

BOARD OF SELECTMEN'S MEETING

November 21, 2022

A meeting of the Board of Selectmen was called to order by Chairman Collins at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Begin Collins, Melia and Paulhus. Also present: Town Manager Gaudette.

The Pledge of Allegiance was recited by those present.

Chairman Collins welcomed new Board Member Thomas Begin.

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/By the Town Manager: Gavin Mahlert, Plant Operator in training (DPW Sewer Division)/Present: Michael Havalotti, Sewer Superintendent & Jamie Luchini, DPW Director. Mr. Luchini stated that he is happy to come before the Board of Selectmen with an appointment for a Plant Operator in Training. Mr. Luchini explained that his appointment is pending a physical and drug screen. Mr. Havalotti explained that he feels Mr. Mahlert will be a good fit for the Town and they are looking forward to him starting. Mr. Mahlert stated that he is looking forward to the opportunity and to learning the job. Selectman Collins asked what licenses he would need. Mr. Luchini replied he would need a Class B Commercial Driver's License and will be sent to school through the Town. A motion/Mr. Melia, seconded/Mr. Ampagoomian to affirm the Town Manager's appointment of Mr. Gavin Mahlert as a Plant Operator in Training (DPW – Sewer Division). Vote yes/Unanimous.

RESIGNATION: Leonard Smith, Historical Commission [Effective December 31, 2022]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the letter of resignation from Mr. Leonard Smith of the Historical Commission and to send a letter of appreciation. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

2023 Selectmen's Meeting Schedule/Vote to approve. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the 2023 Selectmen's Meeting Schedule. Vote yes/Unanimous.

2023 Holiday Schedule/Vote to approve. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the 2023 Holiday Schedule. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Lydia Rose Lefkowitz and Martin A. Smith [Vote to approve the sale of Lot 47, Locust Ave North, one full burial grave]. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the sale of Lot 47, Locust Ave North, one full burial grave to Lydia Rose Lefkowitz and Martin A. Smith. Vote yes/Unanimous.

Winter Parking Ban [1AM – 6AM, December 1, 2022 to April 1, 2023]/Vote to Approve. Chief Labrie noted that the purpose of the parking ban is to make sure that the roads are free of vehicles on smaller more narrow roads in order to conduct snow removal operations. The first couple of weeks cars that are parked in these areas receive warnings and after that, they will give live parking tickets if they feel it is necessary. Selectman Collins questioned if this was discussed last year. Chief Labrie explained that it was, as a resident came forward under Citizens Comments, but nothing was acted on by the Board of Selectmen as far as his concerns. Chairman Collins noted that other Towns put the policy in place when they are expecting snow.

Selectman Melia suggested that the Safety Committee look into refining the policy before it goes before the Board of Selectmen. Chief Labrie agreed and will have the DPW review first as it is part of the snow removal procedure. Mr. Luchini noted that the procedure they have in place works, and the Police Department aids in contacting the owners of any vehicles that are parked in a banned area. A motion/Mr. Melia, seconded/Mr. Paulhus to approve the Winter Parking Ban December 1, 2022 to April 1, 2023 from 1AM – 6AM. Vote yes/Unanimous.

Review Preliminary Goals for the Town Manager for 2023. Town Manager Gaudette explained the process of reviewing goals. The following are his proposed 2023 goals: Budget Preparation, Fire Station Project, ARPA, Linwood Basketball Courts, assisting Cable Advisory Committee. Town Manager Gaudette asked the Board to review the goals and let him know if there are any they would like to see added.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, November 7, 2022 – Attended the 5-year Opening Anniversary for The Green Plate on Church Street, Whitinsville. Monday, November 7, 2022 – Attended the Board of Selectmen Meeting. Tuesday, November 8, 2022 – Participated in an interview call with Miles Consulting who is doing a stakeholder study with the Whittin Community Center. Selectman Ampagoomian asked if the Town Manager could elaborate on this item. Town Manager Gaudette explained that they were looking to discuss the possibility of using ARPA funding for some of the projects they are working on. Wednesday, November 9, 2022 – Attended the Redevelopment Authority Meeting. Wednesday, November 9, 2022 – Attended the BPCC Meeting. Thursday, November 10, 2022 – attended the Veterans Day Breakfast at Plummerts Place/COA. Thursday, November 10, 2022 – Attended the weekly Fire Station Construction Conference. Monday, November 14, 2022 – Participated in the weekly Fire Station Design Team call. Tuesday, November 15, 2022 – Several conference calls with Labor Counsel and staff regarding employee discipline and grievance matters. Wednesday, November 16, 2022 – Met with J. Harris, N. Vaidya, S. Susienka, and M. Ciaramitaro to discuss Finance Team staffing needs. Thursday, November 17, 2022 – Attended the weekly Fire Station Construction Meeting as well as a meeting with consultants regarding unsuitable soils calculations – both by Zoom. Friday, November 18, 2022 – Participated in a conference call with MA EOED regarding the Town's Underutilized Property Project Application (Town Hall Annex). Friday, November 18, 2022 – Met with S. Susienka, M. Ciaramitaro, and Randy Bloem (B2B My Go To Source) to discuss office space layouts. **2) Fire Station Project:** Weekly design team meetings continue to occur every Monday morning and weekly construction meetings every Thursday afternoon with the project team, the GC M. O'Connor, and the site contractor Leahy. The GC continues to work on foundation installation in an effort to have construction ready for the winter. The GC expects to begin erecting steel in early December. The Design Team continues to work through bidding questions/change order clarifications. The BPCC meets next week on 11/21/2022 to discuss project change orders. **3) Northbridge Elementary School Reuse Study:** The architect team from Abacus has visited the site and met with several stakeholders. They are currently developing a public meeting presentation for January. The surveyor has completed the fieldwork and we are awaiting the existing conditions plan. The DEP Phase I study has been completed by the consultant Langan Environmental who will be meeting with the BPCC in December to discuss. **4) Linwood Basketball Courts Project:** The field survey has been completed by Activitas, the site engineer. The Town Manager, the DPW Director and Activitas have met with the Parks and Recreation to discuss design programming. The DPW will be assisting with suitable soil testing for the light bases under the direction of Activitas. Activitas is also working on bid documents in anticipation of bidding the project in early 2023. **5) FY2024 Budget and Capital Development:** Planning for next year's budget is underway. The Town Manager is working on preliminary revenues and available capital funds in preparation for Budget Assignments later this fall.

SELECTMEN'S CONCERNS: Selectman Ampagoomian/1) asked how we fare as a municipality in regard to the oil shortage. Mr. Luchini explained that we use the state bid list for heating oil, and most of our buildings are on natural gas. For diesel and gas the town has a contract with locked-in prices with

Peterson Oil. **2)** asked about upgrading the DPW offices. Town Manager Gaudette stated that there have been discussions about it, the first goal is getting the facility for the equipment, and now they are looking at long term solutions through capital planning. **3)** sends out his condolences to the Wallen and Green families for the passing of former Town Employee Rita Wallen. **Selectman Paulhus(1)** updated the Board on the latest School Building Committee meeting. Mr. Paulhus reported that the project came in under budget so the borrowing will be less than anticipated. **2)** announced that the Tree Lighting Ceremony will take place on Saturday, November 26 from 2:45 PM – 5 PM. **3)** thanked Ms. Zywiec for all of her and her staff's work on the Elections. **Chairman Collins(1)** asked about the compost facility capacity and what the next step is to make more space. Mr. Luchini stated that he brought in a contractor to check out the brush pile and he will be looking for a price so he can add it to the capital plan. They are waiting for the rental loader for the leaf drop section to widen it. **2)** asked Town Manager Gaudette if he could provide an update to the residents on Castle Hill. Town Manager Gaudette noted that at the Fall Annual Town Meeting appropriation was approved from the Community Preservation Act Funds for the purchase of Castle Hill Farm. The next step required assistance from a Financial Advisor and Bond Counsel to put together the required documentation in order to go out to bid for the note. Other options would be to combine other notes with this one. **3)** thanked the members of the Northbridge Beautification committee for all their hard work.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:24 PM

Respectfully submitted,

Brian Paulhus, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 21, 2022

- I. APPROVAL OF MINUTES**
- II. PUBLIC HEARING:**
- III. APPOINTMENTS/By the Town Manager: C. Gavin Mahlert, Plant Operator in training (DPW Sewer Division) Present: Michael Havalotti, Sewer Superintendent & Jamie Luchini, DPW Director**
 - Copy of appointment letter**
 - Copy of employment application**

RESIGNATION: D. Leonard Smith, Historical Commission [Effective December 31, 2022]
-Copy of letter of resignation
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS**
 - C. 2023 Selectmen's Meeting Schedule/Vote to approve**
 - Copy of 2023 Selectmen's Meeting Schedule**
 - Copy of 2023 calendar**
 - D. 2023 Holiday Schedule/Vote to approve**
 - Copy of 2023 Holiday Schedule**
 - Copy of 2023 calendar**
 - E. Pine Grove Cemetery Deed/Lydia Rose Lefkowitz and Martin A. Smith [Vote to approve the sale of Lot 47, Locust Ave North, one full burial grave]**
 - Copy of Pine Grove Cemetery Deed**
 - F. Winter Parking Ban [1AM – 6AM, December 1, 2022 to April 1, 2023]/Vote to Approve**
 - Copy of Winter Parking Ban letter**
- VI. DISCUSSIONS**
 - G. Review Preliminary Goals for the Town Manager for 2023**
 - Copy of Town Manager Goals for 2023**
- VII. TOWN MANAGER'S REPORT**
 - Copy of Town Manager's report from November 7, 2022 – November 18, 2022**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**