,318 dollar gap while keeping a \$1 million dollar balance in the revolving account. Mr. Lebrasseur also noted that to make the 2019 budget level, there is a \$1,606,842 gap. Selectman Athanas asked if the Balmer School was the only Northbridge school that was rated as a “Level 3” school and asked Mr. Lebrasseur to explain the level system. Dr. Stickney interjected and stated yes. She then explained that the State established a leveling system with the primary factor being MCAS results and the rate at which schools close achievement gaps among certain sub groups over a span of 10 years. A point value is assigned to how quickly a school closes a gap and should the school fall within a certain percentage range of schools within the state that have that grade level configuration they then assign levels. Balmer School has been rated a Level 3 school since 2013, which means that it was not closing the achievement gaps fast enough, and those gaps fell within the bottom 20% of the state. Since then over the course of testing, testing protocol, common core, and the Partnership for Assessment of Readiness for College and Careers (PARCC) assessments, schools have been given a choice to participate in MCAS testing, and schools that did not were not held harmless, which made them able to hold their level status and not have any effect. Northbridge did not partake in that option and continued with MCAS testing, so going into the most recent school year, Balmer School was one of the schools in the district of about 30% that utilized MCAS. Dr. Stickney explained it is a 5-level system: Level 1 being the top in the State, Level 2 means your closing your gaps, Level 3 is not demonstrating fast enough progress and you receive State assistance, which has been cut considerably, Level 4 puts you under more State governance, and Level 5 is a takeover. Selectman Nolan asked what the projected enrollment numbers have been for the past 2 years and what are they for the next few years. Dr. Stickney replied that the enrollment has been decreasing by about 50-100 students over the past two years and by looking at the Massachusetts School Building Authority projections, this trend will continue. Dr. Stickney explained that a decrease in enrollment poses a challenge because although it would appear staffing could be decreased it isn’t necessarily true since it may vary by each grade and the decrease in the number of students. Selectman Ampagoomian asked why the requested \$2.6 million dollars is not rolled into the budget as an increase instead of going for an override. Dr. Stickney explained that she would be concerned because the budget number would be so different from past budgets and without educating everyone on what is needed, it would not appear transparent. Dr. Stickney continued saying the current layout has everything broken down to the penny. Selectman Melia asked what the chances of the communities getting an increase from the State. Mr. Lebrasseur explained that he believes more money will be added to Chapter 70 funding but it will be factored into the appropriation. Selectman Melia suggested they request money from the Stabilization Account but Town Manager Kozak said he would advise against that since it is an emergency account, though one could argue that it is. Continuing, Mr. Kozak stated that if the funding was built in and there is an uncertainty as to whether or not the money would be available next year, it would set the budget off in even more of a deficit. Town Manager Kozak suggested using revolving accounts to close the gap first before going to Town’s stabilization account. Selectman Melia asked what the average amount of free cash is that the Town has been able to give to the school at the October Town Meeting. Town Accountant Vaidya explained that typically free cash isn’t used at the Fall Town Meeting instead the money is generated from additional receipts, and it varies from year to year. On average, it has been about \$200,000. Selectman Melia said he believes that is where we need to be looking. Mr. Vaidya reminded the Board that 3 years ago a financial policy was brought to the Board to

dictate where free cash is spent and generally \$750,000 of it is reserved for the budget and the remaining amount is used for capital expenditures and stabilization. Mr. Vaidya explained that in the past the Town typically relied on free cash to the point where it became built into the budget but when that happens and the number falls below, it is a problem. Chairman Marzec asked if it came down to laying off teachers what the class size would come down to per teacher. Dr. Stickney explained that she could give a concrete example and explained that the World Language Department's strategic need is a world language teacher because there was a reduction in that department. This coming school year, the middle schoolers coming into high school have no world language experience due to that reduction. Selectman Ampagoomian expressed that there is a conversation with the area Legislators coming up and he thought it might be a good idea to attend and voice concerns regarding the Chapter 70 funding. Selectman Nolan commended the PowerPoint presentation and explained that sometimes people who do not understand budgets get confused but the PowerPoint prepared for this topic is very clear and concise.

Town Meeting Ballot Questions [Article 4 & Article 28]. Town Manager Kozak reminded the Board that there are two articles on the Warrant, which could be override ballot questions and a decision will have to be made at the next Selectmen's meeting of April 10, 2017.

TOWN MANAGER'S REPORT/1) Community Electricity Aggregation Program - Town Manager Kozak announced that the Good Energy Municipal Coalition has recently been discussing whether to rebid or extend the electricity aggregation contract with Con Edison that 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** - Town Manager Kozak announced that the Contractor has begun to dismantle two out-buildings on the site. He stated that the Building, Planning and Construction Committee has placed an ad in the Central Register for the steel building. Bids are due May 4th at 1 PM. Mr. Kozak stated that the DPW is meeting with local Boards/Committees to seek permit approvals for the new building. **3) Town Manager Screening Committee update** - Town Manager Kozak stated 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 2nd. It is currently posted on the Massachusetts Municipal Association's website and the Town's home page. **4) Planning Board - Public Hearing** - Town Manager Kozak announced 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 7:00 PM at the Town Hall in the Selectmen's Meeting Room. Anyone interested is encouraged to attend.

Town Manager Kozak announce that the Council on Aging will be hosting a MASS DOT EZ Pass Service for anyone looking to obtain a transponder. The service is available on Tuesday, March 28, 2017 from 12 PM - 4 PM.

SELECTMEN'S CONCERNS: **Selectman Athanas** asked how the Fire Chief search was coming along. Town Manager Kozak responded there are 6 finalists and an assessment center will be conducted on April 5, 2017. **Selectman Nolan** has heard some rumblings about the Massachusetts Bay Transportation Authority cutting weekend services to Central Mass. and would like to send a letter to our legislators to oppose any cuts to the MBTA for Central Mass. Town Manager Kozak explained he would be happy to send that letter but does believe the Governor has already taken that off the table. **Selectman Ampagoomian/1)** asked what the latest update is on the Great Hall. Town Manager Kozak replied that the plaster should be completed at the end of the week and the painting will begin this week and the project should be completed in early June. **2)** asked if the Great Hall project was on budget. Town Manager Kozak responded that it was a little under budget but he may do extra work to bring it to budget. **3)** asked if the road project list has been compiled. Highway Superintendent Mr. Luchini replied that it is still being finalized and typically it goes out to bid at the end of April. **3)** asked what was going on with the Fire Station engineering. Town Manager Kozak explained that there is an article for Town Meeting to make the repair

with an estimate of \$50,000. 4) asked how the ambulance repairs were coming along. Town Manager Kozak explained that it should be completed by mid-April. **Chairman Marzec** explained he was the ex-officio member of the Trustees of Soldiers & Memorials and stated a contract was awarded for the restoration of the Rockdale World War I Memorial. Work should commence as soon as the weather permits.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

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

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

Meeting Adjourned: 7:58 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

March 27, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

A. February 27, 2017

-Copy of February 27, 2017 minutes

B. March 13, 2017 Executive Session

-Copy of March 13, 2017 minutes

II. PUBLIC HEARING/None

III. APPOINTMENTS/Resignations/None

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

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

-Copy of Warrant for the Spring Annual Town Meeting

VI. DISCUSSIONS

D. School Department Budget Presentation/Present: Melissa Walker, Business Manager and Michael Lebrasseur, Chairman, School Committee

-Copy of 2018 School Budget Power Point presentation

E. Town Meeting Ballot Questions [Article 4 & Article 28]

-Copy of memorandum from Town Manager Kozak to the Board of Selectmen regarding the potential of 2 Ballot Questions

VII. TOWN MANAGER'S REPORT

F. 1) Community Electricity Aggregation Program - No documentation

2) DPW Facility Update - No documentation

3) Town Manager Screening Committee update - No documentation

4) Recreational Marijuana Establishments – Planning Board Public Hearing - No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/No documentation

X. CORRESPONDENCE/No documentation

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

BOARD OF SELECTMEN
Special Meeting
April 3, 2017

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

Chairman Marzec announced the Pledge of Allegiance would not be recited and that the Board would get right to the first agenda item.

Municipal Health Insurance/Vote pursuant to the provisions of G.L. c. 32B, §§21-23. Mr. Kozak advised the Board that the Town adopted G.L. c. 32B, §§21-23 approximately five years ago. He explained the first step in the process is to meet with the collective bargaining units. He informed those present the insurance premiums for Harvard Pilgrim will be increasing approximately 10% and Fallon's about 30%. Mr. Kozak said there have been several discussions regarding possible changes to employee health insurance such as increasing copays as well as possibly adding deductibles. He pointed out that in the past, copays were changed but deductibles were never implemented.

Selectman Melia asked exactly what is G.L. c. 32B, §§21-23 so he could determine whether he had to recuse himself from this discussion and vote. Town Manager Kozak responded that it is just to start the process of negotiating health insurance changes with the collective bargaining units. With that, Selectman Melia recused himself and left the room.

A motion/Mr. Nolan, seconded/Mr. Ampagoomian to allow negotiations to go forward regarding health insurance pursuant to the provisions of G.L. c. 32B, §§21-23. Discuss on the motion: **Selectman Ampagoomian/1)** asked about the process to which Mr. Kozak explained that it's having to meet with representative from each of the bargaining groups about health insurance changes. Mr. Kozak said that the town could go with the GIC or GIC-like plans. **2)** asked how long it takes to complete the process to which Mr. Kozak responded that it should take about a month. **3)** asked how the Town pays for the health insurance increases. Town Manager Kozak replied either through taxation or premium percentage increases. Continuing, he advised the next step in the process is to notify all collective bargaining groups to choose their Public Employee Committee [PEC] representative. Mr. Richard Brooks, DPW Union President, commented that health insurance copays and deductibles are getting so expensive some people can't afford to use their insurance. He suggested perhaps raising the percentage split to 70/30 but Mr. Kozak said to increase the percentage paid by the employee falls under a different part of the law and has to be bargained with each individual bargaining group. There being no further discussion, vote yes/ Messrs. Marzec, Nolan, and Ampagoomian.

Selectman Melia resumed his position on the Board.

Town meeting business/Spring Annual Town Meeting warrant. Mr. Kozak discussed several changes to the warrant as follows:

Article 15: Town Manager Kozak explained that any savings to health insurance premium as a result of negotiations under MGL 32B, ss. 21-23, require the town to set aside 25% for employees. Mr. Kozak stated that he prefers to put the money into a Health Insurance Stabilization Account as presented in this type of fund. The Board concurred. Continuing, Mr. Kozak then recommended the Board withdraw Article 14 to increase the Health Insurance Stabilization Account. A motion/Mr. Nolan, seconded/Mr.

Ampagoomian to withdraw Article 14 from the Spring Annual Town Meeting warrant. Vote yes/Messrs. Nolan, Ampagoomian, Melia and Marzec.

Article 13: Town Manager Kozak advised the Town started collecting meals tax money in January 2017. He mentioned he asked the Department Of Revenue how this money can be used but they were very vague. He also noted that he has discussed the same matter with Neil Vaidya, Town Accountant and it was decided that, going forward, the Town would create a Special Act so the money would go into the account automatically. Finally, Mr. Kozak recommended the Board vote to add the words “raise and appropriate” to Article 13. There being no further discussion, a motion/Mr. Melia, seconded/Mr. Ampagoomian to add the words “raise and appropriate” to the first sentence of Article 13. Vote yes/Messrs. Melia, Ampagoomian, Nolan and Marzec.

A motion/Mr. Melia, seconded/Mr. Nolan to adjourn. Vote yes/Messrs. Melia, Nolan, Ampagoomian and Marzec.

Meeting adjourned: 6:58 PM

Respectfully Submitted,

Charles Ampagoomian, Selectman

/s

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

April 3, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

II. PUBLIC HEARING

III. APPOINTMENTS/Resignations

IV. CITIZENS' COMMENTS/INPUT:

V. DECISIONS

A. Municipal Health Insurance/Vote pursuant to the provisions of G.L. c. 32B, §§21-23

-Copy of motion to read

B. Town meeting business

-Copy of Spring Annual Town Meeting Warrant

VI. DISCUSSIONS

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

Town Clerk: 2 Hard copies ☐

Town Clerk: E-mail hard copy ☐

Web: Post time-stamped copy ☐

BOARD OF SELECTMEN'S MEETING
April 10, 2017

A meeting of the Board of Selectmen was called to order by Vice Chairman Charles Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, and Nolan. Chairman Marzec was absent and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager, Representative David Muradian, and Senator Ryan Fattman.

The Pledge of Allegiance was recited by those present

Present: Representative David Muradian and Senator Ryan C. Fattman - Budget update and legislative happenings. Representative Muradian stated that the House budget just came out this afternoon. The House 2 Chapter 70 funding number increased by \$23,050. The rest of the numbers have not changed. Representative Muradian stated he has seen amendments that he signed onto for regional school transportation and they are attempting to bump the number up by \$10,235,563. He also praised the High School band who he stated did a great job this year at the Spring concert. Senator Fattman explained that the State is anticipating about a billion dollars in new revenue, unfortunately 68% is taken up by health care costs, pension obligations and local obligations as well. Senator Fattman stated he questioned why all the indicators in the budgets are good for the economy but the revenue that is derived from it just isn't there. He received a response that the Massachusetts' economy is a lot different than the rest of the country and perhaps tax reform is need. Senator Fattman said he believes that will be a discussion over the next few years. He also stated that the Senate budget will be done in May and typically more accurate numbers are achieved. Senator Fattman explained on of the upcoming challenges will be Mass Health. He explained there was a \$6 million gap and under the Affordable Care Act it gave options to take commercial insurance or go into the public insurance market. That caused an influx and currently almost 1/3 of the State's population is receiving Mass Health, which creates a lot of pressure on the system financially. Selectman Nolan asked Senator Fattman if he had any ideas, suggestions, or predictions for next year to help with the Chapter 70 funding. Senator Fattman explained that he doesn't necessarily agree with it but he believes the solution is coming in 2018, and explained there is a ballot initiative which is a 4% surtax on people making \$1 million dollars or more. Continuing, he stated he believes in equal tax across the board, so he will not vote for the ballot but he does believe it will pass. Senator Fattman then noted that his concern with this is those being taxed more will leave the state, which has happened in New Jersey. Those who were surtaxed went to other states with more favorable tax environments. Representative Muradian added that he would caution people to look at the ballot question as it is drafted right now because it basically states it is subject to appropriation, which means the House and Legislators can do what they want with the surtax money so it will not necessarily be going back to the cities and towns for education and roads. Selectman Ampagoomian asked if either Representative Muradian or Senator Fattman would be attending the Commonwealth Conversations Tour. Senator Fattman replied he would be attending. Representative Muradian explained that due to it being budget season, unfortunately he will not be able to attend. Senator Fattman added that he would be holding office hours at the Whitinsville Social Library tomorrow, April 11, 2017 from 11 AM -12 PM. Representative Muradian added on April 21st beginning at 10:30 AM, the State House is hosting the Armenian Genocide Commemoration and urged anyone who was interested to attend.

APPROVAL OF MINUTES/None

PUBLIC HEARING. 7:10 PM: Douglaspak, Inc. d/b/a Arcade Package Store [Chanjay Amin, Manager]/1) Transfer of the All Alcohol Package Store liquor license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location. Vice Chairman Ampagoomian read aloud the public hearing notice. A motion/Mr. Melia,

seconded/Mr. Nolan to open the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. Atty. Frank Niro was present to represent Douglaspak, Inc. d/b/a Arcade Package Store and Dimple Desai was also present who is the projected owner pending the Board's and the ABCC's approval. Mr. Niro explained that the application was for a transfer of the all alcohol liquor license from the existing Arcade Package Store to Douglaspak, Inc. Mr. Niro advised there were no changes being made and the transition is for a transfer only. Vice Chairman Ampagoomian asked if there was anyone in the audience to make a statement for or against the application. There were no comments from the public. A motion/Mr. Nolan, seconded/Mr. Athanas to close the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, Nolan. A motion/Mr. Melia, seconded/Mr. Nolan to approve the transfer of the All Alcohol Package Store license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) Transfer of the Non-Alcoholic Common Victualler License from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location /Present: Atty. Frank Niro.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the transfer of the Non-Alcoholic Common Victualler License from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Resignations: William Mello, Jr. /Disability Commission and Historical District Study Committee.

A motion/Mr. Nolan, seconded/Mr. Melia to accept Mr. Mello's resignation from the Disability Commission and the Historical District Study Committee and send a letter of appreciation. Vote yes/ Messrs. Ampagoomian, Athanas, Melia, and Nolan.

CITIZENS' COMMENTS/INPUT/None

Vice Chairman Ampagoomian announced that he would be skipping to item G. and returning back to the agenda as scheduled after the discussion of item G. A motion/Mr. Nolan, seconded/Mr. to move discussion item G. before decisions. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Community Preservation Act/Present: Jennifer Burke, Principal Planner, Hopkinton. Ms. Burke explained that the Community Preservation Act (CPA) dedicates funds for open space, affordable housing, historic preservation, and recreation. It allows a 1%-3% property surcharge, which is then matched by the state from monies that are paid to the Registry of Deeds. Ms. Burke explained it is enacted by both Town Meeting action and by ballot question. She stated that exemptions can be placed on it so that people who are categorized under Department of Housing and Community Development guidelines as low-moderate income would not have to pay the surcharge. Commercial and industrial properties can be exempt if the tax rate is split. You can also exempt the first \$100,000 of the property tax value. Ms. Burke explained that it is effective for 5 years, and after 5 years it can be voted back in, done away with it, or the tax rate can be changed. Ms. Burke explained at least 10% of the funds collected are reserved for each category with the exception of recreation, and the remaining funds can be dispersed under whichever category the Town wishes. Ms. Burke explained if it passes, a CPA Committee would then need to be formed that would make recommendations and determinations at future Town Meetings on how the money is spent. The committee is made up of 9 members, including a member of the Conservation Commission, Park Commission, Historic Commission, Planning Board, Housing Authority, and 4 at large members who are appointed by the Board of Selectmen. Town Meeting can vote up or down the recommendations but can't change their recommendations. Ms. Burke explained that more communities have passed the CPA, which is good but the downfall is that the more communities that partake in the CPA, the less the State matches the funding. In 2007, there was a 100% State match, in 2016, the State match was 20.58% and this year it is predicted to be a 15% match. Selectman Athanas asked what percentage surcharge Hopkinton was running at. Ms.

Burke replied 2.5%. Selectman Athanas asked Ms. Burke if she expects the CPA to eventually be capped and not profitable to communities anymore. Ms. Burke explained that there is a Community Preservation Coalition, who advocates and lobbies for Towns and Cities that have adopted the CPA. Ms. Burke also noted that she didn't think it would go away since people are always buying houses, so the money essentially wouldn't disappear. Selectman Athanas asked if it was a requirement to spend the money earned in that calendar year. Ms. Burke replied no. Selectman Nolan asked if war monuments would be applicable to use the funds received. Ms. Burke explained if they are deemed to be historic by the Local Historic Commission than they would be fundable under the CPA.

Stephanie Bentley / Request permission to hold a Boot Drive at Memorial Square on Saturday, June 2, 2018 from 9 AM to 12 PM to benefit the NHS Food Pantry [Rain Date: June 9, 2018]. Ms. Bentley explained she has been working with Dr. Stickney and Ms. McKinstry to set up a food pantry at the Northbridge High School for the students use. She explained the reasoning as to why they are looking to set it up is due to the limited access to food pantries for students. The food pantry is scheduled to begin in September and students will have access to the food and be able to take control of their food situation. Ms. Bentley noted that unfortunately 31% of the students at Northbridge High School are on free/reduced lunch and experience food insecurity. Ms. Bentley said the boot drive would help not only to supply food but also to purchase needed items such as shelving. Selectman Nolan asked where the food comes from. Ms. Bentley replied that it requires community partners to either donate money, gift cards, or do a food drive. A motion/Mr. Melia, seconded/Mr. Nolan to approve Ms. Bentley's request to hold a Boot Drive at Memorial Square on Saturday, June 2, 2018 from 9 AM to 12 PM and a rain date of June 9, 2018 to benefit the NHS Food Pantry subject to the safety requirements of the Northbridge Police Department. Selectman Ampagoomian requested Ms. Bentley to come back before the Board to give an update once the program was up and running. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Spring Annual Town Meeting [May 2, 2017] / Vote positions on warrant articles. Town Manager Kozak explained that the first few articles are annual housekeeping articles. **ARTICLE 1 (Board of Selectmen).** Bill(s) of a prior year: Town Manager Kozak stated that there are no previous year bills at this point in time. A motion/Mr. Melia, seconded/Mr. Athanas to pass over Article 1. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee voted unanimously to pass over Article 1. **ARTICLE 2 (Board of Selectmen).** Budget Transfers: Town Manager Kozak read aloud the transfers. A motion/Mr. Melia, seconded/Mr. Nolan to support Article 2. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 2. **ARTICLE 3 (Finance Committee).** FY18 Omnibus Budget: A motion/Mr. Nolan, seconded/Mr. Melia to support Article 3. Selectman Melia asked what the percentage is between last year and this year for the ominous budget. Town Manager Kozak stated he believes it is 3%. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 3. **ARTICLE 4 (Board of Selectmen).** Sewer Enterprise Fund: A motion/Mr. Nolan, seconded/Mr. Melia to support Article 4. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 4. **ARTICLE 5 (Board of Selectmen).** Water Enterprise Fund: A motion/Mr. Melia, seconded/Mr. Athanas to support Article 5. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 5. **ARTICLE 6 (Board of Selectmen).** Chapter 90: A motion/Mr. Melia, seconded/Mr. Nolan to support Article 6. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 6. **ARTICLE 7 (Board of Selectmen).** Compensated Balances: A motion/Mr. Nolan, seconded/Mr. Athanas to support Article 7. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 7. **ARTICLE 8 (Board of Selectmen).** Revolving Accounts: Town Manger Kozak stated that due to the modernization bill it allows the Town to combine the Revolving Accounts in one vote. Town Accountant Vaidya explained that this is a bylaw change and this article will incorporate it into the bylaws and next year only the authorization will be voted. A motion/Mr. Athanas, seconded/Mr. Nolan to support Article 8. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of

Article 8. **ARTICLE 9 (Board of Selectmen).** FY '17 Compensated Absences Fund: A motion/Mr. Melia, seconded/Mr. Athanas to support Article 9. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports Article 9. **ARTICLE 10 (Board of Selectmen).** FY '18 Compensated Absences Fund: A motion/Mr. Nolan, seconded/Mr. Melia to support Article 10. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 10. **ARTICLE 11 (Board of Selectmen).** Pine Grove Cemetery Trust: A motion/Mr. Melia, seconded/Mr. Athanas to support Article 11. Selectman Nolan asked how the Trust fund was holding up. Town Manager Kozak replied that we have not touched it and it has been accumulating. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 11. **ARTICLE 12 (Board of Selectmen).** Town Building Maintenance: A motion/Mr. Athanas, seconded/Mr. Melia to support Article 12. Selectman Athanas asked the current amount of that account. Mr. Vaidya replied we used quite a bit this year and he believes it is close to \$75,000. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 12. **ARTICLE 13 (Board of Selectmen).** Other Post-Employment Benefits Trust: Town Manager Kozak announced that the estimated amount of funds from the meals tax is around \$150,000. Town Manager Kozak explained that the transfer of funds was unclear until last week and may have to come back to it in the Fall. Town Manager Kozak explained that since it is an estimated receipt we do not have to wait for the funds to be certified, we can instead increase the estimated receipts and raise and appropriate instead of transfer. Town Manager Kozak stated the recommendation is to raise and appropriate \$50,000 and look for other avenues such as special act for the future. A motion/Mr. Nolan, seconded/Mr. Melia to support the Town Manager's recommendation to raise and appropriate \$50,000. Town Manager Kozak asked the Finance Committee to reconsider their vote. Vote yes/Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee voted to pass over Article 13. **ARTICLE 14 (Board of Selectmen).** Healthcare Reimbursement Account: Town Manager Kozak stated his recommendation is to raise and appropriate \$450,900.77 of free cash to go towards the new fund. A motion/Mr. Melia, seconded/Mr. Athanas to support Article 14. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 14. **ARTICLE 15 (Board of Selectmen).** \$100K to Stabilization Fund: Town Manager Kozak explained that typically this article is typically on for the Fall Annual Town Meeting but he felt as though there was enough in the free cash to put \$100,000 in at the Spring Town Meeting. A motion/Mr. Athanas, seconded/Mr. Melia to support Article 15. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 15. **ARTICLE 16 (Board of Selectmen).** Fire Department Repairs: Town Manager Kozak stated that with the estimates \$50,000 should cover the work that needs to be completed on the brick façade. A motion/Mr. Athanas, seconded/Mr. Nolan to support Article 16. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 16. **ARTICLE 17 (Planning Board).** Zoning Bylaw: Rob Knapik and Sean Sawyer were present to provide more information on this article. Mr. Knapik explained that Mr. Sawyer is his client and he has entered into an agreement to purchase the former Whitinsville Hospital. Mr. Sawyer is seeking to expand his business as a veterinary hospital, however, this is not an allowed use under a business district. The amendment to the Zoning bylaw would allow veterinary hospitals in the B-2 Zoning district by special permit issued by the Zoning Board of Appeals. A motion/Mr. Melia, seconded/Mr. Athanas to support Article 17. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 17. **ARTICLE 18 (Planning Board).** Temporary Moratorium Zoning Bylaw: Town Manager Kozak explained that passage of this article would allow the Town to place an 18 month moratorium for recreational marijuana establishments. A motion/Mr. Melia, seconded/Mr. Athanas to support Article 18. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 18. **ARTICLE 19 (Board of Selectmen).** Raise and appropriate: Town Manager Kozak explained that this article would allow the Town to purchase energy reduction equipment for Town and School buildings. Mr. Kozak explained that as part of the Green Community installing energy reducing equipment is a requirement. A motion/Mr. Athanas, seconded/Mr. Nolan to support Article 19. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 19. **ARTICLE 20 (School Committee).** Free Cash School Repairs: Town Manager Kozak explained the article

would allow the schools to utilize funds to purchase technology and execute capital repairs to the High School. The recommended amount is \$100,000 in free cash. A motion/Mr. Nolan, seconded/Mr. Melia to support Article 20. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 20. **ARTICLE 21 (Board of Selectmen).** Town Manager Kozak recommended \$110,000 to purchase and install energy reduction equipment at the Wastewater Treatment Plant and other pump stations. A motion/Mr. Athanas, seconded/Mr. Melia to support Article 21. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 21. **ARTICLE 22 (Board of Selectmen).** Town Manager Kozak explained the purpose of this article is to finance work to make physical improvements to the Town's sewer collection system. A motion/Mr. Melia, seconded/Mr. Nolan to support Article 22. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 22. **ARTICLE 23 (Board of Selectmen).** Road & Sidewalk Repair, Maintenance Preservation, and Re-Construction Program: Town Manager Kozak recommended adding \$150,000 of free cash to the Road & Sidewalk Repair, Maintenance Preservation and Re-Construction Program to continue the project for another year. A motion/Mr. Melia, seconded/Mr. Nolan to support Article 23. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 23. **ARTICLE 24 (Board of Selectmen).** Hook & Load Packer Truck: Town Manager Kozak explained passage of this article would raise and appropriate \$65,000 for the purpose of financing the purchase of a hook & Load Packer truck for use by the Highway Department. A motion/Mr. Melia, seconded/Mr. Athanas to support Article 24. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 24. **ARTICLE 25 (Board of Selectmen).** Sidewalk Bombardier: Town Manager Kozak stated that this article is to purchase a Sidewalk Bombardier in the amount of \$138,000 for the Highway Department. A motion/Mr. Nolan, seconded/Mr. Melia to support Article 25. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 25. **ARTICLE 26 (Board of Selectmen).** Community Preservation Act: Town Manager Kozak recommended a 1% property surcharge, which would bring the Town a little over \$130,000 in the first year not including the match that the State brings. Town Manager Kozak emphasized that the funds could be utilized to help with recreational fields, or historic buildings. A motion/Mr. Melia, seconded/Mr. Athanas not to support Article 26. Selectman Melia explained he felt as though the Northbridge community was not ready for these changes and feels as though there is some uncertainty with upcoming projects, which are more important. Selectman Athanas stated he believes just because we can generate additional revenue from this doesn't mean the Town should. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 26. **ARTICLE 27 (Disability Commission).** MGL Chapter 40 §8J: Town Manager Kozak explained that passage of this article would allow the Town to establish a Disability Commission which was done some time ago, but there is no formal documentation on record. A motion/Mr. Nolan, seconded/Mr. Athanas to support Article 27. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 27. **ARTICLE 28 (Disability Commission).** MGL Chapter 40 §22G: Town Manager Kozak explained that if article 27 passes article 28 would allow handicapped parking violation fines to be used by the Disability Commission for the benefit of those with disabilities. A motion/Mr. Nolan, seconded/Mr. Athanas to support Article 28. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Finance Committee supports passage of Article 28.

Annual Town Election [May 16, 2017] /Vote to place ballot question on the Annual Town Election Warrant. Town Manager Kozak explained there is the potential for an override question. Town Manager Kozak explained that the School Committee has voted not to place a question on the ballot but the Community Preservation Act requires a ballot question. After discussion with Town Counsel the recommendation is to wait to see if it passes at Town Meeting then propose a ballot question at a later point. Town Manager Kozak stated he has no recommendation for a ballot question at this point. A motion/Mr. Melia, seconded/Mr. Athanas to postpone the placement of a CPA ballot question to a later date after the decision at Town Meeting. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Southeastern Regional Planning & Economic Development District [SRPEDD / Vote to authorize the Primary Representative [Theodore Kozak, Town Manager] and/or the Alternate Representative [Sharon Susienka, Exec. Asst.] to execute a contract for supply of electricity [Electricity Service Agreement (ESA)] on bid day for the SRPEDD Community Electricity Aggregation. Town Manager Kozak explained that this will allow him to represent the Town to attend the bid opening on behalf of the contracts for energy savings for home owners and small businesses. A representative from the community is required to be present at the bid opening on April 19th. A motion/Mr. Athanas, seconded/Mr. Melia to authorize the Primary Representative [Theodore Kozak, Town Manager] and/or the Alternate Representative [Sharon Susienka, Exec. Asst.] to execute a contract for supply of electricity [Electricity Service Agreement (ESA)] on bid day for the SRPEDD Community Electricity Aggregation. Vice Chairman Ampagoomian asked if suggestions could be made. Mr. Kozak replied no because the bids have not been issued. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

TOWN MANAGER'S REPORT/1) Meeting with key local business representatives - Town Manager Kozak stated that Town Planner Gary Bechtholdt and himself recently met with various key business people including Jeannie Hebert from the Chamber of Commerce to continue the discussion of ways to exchange economic development objectives in the Town of Northbridge. Town Manager Kozak announced that Mr. Bechtholdt pointed out that the Town has received grant funds to revive the Town's Master Plan, which will include economic development strategies as this has not been done for a number of years. **2) Economic Development Strategic Plan Public Forum** - Town Manager Kozak announced that the Planning Board will host a community event on Tuesday, April 11, 2017 at 7:00 PM in the Town Hall. The Public Forum is designed to take input from the public identifying community needs, land use goals, and development opportunities and constraints. The Economic Development Strategic Plan (to be completed in June 2017) will include a 5-year Action Plan. Anyone interested is encouraged to attend. Questions may be directed to the Community Planning and Development Office at (508-234-2447). **3) School Building Authority/Owner's Project Manager Approval** - Town Manager Kozak stated that the Town received notification of approval for the Owner's Project Manager. The Town can now go forward with the feasibility study to determine the future use of both Balmer School and the Northbridge Elementary School. **4) Mass DOT Chapter 90 funding** - Town Manager Kozak announced that the Town also received notification that the Chapter 90 funding for FY 2018 is \$470,019. The amount will be incorporated into the existing 10-year Chapter 90 contract. **4) Green Communities award** - Town Manager Kozak stated he attended the Green Communities Award ceremony on behalf of the Town, which received \$176,515 as a Green Community participant. The award was granted by Commissioner Judith Judson of the Department of Energy Resources. Representative Muradian and Senator Moore were also in attendance.

SELECTMEN'S CONCERNS: Selectman Athanas/1) asked when street sweeping would be commencing. Mr. Luchini replied that street sweeping started last Wednesday and the sweeper will be out every day this week as long as the weather permits. **2)** asked how much money was spent on salt and plowing this year. Mr. Luchini answered \$480,000 including salt, contractors, and overtime. **3)** asked how the Fire Chief search was going. Town Manager Kozak replied it was still ongoing but do have the finalists names. **Selectman Melia** asked if the Highway Department has looked into replacing salt with a molasses mix. Mr. Luchini replied that the molasses mix is not currently used in our location and needs a pump station to supply it. Mr. Luchini explained that the molasses byproduct has some downsides, for instance if it is applied on the road and the temperature drops it creates a slick surface.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:42 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

April 10, 2017

Present: Representative David Muradian and Senator Ryan C. Fattman - Budget update and legislative happenings

I. APPROVAL OF MINUTES/None

II. PUBLIC HEARING

A. 7:10 PM: Douglaspak, Inc. d/b/a Arcade Package Store [Chanjay Amin, Manager]/Request to transfer 1) The All Alcohol Package Store liquor license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location.

- Copy of public Hearing Notice
- Copy of Monetary Transmittal Form
- Copy of License application packet
- Copy of list of documentation
- Copy of Articles of Organization
- Copy of corporate vote
- Copy of Agreement for Sale of Assets
- Copy of lease agreement
- Copy of Workers' Compensation Affidavit
- Copy of Certificate of Liability Insurance
- Copy of emergency contact information
- Copy of TIPS certification
- Copy of Advertisement
- Copy of License Routing Slip

2) the Common Victualler License from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 85 Church Street, Unit 16- 6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location /Present: Frank Niro, Attorney.

- Copy of Common Victualler license application
- Copy of REAP form
- Copy of Worker's Compensation Affidavit
- Copy of Certificate of Liability
- Copy of Articles of Organization
- Copy of plans
- Copy of emergency contact information

III. APPOINTMENTS:

B. Resignations: William Mello Jr. /Disability Commission and Historical District Study

Committee

-Copy of letter of resignation

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

C. Stephanie Bentley / Request permission to hold a Boot Drive at Memorial Square on Saturday, June 2, 2018 from 9 AM to 12 PM to benefit the NHS Food Pantry [Rain Date: June 9, 2018].

-Copy of email requesting permission to hold a boot drive

D. Spring Annual Town Meeting [May 2, 2017]/Vote positions on warrant articles.

-Copy of Spring Annual Town Meeting Warrant support decision page

-Copy of Spring Annual Town Meeting Warrant

-Copy of FY 18 Budget request line items

E. Annual Town Election [May 16, 2017]/Vote to place ballot question on the Annual Town Election Warrant. - No documentation

F. Southeastern Regional Planning & Economic Development District [SRPEDD / Vote to authorize the Primary Representative [Theodore Kozak, Town Manager] and/or the Alternate Representative [Sharon Susienka, Exec. Asst.] to execute a contract for supply of electricity [Electricity Service Agreement (ESA)] on bid day for the SRPEDD Community Electricity Aggregation.

-Copy of SRPEDD Group Bid day representative's authority

VI. DISCUSSIONS

G. Community Preservation Act/Present: Jennifer Burke, Principal Planner, Hopkinton.

-No documentation

VII. TOWN MANAGER'S REPORT

H. 1) Meeting with key local business representatives-No documentation

2) Economic Development Strategic Plan - Public Forum

-Copy of Economic Development strategic Plan flyer

3) School Building Authority / Owner's Project Manager approval - No documentation

4) Mass DOT Chapter 90 funding

-Copy of letter regarding Chapter 90 funding

5) Green Communities Award

-Copy of Green Communities designation invitation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
April 24, 2017

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 6:00 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.

Chairman Marzec announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the negotiating position of the body.

A motion/Mr. Nolan, seconded/Mr. Melia to go into Executive Session under **M.G.L Chapter 30A, S. 21 #3** - To discuss strategy with respect to collective bargaining [Health Insurance] and under **M.G.L Chapter 30A, S.21 #3** – To discuss strategy with respect to collective bargaining [Fire Dept.] – and to reconvene in Open Session. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Marzec/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:03 PM

Executive Session Convened: 6:04 PM

Executive Session Adjourned: 6:42 PM

Open Session Reconvened: 7:00 PM

APPROVAL OF MINUTES: April 3, 2017. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the April 3, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Melia, Marzec and Nolan. Abstain: Mr. Athanas.

PUBLIC HEARING

APPOINTMENTS/By the Town Manager: Police Department - Officer Carmen Borrelli, Promotion to Sergeant. Police Chief Warchol stated he is recommending Officer Borrelli be appointed to the rank of Sergeant to replace Sergeant Heney who recently retired. Chief Warchol noted Mr. Borrelli's impressive resume and requested an effective date of the appointment to be Sunday, May 21, 2017. Mr. Borrelli stated that he has been in town for about 10 years and has been working with the Police Department for a few years. He has been in the military for 15 years at this point as a Military Police Officer with the Battalion Intelligence Military Police and will be going to the Majors Board in January of 2018. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the promotion and affirm the Town Manger's appointment of Officer Borrelli as a Sergeant. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT: Local Business Spotlight: Reflexology For The Sole/Present: Lindy Brown, Proprietor. Ms. Brown stated she recently moved here from New Hampshire to be closer to family and mentioned she has been doing reflexology for 7 years and is nationally certified. Ms. Brown began by describing the foot to be a mapping of the entire body having a head, brain, and sinuses starting at in the big toe. She stated that reflexology is a scientific art based on the premise that there are zones and reflex points in the feet which correspond to the entire body. Ms. Brown explained that she works on the customers' feet for an hour, which covers all organs of the body and reduces stress. The benefits of reflexology are that it promotes balance in normalization of the body naturally, reduces stress and increases relaxation, improves circulation and delivery of oxygen and nutrients to cells, cleanses the body of toxins,

revitalizes energy, and boosts the immune system. Reflexology for the Sole is located at 100 Main Street Room 106, Whitinsville, and is available by phone at 603-921-9300. More information is available on the website: <http://reflexologyforthesole.com>.

Annual Town Election [May 16, 2017] / Vote to sign warrant. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Annual Town Election warrant. Vote yes/Unanimous.

Annual License Renewals [Junk Dealers, Bowling & Billiards] / Vote to approve subject to the payment of all monies due the Town. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the annual license renewals subject to the payment of all monies due to the Town. Vote yes/Unanimous.

Operation Graduation 2018/Request to hold a Boot Drive at Memorial Square on Saturday, September 30, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 1, 2017]; subject to the safety requirements of the Northbridge Police Department. Denise Foster, co-coordinator of Operation Graduation, was present to discuss the request. Ms. Foster explained that this is a post-graduation event that is planned for the students in a safe environment. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the request to hold a boot drive at Memorial Square on Saturday, September 30, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 1, 2017]; subject to the safety requirements of the Northbridge Police Department. Vote yes/Unanimous.

Northbridge High School Swim Team/Request to hold a Boot Drive at Memorial Square on Saturday, October 21, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 22, 2017]; subject to the safety requirements of the Northbridge Police Department. Ms. Foster explained that partaking in the boot drive helps keep the swim team alive and continue on for the kids. Selectman Athanas asked what the dollar amount was to maintain the team. Ms. Foster stated \$10,000 at least. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the request to hold a Boot Drive at Memorial Square on Saturday, October 21, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 22, 2017]; subject to the safety requirements of the Northbridge Police Department. Vote yes/Unanimous.

Berkowicz/Sewer betterment issue. Chairman Marzec stated that they would be passing over this item.

Pine Grove Cemetery Deeds/1) Henry and Pamela Gardini [Lot No. 301B, Woodlawn Ave, North]. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the purchase of Lot No. 301B, Woodlawn Ave, North to Henry and Pamela Gardini. Vote yes/Unanimous. **2) Stacie Holmes and Robert Hamelin [Lot No. 805, Yew Ave, South].** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the purchase of Lot No. 805, Yew Ave, South to Stacie Holmes and Robert Hamelin. Vote yes/Unanimous.

DISCUSSIONS/None

TOWN MANAGER'S REPORT/1) National Grid Seminar - Town Manager Kozak attended a seminar sponsored by National Grid to discuss programs they are offering to save energy. Mr. Kozak stated that one workshop on streetlight conversions to LED was interesting and something the Town should look into doing. **2) WWI Monument** - Mr. Kozak announced that the reconstruction of the Rockdale World War I Monument has begun. He continued stating that the progress will continue until completion, which is expected to be within the next month. Selectman Melia asked if the construction work was on schedule. Town Manager Kozak stated they are on schedule. Selectman Melia asked if it appeared there would be any setbacks. Mr. Luchini, Highway Superintendent, replied that there was a capstone that was a lot larger than the hired companies' equipment could handle but the Highway Department was able to use a forklift to get it out and keep the project moving along. Chairman Marzec asked if there were any issues with the footings. Mr. Luchini replied there were no issues with the footings. **3) Great Hall Update** - Town Manager Kozak explained the plaster and painting work is just about completed. In order to prevent future water

damage to the Great Hall, chimney flashing work must be completed. Selectman Ampagoomian asked if there was money within the project to cover the unexpected cost. Town Manager Kozak stated that it was more than likely going to come from the Building Maintenance Fund, which is for expenditures such as this. He added that the Town is also applying for additional grant money with the State in hopes of being reimbursed. **4) DPW Facility Update** - Town Manager Kozak announced that the sub-bids have been submitted to the Town and deemed appropriate by the Building, Planning and Construction Committee. The final bids will be submitted in the beginning of May. **5) Floodplain Update** - Town Manager Kozak stated that the Corps of Engineers has approved the changes in the floodplain to the Mumford River. Maps and detailed analysis of the revision can be viewed at the Town Hall in the Town Manager's Office during regular business hours.

SELECTMEN'S CONCERNS/Selectman Melia 1) asked if the ADA Grant was sought after due to the Senior Center not being up to code. Town Manager Kozak explained there is an issue with the sidewalk that needs to be addressed and the grant program is available for such repairs. If the grant is not successful it will be repaired using monies from the Department of Public Works budget. **Selectman Athanas** requested the Town of Northbridge do something for the Pan Mass Challenge runners as surrounding Towns do to welcome the runners. **Selectman Nolan** asked about the rock wall in the Town Hall Parking lot. Town Manager Kozak stated that the rock wall belongs to the shop next door to the Town Hall. **Selectman Marzec/1)** announced that the Spring Annual Town Meeting is coming up on Tuesday, May 2, 2017 beginning at 7 PM in the High School Auditorium. **2)** announced that the Memorial Day Services are being held on May 29, 2017 and anyone who is interested in participating should contact Chairman Marzec through the Town Manager's Office at 508-234-2095.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

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

Meeting Adjourned: 7:39 PM

Respectfully submitted,

James Athanas, Clerk

/mjlw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

April 24, 2017

I. APPROVAL OF MINUTES

A. April 3, 2017

-Copy of April 3, 2017 minutes

II. PUBLIC HEARING

III. APPOINTMENTS:

B. Police Department: Officer Carmen Borrelli, Promotion to Sergeant

-Copy of memo recommending the appointment of Office CARMEN Borrelli

-Copy of Carmen Borrelli's resume

IV. CITIZENS' COMMENTS/INPUT: Local Business Spotlight: Reflexology for the Sole Present: Lindy Brown, Proprietor/No documentation

V. DECISIONS

C. Annual Town Election [May 16, 2017] / Vote to sign warrant

-Copy of Annual Town Election Warrant

D. Annual License Renewals [Junk Dealers, Bowling & Billiards] / Vote to approve subject to the payment of all monies due the Town

-Copy of list of Junk Dealer License Renewals for 2018

E. Operation Graduation 2018/Request to hold a Boot Drive at Memorial Square on Saturday, September 30, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 1, 2017]; subject to the safety requirements of the Northbridge Police Department

-Copy of email requesting to hold a Boot Drive at Memorial Square on Saturday, September 30, 2017 from 9 AM to 1 PM

F. Northbridge High School Swim Team/Request to hold a Boot Drive at Memorial Square on Saturday, October 21, 2017 from 9 AM to 1 PM [Rain date: Sunday, October 22, 2017]; subject to the safety requirements of the Northbridge Police Department

-Copy of email requesting to hold a Boot Drive at Memorial Square on Saturday, October 21, 2017 from 9 AM to 1 PM

G. Berkowicz/Sewer betterment issue/No documentation

H. Pine Grove Cemetery Deeds/1) Henry and Pamela Gardini [Lot No. 301B, Woodlawn Ave, North]

-Copy of Pine Grove Cemetery Deed for Henry and Pamela Gardini

2) Stacie Holmes and Robert Hamelin [Lot No. 805, Yew Ave, South]

-Copy of Pine Grove Cemetery Deed for Stacie Holmes and Robert Hamelin

VI. DISCUSSIONS/None

VII. TOWN MANAGER'S REPORT

- I. 1) National Grid Seminar/No documentation**
- 2) WWI Monument Reconstruction/No documentation**
- 3) Great Hall Update/No documentation**
- 4) DPW Facility Update/No documentation**
- 5) Floodplain Update/No documentation**

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X CORRESPONDENCE/None

XI. EXECUTIVE SESSION - 6:00 PM

J. Under M.G.L Chapter 30A, S21 #3 - To discuss strategy with respect to collective bargaining [Health Insurance] /Powerpoint Presentation

K. Under M.G.L Chapter 30A, S21 #3 - To discuss strategy with respect to contract negotiations [Fire Department] /No documentation

BOARD OF SELECTMEN'S MEETING
May 8, 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, Melia, Marzec, and Nolan. Selectman James Athanas was absent and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES/1. March 13, 2017. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the March 13, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan. **2. March 27, 2017 [Executive Session].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve but not release the March 27, 2017 executive session minutes. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan. **3. April 24, 2017 [Executive Session].** A motion/Mr. Melia, seconded/Mr. Nolan to approve but not release the April 24, 2017 executive session minutes. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan. **4. May 2, 2017 [SATM].** A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the May 2, 2017 [SATM] minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Melia, and Marzec. Abstain: Mr. Nolan.

PUBLIC HEARING/None.

APPOINTMENTS/By the Town Manager: David White, Fire Chief/Vote to affirm. [Present: Chief Gary Nestor]. Town Manager Kozak stated that his recommendation for appointment to the position of Fire Chief is Mr. White who has been with the Northbridge Fire Department for 36 years and 15 of those years as Captain. Chief Nestor agreed and said the Town Manager has made a great choice for the position. Chief Nestor mentioned that Mr. White began his employment as a full-time Firefighter, has 32 years as an experienced EMT, and Mr. White has been a Fire Captain and Shift Supervisor for the last 15 years. Mr. White has an Associate's Degree in paramedic science and a Bachelor's Degree in Fire Science. In addition, Mr. White is a certified Fire Officer 1 & 2, Fire Instructor 1, and just completed an extensive 6-month Chief Fire Officer program. Chief Nestor noted that Mr. White has helped the Department immensely by applying for and receiving over a million dollars in State, Federal, and Local grants for which he has been the Principal Author. In addition, Mr. White has experience and knowledge with the apparatus' and the bid process along with drawing up specifications and the different procurement processes. Mr. White stated he looks forward to the opportunity and will continue to do the best he can and looks forward to working together. A motion/Mr. Ampagoomian, seconded/Mr. Melia to affirm the Town Manager's appointment of Mr. White to the position of Fire Chief effective May 31, 2017. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

CITIZENS' COMMENTS/INPUT Local Business Spotlight: Alternatives. Present: Ms. Karen Goldenberg, Director of Marketing and Development. Ms. Goldenberg was present to discuss Alternatives 40th Year Anniversary. Ms. Goldenberg stated that 40 years ago Alternatives began on the sun porch of a house in Uxbridge. Since then, Alternatives has grown and expanded to have 60 programs and served 12,000 people over the last year. Alternatives' clients are able to come out of an institution and become a part of the community. They work and volunteer for churches and clubs. Ms. Goldenberg stated that Alternatives provides residential services, employment services, and day services serving those with developmental disabilities and psychiatric disabilities. Ms. Goldenberg also mentioned that their biggest fundraiser is coming up, which is the 32nd Annual Valley Friendship Tour. Ms. Goldenberg urged the Board to come and check out the event. Anyone looking to volunteer for the event can call Alternatives at 508-234-6232 or www.alternativesnet.org.

Farmer Series Pouring Permit/Vote to establish a fee schedule. Town Manager Kozak suggested any farmer series pouring permits be set to \$1,000, which is in line with other Towns' Farmer Series Permit fees. A motion/Mr. Melia, seconded/Mr. Nolan to set the Farmer Series Pouring Permit fees to \$1,000. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

Alternatives / Request permission to hang a banner across Church Street from May 21st through June 4th to advertise their 32nd Annual Valley Friendship Tour event on June 3rd 2017. [Event approved July 18, 2016]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the request permission to hang a banner across Church Street from May 21st through June 4th to advertise their 32nd Annual Valley Friendship Tour event scheduled for June 3, 2017. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

Northbridge Veterans' Council/1) Request to hold the Memorial Day Parade in Whitinsville on Monday, May 29, 2017 at 10:00 AM. 2) Request permission to use the Memorial Park for Memorial Day exercises. A motion/Mr. Melia, seconded/Mr. Nolan to approve the request to hold the Memorial Day Parade in Whitinsville on Monday, May 29, 2017 at 10:00 AM subject to the safety requirements of the Northbridge Police Department and to approve the use of Memorial Park for Memorial Day exercises. Selectman Ampagoomian asked if there was a rain date. Chairman Marzec replied that there was no rain date but services would be held indoors at the Northbridge High School Field House in case of inclement weather. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

Land Clearing update/Present: David Pickart, Conservation Agent, and Justin Arbuckle, and Barbara McNamee, Members, Northbridge Conservation Commission. Mr. Pickart explained that everything was on hold until the growing season, which began about a month ago because the Commission did not see a response to the outstanding issues and actions that the land agent had agreed to. The Commission has since begun discussions on their options. Mr. Pickart advised the Board that a letter was sent to the land agent stating if there was no plan in place to restore the wetlands by Wednesday, May 10, 2017, then the Commission will begin the process to fine him on a per-day basis for the outstanding violations. To help facilitate that, the Commission is seeking to issue a second enforcement order, which will be discussed on Wednesday evening along with a daily rate and other alternatives. Mr. Pickart explained that in order to get the party to pay the fines it entails a second step, which would be to take them to court. Mr. Pickart reported that he has been approached by one of the property owners who has expressed a desire to step in and help resolve this matter. Mr. Pickart stated that they have also been monitoring the area for flooding and thus far there has not been any significant flooding.

TOWN MANAGER'S REPORT/1) Public Auction - Town Manager Kozak announced that the Treasurer/Collector is holding a public auction for property located at 113 Benson Road, on Wednesday, May 17, 2017 at 12 PM at the Town Hall, in the Board of Selectmen's Meeting Room. Anyone interested is welcome to attend. **2) Whitinsville Library/Ancestry Digital Service** - Town Manager Kozak announced that beginning this month the Whitinsville Social Library, in addition to other libraries in the Blackstone Valley, is offering Ancestry Digital services at the Library. This will allow patrons to research their ancestry and genealogy. **3) Annual Town Election - May 16, 2017** - Town Manager Kozak stated that the Annual Town Election is scheduled for Tuesday, May 16, 2017 at the Northbridge High School Field House. Polls will be open from 7 AM until 8 PM. **4) DPW Facility Bids** - Town Manager Kozak stated that the Building, Planning, and Construction Committee received two bids for a new DPW Facility. They have decided to take the bids under advisement to review with the Project Manager and engineering design firm. They should have recommendations by the next Building, Planning and Construction Committee meeting. **5) Firefighters' Annual Spaghetti Supper** - Town Manager Kozak announced that the Firefighters will be holding their Annual Spaghetti Supper on Saturday, May 20, 2017 from 4 PM - 8 PM at the Fire Headquarters on Main Street. Tickets will be available for purchase at the door.

SELECTMEN'S CONCERNS: **Selectman Melia** stated that the Board of Selectmen received a letter from Bonnie Combs who put together the Northbridge Cleanup day. He said that she mentioned she is interested in coming to a future Board meeting. Town Manager Kozak stated that he would invite her to a future meeting. **Chairman Marzec** mentioned that this would be his last meeting as chairman as the Board will be voting to reorganize at their next meeting. Chairman Marzec thanked the Board and the community for the opportunity to serve as their Chairman.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:43 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

May 8, 2017

I. APPROVAL OF MINUTES

A. 1. March 13, 2017

-Copy of March 13, 2017 minutes

2. March 27, 2017 Executive Session

-Copy of March 27, 2017 executive session minutes

3. April 24, 2017 Executive Session

-Copy of April 24, 2017 executive session minutes

4. May 2, 2017 SATM

-Copy of May 2, 2017 SATM minutes

II. PUBLIC HEARING/None

III. APPOINTMENTS/By the Town Manager

B. David White, Fire Chief/Vote to appoint [Present:** Chief Gary Nestor]**

-Copy of David White's cover letter

-Copy of David White's Resume

IV. CITIZENS' COMMENTS/INPUT

Local Business Spotlight: Alternatives - No documentation

V. DECISIONS

C. Farmer Series Pouring Permit/Vote to establish a fee schedule

-Copy of memo from Mr. Kozak suggesting the Farmer Series Pouring permit fees

D. Alternatives / Request permission to hang a banner across Church Street from May 21st through June 4th to advertise their 32nd Annual Valley Friendship Tour event on June 3rd 2017. [Event approved July 18, 2016]

-Copy of email requesting permission to hang a banner across Church Street from May 21st through June 4th to advertise their 32nd Annual Valley Friendship Tour event

E. Northbridge Veterans' Council/1) Request to hold the Memorial Day Parade in Whitinsville on Monday, May 29, 2017 at 10:00 AM. 2) Request permission to use the Memorial Park for Memorial Day exercises. - No documentation

VI. DISCUSSIONS

F. Land Clearing update/Present: David Pickart, Conservation Agent, and Justin Arbuckle, and Barbara McNamee, Members, Conservation Commission

-Copy of letter to the land agent regarding the bylaw violations

-Copy of Enforcement order

-Copy of List of violations and remediation requirements

VII. TOWN MANAGER'S REPORT

G. 1) Public Auction

-Copy of auction advertisement

2) Whitinsville Library/Ancestry Digital Service

-Copy of newspaper ad regarding the Ancestry Digital Service

3) Annual Town Election - May 16, 2017-No documentation

4) DPW Facility Bids -No documentation

5) Firefighter's Annual Spaghetti Supper -No documentation

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
May 22, 2017

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 6:15 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, Marzec, and Nolan. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

Chairman Marzec announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the negotiating position of the body.

A motion was made and seconded to go into Executive Session under M.G.L Chapter 30A, S.21 #3 - To discuss strategy with respect to collective bargaining [Health Insurance] and Under M.G.L Chapter 30A, S.21 #3 - To discuss strategy with respect to collective bargaining [AFSCME]. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Marzec/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:15 PM

Executive Session Convened: 6:16 PM

Executive Session Adjourned: 6:58 PM

Open Session Reconvened: 7:00 PM

RE-ORGANIZATION OF THE BOARD OF SELECTMEN. Town Manager Kozak announced that he would proceed with the reorganization of the Board and polled the Board of Selectmen for **Nominations for Chairman:** A motion/Mr. Melia, seconded/Mr. Nolan, to nominate Mr. Charles Ampagoomian as Chairman of the Board of Selectmen. There being no additional nominations for Chairman, the Town Manager closed nominations and asked for a vote on the nomination of Charles Ampagoomian as Chairman. Vote yes/Unanimous. Town Manager Kozak thanked Mr. Marzec for his term as Chairman and congratulated Mr. Ampagoomian. Mr. Ampagoomian then assumed the Chair and thanked the Board for their vote and Mr. Marzec for his service this past year. **2) Chairman Ampagoomian called for Nominations for Vice-Chairman:** A motion/Mr. Athanas, seconded/Mr. Marzec, to nominate Mr. Thomas Melia as Vice-Chairman of the Board of Selectmen. There being no further nominations for Vice Chairman, Chairman Ampagoomian closed nominations and asked for a vote on the nomination of Selectman Melia as Vice Chairman. Vote yes/Unanimous. **3) Chairman Ampagoomian called for Nominations for Clerk:** A motion/Mr. Marzec, seconded/Mr. Nolan, to nominate Mr. James Athanas as Clerk of the Board of Selectmen. There being no further nominations for Clerk, Chairman Ampagoomian closed nominations and asked for a vote on the nomination of Selectman Athanas as Clerk of the Board of Selectmen. Vote yes/Unanimous.

APPROVAL OF MINUTES/1) March 27, 2017. A motion/Mr. Nolan, seconded/Mr. Athanas to approve the March 27, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous. **2) April 10, 2017.** A motion/Mr. Athanas, seconded/Mr. Melia to approve the April 10, 2017 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Athanas, Melia, and Nolan. Abstain: Mr. Marzec.

PUBLIC HEARING 7:05 PM - Purgatory Beer Company, LLC, 670 Linwood Avenue, Building C, 111A, Whitinsville [Kevin Mulvehill, Mgr.]/1) Application for a Farmer Series Pouring Permit and 2) Application for a Non-Alcoholic Common Victualler license. Present: Kevin Mulvehill. A motion/Mr. Marzec, seconded/Mr. Melia to open the public hearing. Vote yes unanimous. Chairman

Ampagoomian read aloud the public hearing notice. Mr. Mulvehill explained they currently have a State Farmer Brewery License, which allows him to sell beer for off the premises consumption and he is now seeking a Farmer Series Pouring permit, which will allow him to pour beer and do tastings on the premises. Mr. Mulvehill expressed his appreciation for the location with its historic mill feel, which he explained is unlike any other breweries around here. Mr. Mulvehill stated the hours of operation they are seeking would be Thursdays from 5 PM - 8 PM, Fridays 4 PM - 9 PM, Saturdays 11 AM - 9 PM, and Sundays 12 PM - 5 PM. Selectman Nolan asked if there would be any food prep or if it would all be brought in. Mr. Mulvehill stated it would all be brought in. Selectman Athanas asked if they planned on having any entertainment. Mr. Mulvehill said they have thought about it and would like to keep that option open for the future. Mr. Athanas mentioned when they are ready for that to speak to the Town Manager's Office regarding permitting for entertainment. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Marzec, seconded/Mr. Melia to approve the application for the Farmer Series Pouring Permit and the Application for a Non-Alcoholic Common Victualler license for Purgatory Beer Company, LLC, 670 Linwood Avenue, Building C, 111A, Whitinsville [Kevin Mulvehill, Mgr.]. Vote yes/Unanimous.

APPOINTMENTS/Resignations/None
CITIZENS' COMMENTS/INPUT/None

481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville, MA 01588 [Debra Clark, Mgr.]/Liquor License Application for a Change of Manager from Debra Clark to Jigar Patel. Present: Henry Lane, Attorney. Attorney Lane advised that Mr. Patel was unable to attend the meeting as he was out of the State. Attorney Lane explained that 481 Yogi Convenience is seeking a change of manager for their liquor license and Mr. Patel has been an owner for a number of years. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the Application for a Change of Manager from Debra Clark to Jigar Patel on the liquor license for 481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville, MA 01588. Vote yes/Unanimous.

Douglaspak, Inc. d/b/a Arcade Package Store [Chanjay Amin, Manager]/1) Vote to reconsider a transfer of the All Alcohol Package Store liquor license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 185 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location 2) Vote to approve the Pledge of the Liquor License. Present: Chanjay Amin, Mgr. and Francis Niro, Attorney. Attorney Niro reminded the Board members that he and Mr. Amin had been in front of them back in April requesting to transfer and pledge the liquor license, which was unanimously approved by the Board, however, the Alcoholic Beverages Control Commission returned the application to Northbridge for "RECONSIDERATION" due to the fact that the director listed on the corporate board was not a U.S. citizen. Attorney Niro indicated the corporation then amended the corporate officers with the Secretary of State's Office as required by the ABCC so now they are back requesting the amended application for the transfer and pledge of the liquor license be reconsidered by the Board of Selectmen. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Athanas to approve the application for reconsideration to transfer the All Alcohol Package Store liquor license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 185 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] and further to approve the Pledge of the All Alcohol Package Store License as indicated in the application packet. Vote yes/Unanimous.

Subordination Agreements/1) 33-43 Overlook Street 2) 25-35 C Street. Present: Mr. Lane, Director of Real Estate Development for the South Middlesex Opportunity Council [SMOC] and the owner of both properties. Mr. Lane explained that SMOC was looking for a subordination agreement for both properties in order to refinance the current terms of the mortgage with Middlesex Savings Bank. Mr. Lane stated that the hope was to lock in better interest rates and maintain a better cash flow for the buildings.

Selectman Melia verified that he confirmed prior to the meeting that taxes were paid to date on both properties. A motion/Mr. Melia, seconded/Mr. Marzec to approve the Subordination Agreements for 33-43 Overlook Street and 25-35 C Street. Vote yes/Unanimous.

Northbridge Firefighters/Request to hang a banner over Church Street June 18, 2017 - July 2, 2017 to advertise the fireworks to be held Friday, June 30, 2017 [Rain date: Friday, July 7, 2017]. A motion/Mr. Nolan, seconded/Mr. Athanas to approve the firefighters' request to hang a banner over Church Street from June 18, 2017 - July 2, 2017 to advertise the fireworks event to be held Friday, June 30, 2017 [Rain date: Friday, July 7, 2017]. Selectman Melia stepped out of the meeting room. Vote yes/Mr. Athanas, Ampagoomian, Marzec, and Nolan. Abstain: Mr. Melia.

Selectman Melia returned to his seat.

Pleasant Street Christian Reformed Church/Request to hang a banner over Church Street July 2, 2017 to July 16, 2017 to advertise the 2017 Whitinsville SERVE Project for the week of July 8, 2017 - July 15, 2017. Present: Annika Bangma. Ms. Bangma explained to the Board that the church plans to have approximately 70-80 High School youth from across the United States and Canada coming to serve the Northbridge community. Ms. Bangma stated that last year the partnerships were excellent with all the Departments the students assisted. This year the students will be completing projects for the Senior Center, Police Department, Department of Public Works, Fire Department, National Parks/Blackstone Heritage Corridor, Children's Haven, Grafton Community Harvest Project, and also hoping to have some projects to do for the Whitinsville Retirement Home and the Northbridge Historical Commission. Town Manager Kozak stated that the students were here last year and the Department Heads that the students were able to serve all had great things to say about them and the work they completed. Town Manager Kozak thanked Ms. Bangma for the opportunity to host this event and for the gracious help received from students from all over the United States and Canada. A motion/Mr. Marzec, seconded/Mr. Melia to approve the above request to hang a banner over Church Street from July 2, 2017 to July 16, 2017 to advertise the 2017 Whitinsville SERVE Project that will take place in Northbridge the week of July 8, 2017 - July 15, 2017. Vote yes/Unanimous.

Pine Grove Cemetery Deeds/1) Glenn and Barbara Focht, [Lots No. 43 & 44 Fir Ave. North].

A motion/Mr. Melia, seconded/Mr. Marzec to approve the sale of Lots No. 43 & 44 Fir Ave. North for Glenn and Barbara Focht. Vote yes/Unanimous. **2) David J. & Shirley M. Morrow [Lot No. 32, Locust Ave. North].** A motion/Mr. Melia, seconded/Mr. Marzec to approve the sale of lot No. 32, Locust Ave. North for David J. & Shirley M. Morrow. Vote yes/Unanimous.

FY 16 Town of Northbridge Audit. Present: Tim Harrison, Auditor - Borgatti Harrison. Present: Neil Vaidya, Town Accountant and Julie Harris, Treasurer/Collector, who were present to answer any questions the Board may have after Mr. Harrison's report. **Government Auditing Standards:** Mr. Harrison began by stating there were no issues regarding internal controls or compliance with laws and regulations. He pointed out there was a minor finding in the School Lunch Program and the Business Manager has been made aware of it and has submitted a corrective action plan, which should take care of the issue. **Basic Financial Statements:** Mr. Harrison stated that the Town received a clean opinion on the financial statements. He advised that with the new GASB 74 and 75 that is coming up in the next year or so, it will change the \$67,000,000 of Actuarial Accrued Liability and bump up the deficit of the Liabilities in the Statement of Assets. Mr. Harrison noted that the financial statement is strong for the Town of Northbridge. He also mentioned that the Board may have noticed that there was no management letter this year, and complemented the staff for addressing prior issues. Selectman Melia stated on page 6, \$712,000 came in from the federal government and asked what it was used towards. Mr. Vaidya stated it was used towards the Ladder Truck. Selectman Athanas asked about the deficiency in the GASB that the Town will be short

on and if it would affect the Town's bond rating down the road. Mr. Harrison explained that right now there is no indication that the Statement of Assets will have a negative impact on the bond rating.

Town Manager Kozak asked Ms. Harris to update the Board on the auction. Ms. Harris stated the property has been sold and went for \$77,000, which was above the minimum number. The closing should take place within the next couple of weeks and the property will be back on the tax roll.

Memorandum of Understanding between Metropolitan Area Planning Council [MAPC] and the Town of Northbridge. Town Manager Kozak announced that a couple of weeks back he attended a workshop put on by National Grid, which dealt with various energy-saving programs available to communities. The MAPC program for LED streetlights, in particular, caught his eye. He stated that it would save the town almost half the cost of the current maintenance and replacement of lights. Mr. Kozak mentioned that the MAPC is sponsoring a grant program to encourage committees to participate in the program. Continuing, the Town Manager explained that the Town would be required to take over the street lights and then convert them to LED lights. He also noted his biggest concern with this is the upkeep of the lights since it would be the Town's responsibility as opposed to the electric company's. In addition, he said there are companies that the Town could hire to do the work so that the Town wouldn't have to. Also, he pointed out that the LED lights last around 15-20 years and require less maintenance. Mr. Kozak advised the Board there is a Memorandum of Agreement that has to be signed in order to participate in this program, which he has the authorization to sign, but he wanted to present it to the Board before doing so. Signing the agreement is the first step in the process to apply for the grant fund. Other required steps of the program include an audit, number crunching, and a warrant article that would have to go on the Fall Town Meeting warrant to see if the Town wants to take over the streetlights. Selectman Nolan expressed his concern for customers who opted to pay for a streetlight to remain on, the town should, as a gesture, pass the savings on to those customers as well. Town Manager Kozak believes that can be done. Selectman Ampagoomian suggested the Town take over those lights instead. A motion/Mr. Marzec, seconded/Mr. Melia to move agenda item J. from Discussions to Decisions. Roll call vote: Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Nolan/Yes, Mr. Marzec/Yes, and Mr. Ampagoomian/Yes. A motion/Mr. Nolan, seconded/Mr. Melia to support the Memorandum of Understanding between Metropolitan Area Planning Council and the Town of Northbridge. Vote yes/Unanimous.

TOWN MANAGER'S REPORT/1) Whitinsville Water Company/Department of Public Utilities Filing - Town Manager Kozak stated the Whitinsville Water Company has notified the Town that they will be submitting a rate change to the Department of Public Utilities. **2) Worcester Regional Transit Authority Schedule Change** - Town Manager Kozak stated that the WRTA has announced schedule changes, which will take effect on June 24, 2017 and they will be increasing the rates beginning July 1, 2017. More information on these changes can be found at www.therta.com. **3) Department of Public Works Facility Update** - Town Manager Kozak explained that the Building, Planning and Construction Committee accepted a bid for the DPW Facility. The contract was awarded to the lowest bidder, J.J. Cardosi, Inc. He stated the base bid came in at \$1,894,000.00 with Alternate #1 [generator] at \$36,000. **4) Legislative Breakfast Update** - Town Manager Kozak explained that the topic of the Legislative update was foundation budgets. He said the discussion focused on the need to change the formula in consideration for high costs in health insurance, special education and low income students. The challenge is to find revenue to support the increase in the costs.

SELECTMEN'S CONCERNS: **Selectman Athanas** mentioned that he would like to see if Chief Warchol could attend a meeting to discuss a more permanent marijuana moratorium. Town Manager Kozak stated that he believes it is a good idea but suggested it would be best to wait until Legislature makes their final ruling on the law and the Attorney General reviews it to find out if it is legal. **Selectman Melia** asked the Town Manager to request that the Safety Committee address the following issues: traffic congestion on Linwood Avenue; replacement of street signs that are broken, bent, faded, and in need of replacement.

Selectman Marzec announced Memorial Day Services will be held on Monday, May 29th, beginning at 10 AM at the Armenian Church and then marching down to Memorial Square. In case of inclement weather, the services will be held at the Northbridge High School Field House. **Selectman Ampagoomian/1)** asked for an update on the Great Hall. Town Manager Kozak stated that the painting and plaster is completed and work on the floors has begun. He said the only hold up is a small leak in the roof and he is looking to have the company come back to make a repair. **2)** asked if a grand opening will be held in the Great Hall once all the work is completed. Town Manager Kozak noted that the Chamber of Commerce will be holding a Business Breakfast up there on June 14th, which will be the first event to be held there once it's completed. **3)** asked if there was an update on the progress of getting a new Fire Station. Town Manager Kozak stated he spoke to the new Fire Chief and he does want to work with the Building Committee to get the ball rolling on it.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION: 6:15 PM

L. 1) Under M.G.L Chapter 30A, S21 #3 - To discuss strategy with respect to collective bargaining [Health Insurance]

2) Under M.G.L Chapter 30A, S21 #3 - To discuss strategy with respect to collective bargaining [AFSCME]

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

Meeting Adjourned: 8:19 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

May 22, 2017

EXECUTIVE SESSION 6:15 PM

PLEDGE OF ALLEGIANCE

RE-ORGANIZATION OF THE BOARD OF SELECTMEN

- 1) Town Manager asks for Nominations for Chairman/No documentation**
- 2) Chairman asks for Nominations for Vice-Chairman/No documentation**
- 3) Chairman asks for Nominations for Clerk/No documentation**

I. APPROVAL OF MINUTES

A. 1) March 27, 2017

-Copy of March 27, 2017 minutes

2) April 10, 2017

-Copy of April 10, 2017 minutes

II. PUBLIC HEARING 7:05 PM B. Purgatory Beer Company, LLC, 670 Linwood Avenue, Building C, 111A, Whitinsville [Kevin Mulvehill, Mgr.]/1) Application for a Farmer Series Pouring Permit

- Copy of public hearing notice
- Copy of special permit
- Copy of Application for a Farmer Series Pouring Permit
- Copy of passport of Mr. Mulvehill
- Copy of corporate vote
- Copy of Articles of Organization
- Copy of plan
- Copy of lease between Linwood Mill, LLC and Purgatory Beer Company, LLC
- Copy of State permit
- Copy of tips certification
- Copy of license routing slip
- 2) Application for a Common Victualler license Present: Kevin Mulvehill
- Copy of common victualler's application
- Copy of REAP form
- Copy of Worker's Compensation Insurance Affidavit
- Copy of license routing slip

III. APPOINTMENTS/Resignations/None

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

- C. 481 Yogi Convenience Store, Inc., 218 Church Street, Whitinsville, MA 01588 [Debra Clark, Mgr.]/Application for a Change of Manager to Jigar Patel Present: Jigar Patel and Henry Lane, Attorney**
- Copy of License application for a Change of Manager

- Copy of Naturalization papers
- Copy of applicant's statement
- Copy of vote of the corporate board
- Copy of Articles of Organization
- Copy of REAP form
- Copy of Worker's Compensation Affidavit
- Copy of certificate of Liability
- Copy of tips certification

D. Douglaspak, Inc. d/b/a Arcade Package Store [Chanjay Amin, Manager]/1) Vote to reconsider the transfer of the All Alcohol Package Store liquor license from Douglas Package Store, Inc. d/b/a Arcade Package Store [David Wnukowski, Mgr.], 185 Church Street, Unit 16-6, Whitinsville, MA to Douglaspak, Inc. d/b/a Arcade Package Store [Mr. Chanjay Amin, Mgr.] at the same location 2) Vote to approve the Pledge of the Liquor License. Present: Chanjay Amin, Mgr. and Francis Niro, Attorney.

- Copy of license application for a transfer
- Copy of applicant's statement
- Copy of beneficial interest
- Copy of letter from Millbury Savings Bank
- Copy of passport
- Copy of Articles of Organization
- Copy of corporate vote
- Copy of Agreement for sale of Assets
- Copy of an addendum to purchase and sale agreement
- Copy of the lease
- Copy of license routing slip

E. Subordination Agreements/1) 33-43 Overlook Street 2) 25-35 C Street

- Copy of subordination agreement for 33-43 Overlook Street
- Copy of subordination agreement for 25-35 C Street
- Copy of old mortgage terms
- Copy of SMOC mortgage payables

F. Northbridge Firefighters/Request to hang a banner over Church Street June 18, 2017 - July 2, 2017 to advertise the fireworks to be held Friday, June 30, 2017 [Rain date: Friday, July 7, 2017]

- Copy of letter requesting permission to hang a banner over Church Street

G. Pleasant Street Christian Reformed Church/Request to hang a banner over Church Street July 2, 2017 to July 16, 2017 to advertise the 2017 Whitinsville Serve [July 9, 2017 - July 17, 2017] Present: Annika Bangma

- Copy of email requesting to hang a banner over Church Street
- Copy of banner

H. Pine Grove Cemetery Deeds/1) Glenn and Barbara Focht, [Lots No. 43 & 44 Fir Ave. North]

- Copy of Pine Grove Cemetery Deed for Glenn and Barbara Focht

2) David J. & Shirley M. Morrow [Lot No. 32, Locust Ave. North]

- Copy of Pine Grove Cemetery Deed for David and Shirley Morrow

VI. DISCUSSIONS

I. FY 16 Town Audit Present: Tim Harrison, Borgatti Harrison

- Copy of Independent Auditors' Reports pursuant to Government Auditing Standards
- Copy of Basic Financial Statements for year ending 2016

J. Memorandum of Understanding between Metropolitan Area Planning Council and the Town of Northbridge

- Copy of the Memorandum of Understanding between the Metropolitan Area Planning Council and the Town of Northbridge

VII. TOWN MANAGER'S REPORT

K. 1) Whitinsville Water Company/Department of Public Utilities Filing

- Copy of letter from Rich May regarding the Whitinsville Water Company

2) Worcester Regional Transit Authority Schedule Changes

- Copy of WRTA schedule changes

3) Department of Public Works Facility Update/No documentation

4) Legislative Breakfast Update/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION 6:15 PM

L. 1) Under M.G.L Chapter 30A, S21 # - To discuss strategy with respect to collective bargaining [Health Insurance]

2) Under M.G.L Chapter 30A, S21 #3 - To discuss strategy with respect to collective bargaining [AFSCME]

BOARD OF SELECTMEN'S MEETING

June 5, 2017

A meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 6:15 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, Marzec, and Nolan. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

Chairman Ampagoomian announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the negotiating and litigating position of the body.

A motion/Mr. Marzec, seconded/Mr. Nolan to go into Executive Session under **1) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to contract negotiations [Police Dispatchers], **2) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to contract negotiations [Health Insurance], and **3) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to litigation [Conservation Commission] -and reconvene in open session. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Marzec/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:15 PM

Executive Session Convened: 6:16 PM

Executive Session Adjourned: 7:05 PM

Open Session Reconvened: 7:06 PM

PRESENTATION: Certificate of Special Recognition awarded to Eagle Scouts Jacob L. Bliss, Brian R. Bliss, Michael J. DeFazio and Matthew D. Keith. Chairman Ampagoomian presented the Certificates to Eagle Scouts Jacob L. Bliss, Brian R. Bliss, Michael J. DeFazio, and Matthew D. Keith. Selectman Marzec thanked the Eagle Scouts for all of their work they have accomplished within the Town and for their presence at the Memorial Day Parade event.

PRESENTATION: Certificate of Special Recognition awarded to Girl Scout Gold Award recipients McKena Hendriks and Molly Prior. Chairman Ampagoomian presented the Certificates to recipients McKena Hendriks and Molly Prior. Selectman Marzec commended them on their hard work and thanked them.

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/None

CITIZENS' COMMENTS/INPUT: Local Business Spotlight: West End Creamery, 481 Purgatory Road/Present: Owen Cooper, General Manager. Mr. Cooper explained that West End Creamery is a family owned, 55-acre farm that is over 100 years old. The farm maintains corn, hay, and pumpkins. He also explained that people drive over an hour to visit the creamery. West End also hires upwards of 75 seasonal employees from 13 different school districts including Northbridge Public Schools, Whitinsville Christian School and some home schoolers. Mr. Cooper said West End believes

it is important to give back to the community so West End Creamery donates \$1,000 in tickets to the Whitinsville Social Library for their Summer Reading Program participants and they fund the vast majority of the Pleasant Street Christian Reformed Church's open-door tutoring program. Mr. Cooper stated that PTA organizations and any non-profit organizations can receive tickets for West End Creamery attractions. In closing, he mentioned that West End Creamery added an on-property food truck, expanded the attractions, added a larger deck with sun shades and renovated the restrooms. Mr. Cooper then encouraged all to come by and check it out.

The Green Plate, LLC [Danielle Desrosiers, Manager]/1) Application to obtain a Non-Alcoholic Common Victualler license. 2) Request to allow BYOB [Bring Your Own Bottle] Present: Danielle Desrosiers. Ms. Desrosiers explained that she has been in business for two and a half years doing healthy alternative home-cooked meals and catering. She added that she is looking to open a restaurant at 167 Church Street and would like permission to allow BYOB on the premises. Selectman Athanas asked what the hours of operation would be. Ms. Desrosiers replied she would like to be open Monday through Thursday 8 AM to 6 PM and Fridays 8 AM to 9 PM. A motion/Mr. Melia, seconded/Mr. Marzec to approve The Green Plate, LLC's application to obtain a Non-alcoholic Common Victualler license and to allow BYOB [Bring Your Own Bottle] on the premises of 167 Church Street, Whitinsville. Vote yes/Unanimous.

Intermunicipal Agreement with Town of Upton/Conservation Agent Services. Town Manager Kozak explained that this agreement has been in effect for over a year now and it is time to renew it. He said that the shared Conservation Agent is working out well and recommended the Board extend the agreement for another year. A motion/Mr. Marzec, seconded/Mr. Melia to extend the Intermunicipal Agreement with the Town of Upton for Conservation Agent Services for another year. Vote yes/Unanimous.

Dog Warrant/Vote to sign. A motion/Mr. Marzec, seconded/Mr. Melia to sign the Dog Warrant. Vote yes/Unanimous.

Summer Road Projects Update/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini noted that when the summer road projects program began, there were about 24 roads on the list that were targeted to be paved. Currently, there are 14 on the list. He advised that bids have gone out for Fowler Road, Upper Hill Street, Carpenter Road, and Old Quaker Street. Mr. Luchini then mentioned in addition to paving roads, crack sealing will also be completed on prior paved roads such as Mendon Street, Quaker Street, School Street, Prospect Street, Hill Street, Douglas Road and Goldthwaite Road. In addition, the Town will also be putting together a sidewalk package. Selectman Athanas asked if the sidewalks would be completed in-house or bid out. Mr. Luchini replied the project will be bid out with the hopes of our Highway Division doing the demolition of the sidewalks and the company that is awarded the bid can do the forms and pouring. He explained this will help cut down on the cost and help stretch the funds to do more sidewalks. Selectman Nolan asked how the cold planing has held up. Mr. Luchini replied it has held up better than he thought it would. Selectman Marzec mentioned that Fowler Road was done several years ago and didn't hold up well. He then asked if it would hold up better. Mr. Luchini replied that due to the minimal drainage on that road, he plans to bump up the crown of the road to force the water off in order to counteract the lack of draining. Mr. Luchini added that on Fowler Road once the grade is changed the runoff will flow better. Selectman Melia asked if there was a specific start and finish date. Mr. Luchini replied they will be starting after the students are out for the summer and hope to finish by the time they return to school.

Pine Grove Cemetery Signage/Present: Kenneth Warchol, Chairman, Northbridge Historical Commission. Town Manager Kozak stated that the Board was looking for an update on the Pine Grove Cemetery signage. Mr. Luchini, Highway Supt., explained that Eagle Scout Michael J. DeFazio's goal for his Eagle Scout project was to obtain street signs for Pine Grove Cemetery. He said that aluminum was donated for the project but as discussion went on and because it is deemed a historical cemetery something more historically accurate was requested by the Historical Commission. Mr. Warchol drafted signs that have a more historical feel and the plan will be presented to Blackstone Valley Technical School to have these signs printed. Selectman Melia asked if anyone has notified the Friends of Pine Grove Cemetery. Mr. Luchini explained that he would be sending it over to them tomorrow as he just received the proof this afternoon but he wanted to meet with Mr. Warchol first. Mr. Luchini stated that they hope to see the sign project completed by the spring.

Recycling Center Proposal. Town Manager Kozak explained that for the past seven to eight years, the Town has had the privilege of having a Regional Recycling Center located behind the Fire Station, which has been operated by the Blackstone Board of Health. He advised that there is an operating cost to bring in equipment along with an attendant, which has been supplied by the Blackstone Board of Health. Town Manager Kozak added that over the last few years there has been a deficit due to the lessening value of the recycled items and due to the deficit, the Blackstone Board of Health would need to start charging this year. He said after negotiations with the Town of Blackstone, the operating cost would be \$7,500 per year. The Town Manager explained that money was put into the Recycling budget but the Board would need to vote at a future meeting for the continuation of the operation.

TOWN MANAGER'S REPORT:1) **Memorial Day Observation** - Town Manager Kozak attended the Memorial Day services, which were held at the High School Field House due to the inclement weather. It included an excellent performance with music from the Northbridge High School band and chorus and the Whitinsville Christian School chorus. 2) **Fire Chief Ceremony** - Town Manager Kozak stated that David White was sworn in as Northbridge's new Fire Chief on Tuesday, May 30th. This was a well-attended event by both local Fire Department personnel and Fire Department personnel from surrounding communities. 3) **Family Continuity/Blackstone Valley Connector open house** - Town Manager Kozak explained the Family Continuity will be holding an open house for the Blackstone Valley Connector on Wednesday, June 7, 2017 from 6 PM - 8 PM at 76 Church Street, Whitinsville, MA. 4) **Americans with Disabilities Act grant approval**- Town Manager Kozak explained that the Town has received notification that the ADA grant to improve the handicapped ramp and entrance of the Senior Center has been approved. He said a lot of credit is owed to Bruce Frieswick for his hard work on the preparation of the grant application along with retrieving the required documents. 5) **2nd Annual Blackstone Valley Chamber of Commerce Business Breakfast** - Town Manager Kozak announced that the 2nd Annual Business Breakfast will be held on Wednesday, June 14, 2017, from 8 AM to 10 AM at the Northbridge Town Hall in the Great Hall. This is a chance to meet with local officials, municipal staff, State agencies and other business partners. Anyone interested in attending should RSVP before June 7th to planning@northbridgemass.org.

SELECTMEN'S CONCERNS: **Selectman Marzec**1) thanked everyone who came out to the Memorial Day Services. 2) attended the 150th Northbridge High School graduation, which was well attended and a great job was done by all. **Selectman Athanas** asked if gypsy moths could be sprayed in addition to the mosquito spraying. Town Manager Kozak explained that it is a different program. **Selectman Melia**1) attended the farewell gathering for Fire Chief Nestor, which drew his attention of the need for a new Fire Station. 2) attended the Memorial Day Services, which was a well-attended event and well put together. 3) attended the Northbridge High School graduation as well and thought it was a tremendous event. 4) was not able to attend the ribbon cutting ceremony for the self-storage

facility but thanked Mr. Dirk Koopman and his family for investing in the community and wished him the best of luck in this new business endeavor. **5)** asked for an update from the Town Manager Search Committee and asked if the Board should be meeting to discuss a contingency plan for after June 30th when Mr. Kozak is retired. **6)** asked if there has been an update from the Safety Committee regarding the previous requests of the replacement of old Street signs and traffic congestion on Linwood Avenue near the Whitinsville Christian School. Town Manager Kozak explained he has not had an update as of yet but has asked them to address his concerns at their next meeting. **Selectman Nolan** thanked Mr. Frieswick and the Disability Commission for the efforts put forth on the ADA grant. **Selectman Ampagoomian/1)** asked if Mr. Luchini, Highway Superintendent, could contact Mass DOT to have the signs that have been knocked over on Route 122 replaced. Mr. Luchini explained that he has previously reached out to them but will stay on top of the progress. **2)** asked if Mass DOT could check the manhole cover in front of the McDonalds' exit on Providence Road **3)** stated there are two dead trees in the Riverdale Cemetery. Mr. Luchini stated that they are scheduled to be removed once the new tree contract is complete. **4)** asked for an update on the WWI Monument reconstruction at the next meeting. **5)** asked for yard sale signs to be added to the next agenda. **6)** re-iterated the need for a new Fire Station.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION 6:15 PM: **1) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to collective bargaining [Police Dispatchers] **2) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to contract negotiations [Health Insurance] **3) Under M.G.L c.30A, Sec. 21 #3** - To discuss strategy with respect to litigation [Conservation Commission] **Present:** David Pickart, Conservation Agent and Joy Anderson, Chairman, Northbridge Conservation Commission.

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

Meeting Adjourned: 8:15 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

June 5, 2017

- 1) **PRESENTATION: Certificate of Special Recognition awarded to Eagle Scouts Jacob L. Bliss; Brian R. Bliss; Michael J. DeFazio; and Matthew D. Keith**
 - Copy of formal letter invitation to Selectman for the presentation of the Eagle Scout Badge
 - Copy of Certificate of Recognition for Jacob Bliss
 - Copy of Certificate of Recognition for Brian Bliss
 - Copy of Certificate of Recognition for Michael DeFazio
 - Copy of Certificate of Recognition for Matthew Keith
- 2) **PRESENTATION: Certificate of Special Recognition awarded to Girl Scout Gold Award recipients McKena Hendriks and Molly Prior**
 - Copy of Certificate of Recognition for McKena Hendricks
 - Copy of Certificate of Recognition for Molly Prior
- I. **APPROVAL OF MINUTES/None**
- II. **PUBLIC HEARING/None**
- III. **APPOINTMENTS/None**
- IV. **CITIZENS' COMMENTS/INPUT:**

Local Business Spotlight: West End Creamery, 481 Purgatory Road/Present: Owen Cooper

 - No documentation
- V. **DECISIONS:**
 - A. The Green Plate, LLC [Danielle Desrosiers, Manager]/1) Application to obtain a Non-alcoholic Common Victualler license
 - Copy of application for Common Victualler license
 - Copy of Workers' Compensation Insurance Affidavit
 - Copy of floor plan
 - 2) Request to allow BYOB [Bring Your Own Bottle] **Present:** Danielle Desrosiers
 - Copy of letter requesting BYOB
 - Copy of policy for BYOB
 - B. Intermunicipal Agreement/Conservation Agent Services with Town of Upton
 - Copy of Intermunicipal Agreement for the Conservation Agent Services with Town of Upton
 - C. Dog Warrant/Vote to sign
 - Copy of dog warrant
- VI. **DISCUSSIONS:**
 - D. Summer Road Projects Update/**Present:** Jamie Luchini, Highway Superintendent
 - Copy of the 2017 Northbridge Roads Program
 - E. Pine Grove Cemetery Signage/**Present:** Kenneth Warchol
 - Copy of Pine Grove Cemetery signs pricing breakdown
 - Copy of Pine Grove Cemetery sign samples

F. Recycling Center Proposal/No documentation

VII. TOWN MANAGER'S REPORT:

G. 1) Memorial Day Observation/No documentation

2) Fire Chief Ceremony/ No documentation

3) Family Continuity/Blackstone Valley Connector open house

-Copy of Blackstone Valley Connector Open House flyer

4) Americans with Disabilities Act grant approval/ No documentation

5) 2nd Annual Chamber of Commerce Business Breakfast

-Copy of Annual Chamber of Commerce Business Breakfast flyer

VIII. SELECTMEN'S CONCERNS/ No documentation

IX. ITEMS FOR FUTURE AGENDA/ No documentation

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION 6:15 PM: 1) Under M.G.L c.30A, Sec. 21 #3 - To discuss strategy with respect to contract negotiations [Police Dispatchers] -No documentation

2) Under M.G.L c.30A, Sec. 21 #3 - To discuss strategy with respect to contract negotiations [Health Insurance] -No documentation

3) Under M.G.L c.30A, Sec. 21 # 3 - To discuss strategy with respect to litigation [Conservation Commission] Present: David Pickart, Conservation Agent and Joy Anderson, Chairman - No documentation

**Special Board of Selectmen's Meeting
June 14, 2017**

A special meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 6:18 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Athanas, Melia, Marzec, and Ampagoomian. Selectman Nolan was absent and it is duly recorded. Town Manager Kozak did not attend this meeting.

Interviews for the Position of Town Manager:

Chairman Ampagoomian announced that tonight's special meeting was called specifically to interview the finalists for the position of Town Manager of Northbridge. The finalists are: Adam Gaudette, current Town Administrator for the Town of Spencer; James Duane, current Asst. Town Manager for the Town of Framingham; and Carter Terenzini current Interim Town Administrator for the Town of Templeton.

The candidates were interviewed in the order shown above. Each candidate introduced himself to the Selectmen and provided a detailed description of their education background, employment history, qualifications, and relative work experiences. After hearing these particulars, the Selectmen asked each candidate prepared questions and then each Selectman was given the opportunity to pose follow-up questions and/or random questions on a wide range of topics related to the work required of the position.

At the conclusion of the three interviews, the Board discussed whether they were ready to make a decision this evening with respect to selecting the next Town Manager of Northbridge. Selectman Marzec suggested the Board hold off on making a decision so they have time to properly vet all 3 individuals. Selectman Melia stated that he was ready to make a decision tonight, however, he noted that Selectman Nolan was absent and thus he understood Mr. Marzec's request. Selectman Athanas also mentioned he was ready to make a decision tonight and Chairman Ampagoomian concurred. There being no further discussion, a motion/Mr. Athanas, seconded/Mr. Melia to vote to make a decision tonight with respect to selecting the next Town Manager of Northbridge. Vote yes/ Messrs. Melia, Athanas, and Ampagoomian. Vote no/Mr. Marzec. Motion carries. Continuing, a motion/Mr. Melia, seconded/Mr. Athanas to offer Mr. Adam Gaudette the position of Town Manager of Northbridge contingent upon the successful negotiation of an employment contract, passing a criminal background check [CORI], and passing a pre-employment physical. Vote yes/Messrs. Melia, Athanas, Ampagoomian, and Marzec.

There being no further business before the Board, a motion/Mr. Ampagoomian, seconded/Mr. Melia to adjourn the meeting. Vote yes/Messrs. Ampagoomian, Melia, Athanas, and Marzec.

Meeting Adjourned: 9:34 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S SPECIAL MEETING - OPEN SESSION

June 14, 2017

Town Manager Finalists Interviews:

-Copy of Interview Questions to be asked by the Selectmen

1) 6:30 PM - Adam Gaudette

-Copy of cover letter and resume

2) 7:30 PM - James Duane

-Copy of cover letter and resume

3) 8:30 PM - Carter Terenzini

-Copy of cover letter and resume

BOARD OF SELECTMEN'S MEETING
June 19, 2017

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

The Pledge of Allegiance was recited by those present

Present: Representative Muradian/Budget update. Representative Muradian congratulated Northbridge on being number ten of the top one hundred places to buy a home in Massachusetts. He also congratulated the Town on the receipt of the climate vulnerability preparedness fund regional grant. Mr. Muradian advised the State House passed an act unanimously establishing the Massachusetts Pregnant Workers Fairness Act, which would clarify that employers must make reasonable accommodations during an employee's pregnancy and protect pregnant workers from retaliation for requesting such accommodation. It bars employers from discriminating against pregnant workers when hiring or promoting and prohibits employers from requiring workers to take a leave of absence because of their pregnancy. He noted there was a Constitutional Convention last week with discussion and votes on a couple different items, which will more than likely be on the 2018 ballot. One of the items is the proposal for a graduated state income tax on individuals with a million dollar or higher salary. He explained this was not something he was in favor of and did not vote for it as the language as currently drafted states it is subject to appropriation, which means the money that is currently there does not have to go above and beyond, leaving no net gain. Another item that was due to come out last week has been set back, which is an act to ensure the public health and safety of patient and consumer access to medical and adult use of marijuana in the Commonwealth. The House and Senate were looking at proposals and have given themselves a self-imposed deadline of June 30, 2018 to come up with legislation for governing factors for a new industry that the Commonwealth does not currently have. He said the reason being for the self-imposed deadline is because the Cannabis Control Commission will likely need a year to become operational and begin the licensing of dispensaries for retail sales. The House version of the Bill would no longer require the Town-wide vote to ban the sale of recreational marijuana within a community and would be left up to the municipal governing body instead. The tax bill is at 28% and untouched would be 12%. Continuing, Representative Muradian stated Local Aid funding came back short but he would still be advocating for all the earmarks the communities in his district requested. He mentioned he was able to meet and welcome the Grafton/Valley Tech Hockey team, who won the Division IIIA State Championship. He also mentioned that he heard wonderful announcements regarding Quinsigamond Community College. QCC had a ribbon cutting today to partner with Alternatives for a cyber café and signed a memorandum of understanding with the Blackstone Valley Chamber of Commerce to give product to the Chamber for a manufacturing program. Selectman Nolan asked if there was movement on the medical marijuana issue with towns allowing or not allowing the use of it. Representative Muradian stated he believes with the potential of turning it to the municipal governing body would be a big step, but it remains to be seen as to what comes out of the House version and the Senate version. Selectman Athanas asked what the tax revenue generated from the marijuana bill would be earmarked for. Mr. Muradian stated that there are a couple of different options to fund addition proposals, with a 5% local option. Selectman Melia opined that as the marijuana tax increases, people will seek out illegal drug dealers for a cheaper rate. Representative Muradian agreed and stated he stands beside him on that concern.

APPROVAL OF MINUTES/None

PUBLIC HEARING: 7:05 PM/HTK7 Whitinsville, LLC, 4 North Main Street, Whitinsville, MA/ Request to increase the underground storage tank capacity of gasoline and diesel from 1 – 20,000 gallon tank [gasoline] and 1 – 10,000 gallon tank [diesel] to 1–20,000 gallon tank [gasoline] and 1 compartmental tank with 8,000 gallons gasoline and 7,000 gallons of diesel on property located at

4 North Main Street, Whitinsville, MA 01588/Present: Carolyn Parker. Vice Chairman Melia read aloud the public hearing notice. A motion/Mr. Nolan, seconded/Mr. Marzec to open the public hearing. Vote yes/Messrs. Marzec, Nolan, and Melia. Selectman Athanas briefly stepped out of the meeting. Ms. Parker advised that the current underground storage tank license was originally applied for and approved in 2013, but nothing was ever done on the property. Ms. Parker explained the current owner of the land plans to tear down the building and open a new gas station/convenience store and therefore is looking to amend the original license to have more gasoline than diesel. There were no comments from those present. Chief White stated that he checked with the State Fire Marshalls Office and they had no problems with this request. Selectman Nolan verified that the previous tanks were already approved but the size of the tanks was being changed. Selectman Athanas returned to the meeting. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan. A motion/Mr. Nolan, seconded/Mr. Marzec to approve the application to increase the underground storage tank capacity as noted above. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

APPOINTMENTS/By the Board of Selectmen: 2017 Annual Reappointments/Vote to approve [listing enclosed in agenda packet]. A motion/Mr. Marzec, seconded/Mr. Athanas to approve the 2017 annual reappointments with the exception of those who requested not to be reappointed. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan. **By the Town Manager: 2017 Annual Reappointments/Vote to affirm [listing enclosed in agenda packet].** A motion/Mr. Nolan, seconded/Mr. Athanas to affirm the Town Manager's 2017 Annual Reappointments with the exception of those who requested not to be reappointed. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

CITIZENS' COMMENTS/INPUT/None

Alternatives/Request permission to hang a banner over Church Street from July 16, 2017 to July 30, 2017 to advertise the Free Summer Concert Series. A motion/Mr. Marzec, seconded/Mr. Athanas to approve Alternatives' request to hang a banner over Church Street from July 16, 2017 to July 30, 2017 to advertise the Free Summer Concert Series. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

Whitin Community Center/Request permission to hang a banner over Church Street from July 30, 2017 to August 6, 2017 to advertise the 4th Annual Cars in the Park event on Saturday, August 19, 2017 from 10 AM to 4 PM. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the Whitin Community Center's request to hang a banner over Church Street from July 30, 2017 to August 6, 2017 to advertise the 4th annual Cars in the Park event on Saturday, August 19, 2017. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

Blackstone Valley Regional Recycling Center Proposal/Present: William Walsh. Town Manager Kozak noted that Mr. Walsh has been running the Blackstone Valley Regional Recycling Center [behind the Fire Station Headquarters] for 9 years now using the funds from returned recyclables to pay for the operation of the facility, however, the return on recyclables is not as profitable as it used to be and that is the reason for the new proposal. Mr. Walsh then reported about 200-400 people are served on Saturday's but the plastics recycling market is flat and has caused the center to lose money the last two years. Selectman Athanas asked if there was a certain volume where the price fluctuates. Mr. Walsh replied it is market driven and explained that right now there is no market. He added that some years ago, he spoke with Mr. Berkowitz of Berkowitz Trucking about a joint partnership but it was not able to be done. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Marzec to approve the Blackstone Valley Regional Recycling Center Proposal for one year for no more than \$7,500. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

Pine Grove Cemetery Signage/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini explained he met with the teacher from Blackstone Valley Technical High School whose class would be completing the signs for the cemetery in the fall. Mr. Luchini showed the Board an aluminum sign [template], which was cut to size. He stated he received suggestions from the Friends of Pine Grove

Cemetery, who had valid points but unfortunately also plays into the cost. Mr. Luchini explained he would do what the Board wishes, and believes there is some room to work with. With respect to the posts, Mr. Luchini suggested straight steel as opposed to the fluted steel. Selectman Marzec asked where the \$12,110 funding would be coming from. Town Manager Kozak answered that it could come from the Pine Grove Cemetery budget. Mr. Nolan asked if replacements would be something easy to come by if the signs were damaged or stolen. Mr. Luchini replied since he has the design pattern it would be easy to have printed. Selectman Melia suggested since there is no rush, the Board would not be taking a vote and will instead wait for samples of the different fonts and decorative options.

DPW Facility Project/ Vote to Sign Temporary Notes. Neil Vaidya, Town Accountant, explained that the Town will be borrowing \$200,000 for the DPW project, which will cover our cost through June 30, 2017, however, he noted going forward there will be more costs. Julie Harris, Treasurer/Collector, explained that bids for the sale of bond notes were held and Unibank was selected with a 1-year term and a 1.25% interest rate. A motion/Mr. Athanas, seconded/Mr. Marzec to award the sale of the \$200,000 dollar bond anticipation notes dated June 30, 2017, to Unibank at a rate of 1.25% and payable by June 29, 2018. Vote yes/Messrs. Athanas, Marzec, Melia, and Nolan.

World War I Memorial Update/Present: Dan Beneway, Chairman, Trustees of Soldiers Memorials. Mr. Beneway advised that the demolition and the power washing of the memorial has been completed. He explained the forms are built and they are just doing the finishing touches prior to pouring, which will happen tomorrow and after that they will begin to re-build the monument with a completion date of August 1, 2017. Selectman Marzec asked if there have been any change orders. Mr. Beneway stated that there has not been anything yet. Thomas Farley, of the Trustees of Soldiers Memorials, mentioned that the flags on the Joseph Fitzgerald Bridge are constantly in need of being replaced and asked that if anyone witnesses someone breaking the flags to report it.

DPW Facility Update/Present: Anthony DiLuzio, Owners Project Manager; Michael Beaudoin, Chairman, Building, Planning and Construction Committee; Steve Nye, Member, Building Planning Construction Committee. Mr. Beaudoin explained that they are about to sign a contract and Mr. DiLuzio was present with the details. Mr. DiLuzio advised that the razed buildings were tested for hazardous materials, which were abated, and the M.G.L Chapter 149 design process is now complete. He further reported that there are a number of small repair projects being completed on the existing DPW building to help add longevity to it. Mr. DiLuzio stated that the bid was awarded to J.J. Cardosi, which will begin the 6-month or 180-day clock for the construction period. That would give an approximate completion date of December 16, 2018 for full use and occupancy of the building. Continuing, he noted so far after all costs that they have about \$117,000 available for any unknowns that may occur. He stated that a kick-off meeting is scheduled for this Thursday, June, 22, 2017, with the contractor. Selectman Nolan stated he had been approached by a member of the Disability Commission who had concerns that the work on the brick building would trigger a need to bring the building up to full code. Mr. Beaudoin mentioned that they removed one of the bays to keep within the budget and still have enough to fall back on.

Yard Sale Signage. Town Manager Kozak stated there is a Town bylaw concerning yard sale signage, which he mentioned to the Police Chief, who was not aware of the regulation. Selectman Athanas asked if there is a permitting process to have a yard sale. Town Manager Kozak replied no.

National Park Service partnership. Town Manager Kozak said the National Park Service was unable to have someone attend tonight's meeting so this item will be rescheduled for a future meeting.

TOWN MANAGER'S REPORT/1) New utility pole agreement between National Grid and Verizon
- Town Manager Kozak stated that the Town was notified by National Grid that a new agreement has been worked out between National Grid and Verizon regarding the custody and care of utility poles. National Grid will be solely responsible for setting all jointly-owned poles including replacements, relocations, new

installations, emergencies and after-hours work. Verizon will be solely responsible for the removal of all jointly-owned poles. And both parties will be responsible for the installation and removal of any solely owned pole plant. **2) MassHousing/Cotton Mill Apartments' loan** - Town Manager Kozak explained the Town received notification from Mass Housing regarding an approved loan in the amount of \$7,380,000 for the rehab of the Cotton Mill Apartments. **3) Whitinsville Water Company/Water Rate Filing** - Town Manager Kozak stated the Town was notified that the Whitinsville Water Company will be delaying the submission for a rate change to the Department of Public Utilities until July. He also advised that Mr. Swigor will come before the Board in July to discuss the proposal. **4) Blackstone Valley Chamber of Commerce Annual Business Breakfast** - Town Manager Kozak attended the 2nd Annual Business Breakfast in the newly refurbished Great Hall. He stated the breakfast was well-attended and discussion included updates from the Chamber of Commerce on the various activities for businesses in Northbridge. Mr. Kozak said a number of the state agencies were present to speak at the breakfast about their respective programs available for local businesses seeking help. **5) Central Mass. Regional Planning Commission Monthly Meeting** - Town Manager Kozak attended the CMRPC/MORE Managers meeting to discuss and review the mission for the organization as well as the review of various programs offered by the staff at CMRPC. **6) International City Management Association Program Award** - Town Manager Kozak stated the Southeastern Regional Planning & Economic Development District Electric Aggregation Group received the Community Partnership Award from the ICMA for their innovation, excellence, and success in multi-participant involvement between government agencies, businesses, individuals, and nonprofit agencies to improve the quality of life for residents and providing more efficient and effective services. **7) Announcement:** Town Manger Kozak announced the annual Fireworks display will be held Friday, June 30, 2017 with a rain date of July 7, 2017. The gates will open at 6:00 p.m. and the display will start at approximately 9:15 p.m.

SELECTMEN'S CONCERNS/Selectman Marzec asked if the Board could have an update on the Pine Grove Cemetery Budget. Town Manager Kozak stated he would get the information for the next meeting. **Selectman Athanas** mentioned the Great Hall looks amazing and asked how we can get the word out that it is available for use. He also said at some point it will need air conditioning. Town Manager Kozak stated we can add the Great Hall information to the Town's website. He also noted that central air would be the best option and we can look into what can be done. **Selectman Melia/1)** stated the Board received a letter regarding compliance checks conducted by the ABCC and in one establishment, an employee sold alcohol to a minor. He said the ABCC will conduct a hearing and asked that the information be passed on to the Police Chief. **2)** asked if the Safety Committee could address the traffic congestion on Linwood Avenue and the sign replacement program. **3)** was asked about the lights at the Rockdale Little League field that have not been replaced and asked if it could be looked into.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:18 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

June 19, 2017

Present: Representative Muradian/Budget update/No documentation

I. APPROVAL OF MINUTES/None

II. PUBLIC HEARING: A. 7:05 PM: HTK7 Whitinsville, LLC, 4 North Main Street, Whitinsville, MA /Request to increase underground Storage tank capacity/Present: Carolyn Parker

- Copy of public hearing notice
- Copy of application for license
- Copy of plans
- Copy of property record card
- Copy of Abutters List Request memo
- Copy of Abutters list

III. APPOINTMENTS: B. 1) By the Board of Selectmen: 2017 Annual Reappointments/Vote to approve [listing enclosed in agenda packet] 2) By the Town Manager: 2017 Annual Reappointments/Vote to affirm [listing enclosed in agenda packet]

- Copy of 2017 Annual Reappointments list
- Copy of attendance record request
- Copy of memorandum regarding attendance records for the Board of Assessors
- Copy of memorandum regarding attendance records for the Board of Health
- Copy of memorandum regarding attendance records for the Conservation Commission
- Copy of memorandum regarding attendance records for the Council on aging
- Copy of memorandum regarding attendance records for the Historical Commission

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

C. Alternatives/Request permission to hang a banner over Church Street from July 16, 2017 to July 30, 2017 to advertise the Free Summer Concert Series

- Copy of email requesting to hang a banner over Church Street from July 16, 2017 to July 30, 2017 to advertise the Free Summer Concert Series

D. Whittin Community Center/Request permission to hang a banner over Church Street from July 30, 2017 to August 6, 2017 to advertise the 4th Annual Cars in the Park event on Saturday, August 19, 2017 from 10 AM to 4 PM

- Copy of email requesting to hang a banner over Church Street from July 30, 2017 to August 6, 2017 to advertise the 4th Annual Cars in the Park event on Saturday, August 19, 2017 from 10 AM to 4 PM

E. Blackstone Valley Recycling Center Proposal/Present: William Walsh/No documentation

F. Pine Grove Cemetery Signage/Present: Jamie Luchini, Highway Superintendent

- Copy of memorandum regarding Pine Grove Cemetery signage estimates
- Copy of pole examples
- Copy of base examples

- Copy of sign post toppers examples
- Copy of street sign frame examples
- Copy of price list for examples

G. DPW Facility project/ Vote to Sign Temporary Notes/No documentation

VI. DISCUSSIONS

H. World War I Memorial Update/Present: Dan Beneway, Chairman, Trustees of Soldiers Memorials

- Copy of report of current completed work

I. DPW Facility Update/Present: Anthony DiLuzio, Owners Project Manager; Michael Beaudoin, Chairman, Building Planning and Construction Committee; Steve Nye, Member, Building Planning Construction Committee

- Copy of DPW Facility report update

J. Yard Sale Signage

- Copy of Northbridge Code Section 9-900

K. National Park Service partnership/No documentation

VII. TOWN MANAGER'S REPORT

L. 1) New utility pole agreement between National Grid and Verizon

- Copy of email from National Grid regarding the Change in Utility Pole Custodial Responsibilities

2) MassHousing/Cotton Mill Apartments' loan

- Copy of letter from MassHousing acknowledging the approval of a loan

3) Whitinsville Water Company/Water Rate Filing

- Copy of email from Mr. Swigor regarding the water rate filing

4) Blackstone Valley Chamber of Commerce Annual Business Breakfast/No documentation

5) Central Mass Planning Commission Monthly Meeting/No documentation

6) International City Management Association Program Award

- Copy of email notification of the community Partnership Award to the SRPEDD Electric Aggregation Group

7) Announcement

- Copy of Firework display details

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/No documentation

X. CORRESPONDENCE/No documentation

XI. EXECUTIVE SESSION/No documentation

**BOARD OF SELECTMEN
SPECIAL MEETING
June 26, 2017**

A Special Meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 6:30 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, Marzec, and Nolan. **Also Present:** Theodore D. Kozak, and Adam Gaudette

The Pledge of Allegiance was recited by those present

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

FY17 End-of-year transfers. Town Accountant Neil Vaidya was present to discuss the FY17 end-of-year transfers. Mr. Vaidya noted that in years past there was a 3% cap and strict limitations on transfers, but with the recent passing of the Municipal Modernization Law, this allows end-of-fiscal-year transfers from health insurance, debt service or other unclassified/non-departmental line item appropriations and eliminates a cap of 3% on the amount that may be transferred from any department. He advised the first transfer is for a professional development class taken by the Principal Assessor. The second transfer is for the Police Department to cover the cost to make upgrades to comply with the regulations for the prisoner cells bathroom area. Mr. Vaidya stated the third and fourth transfers are for the Department of Public Works facility and medical benefits to help cover any shortfalls. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the above-mentioned FY 17 end-of-year transfers. Vote yes/Unanimous.

TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

Chairman Ampagoomian announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the negotiating position of the body.

A motion/Mr. Melia, seconded/Mr. Marzec to go into Executive Session under **M.G.L Chapter 30A, S21 #2** - To discuss strategy with respect to contract negotiations [Town Manager's Contract] – and to reconvene in Open Session. Roll Call Vote: Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Nolan/Yes, and Mr. Marzec/Yes.

Open Session Adjourned: 6:38 PM

Executive Session Convened: 6:39 PM

Executive Session Adjourned: 7:15 PM

Open Session Reconvened: 7:16 PM

APPOINTMENTS/By the Board of Selectmen:

Theodore D. Kozak, Interim Town Manager. A motion/Mr. Athanas, seconded/Mr. Melia to appoint Theodore D. Kozak as Interim Town Manager, effective July 1, 2017 through September 8, 2017 at the rate of \$75 per hour for 2-3 days per week. Vote yes/Unanimous.

Town Manager's Contract: A motion/Mr. Melia, seconded/Mr. Athanas to approve the new Town Manager's contract with the changes as discussed and agreed to with Mr. Gaudette: 4 weeks of vacation; 90 sick days to start with a maximum accumulation of 150 days; sick leave buyback of 50% of accumulated sick leave up to a max of 45 days; Deferred Compensation in the amount of FY18-\$3,000, FY19-\$3,500, and FY20-\$4,000; work schedule starting at 8:30AM to the close of business. Vote yes/Unanimous.

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

Meeting Adjourned: 7:20 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S SPECIAL MEETING - OPEN SESSION

June 26, 2017

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS/By the Board of Selectmen:
(Per Open Session that re-convened at 7:16PM)
Theodore D. Kozak, Interim Town Manager
-Copy of Interim Town Manager's proposed contract**
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS
End of year transfers
-Copy of FY17 end-of-year transfers**
- VI. DISCUSSIONS/None**
- VII. TOWN MANAGER'S REPORT/None**
- VIII. SELECTMEN'S CONCERNS/None**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION: 6:35 PM
Under M.G.L Chapter 30A, S21 #2 - To discuss strategy with respect to contract negotiations
[new Town Manager's Contract]**

BOARD OF SELECTMEN'S MEETING
July 17, 2017

A meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Melia, Marzec, and Nolan. Selectman Athanas arrived at 7:05 PM and it is duly noted. **Also Present:** Theodore D. Kozak.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: 1) **April 24, 2017.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the April 24, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 2) **May 8, 2017.** A motion/Mr. Nolan, seconded/Mr. Marzec to approve the May 8, 2017 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Marzec, Melia, and Nolan. 3) **June 14, 2017.** A motion/Mr. Melia, seconded/Mr. Marzec to approve the June 14, 2017 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Marzec, and Melia. Abstain: Mr. Nolan.

PUBLIC HEARING/None

APPOINTMENTS: By the Town Manager [Vote to affirm]: Mary Schroth, Jr. Library Assistant /Present: Ms. Marcia Nichols, Children's Librarian. Ms. Nichols stated that Ms. Schroth will be the new Library Assistant, which is a part-time position. Ms. Schroth then introduced herself to the Board and mentioned she is entering her senior year at Worcester State University, studying English, and plans to get her Master's Degree in Library Science. Ms. Schroth expressed her hope to gain valuable Library experience for her future career and she looks forward to working at the Whitinsville Social Library. A motion/Mr. Marzec, seconded/Mr. Melia to affirm the Town Manager's appointment of Mary Schroth as Jr. Library Assistant. Vote yes/Ampagoomian, Marzec, Melia, and Nolan.

CITIZENS' COMMENTS/INPUT: Local Business Spotlight: Mill House Wine & Spirits, Inc., 670 Linwood Avenue, Whitinsville. Present: Ms. Darlene Thebearge and Ms. Ebbeling. Ms. Thebearge and Ms. Ebbeling were present to speak about Mill House Wine & Spirits located at the Historic Linwood Mill on Linwood Avenue. Ms. Thebearge mentioned that the store has a great selection of chilled wines and products from local wineries such as Hardwick, Nashoba, and Newport and beer products from breweries like Sam Adams, Harpoon, Wormtown, and White Lion. She said they also offer some great organic wines such as ERA, Frey, Our Daily, Ziobaffa, and Pizzolato. As for organic beers, they offer Samuel Smith and Peak brands. The store also carries gluten free beer, cider and vodka. Ms. Ebbeling explained that the Mill House truly appreciates their customers and they are always willing to help whether it is with the customer's selections or bringing customer purchases to their car. She also said they help fulfill customer's requests, which helps contribute to the large product selection. Continuing, Ms. Ebbeling stated that they have developed relationships with customers, knowing them by name, and having their product ready for customers upon arrival. Ms. Ebbeling noted that the store has an early bird special from 9 AM to 3 PM Monday through Wednesday for 20% off of their selection of 750ml wines that are not featured on sale. Mill House Wine and Spirits also offers a redemption service. For more information go to www.millhousewineandspirits.com and/or follow them on Facebook. The store hours are Monday through Wednesday 9 AM to 8 PM, Thursday through Saturday 9 AM to 9 PM, and Sunday 10 AM to 6 PM.

Selectman Athanas entered the meeting at 7:05PM.

School Building Committee Educational Visioning Session. Andrew Chagnon, member of the School Building Committee, was present to discuss this matter. He explained the committee has been successful in hiring an Owner's Project Manager for the project as well as an architect. Mr. Chagnon stated the first thing they are looking to accomplish is to lay out the educational vision of what the Town wants Balmer School to be in the future. He explained there are several visioning sessions scheduled to be held on July

31, 2017; August 1, 2017 and August 29, 2017. The visioning sessions will be held at the High school for 4 hours and the hope is to have 30-40 people in attendance for all three sessions. Mr. Chagnon announced there are 3 community forum's that are scheduled for August 1, 2017 at Balmer School, August 28, 2017 at Northbridge Elementary School, and September 18, 2017 at Balmer School from 6 PM - 8 PM.

Fall Annual Town Meeting [October 24, 2017]/Vote to close the warrant on Friday, August 25, 2017 at 12:00 Noon. A motion/Mr. Melia, seconded/Mr. Marzec to close the warrant for the Fall Annual Town Meeting on Friday, August 28, 2017 at 12:00 Noon. Vote yes/Unanimous.

St. Patrick's Church/Request permission to hang a banner over Church Street from September 3, 2017 to September 17, 2017 to advertise their Annual Fall Festival to be held on Saturday, Sept. 16, 2017. A motion/Mr. Melia, seconded/Mr. Marzec to grant permission to St. Patrick's Church to hang a banner over Church Street from Sunday, September 3, 2017 to Sunday, September 17, 2017 to advertise their Annual Fall Festival to be held on Saturday September 16, 2017. Vote yes/Unanimous.

Safety Committee Minutes [May 17, 2017] / Vote to accept recommendations. Chairman Ampagoomian asked if the Board could revisit having the Town take over payments of the streetlight on Benson Road. Mr. Luchini, Safety Committee Alternate, replied yes. Chairman Ampagoomian asked who is responsible for replacing the recommended traffic mirrors on Main Street if they are ruined or vandalized. Mr. Luchini replied the DPW has been replacing the traffic mirrors that are installed on Douglas Road, however, any mirrors on private property are the owner's responsibility. A motion/Mr. Marzec, seconded/Mr. Nolan to accept the recommendations of the Safety Committee as outlined in the minutes of May 17, 2017. Vote yes/Unanimous.

National Park Service Agreement/Present: Jennifer Smith, Management Assistant. Town Manager Kozak informed the Board that Park Superintendent Meghan Kish, could not be here this evening so Jennifer Smith was present in Ms. Kish's place. Ms. Smith began by providing a brief overview of the Blackstone Valley National Historical Park that was designated a National Park on December 19, 2016, which Whitinsville is part of. Ms. Smith explained the boundaries of the park need to be created in order to preserve and help manage the Park. She stated two things need to be in place in order to include the properties in the boundaries of a Historic Park. One of which is a local Historic District and the second is a general agreement. Ms. Smith advised the Board that the purpose of her visit tonight was to work with the Town of Northbridge to get a general agreement in place. Once the agreement is completed, it goes to the Federal Government, which takes some time. Selectman Melia asked about the language on page 3, Section B. 3. where it states: "the Town will work to ensure, provide, and maintain adequate parking for Park visitors, employees and volunteers on city-owned parking facilities or public rights-of-way" and asked if that is something that would have to be built or would what we have now be shared. Ms. Smith responded it would be shared. She also acknowledged that the agreement that is in front of them is a "draft" and can be negotiated. Selectman Athanas stated he has concerns about adding new historic districts to the Town and asked that if the agreement was not enacted, how would it affect anything, and what is in it for the Town. Ms. Smith explained once the boundary is established, there are resources that will be available to those within the boundary. She further noted that those Towns who do become Historic Parks have identifying signage, include summer programs, and they are part of the brochure. Town Manager Kozak clarified it would be up to the Town to determine if we want to move forward with the district and what it would be, but the agreement does not force the town to be a district, it is just to get the ball rolling for the option of being part of the district. Selectman Ampagoomian asked if the Local Historic District Committee has seen the National Park Service Agreement. Town Manager Kozak stated he is not aware if they have seen the document but knows they have been working on the district and explained this is more administrative. A motion/Mr. Nolan seconded/Mr. Marzec to move agenda Item G. from discussions to decisions. Vote yes/Unanimous. A motion/Mr. Nolan, seconded/Mr. Marzec to approve the general agreement between the U.S. Department of the Interior, National Park Service, the Blackstone River Valley National Historic Park and the Town of Northbridge subject to Town Counsel's review. Chairman

Ampagoomian asked if the agreement had been reviewed by Town Counsel. Town Manager Kozak responded he did send them a copy and will ask them to review it. Selectman Nolan amended his vote to add: subject to Town Counsel's review. Vote yes/Unanimous.

Water Rate Filing Proposal/Present: Randy Swigor, General Manager, Whitinsville Water Company and Dave M. Fox, Raftelis Financial Consultants. Mr. Swigor introduced Mr. Fox who is the Whitinsville Water Company's water rate consultant. Mr. Swigor then read the rate filing aloud. Mr. Fox noted that on paper the rate increase seems high but the rates haven't increased since 2010, so it calculates to a 2.8% annual increase. He indicated that a typical customer uses about 800 cubic feet of water per month, which would equate to an increase of \$9.24 on the customer's bill. Selectman Melia asked why the billing would change to monthly as opposed to every three months. Mr. Swigor responded, while it is a slight increase in cost it helps the customers out financially. Chairman Ampagoomian asked how the level of the reservoirs have been. Mr. Swigor stated the reservoirs are at 100% capacity right now, which is unusual for this time of year. He also explained that the water company is required by law to have water restrictions in place for non-essential outdoor watering from Memorial Day to Labor Day, between the hours of 9 AM and 5 PM. Chairman Ampagoomian asked if there have been any complaints about rusty water since the Carr Street water tank was installed. Mr. Swigor replied they have not received any complaints. Selectman Athanas asked if Mr. Swigor did any comparisons of water rates from surrounding communities. He replied he has not done any local comparisons but the consulting firm, Tighe and Bond, does a state-wide survey every year and Northbridge is typically in the middle of the range. Selectman Nolan expressed concern with comments he has received from constituents and the fact that the water meters were just changed out and customers were expected to see a decrease in cost but now the rate is going up. In response, Mr. Swigor explained Whitinsville Water Company is keeping the fixed fee the same and the costs have been shifted towards the volumetric charge. Mr. Swigor went on to explain that the lower level users are going to see less of an increase. In closing, Mr. Swigor pointed out that State water regulators would like to see this trend where higher end-users pay more due to the fact that it promotes conservation.

Chairman Ampagoomian announced Jennifer Woodward's resignation as the Library Director and asked the Board for a motion to accept her resignation. A motion/Mr. Marzec, seconded/Mr. Melia to accept the resignation of Jennifer Woodward as the Library Director and send a letter of thank you for her service. Vote yes/Unanimous.

Shining Rock Drive - Trailhead Parking Area / Vandalism, trespassing and disturbance issues at the trailhead parking area located across from Mr. Marino's residence. Present: Ken Marino, Homeowner; Jamie Luchini, Highway Superintendent; Police Department Rep. Mr. Marino began by explaining there is a parking lot on Shinning Rock Drive that allows access to hiking trails, however, he said the parking area has become more of a partying area for young adults. He noted that neighbors have found needles, burned spoons, beer cans and other litter in that area and activity has also escalated into vandalism. Mr. Marino stated they have put together a petition with sixty-three names of residents who would like to see the lot closed down. He also added he was under the understanding that the golf course owns the trailhead parking area and that they have sought to close it down, however, he was told there was a stipulation in their ownership agreement that required them to keep it open. Mr. Marino explained the signed petition is asking the Town to relieve the Golf Club of their obligation to keep it open so they can close it down. Mr. Marino stated that the Town owns the lot now. Mr. Bechtholdt, Town Planner, concurred and stated that the parking area is under the Town's jurisdiction. Mr. Bechtholdt stated the lot was a requirement of the Shining Rock Golf Community to provide access to Shining Rock, which is Town-owned conservation land and prior to the creation of the parking lot, the access was solely on School Street. Mr. Bechtholdt explained the intent of the lot was to not only provide access to Shining Rock but also parking since there was none on School Street. Mr. Luchini mentioned the DPW had been taking care of the lot since 2014, but when it came to his attention that the lot belonged to Shining Rock, LLC, upkeep by the DPW ceased. He also said that since September of 2016, the issues have required more of the Police Dept.'s jurisdiction. Mr. Luchini stated that two weeks ago the issues with the lot were brought up again

and Town Manager Kozak informed him that the trailhead parking area was Town-owned and the DPW began tending to the lot by removing graffiti, doing some minor landscaping, and general upkeep. Selectman Marzec asked if blocking the parking area off would help as a permanent solution to a hangout area for the young adults. Mr. Marino responded that he believes it would be a good solution along with the installation of no trespassing signage, which would give the Police Dept. a reason to stop those who go there. Selectman Melia stated he agrees we should at least temporarily block off the parking lot but advised that we make sure what the Town does is legal. He also suggested leaving a space to allow entry if needed. Selectman Athanas mentioned to put no parking signs with a time restriction along the street to give the authority for Police to ticket anyone that parks in the road. The Town Manager advised that since the lot is Town-owned property that was set aside for access to the conservation area, he suggested **not** to put up no trespassing signs, but instead to place an aesthetic barrier with a walkway entrance. Selectman Melia suggested guardrails. Mr. Luchini advised he wasn't sure how long it would take as you need to hire a company to custom make it to fit. He explained he can have jersey barriers put up tomorrow to begin with, if that is amenable. Chairman Ampagoomian stated he would be fine with using jersey barriers as a temporary blockade. Selectman Nolan expressed that he believes if parking is available it should be limited to two spaces so as to eliminate big groups and to also put time limits for parking. A motion/Mr. Melia, seconded/Mr. Marzec to move this agenda item from discussions to decisions. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mr. Marzec to direct the Department of Public Works to place temporary jersey barriers at this location until they can be replaced with a more aesthetic barrier and further to request the Safety Committee to investigate the need for signage stating no parking after 5 pm. Vote yes/Unanimous.

Great Hall / Policy regarding usage. Chairman Ampagoomian stated he had requested this item be on the agenda. Chairman Ampagoomian stated he would like to see this used for anyone seeking to use the Great Hall and at some point consider getting chairs and tables to accommodate the room. Chairman Ampagoomian asked the Board for additions they wish to add to the current policy. Town Manager Kozak explained that we currently do not charge for the Hall but we distribute policy to those looking to utilize it and they lock up the building. Town Manager Kozak mentioned that it is for non-profit use. A motion/Mr. Nolan, seconded/Mr. Marzec to move Great Hall/Policy regarding usage from discussions to decisions to make an amendment. Vote yes/Unanimous. A motion/Mr. Marzec, seconded/Mr. Athanas to amend the current policy to state the use of the Great Hall is for governmental bodies and non-profit groups only. Vote yes/Unanimous.

Fire Station Project(s)/Present: Michael Beaudoin, Chairman, Building, Planning, and Construction Committee [BPCC]. Mr. Beaudoin stated that Fire Chief White attended the previous BPCC meeting to express his wants and needs of a new fire station. He said the first step is to review the last study from 2001, and eliminate the options that are no longer available. Mr. Beaudoin further advised that after the BPCC has reviewed and discussed the study, they will then come back to the Board of Selectmen with an update and seek comments and suggestions. Selectman Melia stated he would like to hear from Chief White on his recommendations on location and the cost. Selectman Marzec asked if the town had a master plan or capital plan in place right now. Town Manager Kozak replied yes and the fire station has been on it every year since he has been here. Selectman Marzec recommended presenting the Town with options for a new fire station along with the potential of a new school or upgrades. Selectman Nolan stated he would like to put an article on the Fall Town meeting warrant to initiate the first step. Mr. Kozak stated he believes the Town has funds allocated for a preliminary study for a fire facility. Selectman Athanas asked if the study could be sent to the Selectmen. Town Manager Kozak stated he could do that. Chairman Ampagoomian stressed that a Fire Station could not be put off any longer and that the Town needs to start investing in its infrastructure.

TOWN MANAGER'S REPORT/1) Pine Grove Cemetery Online Interactive Map - Town Manager stated that the Pine Grove Cemetery information is now available online and is accessible through the Town's homepage. Information such as gravesites and family plot availability is available for viewing. 2)

Riverdale Mill Fire Update - Town Manager Kozak announced that the Riverdale Mill experienced a fire early Tuesday morning and noted that the damage was contained to the general vicinity of the office area thanks to the quick response of the Northbridge Firefighters, as well as surrounding community's Firefighters. **3) SERVE Program Community Service** - Town Manager Kozak explained that the Pleasant Street Christian Reformed Church hosted a public service program last week with approximately 60 teenagers from across the United States and Canada. The volunteer teenagers performed Community Service projects throughout the Town in the following departments: Police Department, Senior Center, Department of Public Works and the Fire Department. **4) School Building Committee Educational Visioning Session** - Town Manager Kozak stated the Northbridge Community is invited to join the Educational Visioning Group to assist with the School Building Project Work. This is a three-day commitment, beginning on July 31, 2017 (8:30-12:30), August 1, 2017(8:30-12:30), and August 9, 2017 (8:30-3:30). The meetings will be held at Northbridge High School in the Media Center. For more information contact Kristen Ferrante at kferrante@nps.org. **5)** Town Manager Kozak thanked the Board of Selectmen and staff members for hosting his retirement party, which was held upstairs in the Great Hall.

SELECTMEN'S CONCERNS : **Selectman Marzec/1)** urged members of the Board of Selectmen to take part in the visioning sessions. **2)** asked if there was an update on the signage at the cemetery. Highway Superintendent Jamie Luchini announced that it is still in the works and will be addressed at the September meeting when the Blackstone Valley Tech students are back at school and able to get the project rolling. **Selectman Athanas/1)** commented that the great hall looks fabulous and the Town should look into a grant for an air conditioning system to make the room more user friendly during the summer months. **2)** asked about a banner to hang at the water stop for the Pan Mass Challenge. **Chairman Ampagoomian/1)** asked if the Blackstone Valley Chamber of Commerce and Quinsigamond Community College will have a location within the Linwood Mill. Town Manager Kozak responded that he heard that was being considered by Quinsigamond Community College, but he did not have all the details. Chairman Ampagoomian asked if Jeannie Hebert of the Blackstone Valley Chamber of Commerce could be contacted to attend the next Selectmen's meeting along with a Quinsigamond Community College representative. **2)** asked if there was an update from Conservation Commission on the land clearing project. Town Manger Kozak stated he has not received an update. Selectman Athanas asked if Mr. Kozak could find out if the fines have been initiated. **3)** asked the DPW to look into Swift Road and Hickory Lane where the roads are crumbling. **4)** informed the Board of Selectmen that the contract has been finalized and signed for the new Town Manager, Adam Gaudette, and his start date will be August 28, 2017.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:57 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

July 17, 2017

- I. APPROVAL OF MINUTES**
 - A. 1) April 24, 2017**
 - Copy of April 24, 2017 minutes
 - 2) May 8, 2017**
 - Copy of May 8, 2017 minutes
 - 3) June 14, 2017**
 - Copy of June 14, 2017 minutes
- II. PUBLIC HEARING**
- III. APPOINTMENTS: B. By the Town Manager/Vote to affirm: Mary Schroth, Jr. Library Assistant / Present: Marcia Nichols, Children's Librarian**
 - Copy of Mary Schroth's Resume
- IV. CITIZENS' COMMENTS/INPUT**
 - C. Local Business Spotlight: Mill House Wine & Spirits, Inc.**
 - No documentation
- V. DECISIONS**
 - D. Fall Annual Town Meeting [October 24, 2017]/Vote to close the warrant on Friday, August 25, 2017 at 12:00 Noon/No documentation**
 - E. St. Patrick's Church/Request permission to hang a banner over Church Street from September 3, 2017 to September 17, 2017 to advertise their Annual Fall Festival on Saturday, Sept. 16, 2017**
 - Letter requesting to hang a banner over Church Street
 - F. Safety Committee Minutes [May 17, 2017] / Vote to accept recommendations**
 - Copy of May 17, 2017 Safety Committee Meeting minutes
- VI. DISCUSSIONS**
 - G. National Park Service Agreement/Present: Meghan Kish**
 - Copy of draft National Park Service Agreement
 - H. Water Rate Filing Proposal/Present: Randy Swigor, Whitinsville Water Company/No documentation**
 - I. Shining Rock Drive / Trailhead Parking Area [Present: Ken Marino, Homeowner; Jamie Luchini, Highway Superintendent; Police Department] / Vandalism, trespassing and disturbance issues at the trailhead parking area located across from Mr. Marino's residence**
 - No documentation

J. Great Hall / Policy regarding usage

-Copy of Great Hall Policy

JJ. Fire Station Project(s)/Present: Michael Beaudoin, Chairman, Building Planning and Construction Committee/No documentation

VII. TOWN MANAGER'S REPORT

K. 1) Pine Grove Cemetery Online Interactive Map/No documentation

2) Riverdale Mill Fire Update/No documentation

3) SERVE Program Community Service/No documentation

4) School Building Committee Educational Visioning Session

-Copy of Educational Visioning Group flyer

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

**BOARD OF SELECTMEN
SPECIAL MEETING
July 24, 2017**

A Special Meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 6:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Melia, Marzec, and Nolan. Selectman Athanas was absent and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager and Walter Warchol, Police Chief and Jamie Luchini, Highway Superintendent.

Chairman Ampagoomian announced the Pledge of Allegiance would not be recited and that the Board would get right to the first agenda item.

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

RESIGNATIONS/APPOINTMENTS/None

CITIZENS' COMMENTS/INPUT/None

Armenian Apostolic Church / Application for a One-day Wines and Malt License for the Annual Picnic to be held Sunday August 20, 2017, from 12 PM to 5:30 PM. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the one-day Wines and Malt License for the Annual Picnic to be held Sunday August 20, 2017, from 12 PM to 5:30 PM subject to the payment of all monies owed to the Town. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

St. Camillus Health Center / Application for a one-day Wines and Malt License for the 12th Annual Evening at the Mansion Wine Tasting to be held Friday, September 22, 2017, from 6 PM to 10 PM. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the one-day Wines and Malt License for the 12th Annual Evening at the Mansion Wine Tasting to be held Friday, September 22, 2017, from 6 PM to 10 PM subject to the payment of all monies owed to the Town. Vote yes/Messrs. Ampagoomian, Melia, Marzec, and Nolan.

Shining Rock Drive / Trailhead Parking Area / Parking restriction and signage. Mr. Ken Marino of Shining Rock Drive stated that the barriers in front of the trailhead parking area have made a big difference in the traffic of that area. He stressed his opinion (from a prior meeting) that he would still like to see signage to prevent parking on the street. Mr. Marzec reported that he spoke with a constituent who mentioned the concern with the area to be aesthetically pleasing and making a larger area to pass through to make it ADA compliant. Mr. Luchini, Highway Superintendent, stated that the space is larger than the ADA requires, but it needed to be done in order to not allow a large enough gap for cars to pass through on the other end. He also said that the normal jersey barriers were not readily available and he had a hard time finding them, which resulted in the current barricade. Mr. Marzec stated he would like to have a long-term solution and believes there can be a long-term solution to eliminate young adults from congregating in the area. Mr. Marino explained that people who signed the petition suggested other options but advised he hoped to see the area contained first. Selectman Melia reiterated that when he made the motion to block the area off it was for a temporary amount of time with hopes of reopening the area. Police Chief Warchol indicated that officers who have caught individuals in that area had been drinking alcohol or using marijuana but nothing more and the abusers were teens from surrounding towns. Chief Warchol then recommended no trespassing signs be installed with the listed hours of 9 PM - 6 AM, which can always be re-voted at a later date, if needed. Selectman Melia asked what would happen if there were an emergency—now that the area is blocked off. Chief Warchol explained that they have a golf cart that can be used and the Fire Department is currently looking into a Utility Task Vehicle [UTV]. Based on the recommendation of Chief Warchol, the Board of Selectmen proposed to move the item and make a motion. Selectman Nolan

recommended the Board vote on the signage tonight contingent upon a vote by the Safety Committee. A motion/Mr. Melia, seconded/Mr. Marzec to move this item from discussions to decisions. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. A motion/Mr. Melia, seconded/Mr. Nolan to erect “No Trespassing from 9 PM to 6 AM” signs per Chief Warchol’s recommendation with the stipulation that the Safety Committee vote on this item at their next meeting. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

TOWN MANAGER'S REPORT: Town Manager Kozak announced that the Walmart Sewer connection project is nearing completion. Mr. Kozak explained with the vacations of the Sewer Superintendent and the Department of Public Works Director, he has not had an update on the written recommendations of the work completed as originally agreed to and the company is looking for an approval from the Town Manager’s Office. Mr. Kozak expressed that he did not feel comfortable giving an approval to move forward since he has not been involved with the project and would like to wait to hear back from both the Sewer Superintendent and the DPW Director before going any further. Selectman Melia stated he also would like to see something in writing with a clear approval before the Selectmen, as Sewer Commissioners, approve the work. Town Manager Kozak stated he was able to speak with the Sewer Superintendent who stated there was once concern he had that he is still investigating.

SELECTMEN'S CONCERNS: Selectman Melia/1) asked about the Federal Grant to hire four new firefighters and if the Town has enough money in the budget to cover the expenses. Town Manager Kozak stated he believes there will definitely be enough funding for at least three years. He also believes with the Town joining the Group Insurance Commission [GIC], it will free up some funds. 2) stated he would like to see more inspectional work completed and an organizational plan put in place for the Fire Department. Town Manager Kozak stated that it has been attempted in the past but the Union would not agree to it. Selectman Melia asked if Fire Chief White could attend the next meeting to discuss the topic more. Town Manager Kozak replied he would invite him to the next meeting.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 6:33 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S SPECIAL MEETING - OPEN SESSION

July 24, 2017

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING/None**
- III. RESIGNATIONS/APPOINTMENTS/None**
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS**
 - A. Armenian Apostolic Church / Application for a One-day Wine and Malt License for the Annual Picnic to be held Sunday August 20, 2017, from 12 PM to 5:30 PM**
 - Copy of application for a one day wine and malt license
 - Copy of REAP form
 - Copy of hold harmless agreement
 - Copy of tips certification
 - Copy of license routing slip
 - B. St. Camillus Health Center / Application for a one-day Wine and Malt License for the 12th Annual Evening at the Mansion Wine Tasting to be held Friday, September 22, 2017, from 6 PM to 10 PM.**
 - Copy of letter requesting a one-day wine and malt license
 - Copy of application for a one-day wine and malt license
 - Copy of REAP form
 - Copy of hold harmless agreement
 - Copy of license routing slip
- VI. DISCUSSIONS**
 - C. Shining Rock Drive / Trailhead Parking Area / Parking restriction and signage**
 - No documentation
- VII. TOWN MANAGER'S REPORT/No documentation**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

**BOARD OF SELECTMEN'S MEETING
AUGUST 21, 2017**

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

APPROVAL OF MINUTES: 1) **May 22, 2017.** A motion/Mr. Marzec, seconded/Mr. Melia to approve the May 22, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 2) **June 5, 2017 [Exec. Session].** A motion/Mr. Nolan, seconded/Mr. Marzec to approve but not release the June 5, 2017 executive session minutes as presented. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 3) **June 5, 2017.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the June 5, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 4) **June 19, 2017.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the June 19, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 5) **June 26, 2017.** A motion/Mr. Melia, seconded/Mr. Marzec to approve the June 26, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 6) **July 24, 2017.** A motion/Mr. Melia, seconded/Mr. Nolan to approve the July 24, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

PUBLIC HEARING: 7:05 PM - National Grid and Verizon New England, Inc./Petition requesting the installation of new joint owned pole #296-50 and anchor to service new lot #2 and #3 of 2094 Quaker Street, Northbridge. [Plan #23486534, dated 6/21/17]. Present: Mike Fraser, Field Engineer, National Grid. Chairman Ampagoomian read aloud the public hearing notice. A motion/Mr. Nolan, seconded/Mr. Melia to open the public hearing. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. Mr. Fraser explained the request before the Board of Selectmen is to bring service to two new lots: lot two and lot three at 2094 Quaker Street. No abutters were present for the hearing. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. A motion/Mr. Marzec, seconded/Mr. Melia to approve the request for the installation of a new joint owned pole #296-50 and anchor to service new lot #2 and #3 of 2094 Quaker Street, Northbridge. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

APPOINTMENTS/By the Board of Selectmen [Vote to appoint]: 1) **Zoning Board of Appeals [Associate Member]: Damian Planas-Merced/Present: Thomas Hansson, Chairman, Zoning Board of Appeals.** Mr. Hansson jokingly stated Mr. Planas-Merced came to a meeting more prepared than the Zoning Board and said he is sure Mr. Planas-Merced would be a great addition to the ZBA Board. Mr. Planas-Merced introduced himself and mentioned he is a retired lawyer from Puerto Rico and has relocated to Northbridge. He is looking to do something to give back to his community. The Board commended all of his achievements. There being no further discussion, a motion/Mr. Melia, seconded/Mr. Marzec to appoint Mr. Planas-Merced as an Associate Member to the Zoning Board of Appeals. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. 2) **Cultural Council [2 vacancies]: a. Douglas Walker and b. Yurima Guilarte-Walker. Present: Christine Fung-a-fat, Chairman, Cultural Council.** Ms. Fung-a-fat stated that both Douglas Walker and Yurima Guilarte-Walker, with their experience, would be a good fit for the Cultural Council. She also noted that with their membership on the Council, it would be a full board. Mr. Walker introduced himself and stated he and his wife moved into town this past spring and thought that serving on the Cultural Council would be something they could do together. He mentioned he is currently the Associate Director of Finance at the Providence Housing Authority and his background includes dealing with grants. Mr. Walker is very familiar with grant compliance, accounting and the grant

cycle along with the benefits that grants can bring to the table. Next, Ms. Guilarte-Walker introduced herself and stated she is a computer engineer at UMass Medical School. She said she is from Venezuela and has always had a passion for the arts, music and culture. Ms. Guilarte-Walker stated she has participated on other Cultural Councils and understands the grant process. There being no further discussion, a motion/Mr. Melia, seconded/Mr. Nolan to appoint both Douglas Walker and Yurima Guilarte-Walker to the Cultural Council. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. **3) Safety Committee [School Dept. Rep.]: Steven Von Borgen, Director of Facilities and Operations.** Mr. Von Borgen was unable to attend the meeting and the item will be deferred to a future meeting. **4) Central Mass. Regional Planning Commission: a) Second Delegate.** A motion/Mr. Marzec, seconded/Mr. Nolan to appoint Mr. Nolan as the seconded delegate to the Central Mass. Regional Planning Commission. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. **b) Alternate.** A motion/Mr. Marzec, seconded/Mr. Nolan to appoint Mr. Melia as the alternate member to the Central Mass. Regional Planning Commission. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

APPOINTMENTS/By the Town Manager [Vote to Affirm]: 1) David Pickart, Conservation Agent. Town Manager Kozak explained that Mr. Pickart is shared with the Town of Upton and he would like to increase his hours in Northbridge during the week. Town Manager Kozak explained that in order to do that he has to appoint Mr. Pickart as Northbridge's Conservation Agent, which he recommends. A motion/Mr. Marzec, seconded/Mr. Melia to affirm the appointment of David Pickart as the Town of Northbridge's Conservation Agent. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. **2) Matthew Haas, Senior Library Asst. Present: Jennifer Woodward, Library Director.** Ms. Woodward explained that Mr. Haas has been working at the Whitinsville Social Library as a Junior Library Assistant, and noted that this would be a well-deserved promotion. Mr. Haas introduced himself and stated he began working at the Whitinsville Social Library in March of 2016, and greatly enjoys it. A motion/Mr. Melia, seconded/Mr. Marzec to affirm the appointment of Matthew Haas as a Senior Library Asst. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

JOINT APPOINTMENT BY THE BOARD OF SELECTMEN AND PLANNING BOARD:

[1 vacancy] Candidate #1: Abdul Kafal, and Candidate #2: Ronald Platukis. Present: Planning Board Chairman Brian Massey and Members Mark Key, Harry Berkowitz and James Berkowitz. A meeting of the Planning Board was called to order by Chairman Massey at 7:19 PM. Mr. Massey explained that there are two candidates applying for one vacancy and the successful appointee will serve until the Annual Town Election, May 15, 2018. Mr. Massey advised that the Planning Board interviewed Mr. Kafal, however, Mr. Platukis was unable to stay for that portion of the meeting due to a prior appointment. Next, Mr. Kafal mentioned he moved to Northbridge fourteen years ago and his children attended Northbridge Public Schools and he would now like to give back to the Town. He said he feels as though his experience with owning his own business would benefit the town. Mr. Platukis then introduced himself. He stated he moved to Northbridge a year ago, is retired and currently serves on the Milford Industrial Commission, and works for himself investing. He also stated he has 24 years' experience in planning, product management, and marketing, which he believes would be valuable to the Planning Board. He further indicated he is familiar with M.G.L. There being no further discussion, a motion/Mr. Marzec, seconded/Mr. Melia to appoint Mr. Abdul Kafal to the Planning Board. Roll call vote: Mr. Melia/Yes, Mr. Marzec/Yes, Mr. Nolan/Yes, and Mr. Ampagoomian/Yes. For the Planning Board: Mr. Harry Berkowitz/Yes, Mr. James Berkowitz/Yes, Mr. Key/Yes, and Mr. Massey/Yes.

APPOINTMENT/By the Fire Chief David White: Introduction of Firefighter Tyler Goulding to the Board [No vote required]. Chief White introduced Mr. Goulding to the Board and stated that Mr. Goulding is a nationally certified paramedic and a graduate of Massachusetts Fire Academy. Chief White reviewed Mr. Goulding's certifications: Firefighter I & II, advanced cardiac life support, pediatric advanced life support, certified CPR instructor, a Bachelor's Degree in Business and is currently working on his Associates Degree in Fire Science. Chief White then mentioned that Mr. Goulding has worked a couple of

weeks already and has proven to be a great asset to the Northbridge Fire Department. Next, Mr. Goulding advised he is from Westminster, MA and has been in the Fire Service industry for about 5 years now. He stated that Northbridge is the perfect fit for him, as well as his personal and career goals and he looks forward to a long career here in Northbridge.

Town Manager Kozak asked Chief White to talk about the recently received grant. Chief White explained the Fire Department received a grant to hire four new employees for which he would like to begin the process for in January. Four candidates will complete four groups of four, which will cover both ambulances around the clock. Before leaving, Chief White announced on October 8, 2017, there will be an open house at Fire Headquarters to kick off Fire Prevention Week.

RESIGNATIONS: Ann Dzindolet, Acquisitions Librarian. A motion/Mr. Melia, seconded/Mr. Marzec to accept the resignation of Ann Dzindolet and send a letter of thanks for her services. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

CITIZENS' COMMENTS/INPUT: Local Business Spotlight: The Green Plate, LLC, 167 Church Street, Whitinsville, MA Present: Ms. Danielle Desrosiers, Manager. Ms. Desrosiers thanked the Board for inviting her tonight. Ms. Desrosiers explained that she has been in business for 3 years providing healthier options for home-cooked meals and catering. She stated her goal is to help people understand that it is not about changing what you're eating but about the ingredients that are going into what you're eating. Ms. Desrosiers said she is now busy enough where she felt that it was time to open a restaurant and she was fortunate enough to find a space on Church Street to house her restaurant. She stated that the space did not have a kitchen so it is being built from scratch, which has been a very exciting process. Ms. Desrosiers mentioned that working with the Building Department and the Board of Health have been pleasant and everyone has been extremely supportive. She stated that she hopes to open the restaurant by mid-September. The proposed hours will be Monday through Thursday 8 AM to 6 PM, Fridays 8 AM to 9 PM. Seating occupancy will be sixteen with four tables and sixteen chairs. For more information go to www.thegreenplatellc.com or call 774-488-8024 or email at danielle@thegreenplatellc.com.

Northbridge School Department/Request to hang a banner over Church Street from Sunday, August 20, 2017 to Sunday, September 3, 2017 to advertise the Balmer School community forums. Selectman Ampagoomian stated that he gave permission to the School for their banner prior to tonight's meeting due to the timing of the request and it appeared on the agenda as a formality to let the Board know. Therefore no vote is needed.

St. Camillus/Request to hang a banner over Church Street from Sunday, September 17, 2017 to Sunday, September 24, 2017 to advertise the Annual Evening at the Mansion on Friday, September 22, 2017 from 6 PM - 10 PM. A motion/Mr. Marzec, seconded/Mr. Nolan to approve St. Camillus' request to hang a banner over Church Street from Sunday, September 17, 2017 to Sunday, September 24, 2017 to advertise the Annual Evening at the Mansion to take place, Friday, September 22, 2017 from 6 PM - 10 PM. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Alternatives/Request for a one-day wines and malts license for Saturday, September 23, 2017 from 12 PM to 5 PM for their annual Valley Bag Toss event [Rain date: Sunday, September 24, 2017] Present: Michael Seibold, Director of Community Services. Mr. Seibold noted this will be Alternatives 4th annual Valley Bag Toss Event and stated it is growing each year and participants have a lot of fun. He said they use a TIPS certified bartender to serve the beer and wine and encouraged everyone to attend. A motion/ Mr. Marzec, seconded/Mr. Melia to approve Alternatives' request for a one-day wines and malts license for Saturday, September 23, 2017 [or 9/24/17 if needed] from 12 PM to 5 PM for the annual Valley Bag Toss event to be held on the premises of Alternatives. Vote yes/Messrs. Ampagoomian, Marzec, Melia,

and Nolan.

George Marston Whitin Memorial Community Association, Inc. / Fall Food Festival, Whitin Park, 60 Main Street, Whitinsville, on Saturday, October 14, 2017 from 11 AM - 3 PM/1) Request for a one-day malts license. Present: Ms. Heather Elster, Executive Director. Ms. Elster explained that the Community Center enjoyed hosting the “Woody by the Food” Festival so they wanted to hold a similar event in the Fall. She said they will have food trucks, giant lawn games, pumpkin carving contests and more. A motion/Mr. Melia, seconded/Mr. Nolan to approve the Community Center’s request for a one-day malts license for the Fall Food Festival in Whitin Park, 60 Main Street, Whitinsville on Saturday, October 14, 2017 from 11 AM - 3 PM. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan. **2) Request for a one-day entertainment license.** A motion/Mr. Melia, seconded/Mr. Nolan to approve the Community Center’s request for a one-day entertainment license for the Fall Food Festival in Whitin Park, 60 Main Street, Whitinsville on Saturday, October 14, 2017 from 11 AM - 3 PM. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Safety Committee Meeting Minutes [August 3, 2017]/Vote to accept recommendations. Chairman Ampagoomian asked about the streetlight issue on Benson Road that he requested be discussed at the Safety Committee meeting, which would approve the Town taking over the payment of the streetlight. He then asked if it needed to be voted on by the Safety Committee. Police Chief Warchol, Safety Committee Member, stated that the committee voted to approve the transfer. Highway Superintendent Jamie Luchini indicated that National Grid was also been contacted about the transfer. A motion/Mr. Marzec, seconded/Mr. Nolan to accept the recommendations of the Safety Committee as outlined in the minutes of August 3, 2017. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Walmart Sewer Pump Station/Vote to approve/Present: Mark Kuras, Sewer Superintendent, and James Shuris, Department of Public Works Director. Town Manager Kozak introduced the two representatives for Wal-Mart, Mr. Phil Macchi of Macchi & Macchi, LLC of 1256 Washington Street, Norwood, MA and Justin Lattierre of Bergmann Associates. He stated that Wal-Mart had contacted the Town Manager’s Office regarding the possibility of getting permission to connect to the sewer pump station. As part of the agreement, the Town Manager explained it would allow hookups along Main Street as well as a manhole and the possibility of future connections on Lasell Road. He further said that he discussed the possibility of a performance bond so if the Board so wishes to entertain that option, they could hook up sooner. Mr. Shuris mentioned he has been working with both Mr. Lattierre and Mr. Macchi and they are very cooperative. He advised, however, that there are some outstanding items, which all parties are aware of. More specifically, there is a connection that was not installed at 1167 Main Street; 1164 Main Street was not brought off the road; and there is a manhole at the end of Lasell Road where it intersects with Main Street that needs to be extended onto Lasell Road off the right of way of Main Street. Mr. Shuris noted that there was an on-site visit regarding road improvements, which is still good but the sewer lines need to be installed prior to paving. Next, Mr. Macchi stated that Wal-Mart is in agreement and feels as though the pump station is ready to be connected. He said that they would like to post a bond with the DPW to cover the improvements if the Town is willing. Selectman Melia mentioned that he believes if the Board decides to go forward it should be contingent upon a performance bond in an amount to be worked out between the DPW Director and Wal-Mart’s attorney. Mr. Lattierre stated that a performance bond in the amount of \$150,000 was agreed upon by the parties involved. Mr. Shuris confirmed that he agreed with the performance bond in the amount of \$150,000. Selectman Nolan asked what the estimated time is for the remaining work to be completed. Mr. Lattierre responded that the paving will take place by the end of September contingent upon the services being installed. Chairman Ampagoomian asked if the dip entering into Wal-Mart would be repaired within the work that is being completed. Mr. Lattierre stated that part of the paving scope is to address the pavement that has failed around the manhole, which created that dip. Chairman Ampagoomian then inquired about the moldy, musty smell upon entering the Wal-Mart parking lot and if the project would address that as well. Mr. Lattierre stated he would look into it. Mr. Shuris added

that he believes it is the leach field that is causing that issue. A motion/Mr. Marzec, seconded/Mr. Melia to allow Wal-Mart to proceed with the sewer hookup contingent upon receipt of a performance bond in the amount of \$150,000 as well as the approval of the Sewer Superintendent and DPW Director. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Pine Grove Cemetery Deed/Daniel Bresnahan [Lot 30 Elm Ave., North]. A motion/Mr. Melia, seconded/Mr. Nolan to approve the sale of lot 30 Elm Ave., North to Daniel Bresnahan. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Northbridge Fire Department/Request to hold a boot drive at Memorial Square on Saturday, August 26, 2017 from 9 AM to 12 PM subject to the safety requirements of the Police Department. A motion/Mr. Melia, seconded/Mr. Marzec to approve the Fire Dept.'s request to hold a boot drive at Memorial Square on Saturday, August 26, 2017 from 9 AM to 12 PM, subject to the safety requirements of the Police Department. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Fall Annual Town Meeting [October 24, 2017] / Vote to place articles on warrant. Town Manager Kozak presented the following articles to the Board for their review and recommended that they vote to place them on the Fall Annual Town Meeting Warrant. **Article 1 – Prior year bills:** Town Manager Kozak explained this is an annual article and reported there are currently no prior year bills. **Article 2 – FY17 Budget Adjustments:** Town Manager Kozak explained this article is for making adjustments to the Omnibus Budget. **Article 3 – Stabilization Fund:** Town Manager Kozak explained this article is to put money into the stabilization fund and if possible, money will be put into it. **Article 4 – OPEB Funding:** Town Manager Kozak explained this article is for the Town to petition the General Court to adopt special legislation that would allow the Town to deposit funds from Local Meals Tax receipts into it to offset the OPEB obligation [retiree health insurance] of the Town. **Article 5 – LED Streetlights:** Town Manager Kozak explained that this article is for the installation of LED's with the help of grant money to help save the town money on the power and maintenance. Town Manager Kozak explained that many surrounding communities have made this transition and are very happy with the savings and the product. **Article 6 – Safety Ladder/Upton Street Water Tank:** Town Manager Kozak stated that the Whitinsville Water Company has informed us that the Town needs to install a safety ladder on the Upton Street Water Tank. He said the funds will come from the Water Enterprise fund. Selectman Nolan asked what the cost is for the safety ladder and the Town Manager replied it is approximately \$50,000. Town Manager Kozak explained that the only issue is that the town may not have Retained Earnings certified before Town Meeting, which would allow us to borrow and then pay off the note at the Spring Town Meeting. A motion/Mr. Melia, seconded/Mr. Nolan to vote to place the above articles on the warrant for the Fall Annual Town Meeting to be held on October 24, 2017. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Town Manager Kozak announced that the warrant will be closing Friday, August 25, 2017 at 12 PM.

Verizon FIOS & Cable Issues/Present: Harry Berkowitz, Chairman, Cable Advisory Committee & Bill Tartaglia, NCTV 11. Mr. Berkowitz began by explaining that he wished there was competition with cable providers in Northbridge. Mr. Berkowitz explained that Verizon is not interested in coming into Town and they are no longer running lines for phone service. Mr. Berkowitz explained that FIOS is too expensive to run and towns that have it are not serviced across the entire town. Town Manager Kozak then advised that he spoke with Ellen Cummings of Verizon Public Relations, who stated Verizon is not moving forward with FIOS anywhere, but is instead experimenting with a new fiber service in Boston to see how the market reacts. **Charter Communications [New Representative]/Present: Anna Lucey, Director of Governmental Affairs.** At this time Chairman Ampagoomian requested Ms. Lucey, Director of Governmental Affairs, to come forward and introduce herself and to answer any questions or concerns regarding cable issues. Mr. Tartaglia began by saying that NCTV11 covers live studio productions, local sporting events and more. He expressed his concern that NCTV11's local access channel has been moved

from channel 11 to channel 191, and pointed out the cable guide search does not work. Mr. Tartaglia also stated that HD is an option that they would like to have. Another issue is the TV Guide app and the accessibility of public access channels. When typing in the Northbridge zip codes it comes up as Uxbridge. Ms. Lucey stated that Charter would not be moving the local access channel back to channel 11 as the programming department has informed her they are saving that channel for another space still to be determined. She further explained that the cable guide search is based on geographic location and everyone else shares a regional guide so she doesn't see it changing in the foreseeable future, however, Ms. Lucey said she will follow up on the zip code issue and noted that it may have to do with the regional program. Ms. Lucey stated Charter has no current plans to offer HD to the current access channels across Massachusetts. Chairman Ampagoomian dismissed Mr. Tartaglia and Mr. Berkowitz and asked Ms. Lucey to tell the Selectmen about herself. Ms. Lucey stated she is the Town's contact for franchise agreement issues, access coordinators, operational questions, etc.

Retail Industry Fundamentals Training/Present: Cynthia Key. Ms. Key stated that she works for a nonprofit group called Partnerships for Skilled Workforce. She advised that one of the programs they offer is retail training at no cost and it is sponsored by retail stores. For the application process, go to www.pswinc.org. Ms. Key stated that the jobs start at \$11 to \$16 per hour. The training course is ninety hours, 3 days a week at Keefe Technical School in Framingham on Monday's, Tuesday's and Wednesday's for about six weeks.

Quinsigamond Community College Training Center/Present: Jeannie Hebert, President, Blackstone Valley Chamber of Commerce. Ms. Hebert stated that the Chamber of Commerce is working on the start of an education hub. She mentioned about three years ago Senator Dick Moore had gotten funds to be used to create a community college in the Blackstone Valley. Ms. Hebert explained that most of the money was absorbed through Quinsigamond Community College and nothing ever came of it. Ms. Hebert then said the Quinsigamond Community College foundation will be giving the Chamber funding to be used towards the setup of the training center, which Quinsigamond Community College, Worcester State University, and Benjamin Franklin Institute of Technology are all part of.

Marijuana Legislation/Present: Sergeant Brian Patrinelli, Chief Walter Warchol, and Brian Massey Chairman, Planning Board. Sergeant Patrinelli gave an overview of the marijuana timeline. He explained that the two newest legislative bodies that were recently formed were the CCC (Cannabis Control Commissioner) and the CAB (Cannabis Advisory Board). The CCC consists of one Commissioner, two Associate Commissioners, and one Treasurer, where the CAB is made up of fifteen members all having some type of expertise in different areas of the new law. Sergeant Patrinelli explained that possession of up to one ounce of marijuana in public by persons over twenty-one is legal; possession between one and two ounces is a civil fine of \$100; and any amount over two ounces is a crime. He said persons twenty-one years or older can gift up to one ounce and persons twenty-one years or older may possess up to ten ounces at their primary residence; may grow up to six plants at the primary residence but not more than twelve plants if more than one grower is in the same residence; and persons twenty-one years or older can possess and sell accessories to persons twenty-one years or older. Sergeant Patrinelli also mentioned that they made regulations for those ages eighteen to twenty-one years: Possession of marijuana is illegal, fines for possession is a civil fine of \$100 under one ounce; possession of one to two ounces and any amount over is criminal; and possession of paraphernalia has no penalty. For those under 18, possession of one ounce or less is \$100 civil fine and they are required to participate in a Drug Education Program; possession of one to two ounces and anything over is criminal and possession of paraphernalia has no penalty. Sergeant Patrinelli reported that it is not legal to drive high on marijuana, but it is difficult to assess its impairment since the State has not come up with a test to be administered so for now, the test is the same as the alcohol sobriety test. Chief Warchol explained that the alcohol sobriety test has a defined measurement to go by whereas there is no measurement to test the level of impairment of someone who is high, which makes the prosecution process difficult. Sergeant Patrinelli stated that landlords may prevent tenants from smoking

marijuana on their property and can also restrict tenants from growing marijuana on their property. He stated that consumption in public areas is not allowed and employers may prohibit possessing or consumption in the workplace; and government organizations can prohibit possession and consumption within any building they own, lease, or occupy. Sergeant Patrinelli said that there is an excise tax on marijuana of 3.75% and a local tax option of 3%, which are deposited in a marijuana regulation fund. Chairman Ampagoomian asked Mr. Massey how the Planning Board plans on going about changing the regulations. Mr. Massey stated they have not yet proceeded with anything further since the May Ballot. He said once the State comes out with regulations, the Planning Board will schedule a public meeting and begin a discussion to figure out what is best and desirable for the Town of Northbridge. Selectman Melia asked if the Town should adopt an article or offer a ballot question as to whether or not the Town should allow retail recreational marijuana dispensaries at all. He added that because our Town passed it, it is harder to change it if doing so was desired. Selectman Melia also inquired if either Department had a recommendation to move forward at this time. Chief Warchol stated that he would like to go forward with not allowing an establishment in Town. Town Manager Kozak stated that he spoke with Town Counsel who is still analyzing if the Town would be safe if it waits until May for the vote. Town Manager Kozak stated that it could be recommended that the Town move forward before the deadline. Mr. Massey said from the Planning Board's perspective, they will need to hold a public meeting to look into zoning for where it would be allowed. He also explained if a change in the zoning needs to be made they will need to go forward with a ballot.

Forest cutting project update/Present: David Pickart, Conservation Agent. Mr. Pickart stated there is an agreement between Town Counsel and the land agent's attorney to stay the matter until more research could be done to rectify the situations with various property owners. One of the property owners agreed to provide the Commission with a map to show where all the wetlands are located on the site. He also mentioned the Commission has received permission to enter the property for a thorough survey and revisit the known violations as the goal is to work with the property owners to address the issues. Continuing, Mr. Pickart added that the investigation will begin tomorrow, which he suspects will take more than one visit so he has asked several commissioners to accompany him in the investigation. He said once the survey is completed and the land owners have been notified, he believes it will be sufficient to update the Board and Town Counsel to craft a solution. Lastly, Mr. Pickart remarked that the cease and desist order is still in place and the fines have not been levied as directed by Town Counsel in order to move the process along.

Building, Planning and Construction Committee update [DPW Facility/Fire Station] Present: Michael Beaudoin, Chairman, BPCC. Mr. Beaudoin indicated that the demolition is complete and the site boundaries have been completed. He explained that there were some encroachment issues that were addressed and taken care of. Meetings are held every week on the job site from 1 PM to 2:30 PM for any town officials who are interested in attending. Mr. Beaudoin explained that the building design documents were approved, the color selected, and all set to move forward. He pointed out that National Grid is requesting an easement to do a full underground service, which is a change to the project at no one's fault. His hope is to have the DPW facility wrapped up by December. Continuing, Mr. Beaudoin switched topics to the Fire Station. He stated Cardinal Construction put out a proposal for a consultant to begin the study of space needs and land acquisition planning. He noted that at the last meeting, it was expressed to the BPCC there is concern for having both the Fire Station and the Balmer School project going at the same time. Mr. Beaudoin said before they begin the RFP for space needs, they would like to hear the opinions of all parties prior to spending money on a study if it is something that is going to be shot down. He also commented that if they can go forward with a building that is already in possession of the Town it will drop the threshold of the cost a significant amount. Chief White expressed the need to move forward along with his concern that the current Fire Headquarters is falling apart. Selectman Melia asked Mr. Kozak if he was able to speak with Congressman McGovern about grant money for Federal Public Safety buildings. Mr. Kozak responded he was able to speak with him and Mr. McGovern will reach out to Mr. Gaudette with information when he begins.

School Building Committee [SBC]/Educational Visioning Planning Update Present: Joseph Strazzulla, Chairman, School Building Committee and Andrew Chagnon, Vice Chairman of the School Building Committee. Mr. Strazzulla began by stating they have been in contact with the Massachusetts School Building Authority (MSBA) and have been approved for two potential options. Mr. Strazzulla stated the first option is a study of a configuration of grades with the options of second grade through fourth grade and the second option is a pre-kindergarten through fifth grade. Mr. Strazzulla stated that the MSBA came back with their statement of interest where both scenarios were approved. He explained that they are currently engaged in a feasibility study, the funds for which were appropriated in 2016. The SBC is working with Joseph Seeley, Owners Project Manager, and the design team from Dore and Whittier to layout potential site locations. Mr. Strazzulla indicated the primary location would be the Balmer School and Vail Field. He then revealed that the MSBA approved them for a 57% minimum reimbursement rate, which can go up as they move through the process. Mr. Chagnon expressed that since they were invited into the MSBA, which allows the minimum of 57%, it needs to follow their guidelines. In closing, Mr. Strazzulla stated that all the information about the Balmer School building project is on www.NPS.org, which includes all the meeting minutes, announcements for meetings, and updates.

TOWN MANAGER'S REPORT/1) Department of Public Utilities/ Water Rate hearing Thursday, September 21, 2017 @ 7 PM - Town Manager Kozak announced that the Department of Public Utilities will be holding a public hearing on Thursday, September 21, 2017 at 7 PM in the Board of Selectmen's meeting room. The hearing is regarding a general rate increase for Whitinsville Water Company and is open to the public. Anyone interested is encouraged to attend. **2) Verizon FIOS Update** - Town Manager Kozak stated that he spoke to our Verizon representative who stated Verizon does not have plans to expand into Northbridge nor any other communities. He stated they are currently trying a new type of fiber in Boston to determine if it is marketable to customers elsewhere. **3) Congressman McGovern Meeting** - Town Manager Kozak stated that Congressman McGovern held office hours at the Town Hall in Sutton where he gave an overview of the current economic and political climate in Washington, DC and asked the representatives from the various communities how his office might be able to help. He also encouraged Towns and/or residents to contact his office if they need assistance. **4) Code of Bylaws/Searchable version available on the Town's website [Town Clerk's page]** - Town Manager Kozak announced that the Code of Bylaws is now available on the Town's website on the Town Clerk's page and has been upgraded with a better search feature.

SELECTMEN'S CONCERNS: Selectman Marzec/1) congratulated the Highway Department on completing the number of roads they have improved over the past few seasons. **2)** asked the Highway Department if the stretch of road from Goldthwaite Road to St. Camillus would be paved. Mr. Luchini replied that at this time there was nothing concrete but if funds are available at the end of the year, it could be possible to complete or it could be added to next year's list. **3)** announced the water rate hearing will be held on Thursday, September 21, 2017, and all who have a concern should attend the hearing. **4)** asked about the Pine Grove Cemetery budget update. Town Manager Kozak stated he does have that information and will distribute it to the Board. **5)** stated that Town Manager Kozak has evolved into an excellent Town Manager and people in the community have nothing but thanks for all that he has done. **Selectman Nolan** thanked Town Manager Kozak for his years of service and expressed his appreciation for Mr. Kozak as a strong Town Manager. Selectman Nolan noted his appearance in Town around the holidays and it does not go unnoticed and is much appreciated. **Selectman Melia/1)** reiterated Selectman Nolan's comments and wished Town Manager Kozak and his family a long, healthy, and happy retirement. **2)** thanked both John A. Davis and Stephen Pucci for restoring the sign on the Kmiotek House at the corner of Benson Road and Highland Street at no cost to the Town. **3)** reminded Jamie Luchini to present the Pine Grove Cemetery street signs and maps at a future meeting. Mr. Luchini explained that BVT went back to school today and he started discussion with them on the signs. **Chairman Ampagoomian/1)** stated that the Trustees of Soldiers Memorials have entered an agreement to clean the World War II Korean War Memorial. **2)** stated

that the World War I memorial is coming along and should be completed by the end of September. 3) asked about the telephone poles that are tied together with a piece of rope. Mr. Luchini contacted National Grid about this and they said that is how they replace the double poles; they strip the electrical feeds off, attach them to the new pole, and leave the stub of the pole until all lines need to be moved. 4) Thanked Town Manager Kozak for his years of service.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

Town Manager Kozak thanked the Board, Department Heads and volunteers for their hard work during his time here in Northbridge.

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

Meeting Adjourned: 10:06 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

August 21, 2017

I. APPROVAL OF MINUTES:

A. 1) May 22, 2017

-Copy of the May 22, 2017 minutes

2) June 5 2017 Exec. Session

-Copy of the June 5, 2017 executive session minutes

3) June 5, 2017

-Copy of the June 5, 2017 minutes

4) June 19, 2017

-Copy of the June 19, 2017 minutes

5) June 26, 2017

-Copy of the June 26, 2017 minutes

6) July 24, 2017

-Copy of the July 24, 2017

II. PUBLIC HEARING:

B. 7:05 PM - National Grid Company and Verizon New England, Inc. /Present: Mike Fraser, Field Engineer, National Grid/Petition requesting the installation of new joint owned pole #296-50 and anchor to service new lot #2 and #3 of 2094 Quaker Street [Plan #23486534, dated 6/21/17]

-Copy of public hearing notice

-Copy of National Grid's request for a public hearing packet

-Copy of memorandum requesting abutter's list

-Copy of list of abutters

III. APPOINTMENTS/By the Selectmen [Vote to appoint]:

C. 1) Zoning Board of Appeals [Associate Member]: Damian Planas-Merced/Present: Thomas Hansson, Chairman, Zoning Board of Appeals

-Copy of talent bank form for Damian Planas-Merced

2) Cultural Council [2 vacancies]: a. Douglas Walker b. Yurima Guilarte-Walker/Present: Christine Fung-a-fat, Chairman, Cultural Council

-Copy of talent bank form for Douglas Walker

-Copy of talent bank form for Yurima Guilarte-Walker

3) Safety Committee [School Dept. Rep.]: Steven Von Bargaen

-Copy of email from School Dept. Rep. Steven Von Bargaen

4) Central Mass. Regional Planning Commission: a) Second Delegate b) Alternate

-Copy of letter regarding the appointment of Delegates and Alternates to the Central

Massachusetts Regional Planning Commission for FY 18

By the Town Manager [Vote to Affirm]:

D. 1) David Pickart, Conservation Agent / No documentation

2) Matthew Haas, Senior Library Asst./Present: Jennifer Woodward, Library Director

-Copy of Matthew Haas's cover letter

-Copy of Matthew Haas's resume

E. Joint Appointment by the Board of Selectmen and Planning Board: [1 vacancy]

Candidate 1: Abdul Kafal Candidate 2: Ronald Platukis

-Copy of talent bank form for Abdul Kafal

-Copy of talent bank form for Ronald Platukis

By Fire Chief David White Introduction of Firefighter Tyler Goulding to the Board [No vote required]

-Copy of cover letter for Tyler Goulding

-Copy of resume for Tyler Goulding

-Copy of certificates of training

RESIGNATIONS: F. Ann Dzindolet, Acquisitions Librarian

-Copy of resignation letter for Ann Dzindolet

IV. CITIZENS' COMMENTS/INPUT:

G. Local Business Spotlight: The Green Plate, LLC, 167 Church Street, Whitinsville, MA Present: Danielle Desrosiers, Manager

This item was removed and scheduled to a future meeting

IV. DECISIONS:

H. Northbridge School Department/Request to hang a banner over Church Street from Sunday, August 20, 2017 to Sunday, September 3, 2017 to advertise the Balmer School community forums

-Copy of email requesting permission to hang a banner over Church Street from Sunday, August 20, 2017 to Sunday, September 3, 2017 to advertise the Balmer School community forums

I. St. Camillus/Request to hang a banner over Church Street from Sunday, September 17, 2017 to Sunday, September 24, 2017 to advertise the Annual Evening at the Mansion on Friday, September 22, 2017 from 6 PM - 10 PM

-Copy of request to hang a banner over Church Street from Sunday, September 17, 2017 to Sunday, September 24, 2017

J. Alternatives/Request for a one-day wine and malt license for Saturday, September 23, 2017 from 12 PM to 5 PM for their annual Valley Bag Toss event [Rain date: Sunday, September 24, 2017] Present: Michael Seibold, Director of Community Services

-Copy of application for a one-day wine and malt license for Saturday, September 23, 2017 from 12 PM to 5 PM for their annual Valley Bag Toss event

-Copy of Hold Harmless Agreement

-Copy of Certificate of Liability

-Copy of tips certification

-Copy of departmental approval

K. George Marston Whitin Memorial Community Association, Inc. / Fall Food Festival in Whitin Park, 60 Main Street, Whitinsville on Saturday, October 14, 2017 from 11 AM - 3 PM/1) Request for a one-day malt license 2) Request for a one-day entertainment license/Present: Heather Elster, Executive Director

- Copy of application for a one-day malt license for the Fall Food Festival in Whitin Park, 60 Main Street, Whitinsville, on Saturday, October 14, 2017 from 11 AM - 3 PM
- Copy of Revenue Enforcement and Protection Attestation
- Copy of Hold Harmless Agreement
- Copy of departmental approval
- Copy of entertainment application for a one day entertainment license for the same
- Copy of Revenue Enforcement and Protection Attestation
- Copy of Worker's Compensation Insurance Affidavit

L. Safety Committee Meeting Minutes [August 3, 2017]/Vote to accept recommendations

- Copy of August 3, 2017 Safety Committee Meeting Minutes

M. Walmart Sewer Pump Station/Vote to approve/Present: Mark Kuras, Sewer Superintendent, and James Shuris, Department of Public Works Director

- Copy of memorandum of recommendation regarding the Wal-Mart Pumping Station from James Shuris, Director of Public Works
- Copy of email from Bergmann Associates regarding the Wal-Mart Pumping Station
- Copy of memorandum of recommendation regarding the Wal-Mart Pumping Station from Mark Kuras, Sewer Superintendent

N. Pine Grove Cemetery Deed/Daniel Bresnahan [Lot 30 Elm Ave., North]

- Copy of Pine Grove Cemetery deed for Daniel Bresnahan

O. Northbridge Fire Department/Request to hold a boot drive at Memorial Square on Saturday, August 26, 2017 from 9 AM to 12 PM subject to the safety requirements of the Police Department

- Copy of request to hold a boot drive at Memorial Square on Saturday, August 26, 2017 from 9 AM to 12 PM

P. Fall Annual Town Meeting [October 24, 2017] / Vote to place articles on warrant

- Copy of the Fall Annual Town Meeting Warrant

VI. DISCUSSIONS:

Q. Verizon FiOS & Cable Issues/Present: Harry Berkowitz, Chairman, Cable Advisory Committee & Bill Tartaglia, NCTV 11

- Copy of House Bill Number 2682

R. Charter Communications [New Representative]/Present: Anna Lucey, Director of Governmental Affairs

- No documentation

S. Retail Industry Fundamentals Training/Present: Cynthia Key

- Copy of Retail Pathways flyer

T. Quinsigamond Community College Training Center/Present: Jeannie Hebert, President, Blackstone Valley Chamber of Commerce

- Copy of Telegram & Gazette article regarding the training center

U. Marijuana Legislation/Present: Sergeant Brian Patrinelli, Chief Walter Warchol, and Brian Massey Chairman, Planning Board
-No documentation

V. Forest cutting update/Present: David Pickart, Conservation Agent
-No documentation

W. Building Planning and Construction Committee update [DPW Facility/Fire Station]
Present: Michael Beaudoin, Chairman, BPCC
-No documentation

X. School Building Committee/Educational Visioning Planning Update Present: Joseph Strazzulla, Chairman, School Building Committee
-No Documentation

VII. TOWN MANAGER'S REPORT

Y. 1) Department of Public Utilities/Water Rate hearing Thursday, September 21, 2017 @ 7:00PM

-Copy of public hearing notice

2) Verizon FIOS Update/No documentation

3) Congress McGovern Meeting/No Documentation

4) Code of Bylaws/Searchable version available on the Town's website [Town Clerk's page]/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE / None

XI. EXECUTIVE SESSION / None

BOARD OF SELECTMEN'S MEETING
September 11, 2017

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

Chairman Ampagoomian welcomed and introduced the new Town Manager Adam Gaudette.

The Pledge of Allegiance was recited by those present.

Chairman Ampagoomian asked for a moment of silence in remembrance of the September 11, 2001 attack on the twin towers and World Trade Center.

APPROVAL OF MINUTES: July 17, 2017. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the July 17, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING: 7:05 PM - National Grid Company/Petition requesting the installation of one new pole approximately 30' from existing pole 1 to service the new Town of Northbridge DPW building and to avoid crossing through the neighbor's driveway. Present: Crystal Tognazzi, Field Engineer. Chairman Ampagoomian read aloud the public hearing notice. A motion/Mr. Marzec, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Ms. Tognazzi advised that National Grid was contacted by the Northbridge Department of Public Works to provide new service at 11 Fletcher Street. She explained the Company is requesting the installation of a new pole to be located about 30' from an existing pole and the installation of an anchor behind the pole to be used as a riser pole to serve an underground pad mount transformer for the property. Mr. Shuris, DPW Director, added that the utility pole crosses behind private property, but with the line being run at the end of the drive it would clean up the wires. There were no comments from those present. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Nolan, seconded/Mr. Marzec to approve National Grid's request to install one new pole approximately 30 feet from the existing pole 1 and an anchor behind the pole to service the DPW at 11 Fletcher Street. Vote yes/Unanimous.

APPOINTMENTS/By the Board of Selectmen [Vote to appoint]: 1) Steven Von Bargaen, Safety Committee [School Dept. Rep.]. Mr. Von Bargaen introduced himself and explained he comes from Oxford, Ohio and relocated to the Town of Northbridge to be closer to family. He mentioned he looks forward to working with the Town and hopes to bring great changes to the district as economically affordable as possible. A motion/Mr. Marzec, seconded/Mr. Melia to appoint Steven Von Bargaen to the Safety Committee as the School Department's Representative. Vote yes/Unanimous.

By the Town Manager [Vote to affirm]: 1) Rebecca Sasseville, Interim Library Director. Present: Jennifer Woodward, Library Director. Ms. Woodward stated that Ms. Sasseville will be the Interim Library Director until the end of the year, June 30, 2018. **2) Michelle Mowry, Senior Library Asst.** Ms. Woodward stated that Ms. Mowry is currently a Junior Library Assistant and this will be a well-deserved promotion. **3) Bethany Walker Junior Library Asst.** Ms. Woodward explained that Ms. Walker would be replacing the Ms. Mowry's Junior Library Assistant position and mentioned she was also the winner of the recent Harry Potter Trivia contest. A motion/Mr. Marzec, seconded/Mr. Melia to affirm the appointments of Rebecca Sasseville, Interim Library Director; Michelle Mowry, Senior Library Asst., and Bethany Walker, Junior Library Asst. Vote yes/Unanimous. **4) Arthur Ferreira, Operator in Training/ Present: Mark Kuras, Sewer Superintendent.** Mr. Kuras explained that over the last few months he had two employees resign and the candidates present tonight would be filling those vacancies. Mr. Ferreira explained that he has been working for a moving company driving trucks and that he had also received a

promotion with Home Depot as a truck driver. He stated that he also plows in the winter for the Town and mentioned he looks forward to his career with the Town of Northbridge. **5) Matthew Gjeltrema, Operator in Training.** Mr. Gjeltrema stated that he has been working at a lumber company for the last 15 years and would like to advance his career. He stated that he is a lifelong resident of Northbridge and looks forward to working in the town he lives in. A motion/Mr. Nolan, seconded/Mr. Marzec to affirm the Town Manager's appointments of Arthur Ferreira and Matthew Gjeltrema as Operators in Training. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT: None

Wilson Street [Presidential Farms Estates]/Vote intent to layout Wilson Street as a public way. Town Planner, Gary Bechtholdt, explained that both this and the following item are street acceptance articles that will be considered at the Fall Annual Town Meeting. He said that the first step in the street acceptance process is for the Board to lay out the roads. Tonight, he is seeking for the Board to vote their intent to lay out both Wilson Street and a portion of Roosevelt Drive and refer it to the Planning Board for their recommendation. Mr. Bechtholdt added that Town Counsel is currently working with the developer's attorney in finalizing the conveyance documents. He stated that in the event the developer is not able to provide a clear title to the layouts, the recommendation of the Planning Board would be not to lay it out and withdrawal of the warrant articles. Mr. Bechtholdt mentioned the Planning Board is scheduled to meet tomorrow night and they will find out where the layouts stand in regards to both Wilson Street and Roosevelt Drive. He then pointed out in addition to the legal documents, the Board is working with the developer, DPW, and the engineer on finalizing punch list items prior to the acceptance. A motion/Mr. Melia, seconded/Mr. Athanas to vote their intent to layout Wilson Street located in Presidential Farms Estates as a public way based on the recommendation of the Planning Board. Vote yes/Unanimous.

Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote intent to layout a portion of Roosevelt Drive as a public way. Mr. Bechtholdt explained that the portion of the road being laid out goes from Lincoln Circle to the cul-de-sac through Wilson Street, phases 3 and 4. A motion/Mr. Melia, seconded/Mr. Marzec to vote their intent to layout a portion of Roosevelt Drive located in Presidential Farms Estates as a public way based on the recommendation of the Planning Board. Vote yes/Unanimous.

St Patrick's Church [Annual Fall Family Fun Fest]/Request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest. A motion/Mr. Marzec, seconded/Mr. Melia to approve St. Patrick's request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest subject to any conditions set forth by the Northbridge Police Department. Vote yes/Unanimous.

Northbridge Association of Churches/Request to hold the 43rd annual Blackstone Valley Crop Walk For Hunger on Saturday, October 21, 2017 at 9 AM. A motion/Mr. Marzec, seconded/Mr. Athanas to approve the Northbridge Association of Churches request to hold the 43rd annual Blackstone Valley Crop Walk on Saturday, October 21, 2017 at 9 AM subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Unanimous.

Alternatives Unlimited, Inc./Request permission to hold the 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018. A motion/Mr. Marzec, seconded/Mr. Nolan to approve Alternatives' request to hold the 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018 subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Unanimous.

Whitinsville Christian School/Request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie Sale to be held on Saturday October 21, 2017. A motion/Mr. Marzec, seconded/Mr. Melia to approve Whitinsville Christian School's request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie Sale to be held on Saturday October 21, 2017. Vote yes/Unanimous.

Downtown Businesses [Michelle Siefken]/Request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" on November 25, 2017, in Whitinsville. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the Downtown Businesses request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" to take place Saturday, November 25, 2017, in Whitinsville. Vote yes/Unanimous.

Fall Annual Town Meeting [October 24, 2017]/Vote to sign warrant upon completion and final review by Town Counsel. A motion/Mr. Marzec, seconded/Mr. Melia to vote to sign the Fall Annual Town Meeting Warrant upon completion and final review by Town Counsel. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Mel VandenAkker [Lot No. 400 Woodlawn Ave., North]. A motion/Mr. Marzec, seconded/Mr. Melia to approve the sale of Lot No. 400 Woodlawn Ave. North to Mel VandenAkker. Vote yes/Unanimous.

Northbridge Historical Commission [Trolley Tours]/Vote to accept monetary donations from Unibank and Omni Control Technology, Inc. A motion/Mr. Melia, seconded/Mr. Marzec to accept monetary donations from Unibank and Omni Control Technology, Inc. to be used towards the cost of the Northbridge Historical Commission's Trolley Tours that will take place on Saturday, September 23, 2017, and to send a letter of thanks and appreciation. Vote yes/Unanimous.

Pine Grove Cemetery Signs/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini stated as promised at the previous meeting, he has brought samples of posts for the Pine Grove Cemetery street signs. He explained that he reached out to the Friends of the Pine Grove Cemetery and followed their suggestions. He also followed up with Kenneth Warchol of the Northbridge Historical Commission for approval. Mr. Luchini described that the last portion of the project would be to choose the posts. He then displayed the post samples and gave a brief overview of each option. Selectman Melia commented that he would prefer the arm style pole. Mr. Luchini suggested including a 4-foot sign with an overall map of the cemetery. A motion/Mr. Athanas, seconded/Mr. Melia to move this item from discussions to decisions. Roll call vote: Selectman Athanas/Yes, Selectman Melia/Yes, Selectman Marzec/Yes, Selectman Nolan/Yes, and Chairman Ampagoomian/Yes. A motion/Mr. Melia, seconded/Mr. Nolan to purchase the posts with the fluted base and arm. Vote yes/Unanimous.

Central Massachusetts Metropolitan Planning Organization. Town Manager Gaudette explained that the Central Massachusetts Metropolitan Planning Organization (CMMPO) is seeking Select Board members to attend a CMMPO Information & Member Selection meeting on Wednesday, September 13, 2017, at 5:30 PM. He explained the Selectmen attending the meeting will be voting to choose one Selectman to represent the Southeast Sub-region communities on the CMMPO. Selectman Melia stated that he would be happy to attend on behalf of the Board. A motion/Mr. Nolan, seconded/Mr. Marzec to provide Selectman Melia's contact information to Nick Burnham, Associate Transportation Planner at CMMPO as directed in the letter. Vote yes/Unanimous.

TOWN MANAGER'S REPORT/1) Town Manager Transition Process. Town Manager Gaudette thanked the Board of Selectmen for selecting him to serve as the new Town Manager. He also thanked staff for their openness in welcoming and meeting with him along with other Boards, Committees and local

businesses for their warm welcome. He stated that he has spent the past two weeks meeting with Department Heads, conducting entry interviews and visiting municipal departments in Town Hall and off-site including the Fire Station, Police Station, Senior Center, DPW Office, Library, Aldrich Building Offices [Town Hall Annex] and the School Department. Next, he advised he will be meeting with the Town's other municipal partners (e.g. BV Chamber of Commerce), vendors/consultants as well as attending various Board and Committee Meetings. **2) Meetings Attended:** **a. CMRPC Legislative Affairs Committee** – Town Manager Gaudette stated that he met with Senator Moore and Representatives Kane and Muradian to discuss Legislative priorities. **b. MassCor Introduction** –Town Manager Gaudette mentioned Representative Muradian recently led a meeting to connect MassCor with area Town Managers and Police Chiefs. He then explained that MassCor is a division of the Department of Corrections and provides products and services fabricated and/or produced by inmates for things like office furniture, printed items, clothing, etc. He noted the intent was to allow towns an opportunity to access these items for a potential savings versus potentially paying higher costs on these items. **c. NFP Corp./Health Insurance Broker** – Stated that he met with NFP Corp. representatives to discuss transitioning into the GIC and to prepare for the Senior Health Plan Renewals for January 1st. **d. Department Head Meeting** –Held his first Department Head Meeting to begin preparing for the Fall Town Meeting and to conduct other business. **3) School Building Project Update:** Attended the first two Community Forums (August 1st and 28th), as well as the School Building Committee meeting on August 29th. The Committee is currently working with the Architect (Dore-Whittier) on project options and cost estimates, and in the meantime Committee members are touring recently constructed schools in other communities as examples of layout and amenities. **4) Fire Station Project (Feasibility Study):** Town Manager Gaudette stated that on August 31st, the Building, Planning & Construction Committee voted to move forward with an OPM agreement with Cardinal Construction for the purposes of guiding the RFP process for the selection of an Architect Team to conduct a site Feasibility Study for the Fire Station. Town Manager Gaudette is meeting on Tuesday, September 12th with Cardinal and Chief White to review the previous Feasibility Study and initiate the RFP preparation process. **5) Department of Public Utilities/Water Rate Hearing** – Town Manager Gaudette announced that the Water Rate Hearing is scheduled for Thursday, September 21st at 7 PM in the Selectmen's Meeting Room. Town Manager Gaudette stated that the DPU will be conducting a hearing regarding a proposed rate increase by the Whitinsville Water Company.

SELECTMEN'S CONCERNS: **Selectmen Athanas** asked James Shuris, DPW Director, for an update on the fall cleaning equipment. Mr. Shuris replied there is a leaf compactor on order, which should be delivered within the next couple of weeks. He added that the leaf pickup program is scheduled to take place around the middle of October. **Selectman Melia** asked Town Manager Gaudette to formulate a process for the Board of Selectmen for a future town meeting to ban recreation marijuana retail establishments in town and provide the options. He added that if the town votes down the ban, the Select Board would like to see a Planning Board article that would place these establishments in specific areas of Town. Town Manager Gaudette stated he would be happy to undertake that effort as he has experience in his previous position where the community chose to opt out and he has also had a conversation with Town Planner Bechtholdt in regards to the process. **Chairman Ampagoomian/1)** asked about the water line being installed on Church Street and if Whitinsville Water Company is going to sweep the road or will it be up to the town to clean up. Mr. Shuris [DPW Director] stated that it is Whitinsville Water Company's responsibility for the entire project. **2)** asked how the road paving punch list was coming along. Mr. Shuris stated that they are finishing aprons and loaming and seeding on Fowler Road. Mr. Shuris explained that once those items are complete the pavement markings will be applied. **3)** requested Town Manager Gaudette to reach out to the Auburn Town Manager regarding a situation where a private club leased out Town property to an organization and the event held was an inappropriate use of Town property, which included alcohol, marijuana, etc. Chairman Ampagoomian expressed his concern and asked Town Manager Gaudette to look into how it can be prevented from happening in this community. **Selectman Athanas** asked where the timeframe came from for the Whitinsville Water Company project on Church Street and expressed his frustration with the project starting the same week as the new school year started. Mr. Shuris explained that

the Whitinsville Water Company went out to bid late, which pushed everything out and advised they have until November 15th to complete the work.

Town Manager Gaudette commented that the draft Town Meeting warrant has been forwarded to Town Counsel for review and he will be meeting with the Finance Committee this week.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:42 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

September 11, 2017

I. APPROVAL OF MINUTES

A. July 17, 2017

-Copy of July 17, 2017 minutes

II. PUBLIC HEARING: B. 7:05 PM - National Grid Company/Petition requesting the installation of one new pole approx. 30' from existing pole 1 to service the new Town of Northbridge DPW building and to avoid crossing through the neighbor's driveway.

-Copy of public hearing notice
-Copy of National Grid petition
-Copy of memorandum requesting abutters list
-Copy of abutters list

III. APPOINTMENTS:

C. By the Board of Selectmen [Vote to appoint]:

1) Steven Von Bargaen, Safety Committee [School Dept. Rep.] Passed over to a future meeting

D. By the Town Manager [Vote to affirm]:

1) Rebecca Sasseville, Interim Library Director

-Copy of Rebecca Sasseville's resume
-Copy of Rebecca Sasseville's application

2) Michelle Mowry, Senior Library Asst.

-Copy of Michelle Mowry's Resume

3) Bethany Walker, Junior Library Asst.

-Copy of Bethany Walker's resume

4) Arthur Ferreira, Operator in Training

-Copy of recommendation letter from Sewer Supt. Kuras recommending Mr. Ferreira for hire
-Copy of Arthur Ferreira's application

5) Matthew Gjeltrema, Operator in Training

-Copy of recommendation letter from Sewer Supt. Kuras recommending Mr. Gjeltrema for hire
-Copy of Matthew Gjeltrema's application

IV. CITIZENS' COMMENTS/INPUT

IV. DECISIONS

F. Wilson Street [Presidential Farms Estates]/Vote intent to layout Wilson Street as a public way (documentation listed below is for both items F and G)

G. Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote intent to layout a portion of Roosevelt Drive as a public way

-Copy of Public meeting notice
-Copy of memorandum dated August 22, 2017 from Town Planner Gary Bechtholdt requesting placement of items F and G on Selectmen's agenda

H. St Patrick's Parish/Request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest

-Copy of letter from St. Patrick's Parish requesting to close East Street for the Fall Family Fun Fest event on September 16, 2017

I. Northbridge Association of Churches/Request to hold their 43rd annual Blackstone Valley Crop Walk on Saturday, October 21, 2017 at 9 AM

-Copy of letter requesting permission to hold the 43rd annual Blackstone Valley Crop Hunger Walk on Saturday, October 21, 2017 at 9 AM

J. Alternatives Unlimited, Inc./Request permission to hold its 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018

-Copy of letter requesting permission to hold its 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018

K. Whitinsville Christian School/Request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie sale to be held on Saturday October 21, 2017

-Copy of email requesting permission to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie sale to be held on Saturday October 21, 2017

L. Downtown businesses/Request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" in Whitinsville

-Copy of email requesting permission to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" in Whitinsville

M. Fall Annual Town Meeting [October 24, 2017]/Vote to sign warrant upon completion and final review by Town Counsel

-Copy of draft Town Meeting Warrant

N. Pine Grove Cemetery Deed/Mel VandenAkker [Lot No. 400 Woodlawn Ave., North]

-Copy of Pine Grove Cemetery Deed for Mel VandenAkker

O. Northbridge Historical Commission [Trolley Tours]/Vote to accept monetary donations from Unibank and Omni Control Technology, Inc.

-Copy of donations for the Trolley Tours

VI. DISCUSSIONS

P. Pine Grove Cemetery Signs/Present: Jamie Luchini, Highway Superintendent

-No Documentation

Q. Central Massachusetts Metropolitan Planning Organization

-Copy of letter requesting Selectmen's representation at upcoming meeting

-Copy of Sub-Regional System map

VII. TOWN MANAGER'S REPORT

R. 1) Town Manager Transition Process -No Documentation

2) Meetings Attended -No Documentation

3) School Building Project Update -No Documentation

4) Fire Station Project (Feasibility Study) -No Documentation

5) Department of Public Utilities/Water Rate Hearing -No Documentation

VIII. SELECTMEN'S CONCERNS -No Documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
September 25, 2017

A meeting of the Board of Selectmen was called to order by Vice Chairman Thomas Melia at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Athanas, Marzec and Melia. Chairman Ampagoomian and Selectman Nolan were absent and it is duly noted. **Also Present:** Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: None

PUBLIC HEARING: None

APPOINTMENTS/By the Board of Selectmen [Vote to Appoint]: Playground and Recreation Commission [2 vacancies]/ 1) Shawn Roby and 2) James Gahan Jr. Present: Mike Proto, Chairman, Playground and Recreation Commission. Mr. Proto stated that there are currently three vacancies on the Commission and appointing these candidates would fill two of those vacancies. Mr. Roby introduced himself and stated that he has lived in Town the past six years, is heavily involved with Northbridge Youth Soccer and would also like to be involved with the Playground and Recreation Commission to help support the youth. Mr. Gahan introduced himself and stated that he has lived in Town for sixteen years and his children participate in many Town sports. He believes Parks and Recreation is a big part of the community and would like to lend a helping hand. A motion/Mr. Athanas, seconded/Mr. Marzec to appoint Mr. Roby and Mr. Gahan to the Playground and Recreation Commission. Vote yes/Messrs. Athanas, Marzec and Melia.

Disability Commission [2 Vacancies]: 1) Eileen Harris and 2) Kathleen Charbonneau. Present: Jonathan Smith, Chairman, Disability Commission. Mr. Smith stated that the Commission is very privileged to have both Ms. Harris and Ms. Charbonneau interested in serving on the Commission. Mr. Smith commented that they would both be great assets to the Commission. Ms. Harris stated that she has lived in town for two years and specializes in speech pathology for those with disabilities. She said she looks forward to working with the Commission and hopes to use her knowledge. Ms. Charbonneau stated she was a member of the Disability Commission years ago and has experience in intensive care, nursing homes, and facilities for the mentally challenged. A motion/Mr. Marzec, seconded/Mr. Athanas to appoint Ms. Harris and Ms. Charbonneau to the Disability Commission. Vote yes/Messrs. Athanas, Marzec and Melia.

Worcester County Selectmen's Association/ a. Voting member. Vice Chairman Melia stated that Chairman Ampagoomian contacted him requesting to be appointed to the Worcester County Selectmen's Association as the voting member. A motion/Athanas, seconded/Mr. Marzec to appoint Chairman Ampagoomian to the Worcester County Selectmen's Association as the voting member. Vote yes/Messrs. Athanas, Marzec and Melia. **b. Alternate voting member.** A motion/Mr. Athanas, seconded/Mr. Marzec to appoint Mr. Nolan to the Worcester County Selectmen's Association as the alternate voting member. Vote yes/Messrs. Athanas, Marzec and Melia.

By the Town Manager [Vote to Affirm]: Anna Morticelli, Junior Library Assistant/Present: Rebecca Sasseville, Interim Library Director. Ms. Sasseville stated that Ms. Morticelli has worked at the Marlborough Public Library for 5 years as a Page and as a Young Adult Library Assistant. She added that Ms. Morticelli's skills will be very helpful to the Whitinsville Social Library in the Junior Library Assistant position. Ms. Morticelli stated that she looks forward to working at the Library. A motion/Mr. Marzec,

seconded/Mr. Athanas to affirm the appointment of Ms. Anna Morticelli as a Junior Library Assistant. Vote yes/Messrs. Athanas, Marzec and Melia.

CITIZENS' COMMENTS/INPUT: None

Wilson Street [Presidential Farms Estates]/Vote to layout Wilson Street as a public way. Town Planner Gary Bechtholdt explained that Wilson Street is on the warrant for acceptance at the upcoming Fall Annual Town Meeting, but prior to Town Meeting action, the Board is required to layout the road. He stated the Planning Board received correspondence from the Department of Public Works and other Town Departments who are satisfied with everything concerning this particular road. Mr. Bechtholdt also noted that Town Counsel reviewed the conveyance documents and everything appears to be in order. He added at the last Planning Board meeting, the Board made a punch list of recommendations to complete prior to full acceptance and the developer is aware of those items. Mr. Bechtholdt stated the Planning Board also recommends the Selectmen vote to layout Wilson Street. There being no further comments, a motion/Mr. Athanas, seconded/Mr. Marzec to vote to layout Wilson Street as a public way. Vote yes/Messrs. Athanas, Marzec and Melia.

Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote to layout a portion of Roosevelt Drive as a public way. Town Planner Gary Bechtholdt explained that Roosevelt Drive (portion of) is on the warrant for acceptance at the upcoming Fall Annual Town Meeting, but prior to Town Meeting action, the Board is required to layout the road. He stated the Planning Board recommends the Selectmen vote to layout a portion of Roosevelt Drive as illustrated on the mylar plan. A motion/Mr. Marzec, seconded/Mr. Athanas to vote to layout a portion of Roosevelt Drive as a public way. Vote yes/Messrs. Athanas, Marzec and Melia.

481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville /Application for a Change of Directors/Present: Jigar Patel, proposed manager and Attorney Henry Lane. Attorney Lane stated that the request before the Board is a technical formality and explained that when Mr. Patel first acquired the store he was not a US citizen and therefore he could not be a director of his Corporation, however, he is now a citizen and wishes to move forward with this transaction to change the directors of the corporation. A motion/Mr. Marzec, seconded/Mr. Athanas to approve Highland Farms' application for a Change of Directors. Vote yes/Messrs. Athanas, Marzec and Melia.

Black and Yellow Booster Club/Request to hang a banner across Church Street from Sunday, October 22, 2017 to Sunday, November 5, 2017 to announce their "Thriller Event" to be held on Sunday, October 29, 2017. Present: Sean Reese. Mr. Reese stated the Black and Yellow Booster Club was formed by a group of parents from the Jo Ann Warren Dance Studio and the purpose of the club is to financially support, promote and advance student participation in dance. He noted the Booster club is open to competing company members of the Jo Ann Warren Dance Studios, who are in good standing. Continuing, he mentioned that the Black and Yellow Booster Club is looking to advertise their "Thriller Event" that will be held on Sunday, October 29, 2017. Mr. Reese stated snacks will be provided and participants will learn the Thriller dance. A motion/Mr. Athanas, seconded/Mr. Marzec to approve the above request to hang a banner across Church Street from Sunday, October 22, 2017 to Sunday, November 5, 2017 to announce the Black and Yellow Booster Club's "Thriller Event" to be held on Sunday, October 29, 2017. Vote yes/Messrs. Athanas, Marzec and Melia.

Susan Palmer-Howes [DECA-High School Business Club] /Request to hold a Boot Drive at Memorial Square and Ovia Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018]/Vote to approve. Ms. Palmer-Howes explained that the High School Business Club takes three trips a year and the boot drives help to raise funds towards those trips. A motion/Mr. Athanas, seconded/Mr. Marzec to approve DECA's request to hold a Boot Drive at Memorial Square and Ovia Square. Vote yes/Messrs. Athanas, Marzec and Melia.

Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018] subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Messrs. Athanas, Marzec and Melia.

Fall Annual Town Meeting [October 24, 2017]/Vote to withdraw articles 1, 3 & 6 [Article 1: Prior year bills; Article 3: Transfer money to Stabilization Fund; Article 6: Funding to purchase and install a safety ladder at the Upton Street Water Tank]. Town Manager Gaudette stated that after speaking with the Town Accountant, Finance Committee and Town Moderator it would be worthwhile to withdraw the articles that would otherwise be passed over at Town Meeting as it will help speed up the process and eliminate questions on articles that are not being considered at this time. Town Manager Gaudette explained that the purpose of Article 1 is for paying bills from the prior fiscal year and there are none at this time. Article 3 is to transfer funds to the stabilization fund, if any. Mr. Gaudette explained that with the need to fund some major capitol items, there is no additional money to be transferred to the stabilization fund at this time. Continuing, Town Manager Gaudette explained Article 6, which is to purchase and install a safety ladder at the Upton Street Water Tank, has two reasons to pass over. First, is because retained earnings, which some of the funds would come from, will not be approved in time for town meeting, and, second, it would require addition funding from taxation. Mr. Gaudette then noted the warrant articles will be renumbered accordingly. A motion/Mr. Athanas, seconded/Mr. Marzec to vote to withdraw articles 1, 3 and 6 from the Fall Annual Town Meeting warrant. Vote yes/Messrs. Athanas, Marzec and Melia.

Northbridge's Economic Development Strategic Plan – Presentation by Christopher Ryan, CMRPC & Dominique DuTremble, CMRPC. Town Planner Gary Bechtholdt explained that the Town received a state grant to work with the Central Mass. Regional Planning Commission [CMRPC] and the Pioneer Valley Planning Commission [PVPC] to prepare an Economic Development Strategic Plan for the Town of Northbridge. Mr. Bechtholdt advised the Planning Board met with a representative from CMRPC and PVPC in February and hosted a town-wide public forum in April. Twenty-five residents participated in round table discussions for community needs and visions. In addition, the Planning Board also met with municipal staff and stakeholders as part of the planning process for data collection. Ms. DuTremble stated that through the study they found four primary goals that should drive economic development in the Town, which reflects public preferences and best practices. **Goal one:** Northbridge will leverage their unique historical and cultural assets. Ms. DuTremble explained the primary action item would be to build on the existing branding and marketing of Blackstone River Valley National Heritage Corridor and the Blackstone Valley River & Canal Heritage Park. Another recommendation is building on outdoor recreation such as the Castle Hill Farm, trails and waterbodies. **Goal two:** Northbridge will make village centers genuine destinations for residents and visitors. Ms. DuTremble stated that key objectives would be to revitalize individual centers in keeping with their character. Preserving existing businesses is key. **Goal three:** Northbridge will expand development opportunities along major transportation corridors. Ms. DuTremble explained that by expanding the number of uses by right in those districts will increase the flexibility and expand opportunities. Ms. DuTremble suggested an overlay district, which would change I1 and I2 to allow a wider number of uses by right. **Goal four:** Northbridge will make the process of developing business in village centers as easy as possible. Ms. DuTremble stated that the importance of municipal procedures and regulations on economic development cannot be overstated and is one of the most defining factors of whether a business chooses to relocate to town or expand in town. Some key issues would be to streamline the procedures in order to facilitate business development. Mr. Bechtholdt stated that components could be utilized and incorporated into the master plan of the town. He then added that the Planning Board is looking for the Selectmen to formally create an Economic Development Committee that would assist in overseeing the action items and the prioritization of them. Mr. Ryan expressed that CMRPC stands ready to provide any kind of assistance during implementation. He also stated CMRPC has many resources they can provide along with the District Local Technical Assistance (DLTA) Grant, which provides funding of the individual elements. The DLTA Grant is available for up to twelve hours per year through working with the Commission and more hours [up to twenty hours] are available as meetings are attended. Selectman

Athanas expressed his concern for the funding and asked what grant money was available to help. Mr. Bechtholdt replied that there are a number of items that the Town is able to do in-house or through a partnership, other items that may cost a significant amount will need to be prioritized. He said there could be grants available as well. Mr. Ryan stated that the DLTA has opportunities and sometimes include projects ranging from \$25,000 to \$30,000 can be approved. Mr. Ryan continued stating other opportunities are available from the Executive Office of Energy and Environmental Affairs, which leverage DLTA funds and provide more dollars [up to \$50,000] for communities. There will be more information to come in the next few days. Town Manager Gaudette stated that he recently met with Secretary Ash of the Housing and Economic Development along with other town managers where discussion focused on the three main programs they run. Mr. Gaudette explained that the Economic Development Incentive Program [EDIP] is a tax incentive program designed to foster job creation and stimulate business growth. In addition, they have the MassWorks program, which is for infrastructure that is tied to projects that are site specific. And lastly, Site Readiness, which provides grants to municipalities for feasibility studies, master planning, environmental work, strategic land acquisition, and site improvements. Vice Chairman Melia asked if the town currently has a committee similar to an Economic Development Committee. Mr. Bechtholdt responded no. Currently, the only comparable committee would be the Industrial Redevelopment Committee, which there are no sitting members. Town Manager Gaudette stated that he has created an Economic Development Committee and drafted a policy that he would be happy to provide the Board with examples.

Boot Drive Policy (Revision). Vice Chairman Melia announced that Chairman Ampagoomian requested this item and since he is absent it will be postponed to a future agenda.

TOWN MANAGER'S REPORT: Town Manager Transition Process: Town Manager Gaudette stated that during the past two weeks he has continued conducting entry interviews with Department Staff including the Assessor, Town Clerk, and Sewer Superintendent, several members of Board of Selectmen, Chairman of the Finance Committee, the Executive Director of the BV Chamber of Commerce), as well as touring the Northbridge Cable TV Studio and meeting with various vendors/consultants and citizens. **Meetings Attended:** a. Safety Committee – 9/13/2017. b. Finance Committee – 9/13/2017 and 9/20/2017. Mr. Gaudette stated that he has met with the Finance Committee in preparation for the Annual Fall Town Meeting. c. Library Trustees – 9/13/2017. Mr. Gaudette was able to introduce himself to the Library Trustees. d. Balmer School Community Forum – 9/18/2017. Town Manager Gaudette stated that he attended the second Balmer School Community Forum and he plans to attend the next one as well. e. Quarterly Town Managers/MORE Meeting (Municipalities Organized for Regional Effectiveness) – 9/20/2017. Town Manager Gaudette explained that this was a meeting with the Executive Office of Economic Development. f. Regional Economic Development Forum (Amazon) – 9/20/2017. Town Manager Gaudette explained that with initiative from other towns and the competition with bigger cities our efforts may be put to greater use. The discussion included regional economic development and the hope is to piggy back on the efforts of the Economic Strategic Plan done by the Central Mass. Regional Planning Commission. g. Department of Public Utilities/Water Rate Hearing – 9/21/2017. Town Manager Gaudette believes the next step would be an evidently hearing sometime in 2018. **School Building Project Update:** Town Manager Gaudette attended the third Community Forum (September 18th), at which point the project team outlined building options categorized by eligibility and ineligibility for reimbursement. In addition, they presented development options for not only grades 2-4 but also options for PK- grade 5, all on the preferred site: the existing Balmer School property. Also, they provided preliminary cost estimates for the development options based on the Mass. School Building Authority's contribution of 57.11% but it could be higher with bonus points. **Fire Station Project (Feasibility Study):** On September 12th, Town Manager Gaudette met with the Owner's Project Manager [OPM], Tony DiLuzio from Cardinal Construction, Chief White, and David Morrow to review the previous Feasibility Study and initiate the RFP preparation process. The first steps are establishing recommended site specifications and ranking criteria. Town Manager Gaudette stated that the BPCC met with Cardinal Construction on 9/21/17 to review these items and once

approved, the next step will be conducting a site search list. **Other ongoing tasks:** a) National Park Service – Town Manager Gaudette stated he is working with the Town Planner to create a Local Historic District. b) Metropolitan Area Planning Council Grant [MAPC] – Town Manger Gaudette explained he is working with the DPW Director on the LED Streetlight Conversion Project. c) Recreational Marijuana – Town Manager Gaudette stated he is working on a program for the Spring with the Town Planner. d) Fall Town Meeting Planning – Town Manager Gaudette stated he is working with Staff, the Moderator, and Town Counsel to prepare for the Fall Annual Town Meeting on October 24, 2017.

SELECTMEN'S CONCERNS : **Selectman Marzec/1)** mentioned that with the potential for getting a new school, it raises a concern for the field issues that need to be addressed. Selectman Marzec asked Northbridge Citizens to volunteer for the Ad-Hoc Fields Committee. **2)** mentioned the Causeway at Carpenter Reservoir since there is a development going in. Mr. Luchini said that he wasn't sure who owned it and has questioned it. He also stated since it is a big job and not just patch work he would like to get a concrete answer on who owns it. **Selectman Athanas/1)** asked Highway Superintendent Luchini how the construction on Church Street was coming along. Mr. Luchini replied the project is not under the jurisdiction of the Town's DPW, but he knows they did have issues with water breaks due to old pipes. Mr. Luchini stated that he has been informed that the work should be completed by late November or early December the latest. **2)** previously addressed the traffic in the School areas to the Safety Committee and was looking for an update. Mr. Luchini stated that as far as he knows it has come up before at meetings and the MassDOT has been contacted, but he is unsure about the feedback. Mr. Luchini added that the Police Chief has also been involved as well. Mr. Athanas asked if Mr. Luchini could mention the issue again to Mr. Shuris. Town Planner Gary Bechtholdt stated he has had a conversation with the Conservation Agent and there may be opportunities to look at potential funding. Mr. Bechtholdt stated that as part of the Pre-disaster Mitigation Plan that causeway was identified, so in the event a grant is found that plan could support the request for funds. **Vice Chairman Melia/1)** attended Central Mass Regional Planning Commission meeting to choose a Selectman who would represent the Southeast sub-region. Selectman Melia stressed the importance for a plan to repair bridges, roads etc. through CMRPC funding. Selectman Melia also mentioned that Sutton Selectman John Hebert was unanimously appointed as the Southeast sub-region representative. **2)** attended the Department of Public Utilities hearing. The next step of the hearing process is mediation to come to a compromise and it would be about a year before any results come back. **3)** attended the School Building Committee Forum, which was very informative. The Finance Committee, Board of Selectmen, Building, Planning and Construction Committee will meet prior to the School Committee making their decision.

Vice Chairman Melia announced that the next Selectmen's meeting is next Monday, October 2, 2017, and there is currently nothing pressing on the agenda and may be cancelled leaving the next meeting October 16, 2017.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:56 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

September 25, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES/None

II. PUBLIC HEARING/None

III. APPOINTMENTS: By the Board of Selectmen [Vote to Appoint]

A. Playground and Recreation Commission [2 vacancies]:

- 1) Shawn Roby**-Copy of Shawn Roby's talent bank form **2) James Gahan Jr.** - Copy of James Gahan Jr.'s talent bank form

Disability Commission [2 Vacancies]:

3) Eileen Harris

-Copy of Eileen Harris's talent bank form

4) Kathleen Charbonneau /Present: Jonathan Smith, Chairman, Disability Commission

-Copy of Kathleen Charbonneau's talent bank form

5) Worcester County Selectmen's Association/ a. Voting member b. Alternate voting member

-Copy of Worcester County Selectmen's Association renewal appointment form

By the Town Manager [Vote to Affirm]:

6) Anna Morticelli, Jr. Library Assistant/Present: Rebecca Sasseville, Interim Library Director

-Copy of Anna Morticelli's cover letter, resume, and appointment letter

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

B. Wilson Street [Presidential Farms Estates]/Vote to layout Wilson Street as a public way

-Copy of Planning Board's recommendation to layout Wilson Street

-Copy of Wilson Street layout plan

-Copy of letter from Town Counsel approving the Grant of Easements for both Wilson Street and Roosevelt Drive

-Copy of letter from Guerriere & Halnon, Inc., project engineer, regarding the completion of work

-Copy of letter from Guerriere & Halnon, Inc. project engineer, regarding the completion of layout plans for each street

C. Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote to layout a portion of Roosevelt Drive as a public way

-Copy of Planning Board's recommendation to layout a portion of Roosevelt Drive

-Copy of Roosevelt Drive layout plan

-Copy of letter from Town Counsel approving the Grant of Easements for both Wilson Street and Roosevelt Drive

- Copy of letter from Guerriere & Halnon, Inc., project engineer, regarding the completion of work
- Copy of letter from Guerriere & Halnon, Inc. project engineer, regarding the completion of layout plans for each street
- Copy of letter regarding the full compliance of all issues per the Highway Superintendent
- Copy of letter listing issues per the Highway Superintendent

D. 481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville /Application for a Change of Directors

- Copy of Monetary Transmittal Form for 481 Yogi Convenience Store, Inc. dba Highland Farms
- Copy of Application for a change of beneficial interest
- Copy of applicant's statement
- Copy of Beneficial Interest Contact
- Copy of Cori Request form
- Copy of the Vote of the corporate board
- Copy of articles of organization
- Copy of lease agreement
- Copy of license routing slip

E. Black and Yellow Booster Club/Request to hang a banner across Church Street from October 22, 2017 to November 5, 2017 to announce their "Thriller Event" on October 29, 2017

- Copy of email requesting a banner to be hung across Church Street from October 22, 2017 to November 5, 2017 to announce their "Thriller Event" on October 29, 2017
- Copy of Employer Identification Number

F. Susan Palmer-Howes [DECA-High School Business Club] /Request to hold boot drive at Memorial Square and Ovian Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018]/Vote to approve

- Copy of email requesting to hold a boot drive at Memorial Square and Ovian Square on Saturday, April 14, 2018 from 8 AM to 12 PM

G. Fall Annual Town Meeting [October 24, 2017]/Vote to withdraw articles 1, 3 & 6 [Article 1: Prior year bills; Article 3: Transfer money to the Stabilization Fund; Article 6: Funding to purchase and install a safety ladder at the Upton Street Water Tank]

- Copy of draft Fall Annual Town Meeting Warrant

VI. DISCUSSIONS

H. Northbridge's Economic Development Strategic Plan –Presentation by Christopher Ryan, CMRPC & Dominique DuTremble, CMRPC

- Copy of Economic Development Strategic Plan goals

I. Boot Drive Policy (Revision) - Item postponed to a future agenda

VII. TOWN MANAGER'S REPORT

- J. 1) Town Manager Transition Process - No documentation**
- 2) Meetings Attended - No documentation**
- 3) School Building Project Update - No documentation**
- 4) Fire Station Project (Feasibility Study) - No documentation**
- 5) Other ongoing tasks - No documentation**

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
October 16, 2017

A meeting of the Board of Selectmen was called to order by Vice Chairman Thomas Melia at 6:32 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Melia, Marzec, and Nolan. Selectman Athanas and Chairman Ampagoomian were absent and it is duly noted. **Also Present:** Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

Vice Chairman Melia announced that the Board would be going into executive session and declared that having an open meeting may have a detrimental effect on the bargaining position of the body.

A motion/Mr. Marzec, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, Sec. 21 #3 - To discuss strategy with respect to collective bargaining [Police Dispatchers] – and to reconvene in Open Session. Roll Call Vote: Mr. Marzec/Yes, Mr. Melia/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:33 PM
Executive Session Convened: 6:35 PM
Executive Session Adjourned: 6:56 PM
Open Session Reconvened: 7:00 PM

APPROVAL OF MINUTES: 1) May 15, 2017 Special Meeting. A motion/Mr. Marzec, seconded/Mr. Melia to approve the May 15, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Marzec and Melia. Abstain: Mr. Nolan. **2) May 22, 2017 [Exec. Sess.].** A motion/Mr. Marzec, seconded/Mr. Nolan to approve but not release the May 22, 2017 executive session minutes. Vote yes/Messrs. Marzec, Melia and Nolan. **3) June 26, 2017 [Exec. Sess.].** A motion/Mr. Marzec, seconded/Mr. Nolan to approve but not release the June 26, 2017 executive session minutes. Vote yes/Messrs. Marzec, Melia and Nolan. **4) August 21, 2017.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the August 21, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Marzec, Melia and Nolan.

PUBLIC HEARING: None

APPOINTMENTS/By the Board of Selectmen [Vote to appoint]: Justine Carroll, Conservation Commission/Present: Barbara McNamee, Conservation Commission Member. Ms. McNamee stated the Commission is proud to have Ms. Carroll interested in serving with them because she has a Bachelor's Degree in Civil Engineering and a Master's Degree in Environmental and Water Resource Engineering, both of which will be helpful to the Commission. Ms. Carroll introduced herself and stated she has lived in Northbridge for a few years and looks forward to contributing her engineering knowledge and experience with the Conservation Commission. A motion/Mr. Marzec, seconded/Mr. Nolan to appoint Ms. Carroll to the Conservation Commission. Vote yes/Messrs. Marzec, Melia and Nolan.

APPOINTMENTS/By the Town Manager [Vote to affirm]: Christopher Bessette, Laborer 1, DPW Highway Division/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini stated that Mr. Bessette has been a seasonal employee for a year and a half now and is a great worker, mechanically inclined, and has experienced the winter season at the Highway Department. Mr. Bessette introduced himself and stated he appreciates the opportunity and looks forward to being a full-time Highway Division Employee. A motion/Mr. Nolan, seconded/Mr. Marzec to affirm the Town Manager's appointment of Christopher Bessette to the position of Laborer 1, in the DPW Highway Division. Vote yes/Messrs. Marzec, Melia and Nolan.

CITIZENS' COMMENTS/INPUT: None

School Building Committee/Request to hang a banner across Church Street from Sunday, November 5, 2017 to Sunday, November 12, 2017 to advertise the Balmer School Project Community Forum meeting to be held on Wednesday, December 6, 2017. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the above request to hang a banner across Church Street from Sunday, November 5, 2017 to Sunday, November 12, 2017 to advertise the Balmer School Project Community Forum meeting to be held Wednesday, December 6, 2017. Vote yes/Messrs. Marzec, Melia and Nolan.

Massachusetts Down Syndrome Congress/Request to hold a boot drive at Memorial Square and Ovia Square on Saturday, May 19, 2018 from 9 AM to 3 PM. [Rain date: Sunday, May 20, 2018]. Present: Stephanie Bentley, NHS Teacher. Ms. Bentley stated the purpose of the boot drive is to fundraise for the Massachusetts Down Syndrome Congress. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the above request to hold a boot drive at Memorial Square and Ovia Square on Saturday, May 19, 2018 from 9 AM to 3 PM with a rain date of Sunday, May 20, 2018; subject to the safety requirements of the Police Department. Vote yes/Messrs. Marzec, Melia and Nolan.

MRA Multisport [Alex Rogozenski] /1) Request to hold the 6th annual 1st Day 5k road race on Monday January 1, 2018 beginning at 11 AM. 2) Request to close down Linwood Avenue between 10:45 AM and 12 Noon. A motion/Mr. Marzec, seconded/Mr. Nolan to approve MRA's request to hold the 6th annual 1st Day 5k road race on Monday, January 1, 2018, beginning at 11 AM and further to approve their request to close down Linwood Avenue between 10:45 AM and 12 Noon subject to the safety requirements of the Police Department. A vote yes/Messrs. Marzec, Melia and Nolan.

Pine Grove Cemetery Deed/ Laura Valanzola [Lot No. 14, Birch Path South]. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the sale of lot No. 14, Birch Path South to Laura Valanzola. Vote yes/Messrs. Marzec, Melia and Nolan.

Riverdale Cemetery Deed/1) Linda and Francis Mello, Jr. [Lot No. 25-A, Maple Ave.] A motion/Mr. Marzec, seconded/Mr. Nolan to approve the sale of lot No. 25-A, Maple Ave. to Linda and Francis Mello Jr. Vote yes/Messrs. Marzec, Melia, and Nolan. **2) Linda and Francis Mello, Jr. [Lot No. 25-B, Maple Ave].** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the sale of lot No. 25-B, Maple Ave. to Linda and Francis Mello. Vote yes/Messrs. Marzec, Melia and Nolan.

Lease Renewals: 1) Rockdale Village Foundation/Vote to renew. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the renewal of the Rockdale Village Foundation Lease through June 30, 2018. Vote yes/Messrs. Marzec, Melia and Nolan **2) Oliver Ashton Post #343, Inc./Vote to renew.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the renewal of the Oliver Ashton Post #343, Inc. Lease through June 30, 2018. Vote yes/Messrs. Marzec, Melia and Nolan.

Fall Annual Town Meeting [October 24, 2017]/Vote positions on Warrant Articles. Article 1 (Selectmen). FY '18 Budget Adjustments: Town Manager Gaudette explained that Article 1 is for FY '18 budget adjustments for a total of \$73,500. The Finance Committee supports passage of Article 1. A motion/Mr. Nolan, seconded/Mr. Marzec to support Article 1. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 2 (Selectmen). Other Post Employment Benefits Obligations:** Town Manager Gaudette explained that Article 2 seeks special legislation to directly allow for the local meals tax collection to go into the OPEB account of the town. If enacted, it will move to the Senate and then the House. The Finance Committee supports passage of Article 2. A motion/Mr. Marzec, seconded/Mr. Melia to support Article 2. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 3 (Selectmen). Funding the purchase of streetlights and convert to LED fixtures:** Town Manager Gaudette explained that Article 3 is to fund, in combination with a grant from Metropolitan Area Planning Commission (MAPC), the purchase of streetlights from

National Grid and convert them to LED fixtures. The Finance Committee supports passage of Article 3 in an amount not to exceed \$400,000. A motion/Mr. Marzec, seconded/Mr. Nolan to support Article 3. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 4 (School Committee). Middle School repairs:** Mike Lebrasseur, Chairman of the School Committee, explained that the original article has been amended to include replacing some of the lockers at the Middle School in place of the carpet and chairs in the auditorium as the cost was more than estimated. The Finance Committee supports passage of Article 4 in an amount not to exceed \$200,000. A motion/Mr. Nolan, seconded/Mr. Marzec to support Article 4. Vote yes/Messrs. Melia, Marzec and Nolan. **Article 5 (Planning Board). Street acceptance [Wilson Street]:** Town Planner Gary Bechtholdt explained that the Board of Selectmen voted at a prior meeting to layout Wilson Street as a public way and the Planning Board is recommending its acceptance. The Finance Committee supports passage of Article 5. A motion/Mr. Marzec, seconded/Mr. Nolan to support Article 5. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 6 (Planning Board). Street acceptance [a portion of Roosevelt Drive]:** Mr. Bechtholdt explained that the Board of Selectmen voted at a prior meeting to layout a portion of Roosevelt Drive as a public way and the Planning Board is recommending the acceptance. Mr. Bechtholdt noted that there is one outstanding issue, which is turning on the streetlights. The Department of Public Works is working with National Grid to get the paperwork and finalize everything. The Finance Committee supports passage of Article 6. A motion/Mr. Marzec, seconded/Mr. Nolan to support Article 6. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 7 (Planning Board). Acceptance of 7 parcels of land [Hills at Whitinsville]:** Mr. Bechtholdt indicated that this article was considered years ago. He also noted there are back taxes owed. Instead of going through the process of tax title it was easier to have it considered for conveyance at Town Meeting, which would then authorize the Board of Selectmen to accept the donation and decide how to address the tax title issues. The Finance Committee supports passage of Article 7. A motion/Mr. Nolan, seconded/Mr. Marzec to support Article 7. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 8 (Planning Board). Amend Table of Use Regulations:** Mr. Bechtholdt explained this article is a zoning amendment in regards to defining an existing use and allowing that use within an Industrial 1 and Industrial 2 zoning by Special Permit of the Planning Board. Currently, amusement and recreation is allowed in zones B1, B2 & B3 by right. Mr. Bechtholdt explained the Planning Board is looking to create greater flexibility within industrial zones to promote additional use as there are a number of underutilized or vacant structures. The Finance Committee supports passage of Article 8. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 9 (BPCC). Underground easements for the DPW Facility:** Town Manager Gaudette explained there is some additional utility work that is required as part of the DPW facility project due to the fact that some of the utilities are on abutters' property. This article will allow the utilities to be moved to Town property and allow access for maintenance. The Finance Committee supports passage of Article 9. A motion/Mr. Nolan, seconded/Mr. Marzec to support Article 9. Vote yes/Messrs. Marzec, Melia and Nolan. **Article 10 (BPCC). Raise and appropriate funds \$50,000 for underground easements:** Mr. Gaudette explained that this article would provide funding for the additional utility work. The Finance Committee supports passage of Article 10. A motion/Mr. Marzec, seconded/Mr. Nolan to support Article 10. Vote yes/Messrs. Marzec, Melia and Nolan.

Intermunicipal Agreement for Regional Systems Administrator Services/Vote to approve. Town Manager Gaudette explained that this agreement is for our shared IT Director with the Town of Douglas. He said there is a renewal clause in the agreement that states a renewal needs to be completed in October that would take effect on January 25, 2018. Town Manager Gaudette stated that he and the new Douglas Town Administrator have discussed the arrangement and would like to evaluate the IT services over the next six months or so to see if they favor going beyond a time line of June 30, 2018. A motion/Mr. Nolan, seconded/Mr. Marzec to approve the Intermunicipal Agreement for the Regional Systems Administrator Services. Vote yes/Messrs. Marzec, Melia and Nolan.

TOWN MANAGER'S REPORT: 1) Meetings Attended: a. MMA Fiscal Policy Committee – 9/26/2017. b. Blackstone Valley Tech School Tour – 9/27/2017. c. Berry Insurance (General Liability) – 9/28/2017. d. Kopelman & Paige (Union Negotiations) – 9/28/2017. e. MMA Legislators Breakfast – 9/29/2017. f.

Site Visit – 120 Ivy Lane re: Water Tie-in – 10/2/2017. **g.** School Building Committee Meeting – 10/3/2017. **h.** NFP (Health Insurance Broker) – 10/2/2017. **i.** Upton Town Manager – 10/4/2017. **j.** Randy Swigor, Whitinsville Water Co. – 10/5/2017. **k.** DPW Project Meeting – 10/5/2017. **l.** Library Staff Meeting – 10/6/2017. **m.** Fire Department Open House – 10/8/2017. **n.** Joint Selectmen/Finance Committee/School Building Committee – 10/12/2017. **o.** Department Head Meeting – 10/13/2017. **p.** DPW Project Meeting – 10/13/2017. **2) School Building Project Update:** Town Manager Gaudette stated that the Committee has selected their top three site development options and voted to submit the PDP (Preliminary Design Program) to the Mass. School Building Authority. Town Manager Gaudette announced that Community Forum #4 is scheduled for October 30th in the Balmer Cafeteria. They have put out a public survey and will finalize responses after October 26th deadline. They also have prepared a FAQ document – available on the town and school websites. **3) Fire Station Project (Feasibility Study):** Town Manager Gaudette stated that the Building, Planning & Construction Committee [BPCC] voted to assign him to work with staff, the Owners Project Manager, and a member from the Board of Selectmen and the BPCC to prepare a site search list and rank them using previously approved criteria and to bring it to the BPCC for their review. **4) DPW Garage Project:** Town Manager Gaudette stated that site work is ongoing – the building is to be delivered within the next few weeks. The BPCC will be at the 11/6/2017 Selectmen's Meeting to provide an update. **5) Other ongoing tasks:** a) *Fall Town Meeting Planning* – Town Manager Gaudette stated he is working with Staff, the Moderator, and Town Counsel to prepare for the October 24, 2017 Fall Annual Town Meeting. b) *Recreational Marijuana* – Mr. Gaudette is working on a program for the Spring with the Town Planner and Police Chief. This will be discussed at the 11/6/2017 Board of Selectmen's Meeting. c) *National Park Service* – Mr. Gaudette is working with the Town Planner to create a Local Historic District. This will be discussed at the 11/6/2017 Board of Selectmen's Meeting. d) *MAPC Grant* – Mr. Gaudette is working with the DPW Director on the LED Streetlight Conversion Project. e) *Energy Reduction Projects* – Steam Traps, Lighting, HVAC at various locations.

SELECTMEN'S CONCERNS: Selectmen Melia 1) mentioned he was out of Town for the Open House at the Fire Department but stated he heard it was a success and thanked Timothy Ryan, former Police Chief, who photographed the open house.

ITEMS FOR FUTURE AGENDA/None.

CORRESPONDENCE/None.

EXECUTIVE SESSION: 6:30 PM

M. Under M.G.L. Chapter 30A, Sec. 21 #3- To discuss strategy with respect to collective bargaining [Police Dispatchers].

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

Meeting Adjourned: 7:29 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

October 16, 2017

I. APPROVAL OF MINUTES

A. 1) May 15, 2017 Special Meeting

-Copy of May 15, 2017 minutes

2) May 22, 2017 [Exec. Sess.]

-Copy of May 22, 2017 Executive Session minutes

3) June 26, 2017 [Exec. Sess.]

-Copy of June 26, 2017 Executive Session minutes

4) August 21, 2017

-Copy of August 21, 2017 minutes

II. PUBLIC HEARING

III. APPOINTMENTS: B. By the Board of Selectmen: Justine Carroll, Conservation Commission /Present: Joy Anderson, Chairman, Conservation Commission and Barbara McNamee, Conservation Commission Member

-Copy of Justine Carroll's talent bank form

C. By the Town Manager [Vote to affirm]: Christopher Bessette, Laborer 1, DPW Highway Division Present: Jamie Luchini, Highway Superintendent

-Copy of Mr. Bessette's cover letter

-Copy of Mr. Bessette's application

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

D. School Building Committee/Request to hang a banner across Church Street from Sunday, November 5, 2017 to Sunday, November 12, 2017 to advertise the Balmer School Project Community Forum meeting to be held on Monday, November 27, 2017

-Copy of email request to hang banner

E. Massachusetts Down Syndrome Congress/Request to hold a boot drive at Memorial Square and O'Connell Square on Saturday, May 19, 2018 from 9 AM to 3 PM. [Rain date: Sunday, May 20, 2018]

-Copy of email request to hold a boot drive

F. MRA Multisport [Alex Rogozenski] /1) Request to hold the 6th annual 1st Day 5k road race on Monday January 1, 2018 beginning at 11 AM /2) Request to close down Linwood Avenue between 10:45 AM and 12 PM

-Copy of letter requesting permission to hold a road race and permission to close Linwood Avenue between 10:45 AM and 12 PM on January 1, 2018

-Copy of the Police Lieutenant's email approving the road closure

-Copy of email from DPW Director having no concern's with the event / road closure

G. Pine Grove Cemetery Deed/ Laura Valanzola [Lot No. 14, Birch Path South]

-Copy of Pine Grove Cemetery Deed for Laura Valanzola for Lot No. 14, Birch Path South

H. Riverdale Cemetery Deed 1) Linda and Francis Mello, Jr. [Lot No. 25-A Maple Ave.] 2) Linda and Francis Mello, Jr. [Lot No. 25-B, Maple Ave.]

-Copy of Riverdale Cemetery Deed for Linda and Francis Mello Jr. for lot No. 25-A, Maple Ave.

-Copy of Riverdale Cemetery Deed for Linda and Francis Mello Jr. for lot No. 25-B, Maple Ave.

I. Lease Renewals: 1) Rockdale Village Foundation/Vote to renew 2) Oliver Ashton Post #343, Inc./Vote to renew

-Copy of lease for the Rockdale Village Foundation

-Copy of lease for the Oliver Ashton Post #343, Inc

J. Fall Annual Town Meeting [October 24, 2017]/Vote positions on Warrant Articles

-Copy of Fall Annual Town Meeting Warrant position

-Copy of letter pertaining to Article 5

-Copy of letter pertaining to Article 6

-Copy of letter pertaining to Article 7

-Copy of map pertaining to Article 7

-Copy of Table of Use Regulations [draft] pertaining to Article 8

K. Intermunicipal Agreement for Regional Systems Administrator Services/Vote to approve

-Copy of letter from the Town of Douglas regarding the Regional Systems Administrator Services agreement

-Copy of Intermunicipal Agreement for the Regional Systems Administrator Services

VI. DISCUSSIONS/None

VII. TOWN MANAGER'S REPORT

L. 1) Meetings Attended - No documentation

2) School Building Project Update - No documentation

3) Fire Station Project (Feasibility Study) -No documentation

4) DPW Garage Project -No documentation

5) Other ongoing Tasks - No documentation

VIII. SELECTMEN'S CONCERNS -No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION: 6:30 PM

M. Under M.G.L. Chapter 30A, Sec. 21 #3 - To discuss strategy with respect to collective bargaining [Police Dispatchers].

-No documentation

**BOARD OF SELECTMEN'S MEETING
FALL ANNUAL TOWN MEETING**

October 24, 2017

A meeting of the Board of Selectmen was called to order at 6:34 PM by Chairman Ampagoomian, Northbridge Middle School Auditorium, 171 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Marzec, Melia, Nolan, Ampagoomian, and Athanas.

Also Present: Adam Gaudette, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

Town Meeting Business. Article 3 [LED Streetlight Conversion Project]. Town Manager Gaudette provided a handout to the Board containing some bullet points with respect to Article 3, for their review.

There being no further business before the Board at this time, a motion/Mr. Melia, seconded/Mr. Nolan, to adjourn the Selectmen's Meeting at the conclusion of the Fall Annual Town Meeting this evening. Vote yes/Messrs. Marzec, Ampagoomian, Athanas, Nolan and Melia.

Meeting Adjourned: 8:00 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

October 24, 2017

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

DECISIONS

- A. Town Meeting Business/Article 3 [LED Streetlight Conversion Project]:
-Copy of handout pertaining to Article 3.**

DISCUSSIONS/None

TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
November 6, 2017

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

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: **1) September 11, 2017.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the September 11, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) September 25, 2017.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the September 25, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, and Melia. **Abstain:** Mr. Nolan. **3) October 16, 2017 (Executive Session).** A motion/Mr. Nolan, seconded/Mr. Melia to approve but not release the October 16, 2017 executive session minutes. Vote yes/Messrs. Ampagoomian, Melia, and Nolan. **Abstain:** Mr. Athanas. **4) October 24, 2017 (Fall Annual Town Meeting).** A motion/Mr. Athanas, seconded/Mr. Nolan to approve the October 24, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

PUBLIC HEARING: 7:05PM/FY'18 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor. A motion/Mr. Melia seconded/Mr. Nolan to open the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. Mr. Fitzgerald explained that the Classification Hearing allows the Selectmen to decide whether or not to shift the tax burden between classes. Mr. Fitzgerald said that doing so would not increase revenues and would not change the overall rate. He also explained there are 3 options available to shift the tax rate. **1)** The first option would be to shift the tax burden among all classes of property. **2)** The second option is to select a residential exemption, and **3)** the third option is to select a small commercial exemption. Mr. Fitzgerald noted that a vote is not required unless the Board decides to shift the tax burden. He then estimated the tax rate for 2018 to be \$13.01. Mr. Fitzgerald stated that the Board of Assessors was not in favor of having a split tax rate, residential exemption, or the commercial exemption. A motion/Mr. Melia, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. There being no further comments, the Board of Selectmen took no action, so the Town will continue with a single tax rate for all properties as recommended by the Board of Assessors.

APPOINTMENTS/Resignations: None.

CITIZENS' COMMENTS/INPUT: Local Business Spotlight: Envision Digital Group, Kham Inthirath, CEO. Mr. Inthirath explained that Envision Digital Group is a full-service digital marketing agency, with offices in Worcester and Providence. Mr. Inthirath explained that their focus is on local businesses growth. Services include web design, marketing strategies, visual tours, and branding. Mr. Inthirath explained that they utilize a holistic approach to marketing from traditional to digital, upcoming strategies and customizing a strategy for different businesses of different sizes and industries. Mr. Inthirath can be contacted at 508-713-0131 and online at <http://envisiondigitalgroup.com/>. Selectman Nolan asked who a typical client would be. Mr. Inthirath stated that The Hair Studio on Church Street and Whitinsville Christian School are clients. Other clients include restaurants seeking to enable virtual tours, others consist of lawyers, large manufactures, non-profits, the American Cancer Society and more. Mr. Inthirath explained that most of their clients are local but they do travel to other states as needed.

Jeannie Hebert, President & CEO, Blackstone Valley Chamber of Commerce. 1) Shop Small Saturday. Ms. Hebert stated that Mr. Inthirath helped the Chamber become a Google Certified Chamber, which in turn, allows the businesses within the Chamber to become Google Certified as well allowing for businesses to show up in a search on Google with all their pertinent business information. Continuing, Ms. Hebert announced that the 4th annual Shop Small event will take place on Saturday, November 25, 2017 in Downtown Whitinsville. Ms. Hebert stated there are about 30+ businesses that take part in the Shop Small event and it continues to grow every year. She explained that there is a punch card that participants receive and if they go to 10 out of the 30 businesses they get entered in a raffle drawing. Ms. Hebert stated that there will also be several “pop-up shops,” which are businesses that are not located in the downtown area but have set up temporary space in other businesses along Church Street. **2) Blackstone Valley Education Hub Grant.** Ms. Hebert announced that the Chamber of Commerce was awarded a Work Skills Capital Grant in the amount of \$456,312, which is a reimbursable grant that will be used for the build-out and purchase of equipment for the Blackstone Valley Education Hub. The Hub, in addition to classrooms and computers, will be building a miniFabLab. A miniFabLab consists of an array of computer controlled tools on different scales and various materials with the capability to make a large variety of items. Potential Hub clients would consist of the current 650+ students on the Blackstone Valley Tech High School waitlist, Veterans in Transition, and also retraining for adults.

2018 Selectmen’s Meeting Schedule/Vote to approve. A motion/Mr. Nolan, seconded/Mr. Melia to approve the 2018 Selectmen’s Meeting Scheduled as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2018 Holiday Schedule/Vote to approve.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the 2018 Holiday Schedule as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Town Clerk/Request to hang a banner across Church Street as follows: 1) Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street from Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street from Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **3) Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street from Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election to be held on November 6, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Dog Orphans Humane Society/Request to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM. Mr. Ron Morse, Director of Dog Orphans and Ms. Christine Blair, Dog Orphans fundraiser, were present to discuss the request. Mr. Morse stated that Dog Orphans Humane Society is a non-profit organization located in Douglas for the past twenty-four years, and in existence since 1971. Mr. Morse stated that any monies raised would help towards medical treatment for the dogs. A motion/Mr. Melia, seconded/Mr. Nolan to approve Dog Orphans’ request to hold a boot drive on Saturday, September 29, 2018 from 10 AM to 2 PM at Memorial Square, with a rain date of September 30, 2018, subject to the safety requirements of the Northbridge Police Department. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Gary’s Variety, 2201 Providence Road, Whitinsville, MA 01588/Notice of intent to install a KENO To Go monitor. The Board of Selectmen agreed to take no action, which allows the installation of a KENO To Go monitor.

Massachusetts Electric Company-Grant of Easement for 11 Fletcher Street, Northbridge MA/Vote to sign. Town Manager Gaudette explained this request was approved at the Fall Annual Town Meeting regarding the DPW Facility project. A motion/Mr. Nolan, seconded/Mr. Melia to sign the Massachusetts Electric Company Grant Easement for 11 Fletcher Street. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

Estate of Viola M. Willard/Bequest of lot #115-B (2-grave cemetery lot) to the Town of Northbridge /Vote to assent to the appointment of Henry A. Blanchette as Personal Representative. Town Manager Gaudette explained that if the Board approves of this transaction, there are two votes: the first is to assent to the appointment of Henry A. Blanchette as the Personal Representative and the second vote would be to accept the donation of the cemetery lot once the probate has been exercised. A motion/Mr. Melia, seconded/Mr. Nolan to assent to the appointment of Henry A. Blanchette as Personal Representative and further to accept the donation of Lot 115-B, a 2-grave cemetery lot. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

School Building Project Update/Present: Joseph Strazzulla, School Committee. Mr. Strazzulla stated that the School Building Project Committee is close to deciding the final phase for the preferred schematic design. After completion, the design team will refine the design, the cost estimators will review it, and then it will be presented to the Massachusetts School Building Authority (MSBA). He noted that the submission date for the Preferred Schematic Report is January 3, 2018. He also pointed out that Option A is to bring Northbridge Elementary School [NES] and Balmer School up to code, which would be a significant investment to the Town. The rough estimate to bring the buildings up to code and make no changes to the sizes of the buildings is \$53 million dollars and is not reimbursable by the MSBA. Option B2 is for a build-out of grades 2 through 4 to house 510 students, replacing Balmer School by building next to the existing site, which would not disrupt the school year. Once the project is completed, the old Balmer School building would be leveled and a parking lot built on top of it. Option C2 would keep the existing footprint of Balmer, house 1,030 students, add on a gymnasium and a wing to house the rest of the students. This would allow the building to stay as is during construction of the wings and students could then move to the wings while the original Balmer School building is being renovated. The students at NES would remain there until the completion of the project, which is about 4 years. There are restrictions with this option. Option C3.1 would be for a newly built facility on the back of the Balmer School property while maintaining the front fields. The duration of the project would be about 3.5 years and would include redesigning and reconstituting all the fields. Mr. Strazzulla said the possible use of a road or one-way street has not yet been decided and is still under review. Option C3.2 is for a 1,030 student building to house pre-K through 5th grade, set on the back of the property. This option does not overlap the footprint and would not disrupt the school year. Option C3.3 would involve using the hill side by the current Balmer School and building a piece of the building into the hillside on elevation, which would allow for a courtyard in the middle. This option would be about a 3-year duration. Option C5 swaps the fields to the back of the property, brings the school closer to the front of the property, and does not disturb the footprint of the building. Mr. Strazzulla explained the costs. He also reminded everyone that Option A is for renovations only and would provide no reimbursement from the MSBA but Options B2, C2, C3 and C5 are MSBA reimbursed projects. The B series approximate cost to the Town is \$37.4 million and the C series cost ranges from \$55.6 million to \$58.3 million. Selectman Melia asked if the length of the note was known. Mr. Strazzulla replied that they have run a 20-year note at 5%, and have had brief discussions about 30-years notes, but it is unknown at this time. Mr. Strazzulla announced that all of the meetings are posted on YouTube and available through <https://www.nps.org/>.

Local Historic District Study Committee/Present: Kenneth Warchol, Chairman, Historical Commission & Gary Bechtholdt, Town Planner. Mr. Warchol explained that 19 buildings have been selected for inclusion in the proposed Local Historical District. Certified letters were sent out to the building

owners including notification of a meeting for the owners to understand the involvement in being a part of the Local Historical District. Mr. Warchol said currently there are not enough members on the Local Historical District Study Committee to meet and have a quorum and as such, new members are needed in order to come up with bylaws and to move forth with hiring a consultant. Mr. Bechtholdt mentioned firstly, the exemptions and surveys need to be completed and stated he is happy to help move forward with the proper steps. He also explained that the town can be as restrictive as it wants or have as many exemptions as we feel appropriate. Mr. Bechtholdt said that after the bylaws have been crafted they are forwarded to the State. The preliminary study is very technical and the Town did vote to appropriate the sum of \$3,500 dollars to hire a consultant.

Boot Drive Policy (Revision). Town Manager Gaudette stated that the intent for the change is to allow boot drives from April until the first Saturday in November as opposed to the 1st of November. This would allow for one boot drive in November to fall on a Saturday as opposed to a day during the week. A motion/Mr. Melia, seconded/Mr. Athanas to move this item from discussions to decisions. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. A motion/Mr. Melia, seconded/Mr. Nolan to approve the revised boot drive policy as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

TOWN MANAGER'S REPORT: 1) **Meetings Attended:** a. Board of Selectmen -10/16/2017. b. Blackstone Valley Chamber & MassDevelopment - 10/17/2017. c. Safety Committee - 10/18/2017. d. Meeting with the Town Moderator & Staff - 10/19/2017. e. NCTV Interview - 10/19/2017. f. Meeting with NFP Corp. (Health Insurance Consultant) re: GIC - 10/20/2017. g. School Meeting to prepare for FATM - 10/23/2017. h. Fall Annual Town Meeting - 10/24/2017. i. Regional Town Managers Meeting - 10/25/2017. j. Senior Center (100th Birthday celebration) Presentation of Certificate - 10/26/2017. k. Aggregation Renewal Meeting (Conf. Call) - 10/30/2017. l. Balmer School Project Community Forum #4 - 10/30/2017. m. MMA Fiscal Policy Committee Meeting (Boston) - 10/31/2017. n. Planning Initiatives Meeting with Gary Bechtholdt, Town Planner - 11/1/2017. o. Department Head Meeting - 11/3/2017. 2) **School Building Project Update:** Town Manager Gaudette stated that as presented the School Building Committee has selected their top 4 site development options and have submitted the PDP (Preliminary Design Program) to MSBA. Mr. Gaudette attended the Community Forum #4 on October 30th at which they discussed the outcomes of the public survey. 3) **DPW Garage Project:** Site work is on hold until the Building, Planning & Construction Committee [BPCC] reviews the balance of change orders and credits as part of site grading changes and drainage infrastructure plan revisions. The BPCC will attend the November 20, 2017 Board of Selectmen's Meeting to provide an update. 4) **Fire Station Project (Feasibility Study):** Staff, along with the Town Manager, has collected information on Town-owned property, properties listed for sale, and properties previously studied and will be filtering the data for the purposes of providing an adequate list for the Building, Planning & Construction Committee to designate for inclusion in the Architect RFP. 5) **Other ongoing tasks:** a) Recreational Marijuana – Developing an action plan for 2018 with the Town Planner and Police Chief. This will be discussed at the November 20, 2017 Board of Selectmen's Meeting. b) Streetlight Conversion Project (MAPC Grant)- Town Manager Gaudette has signed an agreement with Tanko Lighting to perform the initial audit. c) National Park Service - Town Manager Gaudette is working with the Town Planner to create a Local Historic District. This was discussed earlier in the meeting. d) FY2019 Budget Planning - Town Manager Gaudette is currently initiating the Budget Development process with Staff. The Board of Selectmen will be discussing goals with the Town Manager on November 20, 2017.

SELECTMEN'S CONCERNS: **Selectman Melia/1)** asked about Town Manager's goals and if there was a plan in place. Town Manager Gaudette stated that at the upcoming November 20th meeting he planned on providing a copy of the previous goals that were set for the Town Manager, and is seeking goals for that meeting and then discuss a plan with the Chairman for a workable schedule and come back at the December 4th meeting to present that plan. 2) Asked if there has been an update on the Community Aggregation contract negotiations. Town Manager Gaudette stated that a renewal agreement was signed by previous

Town Manager Kozak in April, and the new company is Public Power. There is with a new 36-month agreement beginning in January 2018. Residents who are currently a part of the plan will receive an introductory letter within the next month. Customers currently with Constellation or National Grid will be automatically enrolled in the program with an opportunity to opt-out of the program. **3)** Asked if the letter being sent out would include the Town letterhead as it did when it began. Mr. Gaudette stated that the letter does include the process that the Town took to be a part of this program and a press release will be going up on the website. **Selectman Nolan** asked about the executive session minutes and speaking with town counsel on releasing the minutes that do not need to be kept sealed. Town Manager Gaudette stated that he would check with staff and town counsel see what could be released. **Selectman Ampagoomian/1)** asked about the fire hydrants on Church Street and expressed his concern that they are too close to the road and requested that someone from DPW inspect them. **2)** asked for an update on the water pipe replacement on Church Street and his concern for the upcoming winter season. **3)** Reminded the audience that the Trustees of Soldiers Memorials will be dedicating the newly reconstructed World War I Monument on Saturday, November 11, 2017 at 11 AM.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:29 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 6, 2017

I. APPROVAL OF MINUTES:

A. 1) September 11, 2017

-Copy of September 11, 2017 minutes

2) September 25, 2017

-Copy of September 25, 2017 minutes

3) October 16, 2017 Executive Session

-Copy of October 16, 2017 executive session minutes

4) October 24, 2017 FATM

-Copy of October 24, 2017 Fall Annual Town Meeting minutes

II. PUBLIC HEARING:

B. 7:05 FY'18 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor

-Copy of memo regarding the classification hearing

-Copy of the 2018 tax rate breakdown

-Copy of a table of the average single, commercial, and individual rates and possible shifts

-Copy of a pie chart of the valuation by class

-Copy of surrounding towns' tax rates

III. APPOINTMENTS/Resignations

IV. CITIZENS' COMMENTS/INPUT:

C. Local Business Spotlight: Envision Digital Group, Kham Inthirath, CEO/No documentation

D. Jeannie Hebert, President & CEO, Blackstone Valley Chamber of Commerce 1) Shop Small Saturday 2) Blackstone Valley Education Hub Grant/No documentation

V. DECISIONS:

E. 1) 2018 Selectmen's Meeting Schedule/Vote to approve

-Copy of 2018 Board of Selectmen's meeting schedule

2) 2018 Holiday Schedule/Vote to approve

-Copy of 2018 holiday schedule

F. Town Clerk/Request to hang a banner across Church Street 1) Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. 2) Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018. 3) Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018

-Copy of email from the Town Clerk's office requesting to hang a banner for the dates listed above

G. Dog Orphans Humane Society/Request to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM

-Copy of the letter from the Dog Orphans Humane Society requesting to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM

-Copy of a hold harmless agreement

H. Gary's Variety, 2201 Providence Road, Whitinsville, MA 01588/Notice of intent to install a KENO To Go monitor

-Copy of letter from the Massachusetts State Lottery regarding the intent to install a KENO To Go monitor

I. Massachusetts Electric Company - Grant of Easement for 11 Fletcher Street, Northbridge MA/Vote to sign

-Copy of the Grant of Easement

-Copy of map of easement

J. Estate of Viola M. Willard/Bequest of lot #115-B (2-grave cemetery lot) to the Town of Northbridge /Vote to assent to the appointment of Henry A. Blanchette as Personal Representative

-Copy of letter requesting the Board's assent to appointment of Henry A. Blanchette as Personal Representative of lot # 115-B

-Copy of assent and waiver of notice

-Copy of bond

-Copy of probate of will and appointment of Personal Representative

-Copy of email from Legal counsel suggestion

VI. DISCUSSIONS:

K. School Building Project Update/Present: Joseph Strazzulla, School Committee

-Copy of PowerPoint presentation

L. Local Historic District Study Committee/Present: Kenneth Warchol, Chairman, Historical Commission & Gary Bechtholdt, Town Planner

-Copy of flow chart to establish a Local Historic District

M. Boot Drive Policy (Revision)

-Copy of revised Boot Drive Policy

VII. TOWN MANAGER'S REPORT:

N. 1) Meetings Attended/No documentation

2) School Building Project Update/No documentation

3) DPW Garage Project/No documentation

4) Fire Station Project (Feasibility Study)/No documentation

5) Other ongoing tasks/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE /None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
November 20, 2017

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

The Pledge of Allegiance was recited by those present.

Presentation: Proclamation presented to Shannon Mortimer. Chairman Ampagoomian read aloud the proclamation being presented to Ms. Mortimer and congratulated her on all her achievements. The Board then wished Shannon the best of luck in all her future endeavors.

Representative David Muradian Office Hours 7PM to 8PM Northbridge Town Hall. *Mr. Muradian called to postpone his office hours until the next Selectmen's meeting, December 4, 2017.*

APPROVAL OF MINUTES. October 16, 2017. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the October 16, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

PUBLIC HEARING/None

APPOINTMENTS/Resignations/None

CITIZENS' COMMENTS/INPUT/None

Winter Parking Ban [December 1, 2017 to April 1, 2018] / Vote to approve. Selectman Melia asked Chief Warchol if there were any changes to the parking ban as compared to previous years. Police Chief Warchol replied that there are no changes. A motion/Mr. Marzec, seconded/Mr. Melia to approve the Winter Parking Ban beginning December 1, 2017 to April 1, 2018 [to be extended if necessary] from 1:00 AM to 6:00 AM, as requested by the Northbridge Police Department.. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Purgatory Beer Company/Request for a Change in Hours [Current hours: Thursdays 5 PM-8 PM, Fridays 4 PM- 9 PM, Saturdays 11 AM-9 PM, and Sundays 12 PM-5 PM/Request: Sunday-Saturday 11 AM -9 PM] Present: Brian Distefano. Mr. Distefano advised their original hours were based on what other breweries had for hours, but now they would like to be able to open more hours and in order to allow patrons to come to their establishment on and around allowed holidays. Mr. Distefano explained that they do not necessarily want to be open 7 days a week but would like the availability to be open on allowed holidays and the eve of holidays when people are typically out. Selectman Melia asked how the opening day was. Mr. Distefano stated that it was beyond their expectations but went smoothly. He said they had a counter at the door to keep track of the number of customers and at one point, there was a 45-minute wait. He estimated there were just over 1,000 patrons, which made for a long day but was fun. Mr. Distefano stated that the second weekend was more manageable and this past weekend was also manageable--they were able to have a food truck on the premises. A motion/Mr. Marzec, seconded/Mr. Nolan to approve Purgatory Beer Company's request for a Change in Hours from Thursdays 5 PM-8 PM, Fridays 4 PM-9 PM, Saturdays 11 AM-9 PM, and Sundays 12 PM-5 PM to Sunday-Saturday 11 AM -9 PM. Vote yes/Messrs. Ampagoomian, Marzec, Melia, and Nolan.

Proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) Present: Stephen J. O'Connell, Vice President, Andrews Survey & Engineering, Inc. Mr. O'Connell introduced Mr. Kurt Lange and Mrs. Donna Lange, owners of the property; Mr. Rayo Bhumgara,

Development partner and team member; Mr. Carter McCann, Project Proponent, Syncarpha Capital; Mr. Robert Alix, Real Estate Agent on behalf of Mr. and Mrs. Lange. Mr. O'Connell explained the proposed project as a solar facility on approximately 135 acres located off Puddon Street with frontage on Quaker Street. He said the project would be in the vicinity of 15 to 16 megawatts, which would be about 65 acres spread throughout the 135 acres. Mr. O'Connell stated that they do have a dilemma with the timing. Due to the scheduling by the State's Department of Energy Resources [DOER], the project is very time sensitive. Mr. O'Connell explained that they are proposing a zoning bylaw amendment to include the creation of an overlay district. He stated that the proposal has been brought to the Planning Board for their input and now to this Board in hopes of their sponsoring a warrant article. If the Board does not wish to sponsor an article, they would initiate a citizen's petition for a Special Town Meeting. Mr. O'Connell stated that the Special Town Meeting is needed due to the timeframe of the eligibility of the project financially and through the State's program. The Special Town Meeting is requested as soon as possible. Mr. O'Connell turned it over to Carter McCann of Syncarpha Capital, who develops, owns, and operates solar projects, of which, there are sixty to seventy megawatts produced in Massachusetts. Mr. McCann explained that residents and the municipality will have the availability to buy net metering credits from the project. There are available credits for about 600 households and the preference is to sell it to Northbridge residents first, and if the opportunity is there, the Town can buy credits as well. It would depend on if the entire capacity of the Town has been used up based on other Power Purchase Agreements (PPA) that the Town has signed. If the town is not eligible, there is still tax revenue, which would be a minimum of \$100,000 dollars a year that would come from the project to the Town in the form of tax payments. He also stressed the timing is important due to the program, which is a declining block program. Mr. McCann explained that the earlier you get in the program the higher and better of a rate you get from the program. He specified that the hope is to submit to the utility for the interconnection within the next week or so, which would allow 90 days for Syncarpha Capital to submit large deposits for the utility company to complete the impact studies. Mr. McCann stated that they hope to get the Town Meeting scheduled and approved in time for the deposits to be completed by Syncarpha Capital for the study. He then turned it over to Mr. and Mrs. Lange. Mr. Lange stated that they purchased the property about twenty years ago and have thought about various uses for the land but never went through with any of them. He explained that they then decided to sell the land, which went on the market in September. Mr. Lange mentioned that their Real Estate Agent, Mr. Robert Alix, was approached by developers, one of which was Mr. Rayo Bhungara. After discussing the possibility of a solar farm, Mr. Lange thought it would be best to have a solar farm rather than more houses, which increases the demands on the infrastructure of the town. Selectman Melia asked Town Planner Gary Bechtholdt how the Planning Board felt about this opportunity. Mr. Bechtholdt stated that they are open to the idea but they are not at a point where they would support or sponsor an article. He also stated that the property is zoned residential and would require a zoning change to create a new overlay district to allow that use within the underlying zone. Mr. Bechtholdt further stated that currently there is a Photovoltaic installation bylaw but it is restricted to the Industrial zone, which has created the potential for creating a new overlay district. Selectman Nolan asked if there should be a public hearing held as a courtesy to the abutters. Chairman Ampagoomian explained that the Planning Board is required by law to hold a public hearing prior to the Town Meeting. Chairman Ampagoomian asked when the deadline is. Mr. McCann stated that the latest they could hold a Town Meeting would be early to mid-February due to the interconnection applications. Selectman Nolan asked what the build-out time is for the project. Mr. McCann stated it is relatively quick with a typical window of 5 to 7 months. Selectman Melia asked if it would be appropriate to put the project back to the Planning Board to decide whether or not they want to sponsor the article. Mr. Bechtholdt explained that the Planning Board has expressed no willingness to sponsor an article but are willing to work with the applicant in preparing, should a special town meeting be called. He also mentioned the Planning Board, if needed, can hold the public hearing prior to the announcement of a Special Town Meeting. The Planning Board indicated that they preferred the applicant or the Board of Selectmen sponsor a warrant article. Town Manager Gaudette suggested putting the item on the December 4, 2017 agenda under decisions and he can work with the Board and the applicants on a timeline.

Recreational Marijuana Update/Present: Gary Bechtholdt, Town Planner & Walter Warchol, Police Chief. Mr. Bechtholdt reviewed the timeline for Recreational Marijuana Establishments, which included the passing of the Ballot Question #4, followed by the creation of the Cannabis Advisory Control Commission in August, 2017, and the appointment of the five-member Cannabis Control Commission (CCC) in September, 2017. The Cannabis Control Commission is charged with propagating the initial regulations for recreational marijuana, which is due on March 15, 2018. Furthermore, the CCC will begin accepting applications on April 1st and will begin to prioritize the initial receipt of the applications on April 15th and on June 1, 2018, they will begin issuing licenses for recreational marijuana establishments. Mr. Bechtholdt explained that the State schedule does not coincide with the Town's election and Spring Annual Town meeting cycle. After the ballot question passed, at the following town meeting the Town adopted and approved a temporary zoning moratorium, which runs until November 30, 2018. The purpose of the moratorium is for the municipality to review the regulations and understand the act. Mr. Bechtholdt stated that recreational marijuana establishments can be in the form of a retail store, a marijuana product manufacturer, a marijuana cultivator, and/or a lab and testing facility. Since the Town voted in favor of Question #4 at the ballot in November of 2016, the first option the town may consider is to opt-out or a ban, which the ban can be for all four uses or specific uses. Mr. Bechtholdt explained that since the ballot question passed, it does require a two-step process, which would include a town meeting vote and a local ballot question as well as a general bylaw and a zoning bylaw. If the town were to move in that direction, the May 1, 2018 Spring Annual Town meeting would need to include 2 articles, one a general article that would require a majority vote and the second would be a zoning article that would require a 2/3 vote and would be contingent upon the passage of the ballot question. The Ballot question would appear on the May 15, 2018 annual town election. In order for the Town to adopt the local opt-out, both Town meeting and the ballot question need to pass. If Town meeting fails and/or the ballot question fails, the Town would then have the option to amend the zoning bylaw to allow the uses and regulate the time, place, and manner with the moratorium still valid until November 30, 2018. This option would then take the Town to the October 23, 2018 Annual Fall Town Meeting, and thereafter there are other local options the Town might consider. If the Town decided not to prohibit, outright or ban the establishments, the option would be to limit the number of marijuana retailers to fewer than 20% of retail off-premises alcoholic beverage licenses issued under MGL Ch. 138 S.15, which would also be a two-step process with a town meeting action and contingent upon a ballot question. Mr. Bechtholdt explained that local option 3 is to adopt local sales tax of up to 3%, which would also require a Town Meeting vote. The fourth option would be to allow on-site consumption on premises, which would be put forth by petition and vote by a ballot question. Mr. Bechtholdt explained that any local option to ban does not impact, affect, or alter any personal use and what residents can grow or possess. Selectman Melia stated that he believes the next action the Board should take would be to decide which direction to move towards. Town Manager Gaudette stated he will add this item to the December 4, 2017 meeting for a vote.

WWI Monument update/Present: Trustees of Soldiers' Memorials. Chairman Ampagoomian stated that on November 11, 2017, the Trustees of Soldiers' Memorials held a rededication of the Rockdale WWI Memorial. There were over 50 people who showed up, some of which were living relatives of those whose names are on the memorial. The Trustees of Soldiers' Memorials are looking at other projects and will come forth with more information once they have been determined.

Town Manager Goals/Reminder to submit. Town Manager Gaudette explained that he and the Board of Selectmen have an agreement where the Selectmen set annual goals that he and the Board can work together towards. He then asked that the Board members to submit their goals for him to Sharon in the Town Manager's Office. Mr. Gaudette stated that at the December 4th meeting, he will bring them back to the Board for a final vote of what he will work towards.

TOWN MANAGER'S REPORT: 1) Meetings Attended: a. Tour of Whitinsville Christian School – 11/6/2017 **b.** DPW Garage Project Meeting – 11/6/2017 **c.** Board of Selectmen's Meeting – 11/6/2017 **d.**

Union Membership to discuss GIC options – 11/7/2017 **e.** Balmer School Building Committee Meeting – 11/7/2017 **f.** Financial Team to discuss Health Insurance Reimbursement – 11/9/2017 **g.** Attended the Rockdale WWI Memorial Dedication – 11/11/2017 **h.** Streetlight Project Kick-off Conference Call – 11/13/2017 **i.** Building, Planning & Construction Committee Meeting – 11/13/2017 **j.** Council on Aging Meeting at the Senior Center – 11/14/2017 **k.** “Meet & Greet” and Thanksgiving Luncheon with Senator Moore – 11/14/2017 **l.** “Q&A” with Town Employees regarding GIC options – 11/14/2017 **m.** Kick-off with the Auditor & Financial Team – 11/15/2017 **n.** Recreational Marijuana Meeting with Gary Bechtholdt and Chief Warchol – 11/15/2017 **o.** PEC Meeting to vote on GIC options – 11/16/2017

2) School Building Project Update: Town Manager Gaudette stated that tomorrow, November 21, 2017, there will be a School Building Committee meeting in the Media Center at Northbridge High School. The Committee has begun the process to work down from the 4-development options submitted in the PDP (Preliminary Design Program) to MSBA, to get to the Preferred Option. Community Forum #5 is scheduled for December 11th.

3) DPW Garage Project: Town Manager Gaudette stated that site work started up again with subgrade prep for paving taking part this week as well as subbase work for the foundation. Paving is expected to take place this Monday, November 20th. The BPCC held a meeting this past 11/13/2017 and approved Change Order #1 which involved several credits as well as changes for the additional utility/paving work. Town Manager Gaudette explained there are several Change Orders that being reviewed/negotiated and the BPCC will be looking to resolve those at their meeting next Tuesday, November 21st and will then be prepared to provide a budget update to the Board of Selectmen on Monday, December 4th.

4) Fire Station Project (Feasibility Study): Staff, along with the Town Manager, has collected information on Town-owned property, properties listed for sale, and properties previously studied and will be filtering the data for the purposes of providing an adequate list for the Building Planning Construction Committee to designate for inclusion in the Architect RFP. A meeting was held this Thursday, November 16th to begin matching potential sites with site location/design criteria.

5) Electricity Supply Agreement for Municipal Buildings: Over the last several weeks, Town Manager Gaudette stated he has worked with energy brokers and directly with suppliers to establish pricing for the electrical supply for all town buildings (non-school), streetlights, sewer treatment plant, and other facilities. Our current supply contract (rate of \$0.1040) expires on November 30th. This past Wednesday, November 15, 2017, Town Manager Gaudette signed a replacement agreement locking in a new rate (\$0.0864) for the next 60 months. This Agreement, signed with Constellation Energy is through their MunEnergy Program and equates, all things being equal, to a \$31,207.50 annual savings and \$156,037.50 savings over the 5-year period.

6) Other ongoing tasks: a) Recreational Marijuana – Developing an action plan for 2018 with the Town Planner and Police Chief. This will be discussed at the 11/20/2017 BOS Meeting. b) Streetlight Conversion Project (MAPC Grant) – The project kick-off meeting/call with Tanko Lighting and MAPC this past Monday, November 13, 2017. The audit is expected to take place in December. c) National Park Service – Working with the Town Planner to create a Local Historic District. The Town and the NPS counselors are reviewing designation agreement and the Town has advertised for new Local Historic Committee members. d) FY2019 Budget Planning – The Board of Selectmen will be discussing goals with the Town Manager on 12/4/2017.

SELECTMEN'S CONCERNS: **Selectman Melia** mentioned the fence on the Main Street side of Arcade Pond is in rough shape and asked if it could be replaced or somehow repaired. Selectman Melia stated that the fence around Electric Pond in Rockdale also is in bad shape and asked that it also be checked into. **Selectman Ampagoomian** asked how Church Street was coming along. Highway Superintendent, Mr. Luchini, stated that it should be done in about two more weeks and the Whitinsville Water Company should have everything paved temporarily for the winter, and will be back in the Spring to finish everything up. Mr. Luchini stated that it will be monitored weekly.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:54 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 20, 2017

Representative David Muradian Office Hours 7PM to 8PM Northbridge Town Hall. *Mr. Muradian called to postpone his office hours until the next Selectmen's meeting, December 4, 2017.*

Presentation: Proclamation awarded to Shannon Mortimer

-Copy of Proclamation

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

A. October 16, 2017

-Copy of October 16, 2017 minutes

II. PUBLIC HEARING/None

III. APPOINTMENTS/Resignations/None

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS:

B. Winter Parking Ban [December 1, 2017 to April 1, 2018] / Vote to approve

-Copy of winter parking ban details

C. Purgatory Beer Company/Request for a Change of Hours [Current: Thursdays 5 PM-8 PM, Fridays 4 PM- 9 PM, Saturdays 11 AM-9 PM, and Sundays 12 PM-5 PM/Request: Sunday-Saturday 11 AM -9 PM] Present: Brian Distefano

-Copy of letter requesting a change of hours

-Copy of Monetary Transmittal form

-Copy of Corporate Vote

-Copy of Alcoholic Beverages Control Commission advisory permitting the selling of alcohol at 10 AM on Sundays

-Copy License Routing Slip

VI. DISCUSSIONS

D. Proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) Present: Stephen J. O'Connell, Vice President, Andrews Survey & Engineering, Inc.

-Copy of letter from Andrews Survey & Engineering, Inc. regarding the proposed zoning bylaw amendment

-Copy bylaw Article XXI in regards to the Community Shared Solar Overlay District

-Copy of Syncarpha Capital letter with an overview of the proposed project

-Copy of aerial shots of other solar projects

-Copy of the proposed layout in Northbridge

E. Recreational Marijuana Update/Present: Gary Bechtholdt, Town Planner & Walter Warchol, Police Chief

- Copy of memorandum regarding the zoning of recreational Marijuana establishments
- Copy of the timeline for Recreational Marijuana establishments
- Copy of KP Law Guide of the revised Law Legalizing Recreational Use of Marijuana
- Copy of KP Law model recreational marijuana establishment ban (warrant article)
- Copy of KP Law model recreational marijuana establishment (ballot questions)

F. WWI Monument update/Present: Trustees of Soldiers' Memorials/No documentation

G. Town Manager Goals/Reminder to submit/No documentation

VII. TOWN MANAGER'S REPORT

H. 1) Meetings Attended/No documentation

2) School Building Project Update/No documentation

3) DPW Garage Project/No documentation

4) Fire Station Project (Feasibility Study) /No documentation

5) Electricity Supply Agreement for Municipal Buildings/No documentation

6) Other ongoing tasks/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

**BOARD OF SELECTMEN'S MEETING
December 4, 2017**

A meeting of the Board of Selectmen was called to order by Chairman Charles Ampagoomian at 6:13 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Present: Messrs. Ampagoomian, Athanas, Melia, Marzec, and Nolan. Selectman Marzec entered the meeting at 6:50 PM. **Also Present:** Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

Chairman Ampagoomian announced that the Board would be going into executive session and declared that having an open meeting may have a detrimental effect on the negotiating and litigating position of the body.

A motion/Mr. Melia, seconded/Mr. Nolan to go into Executive Session under M.G.L Chapter 30A, S. 21 #3 - To discuss strategy with respect to collective bargaining [Police Dispatchers, Police Officers, Firefighters, and DPW] and under M.G.L Chapter 30A, S. 21 #3 - To discuss strategy with respect to litigation – and to reconvene in Open Session. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:14 PM

Executive Session Convened: 6:15 PM

Executive Session Adjourned: 7:15 PM

Open Session Reconvened: 7:16 PM

Representative David Muradian – Office Hours 7 PM to 8 PM – Northbridge Town Hall. Representative Muradian congratulated Mr. Gaudette on becoming the new Town Manager. He also congratulated the newly promoted members of the Northbridge Fire Department. Representative Muradian stated that they are completed with full formal sessions until next year and explained some of the things they will be working towards this year. One of which is the Pregnant Workers Fairness Act, which insures that expectant moms have the right to work if they so choose. Another is the Criminal Justice Reform Bill, which is a very comprehensive bill done by both the House and the Senate, and will now go to a conference committee where any differences will be ironed out. Representative Muradian announced that he held the 3rd annual Bundle Up Coat Drive, and brought in just under five hundred and fifty coats, which were dispersed to The Piece of Bread, Department for Children and Families in Northbridge, and to the Grafton, Upton and Northbridge School Districts.

APPROVAL OF MINUTES: November 6, 2017. A motion/Mr. Nolan seconded/Mr. Athanas to approve the November 6, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. Abstain: Mr. Marzec.

PUBLIC HEARINGS/None

APPOINTMENTS/RESIGNATIONS: Resignations: Kathleen Charbonneau, Disability Commission. A motion/Mr. Melia, seconded/Mr. Marzec to accept the resignation of Kathleen Charbonneau and send a letter of gratitude for her services. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

Armenian Apostolic Church/1) Request to hang a banner across Church Street from Sunday, April 15, 2018 to Sunday, April 29, 2018 to advertise Martyr's Day on April 24, 2018. 2) Request to hang a banner across Church Street from Sunday, August 5, 2018 to Sunday, August 19, 2018 to advertise the Annual Picnic to be held on Sunday, August 19, 2018. A motion/Mr. Marzec, seconded/Mr. Melia to approve the request to hang a banner across Church Street from Sunday, April 15, 2018 to Sunday, April 29, 2018 to advertise Martyr's Day on April 24, 2018 and from Sunday, August 5, 2018 to Sunday, August 19, 2018 to advertise the Annual Picnic to be held on Sunday, August 19, 2018. Vote yes/Unanimous.

Grant of Easements -Vote to accept/sign the acceptance of Wilson Street & Roosevelt Drive, as authorized by the October 24, 2017 Fall Annual Town Meeting under Articles 5 & 6]. A motion/Mr. Athanas, seconded/Mr. Marzec to accept and sign the acceptance of Wilson Street & Roosevelt Drive, as authorized above. Vote yes/Unanimous.

Vote to establish (ad-hoc) Economic Development Committee for the review & implementation of the Economic Development Strategic Plan. Selectman Athanas asked if there was a budget associated with the ad-hoc committee. Town Manager Gaudette stated that there is not. A motion/Mr. Athanas, seconded/Mr. Melia to vote to establish an Ad Hoc Economic Development Committee for the review & implementation of the Economic Development Strategic Plan. Vote yes/Unanimous. Town Manager Gaudette verified that the Board would like to add the appointment of a Board member on the December 18, 2017 agenda.

Vote to Set a Special Town Meeting Date for the purpose of a proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) Present: Stephen J. O'Connell, Vice President, Andrews Survey & Engineering, Inc. Mr. O'Connell explained since the last meeting he has been working with Town Planner Gary Bechtholdt on making final refinements to the draft bylaw. Mr. O'Connell stated that Central Mass. Regional Planning Commission has prepared a very helpful illustration of the overlay map. The Planning Board has advertised two public hearing dates in anticipation of a town meeting, which the applicant has authorized to proceed with the understanding that the expenses associated would be funded by them. A motion/Mr. Melia, seconded/Mr. Marzec to set a Special Town Meeting for February 6, 2018, for the proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) and the fees pertaining to the Special Town Meeting to be paid by the applicant. Vote yes/Unanimous. Town Manager Gaudette explained that this would require two additional votes, one to open the warrant and the second to set the closing date. A motion/Mr. Athanas, seconded/Mr. Nolan to open the warrant for a Special Town Meeting to be held on February 6, 2018 at 7 PM at the Northbridge Middle School Auditorium. Vote yes/Unanimous. A motion/Mr. Athanas, seconded/Mr. Nolan to vote to close the warrant for the Special Town Meeting on Friday, December 22, 2017 at 12:00 Noon. Vote yes/Unanimous.

Vote to notify the Town Clerk of a Ballot Question to be placed on the May 15, 2018 Annual Town Election Warrant for Recreational Marijuana Opt-out/Present: Gary Bechtholdt, Town Planner & Walter Warchol, Police Chief. Town Manager Gaudette explained that the Board has been provided with three options of a ballot question, which were derived from the ballot question that was passed in 2016. A motion/ Mr. Athanas, seconded/Mr. Nolan to place the following ballot question on the May 15, 2018 Annual Town Election Ballot: "Shall the Town of Northbridge prohibit the operation of all types of marijuana establishments as defined in M.G.L. c.94G, §1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, within the Town of Northbridge?" Vote yes/Unanimous. Town Manager Gaudette added that there will be zoning and general bylaw articles on the May 1, 2018 Spring Annual Town Meeting warrant that will be contingent upon the outcome of the ballot question.

Vote to set Town Manager Goals. A motion/Mr. Melia, seconded/Mr. Nolan to adopt the following goals for Town Manager Gaudette for the 2018 calendar year: 1) FY 2019 Budget Preparation; 2) DPW Building Project; 3) School Building Project; and 4) Fire Station Building Project. Vote yes/Unanimous.

DISCUSSIONS/None

TOWN MANAGER'S REPORT: 1) Meetings Attended: a. **Blackstone Valley Chamber of Commerce/School Project** – 11/20/2017. b. **Board of Selectmen Meeting** – 11/20/2017. c. **Town Planner Gary Bechtholdt/Planning Projects** – 11/21/2017. d. **Balmer School Building Committee Meeting** – 11/21/2017. e. **Fire Station Project Meeting with OPM/Site Selection** – 11/22/2017. f. **School Committee Meeting (Executive Session/Bargaining)** – 11/28/2017. g. **Blackstone Valley Heritage Corridor Commission (Intro)** – 11/28/2017. h. **CMRPC Legislative Affairs Committee Breakfast** – 12/1/2017. i. **Fire Department Promotions Ceremony at Town Hall** – 12/1/2017. 2) **School Building Project Update:** The School Building Committee last met on November 7, 2017. At the meeting, they voted to move forward with the Construction Manager at Risk option vs the Design-Build option and will be working on an RFQ for Construction Managers. The next Community Forum is scheduled for December 11, 2017 at NES Cafeteria. The Committee will be voting their preferred development option on December 19th and will be submitting the PDP (Preliminary Design Program) report to MSBA on January 3, 2018. 3) **DPW Garage Project:** Site work is ongoing with the majority of the driveway being paved last week, as well as foundation installation having progressed. The BPCC has approved a series of Change Orders (CO#1) which involved several credits as well as changes for the additional utility/paving work. There are several Change Orders that are currently being reviewed/negotiated between the Contractor and the Town's OPM. 4) **Fire Station Project (Feasibility Study):** The Town Manager is working with staff and the OPM, as well as committee representatives, on the Site Selection Evaluation Process. In addition, the group will be developing an RFQ for Designer (Architect) Selection in hopes of advertising mid-winter. 5) **Other ongoing tasks:** a) Streetlight Conversion Project (MAPC Grant) – The project kick-off meeting with Tanko Lighting has been held and the audit will be conducted in December. b) National Park Service – Working with the Town Planner to create a Local Historic District. The Town and the NPS counselors are reviewing designation agreement and the Town has advertised for new Local Historic Committee members. c) FY2019 Budget Planning – I will be meeting with staff this Friday, 12/8/2017 to discuss the Selectmen's goals for the upcoming year and initiate the FY2019 Budget process.

SELECTMEN'S CONCERNS: **Selectman Athanas** congratulated the Blackstone Valley Tech football team for making it to the Super Bowl. **Chairman Ampagoomian/1)** asked if the collection boxes near Sammy's Restaurante can be removed due to overabundance of household waste. Chief Warchol stated that he and the DPW will be going there tomorrow to take care of it. **2)** asked about the progress of the Church Street project. James Shuris, DPW Director, stated that the project will be ongoing for the next couple of weeks. **Selectman Melia** asked if there are any plans for improvements to Church Street extension and Quaker Street intersection. Jamie Luchini, Highway Superintendent, stated that it was held back due to a grant they were in search of through Mass Works, but it did not go through, and it has been added to the list to be touched up next year as part of the Roads Program.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION: 6:15 PM - Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to collective bargaining [Police Dispatchers, Police Officers, Firefighters, and DPW] and Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to litigation.

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

Meeting Adjourned: 7:30 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

December 4, 2017

EXECUTIVE SESSION: 6:15 PM

Representative David Muradian – Office Hours 7PM to 8PM – Northbridge Town Hall

-No documentation

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

A. November 6, 2017.

-Copy of November 6, 2017 minutes

II. PUBLIC HEARING /None

III. APPOINTMENTS/RESIGNATIONS

B. Resignations: Kathleen Charbonneau, Disability Commission

-Copy of letter of resignation

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

C. Armenian Apostolic Church/Request to hang a banner across Church Street 1) from Sunday, April 15, 2018 to Sunday, April 29, 2018 to advertise Martyr's Day on April 24, 2018. 2) Sunday, August 5, 2018 to Sunday, August 19, 2018 to advertise the Annual Picnic event being held on Sunday, August 19, 2018.

-Copy of email request

D. Grant of Easements -Vote to accept/sign acceptance of Wilson Street & Roosevelt Drive, as authorized by Town Meeting [2017 FATM -Art. 5 & Art. 6]

-Copy of Grant of Easements

E. Vote to establish (ad-hoc) Economic Development Committee for the review & implementation of the Economic Development Strategic Plan

-Copy of memorandum regarding the Economic Development Strategic Plan

F. Vote to Set a Special Town Meeting Date for the purposes of a Proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) Present: Stephen J. O'Connell, Vice President, Andrews Survey & Engineering, Inc.

-Copy of the Special Town Meeting Calendar

-Copy of a memorandum regarding the proposed zoning bylaw amendment

-Copy of the proposed zoning bylaw

-Copy of the overlay district map

G. Vote to notify the Town Clerk of a Ballot Question for the Annual Town Election Ballot for Recreational Marijuana Opt-out/Present: Gary Bechtholdt, Town Planner & Walter Warchol, Police Chief

- Copy memorandum regarding the proposed recreational marijuana ballot questions
- Copy of a memorandum regarding the zoning/Land use
- Copy of Recreational marijuana establishment flowchart
- Copy of KP Law Guide to Revised Law Legalizing Recreational Use of Marijuana
- Copy of Model recreational marijuana establishment ban warrant articles
- Copy of Central Mass. Regional Planning Commission Municipal status for recreation marijuana

H. Vote to set Town Manager Goals

- Copy of Selectmen's goals for the Town Manager

VI. DISCUSSIONS/None

VII. TOWN MANAGER'S REPORT

- I. 1) Meetings Attended/No documentation**
2) School Building Project Update/No documentation
3) DPW Garage Project/No documentation
4) Fire Station Project (Feasibility Study)/No documentation
5) Other ongoing tasks/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION: 6:15 PM J. Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to collective bargaining [Police Dispatchers, Police Officers, Firefighters, and DPW] and Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to litigation.