

BOARD OF SELECTMEN'S MEETING
August 12, 2019

A meeting of the Board of Selectmen was called to order by Vice Chairwoman Alicia Cannon at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Board Members Present:** Ampagoomian, Melia, Nolan and Cannon. **Absent:** Adam D. Gaudette, Town Manager and Chairman Athanas and it is duly noted.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: 1) **May 6, 2019.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the May 6, 2019 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Melia, Nolan and Cannon. 2) **May 20, 2019.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the May 20, 2019 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Melia, and Cannon. Abstain/Mr. Nolan. 3) **June 3, 2019.** A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the June 3, 2019 minutes as presented with the readings omitted. Vote yes/Nolan, Ampagoomian, Melia and Cannon. 5) **June 17, 2019.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the June 17, 2019 minutes as presented with the readings omitted. Vote yes/ Ampagoomian, Melia, and Nolan. Abstain/Ms. Cannon. 6) **July 15, 2019.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the July 15, 2019 minutes as presented with the readings omitted. Vote yes/Board Members: Nolan, Melia, and Cannon. Abstain/Mr. Ampagoomian.

PUBLIC HEARING/None.

APPOINTMENTS/By the Town Manager [Vote to Affirm]: Assistant Town Accountant position. Neil Vaidya, Town Accountant, informed the Board that the current Assistant Town Accountant, Michelle Laramée, notified him of her intention to resign from her position a few weeks ago. He advised the Board a notice of vacancy, along with the job description, was posted as required and that he received one response, which was from Tiana Moreau who he introduced to the Board and mentioned she was the former intern in his office for nearly two years completing both an undergraduate and graduate internship. Mr. Melia said he reviewed her resume and was happy to have her return to work for the Town and congratulated Ms. Moreau on her appointment. There being no further discussion, a motion/Mr. Melia, seconded/Mr. Ampagoomian to affirm the Town Manager's appointment of Tiana Moreau to the position of Assistant Town Accountant effective August 26, 2019. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

CITIZENS' COMMENTS/INPUT/None

St. Patrick's Parish/Family Fun Fest Fall Festival, Saturday, September 21, 2019 from 11 AM to 4 PM /1) Request for a one-day wines and malts license 2) Request for a one-day entertainment license. Present: Gene Trottier. Mr. Trottier explained that the festival is an annual event and explained that it is a very important part of the fundraising for the church. A motion/Mr. Melia, seconded/Mr. Nolan to approve the request for a one-day wines and malts license and the request for a one-day entertainment license for Saturday, September 21, 2019 from 11 AM to 4 PM. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Whitinsville Christian School/Request to hold a Homecoming 5K road race on, Saturday, September 21, 2019 at 8:30 AM, subject to the safety requirements of the Northbridge Police Department. Present: Melissa Hadley. Ms. Hadley explained that they are looking to hold the school's Homecoming 5K road race using the same route as last year from Linwood Avenue to Cross Street over to East Street and halfway up Leland Road and back. Ms. Hadley stated that they will have a Police Detail at the corner

of Linwood Avenue and Cross Street. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the Whitinsville Christian School's Homecoming 5K road race on Saturday, September 21, 2019 at 8:30 AM, subject to the safety requirements of the Northbridge Police Department. Vote yes Board Members: Melia, Ampagoomian, Nolan and Cannon.

Charles Thompson/Request permission to hold the road race portion of the Greenway Challenge event in Whitinsville on Saturday, September 28, 2019 at 8:30 AM, subject to the safety requirements of the Northbridge Police Department [Rain Date: October 5, 2019]. A motion/Mr. Melia seconded/Mr. Nolan to grant permission to Mr. Thompson to hold the road race portion of the Greenway Challenge event in Whitinsville on Saturday, September 28, 2019 at 8:30 AM, with a rain date of October 5, 2019, subject to the safety requirements of the Northbridge Police Department. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Family Continuity/Request to hang a banner across Church Street from Sunday, August 18, 2019 to Sunday, August 25, 2019 to advertise the No One Walks Alone Walk, Saturday, August 24, 2019 at 10 AM. A motion/Mr. Ampagoomian seconded/Mr. Melia to approve Family Continuity's request to hang a banner across Church Street from Sunday, August 18, 2019 to Sunday, August 25, 2019 to advertise the No One Walks Alone Walk to be held on Saturday, August 24, 2019 at 10 AM. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Village Congregational Church/Request to hang a banner across Church Street from Sunday, September 22, 2019 to Sunday, September 29, 2019 to advertise their Harvest Festival that will be held on Saturday, September 28, 2019 from 9 AM to 3 PM [Rain date: Sunday, September 29, 2019]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve Village Congregational Church's request to hang a banner across Church Street from Sunday, September 22, 2019 to Sunday, September 29, 2019 to advertise their Harvest Festival that will be held on Saturday, September 28, 2019 from 9 AM to 3 PM, with a rain date of Sunday, September 29, 2019. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Riverdale Cemetery Deed/William J. Van Dyke [Maple Square South, Lot 3]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the sale of Lot 3, Maple Square South, in Riverdale Cemetery to William J. Van Dyke. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Safety Committee Meeting Minutes (June 5, 2019)/Vote to accept recommendations. A motion/Mr. Melia, seconded/Mr. Ampagoomian to accept the recommendations as set forth in the June 5, 2019 Safety Committee Meeting Minutes. Vote yes/Board Members: Melia, Ampagoomian, Nolan and Cannon.

Complete Streets Prioritization Plan/Vote to support. Present: Jim Shuris, DPW Director and Casey Uy, Howard Stein Hudson. Mr. Shuris introduced the consultants from Howard Stein Hudson as Casey Uy and Steve Tyler. Mr. Shuris stated that he has been working on the Complete Streets plan with the Safety Committee over the past year and it is funded by Mass DOT. He advised that the Town submitted a policy that the Selectmen adopted in December of 2018. With that process complete the town received permission to spend \$38,000 for planning purposes. Mr. Shuris noted that once we move to the next tier there is a possibility of receiving up to \$400,000 a year for construction only for projects on Town owned facilities. Ms. Uy explained that the Complete Streets program that the town is taking part in is through the Massachusetts Department of Transportation, which gives towns and cities in Massachusetts state money to construct complete streets related projects. She further explained that there are three tiers in the Complete Streets Program; the first of which is training and policy development and that has been completed. The second tier is the prioritization plan development, which is where lists of projects have been compiled that the Town can refer to when they apply for construction funding. The third tier that follows is the project approval and notice to proceed for construction. Ms. Uy stated that the prioritization plan process is

compiling studies, plans, and projects; gather input from the community and Town officials and prioritize those findings based on demand, conditions and equity. She stated that public information is gathered using WikiMap, which is an interactive map that users can go on and identify issues and concerns. Ms. Uy also stated that once those comments were compiled, they were able to identify possibly projects, which include sidewalk improvements, bicycle accommodations, crossing and ADA improvements and intersection improvements. Ms. Uy then mentioned that the proposed projects are: sidewalk replacement around Hill Street, Lake Street, Cross Street, Linwood Avenue, Pleasant Street, Church Street and Highland Street. New sidewalks and a side path are proposed within the Rockdale Village neighborhood, Church Street and along Main Street. She also said some intersections will require a little more than new crosswalks and ADA compliant curb ramps, which are the intersections of Hill Street, Douglas Road and Main Street as well as the intersection of Church Street, Linwood Ave and Main Street. In addition, the project list also includes bicycle improvement projects along Hill Street, Sutton Street, Douglas Road and Linwood Avenue. Ms. Uy explained that the prioritization is based off of network connections, demand, crashes, bicycle level of comfort, pedestrian network, stakeholder input, school zones, assisted living facilities/senior housing, and disabilities. She noted there are 44 projects in the prioritization plan, of which the top 20 were ranked by the Safety Committee. Ms. Uy stated that projects 21 through 44 were ranked based prioritization criteria. She added that the projects do not need to be constructed in the order of priority but must be included on the list. Also, funds cannot be used for design and must be used within one year of when funding is granted to the Town, however, if the Town needs more than a year there is an extension that the Town can apply for and the town would need to complete the construction of that project before applying for more funding for other projects. Selectman Melia asked if this is an annual application process for the \$400,000. Ms. Uy replied yes and added that this program has become progressively more competitive and the projects listed are competitive and would receive tier three funding, which may not be the full \$400,000 and would be based upon other towns that apply in that same round of funding. Selectman Melia then asked how many communities are in our area that are competing against one another. Ms. Uy explained that any city or town in Massachusetts that has an approved prioritization plan can apply for tier three funding. Selectman Ampagoomian asked if there are any grants through the Americans with Disabilities Act to accommodate that portion of the project to eliminate using all of the tier three money. Mr. Shuris explained that the Disability Commission is actively pursuing money for projects similar already. Mrs. Cannon asked about the T-ing off of an intersection. Ms. Uy responded that the T-ing would be taking out an island to remove any confusion as to where the drivers should be turning. Selectman Ampagoomian asked what a splitter island is. Ms. Uy explained that it is a raised or painted island that separates traffic in opposing directions of traffic. Selectman Ampagoomian asked what a community needs to present in order to get the maximum amount of money. Ms. Uy answered that MassDOT prioritizes projects that are adjacent to vulnerable population, schools and high-crash clusters. Selectman Ampagoomian then asked who approves the design. Mr. Tyler explained that it would be approved at the local level then the town would apply to MassDOT. Selectman Ampagoomian asked if the Central Mass Regional Planning Commission could offer assistance and guidance on these projects. Mr. Shuris stated he is sure they could. Selectman Ampagoomian also asked if we currently have any designs that are ready to be submitted. Mr. Shuris reported that they have started the process and have already begun with ADA ramps using our money. Selectman Nolan inquired about the signaling study at the Quaker Street intersection and if it was reimbursable. Ms. Uy responded that it is not reimbursable through this program. Selectman Nolan asked how much would a study cost for that. Mr. Shuris explained that it would go through Chapter 90 and it would be pricey. Ms. Uy explained that the deadline to submit the prioritization plan for MassDOT approval is August 30, 2019, but before that the firm will estimate the cost of the first five-year projects on the plan, which is a requirement. Once that is complete, Mr. Shuris can submit the plan for approval and after the approval has been granted the Town can then move to tier three funding application, which is usually approved two weeks before the deadline. Ms. Uy recommended starting the tier three application assuming the plans will be approved and submit prior to the deadline in the fall. A motion/Mr. Melia, seconded/Mr. Ampagoomian to support the Complete Streets Prioritization Plan as presented. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan.

Fall Annual Town Meeting [October 22, 2019]/Vote to place articles on the warrant. Present: Harry Berkowitz, LHDSC Member. Mr. Berkowitz stated that LHDSC member, Mr. Kenneth Warchol, was also present to discuss the Local Historic District Bylaw. Mr. Berkowitz began and stated that almost all the buildings within the district are already on the historic register. Mr. Warchol added that this bylaw is one of the least restrictive ones when looking at other community's bylaws. He continued stating that their thought was to keep the historical character of the building from the main address/front of the house. Mr. Berkowitz requested that the Board of Selectmen sponsor the Local Historic District Bylaw article. Selectman Melia mentioned that he felt as though the committee should sponsor their own article. Mr. Berkowitz explained that they would be present to answer any questions but since the Board of Selectmen appointed them, it would be their prerogative to sponsor the article. Mr. Berkowitz then announced that there would be a public hearing held by the Local Historic District Study Committee prior to the Town Meeting in October. The Board then voted to place the following articles on the Fall Annual Town Meeting warrant as shown in draft #2, dated August 8, 2019. **ARTICLE 1: FY'20 Budget Adjustments.** This article will amend the Omnibus Budget Article for changes to the debt service line item, due to borrowing. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to place Article 1 on the Fall Annual Town Meeting warrant. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan. **ARTICLE 2: Payment of prior year bills.** This is a standard article and can be passed over if there are no outstanding FY'19 bills. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to place Article 2 on the Fall Annual Town Meeting warrant. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan. **ARTICLE 4: Balmer Construction/Maintenance Easements.** There is a possibility there are some utility easements needed for the new Balmer School. For example, Whitinsville Water Company needed authorization in order to grant them. A motion/Mr. Ampagoomian, seconded/Mr. Melia to place Article 4 on the Fall Annual Town meeting warrant. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan. **ARTICLE 5: Kennel Bylaw correction.** When a petition was submitted for the Spring Annual Town Meeting held on May 1, 2018 to change the kennel bylaw, the effective date was inadvertently left blank and ultimately the Attorney General's Office approved it without an effective date. As such, Town Counsel recommended we make a correction at this Town meeting. Therefore, a motion/Mr. Ampagoomian, seconded/Mr. Nolan to place Article 5 on the Fall Annual Town Meeting warrant. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan. **ARTICLE 6: Local Historic District General Bylaw.** A motion/Mr. Ampagoomian, seconded/Mr. not to sponsor Article 6 and suggested the Local Historic District Study Committee sponsor the article. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan.

DISCUSSIONS/None.

TOWN MANAGER'S REPORT/None.

SELECTMEN'S CONCERNS: Selectman Ampagoomian/1) mentioned he has noticed there are a lot of dead trees hanging over the roads from the gypsy moths and asked if some trimming could take place if it was in the budget. Mr. Luchini stated that the tree company started last week taking down dead trees and branches. He further stated that it has been a banner year for dead trees and there are upwards of 30 trees and tree removal is still actively ongoing. **2)** mentioned the signals at Plummer's Corner, and expressed his concern of the danger of the intersection. Mr. Luchini stated that they have spoken with MassDOT in regard to that intersection but will keep pressing them. Mr. Ampagoomian mentioned lengthening the timing of the light. Mr. Luchini said that would be a better approach over an additional turn lane, which was originally proposed and stated he would reach out to see if that could be done. **3)** stated it was brought to his attention that the Main Street exit heading north on Route 146 has no signage showing which direction Walmart is in. **4)** stated that there are yard sale signs on telephone poles and light poles. Mr. Luchini stated that the Highway Foreman, Mr. Brooks, actively tries to take them down as they are put up. **5)** asked about having the Mumford Riverwalk cleaned up. Mr. Luchini stated that it is a difficult area there because it is so close to the road, but the Highway Department does get in and keep the walkway clear. **6)** asked that the town

place park benches at the beginning of the Mumford Riverwalk by the entrance closest to the Middle School Parking lot. Mr. Luchini stated that the one that was there was broken over the winter, but they do have one currently in house that they can use to replace it. 7) asked if the new School Superintendent could attend a meeting to introduce herself to the Board and the public. 8) mentioned that his Street priorities are Church Avenue, Quaker Street, Mendon Road, Church Street Extension and Linwood Avenue. Mr. Luchini announced that they finished the overlay of Church Street Extension, and the paving company will be cold planing Benson Road from Rt. 122 to Hill Street and finishing up sections of Hill Street. He stated if there is any leftover money, the intersection around Quaker Street will be taken care of. **Selectman Nolan/1)** asked how Pine Grove Cemetery upkeep was coming along. Mr. Luchini stated it has been good this year due to some changes with the scheduling. He said he typically would put all highway personnel there on Thursdays and Fridays but this year he had 2 Highway personnel there all week to maintain the grounds. He added there will be some tree removal occurring as well as some paving done in the fall. 2) asked about the signage project. Mr. Luchini replied it is working out well and explained there is a sign upon entering the cemetery with a map of the grounds. 3) asked how the new Highway Facility is working out. Mr. Luchini replied that it is very good, and his mechanic is very happy. He also said that the brand-new truck from a year and a half ago is in and it will be the first vehicle that hasn't had to remain outside. **Selectman Melia/1)** asked if we appropriate money to the cemetery account each year for road improvements. Mr. Luchini explained that this year money was included as part of the Capital Plan that was approved at town meeting, however, last year it was not done. **Vice Chairwoman Cannon/1)** asked about the section of road on Hill Street near High Street and how soon it would be completed as it is getting worse. Mr. Luchini stated that it would be completed sometime next week. 2) asked about the paving of Prospect Street and a timeframe as to when it will be completed. Mr. Luchini stated that Whitinsville Water Company may be done with the project and if not, they are very close to being done with the tie-ins and then do a temporary patch job. Once that is completed, the Town puts a rider onto the permit that it's up to the purview of the DPW Director to decide if it needs to be curb to curb.

ITEMS FOR FUTURE AGENDA/None.

CORRESPONDENCE. 1) Vice Chairwoman Cannon mentioned the Board received a letter from Stacey Mone, an Uxbridge resident, regarding the Northbridge/Uxbridge Youth Police Academy and her gratefulness for this program. Ms. Cannon thanked Ms. Mone for her letter and for the efforts and hard work of the Officers that run this program.

EXECUTIVE SESSION/None.

Vice Chairwoman Cannon announced that the next Selectmen's meeting is scheduled for September 9, 2019.

A motion/Mr. Ampagoomian, seconded/Mrs. Melia to adjourn the public meeting. Vote yes/Board members: Ampagoomian, Cannon, Melia and Nolan.

Meeting Adjourned: 8:36 PM

Respectfully submitted,

Daniel Nolan, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

August 12, 2019

I. APPROVAL OF MINUTES:

- A. 1) May 6, 2019 – Copy of May 6, 2019 minutes
- 2) May 20, 2019 – Copy of May 20, 2019 minutes
- 3) June 3, 2019-Copy of June 3, 2019 minutes
- 5) June 17, 2019 – Copy of June 17, 2019 minutes
- 6) July 15, 2019 – Copy of July 15, 2019 minutes

II. PUBLIC HEARING/None.

III. APPOINTMENTS/By the Town Manager/Vote to Affirm:

- B. Assistant Town Accountant/Present:** Neil Vaidya, Town Accountant
- Copy of memo from Town Manager to Selectmen (dated August 12, 2019) announcing vacant position
 - Copy of memo from Town Accountant to Town Manager (dated August 6, 2019) recommending applicant Tiana Moreau for the position of Asst. Town Acct.
 - Copy of Ms. Moreau's cover letter
 - Copy of Ms. Moreau's employment application
 - Copy of Ms. Moreau's resume

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS:

- C. St. Patrick's Parish/Family Fun Fest Fall Festival** to be held Saturday, September 21, 2019 from 11 AM to 4 PM/1) Request for a one-day wines and malts license 2) Request for a one-day entertainment license/**Present:** Gene Trotter
- Copy of application for one-day wines and malts license
 - Copy of application for one-day entertainment license
 - Copy of tax attestation form [REAP Form]
 - Copy of Workers Comp. Insurance Affidavit Form
 - Copy of Hold Harmless Agreement
 - Copy of License Routing Slip

D. Whitinsville Christian School/Request to hold the Homecoming 5K Road Race on, Saturday, September 21, 2019 at 8:30 AM, subject to the safety requirements of the Northbridge Police Department/**Present:** Melissa Hadley

- Copy of email dated June 18, 2019 from Ms. Hadley advising of the road race
- Copy of the road race map/course
- Copy of Hold Harmless Agreement
- Copy of Certificate of Insurance
- Copy of email from DPW Director Shuris dated July 30, 2019 – no concerns
- Copy of email from Chief Warchol dated July 30, 2019 – no concerns

E. Charles Thompson/Request permission to hold the Road Race portion of the Greenway Challenge event in Whitinsville on Saturday, September 28, 2019 at 8:30 AM, subject to the safety requirements of the Northbridge Police Department [Rain Date: October 5, 2019]

- Copy of letter from Mr. Thompson (dated July 27, 2019) requesting permission to hold the road race portion of the Greenway Challenge in town
- Copy of the flyer showing all event details
- Copy of road race course details
- Copy of Hold Harmless agreement
- Copy of email from DPW director dated July 31, 2019 – no concerns
- Copy of email from Chief Warchol dated July 31, 2019 – no concerns

F. Family Continuity/Request to hang a banner across Church Street on August 18, 2019 to August 25, 2019 to advertise No One Walks Alone Walk, Saturday, August 24, 2019 at 10 AM

- Copy of email request from Denise Foster to hang a banner

G. Village Congregational Church/Request to hang a banner across Church Street on September 22, 2019 to September 29, 2019 to advertise their Harvest Festival on Saturday, September 28, 2019 from 9 AM to 3 PM [*Rain date: Sunday, September 29, 2019*]

- Copy of email request from Genie Stack to hang a banner

H. Riverdale Cemetery Deed/William J. Van Dyke [Maple Square, South, Lot 3]

- Copy of Riverdale Cemetery Deed

I. Safety Committee Meeting Minutes (June 5, 2019)/Vote to accept recommendations

- Copy of June 5, 2019 Safety Committee meeting minutes

J. Complete Streets Prioritization Plan/Vote to support **Present: Jim Shuris (DPW), Casey Uy (Howard Stein Hudson)**

- Copy of Power Point presentation of the Complete Streets Prioritization Plan

K. Vote to place articles on the FATM Warrant (Tuesday, October 22, 2019) including: Local Historic District Bylaw **Present: Harry Berkowitz, LHDSC Member**

- Copy of Fall Annual Town Meeting Warrant
- Copy of memorandum from the Local District Study Committee in regard to the Historic District
- Copy of map of the proposed Local Historical District
- Copy of letter addressed to Chairman Athanas in response to a letter received from a resident opposing the proposed Local Historic District

VI. DISCUSSIONS/None

VII. TOWN MANAGER'S REPORT/None

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE

- Copy of letter from Uxbridge Resident Stacey Mone

XI. EXECUTIVE SESSION/None