

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
May 19, 2014 AT 7:00 P.M.**

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

- A. 1) April 7, 2014
3) May 5, 2014 [Executive Session]
- 2) April 28, 2014
4) May 6, 2014 [Spring Annual Town Meeting]

II. PUBLIC HEARINGS

- B. 7:05 PM:** VE Properties IX, LLC [Keith DelleChiaie]/Application for Underground Storage Tank License for three (3) 1,000 gal. underground storage tanks to be located on property located at 100 Commerce Way, Northbridge, MA

III. APPOINTMENTS

- C. By the Board of Selectmen:
Cable Advisory Committee (2 vacancies): 1) Benjamin Corman 2) Thomas Norris

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

- D. Safety Committee Minutes [March 19, 2014 & May 7, 2014]/Vote to accept recommendations
E. Northbridge Fire Department/Request permission to hang a banner over Church Street from June 22, 2013 to July 06, 2014 to advertise their annual Fourth of July Fireworks Event scheduled for Thursday, July 03, 2014.
F. Blackstone Valley Chamber of Commerce[Jeannie Hebert]/1) Application for a one-day Beer & Wine License for their annual Business After Hours event to be held Wednesday, June 18, 2014 from 5:30 PM to 7:30 PM @ Alternatives Unlimited, Inc., 1 Main Street, Whitinsville.
G. 2014 Community Innovation Challenge Grant [Stormwater Management]/Vote to sign the agreement
H. Dog Warrant/Vote to approve and authorize Chairman to sign

VI. DISCUSSIONS

- I. Town Election Ballot Question
J. Comprehensive Fiscal Management Goals
K. Town Manager Evaluation

VII. TOWN MANAGER'S REPORT

- L. 1) Mass. Historical Commission Preservation Award
2) Ross Rajotte Bridge Update
3) Central Mass. Regional Planning Commission Meeting
4) Pine Grove Cemetery/Update
5) American Legion Invitation to Memorial Day Service
6) Officer Conrad Chickinski
7) Congressman James McGovern

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

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

THIS AGENDA IS SUBJECT TO CHANGE

Board of Selectmen's Meeting
April 7, 2014

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

Chairman Nolan 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 was made and seconded 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. Melia/Yes, Mr. Athanas/Yes, Mr. Marzec/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:32 PM

Executive Session Convened: 6:35 PM

Executive Session Adjourned: 6:55 PM

Open Session Reconvened: 7:00 PM

The Pledge of Allegiance was recited by those present.

Approval of Minutes. March 3, 2014. A motion/Mr. Marzec, seconded/Mr. Melia to approve the March 3, 2014 minutes as presented with the readings omitted. Vote yes/Unanimous.

Public Hearings. None.

Appointments/By the Town Manager. Inspector of Animals/Rochelle Thomson. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to affirm the nomination of Rochelle Thomson as Inspector of Animals subject to the approval by the State Division of Animal Health. Vote yes/Unanimous.

Citizens' Comments/Input. Kate Tracy, 110 Walker Street, Northbridge mentioned that she is a concerned citizen of the Town and that there is a decision to be made this evening on whether to combine the public safety override question with the school override question. Ms. Tracy stated that the Town is facing a crisis of epic proportions and by separating the questions she feels it would divide the Town. She noted that the focus needs to be on the town as a whole. One question. One unified front. One town. Ms. Tracy asked the Board of Selectmen to consider combining the two questions instead of placing them separately on the ballot.

Young Neighbors In Action – St. Patrick's Church [Gracia Casey]/1) Request a one-day Beer & Wine License for their Polish Picnic fundraising event to be held on the grounds of St. Patrick's Church on Saturday, June 7, 2014 from 11:00 A.M. to 2:00 P.M. Ms. Casey announced that Young Neighbors in Action is trying to raise money for World Youth Day 2016. She mentioned that it will cost each person around \$3,000.00. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to grant Young Neighbors in Action- St. Patrick's Church a one-day Beer & Wine License for their Polish Picnic fundraising event to be held on Saturday, June 7, 2014 from 11:00 AM to 2:00 PM. Vote yes/Unanimous.

Northbridge Fire Department/Request permission to hang a banner over Church Street from May 4th through May 18th to advertise their annual Spaghetti Supper to be held on Saturday, May 24, 2014. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to grant permission to the Northbridge Fire Department to hang a banner over Church Street from May 4th through May 18th to advertise their annual Spaghetti Supper to be held on Saturday, May 24, 2014. Vote yes/Unanimous.

St. Patrick's Church/Request permission to hang a banner over Church Street from August 31st through September 14th to advertise their Annual Fall Festival to be held on Saturday, September 13, 2014. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to grant permission to St. Patrick's Church to hang a banner over Church Street from August 31st through September 13th to advertise their Annual Fall Festival to be held on Saturday, September 13, 2014. Vote yes/Unanimous.

Rockdale Sports Bar, LLC, 2043 Providence Road, Northbridge [David MacNeil, Mgr.] /1) Application for a Sunday Entertainment License. Present: David MacNeil. Mr. MacNeil announced that he is looking to bring some culture into the town by having recorded or live music, dancing by patrons and the use of amplification system in his sports bar. Selectman Ampagoomian asked Mr. MacNeil how he plans to accommodate the parking for his patrons and Mr. MacNeil replied that there are 30 parking spaces and the building capacity is 49. That being said, Mr. MacNeil mentioned that he would have a security person working at the entrance way so no more than 49 people would be allowed in his building. Selectman Athanas mentioned that Walter Warchol, Chief of Police had some concerns and then asked if any of the abutters were notified. Mr. MacNeil replied yes and stated that he spoke to Dick and Donna [abutter/neighbor] and that there wasn't a problem. Mrs. Kathleen Laflash, 145 South Main Street, [abutter] was present to discuss the Rockdale Sports Bar, LLC Entertainment license. Mrs. Laflash expressed her concerns by stating that noise and loud music has been a problem in the past. She noted that as long as the music isn't too loud, it's indoor, not outdoor music and that they aren't operating too late during the weekdays, then she would have no problem with the license. Selectman Athanas asked Mrs. Laflash what a good closing time would be and she replied 11:00 P.M. Selectman Melia mentioned that he would agree to 11:00 P.M. but if the Town receives any complaints then they can revoke the license. Mrs. Laflash also stated that she would allow the music to go until midnight on Friday and Saturday night, but that's it. A motion/Mr. Athanas, seconded/Mr. Melia to approve the Sunday Entertainment License for Rockdale Sports Bar, LLC [David MacNeil, Mgr.] with the condition being that there is no loud music after 11 P.M. Sunday – Thursday, and no loud music after midnight on Friday and Saturday. Vote yes/Unanimous. 2) **Application for an Entertainment License.** A motion/Mr. Athanas, seconded/Mr. Melia to approve an Entertainment License for the Rockdale Sports Bar, LLC [David MacNeil, Mgr.] with the condition being that there is no loud music after 11 P.M. Sunday – Thursday, and no loud music after midnight on Friday and Saturday. Vote yes/Unanimous.

Spring Annual Town Meeting Warrant [May 6, 2014]/Vote position on warrant articles. Present: Salvatore D'Amato, Chairman of the Finance Committee. Chairman Nolan provided a brief synopsis for each article. **ARTICLE 1: (Board of Selectmen) Bill(s) of a prior year.** Town Manager Kozak mentioned there are no bills from a prior year and asked the Finance Committee and Board of Selectmen to pass over Article 1. A motion/Mr. Ampagoomian, seconded/Mr. Melia to pass over Article 1. Vote yes/Unanimous. The Finance Committee voted to pass over Article 1. **ARTICLE 2: (Board of Selectmen) FY '14 Budget Transfers.** Town Manager Kozak mentioned that Article 2 are budgets transfers totaling \$100,700.00. A motion/Mr. Melia, seconded/Mr. Marzec to support Article 2. Vote yes/Unanimous. The Finance Committee voted to support Article 2. **ARTICLE 3: (Finance Committee) FY '15 Omnibus Budget Article.** Town Manager Kozak mentioned that this is the Town budget which is a flat budget and includes contractual raises and personnel changes for non-union employees. He also mentioned that the Town Clerk's budget went up due to elections and the Treasurer/Collector's Office will be switching to a payroll system instead of personnel. A motion/Mr.

Melia, seconded/Mr. Athanas to support Article 3. Vote yes/Unanimous. Mr. D'Amato announced that the Finance Committee voted unanimously to support Article 3 and not exceed the amount of \$39,060,000.00 [operating budget]. However, he noted that the Finance Committee voted not to support the Blackstone Valley Regional Vocational Technical High School budget for FY '15 due to the fact that the Northbridge School system will be cutting positions. **ARTICLE 4: (Finance Committee) Override Article.** Town Manager Kozak mentioned that there are two parts to the override and it would need to pass at both the May 6th Town Meeting and the May 20th Annual Election. Mr. D'Amato mentioned that the Finance Committee unanimously supports one override question, and if the Selectmen do not, the Finance Committee will meet and rescind their support. The time has come where we can no longer fund increases in personnel through the operational budget and if the override doesn't pass, more than 30 staff members will be cut at the schools and the town will lose state revenues because students will opt to go out of the school district. Town Manager Kozak announced that he supports the Town and School override and asked the Board of Selectmen to do the same. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to support Article 4. Vote yes/Unanimous. The Finance Committee voted unanimously to support Article 4. **ARTICLE 5: (Selectmen) FY '15 Sewer Enterprise.** To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund a sum of money [\$2,077,012.00] to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2015. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 5. Vote yes/Unanimous. The Finance Committee voted to support Article 5. **ARTICLE 6: (Selectmen) FY '15 Water Enterprise.** To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund a sum of money [\$1,631,159.00] to operate the Water Enterprise Operation of the Department of Public Works for FY 2015. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 6. Vote yes/Unanimous. The Finance Committee voted to support Article 6. **ARTICLE 7: (Selectmen) Chapter 90.** Town Manager Kozak mentioned that this is to see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or notes of the Town therefor in anticipation of the receipt of said State Aid [\$475,000.00]. A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 7. Vote yes/Unanimous. The Finance Committee voted to support Article 7. **ARTICLE 8: (Selectmen) FY '15 Treasurer/Collector compensating balance agreement.** To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2014, pursuant to Chapter 44, Section 53F of the M.G.L. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 8. Vote yes/Unanimous. The Finance Committee voted to support Article 8. **ARTICLE 9: (Playground & Recreation) FY '15 Play & Rec. reauthorization of the revolving account for \$20,000.00.** To see if the Town will vote to reauthorize a revolving account pursuant to M.G.L. Chapter 44, Section 53E 1/2 for the Playground & Recreation Commission, to credit to such account any grants, donations, program user fees and fund raising proceeds received by said Commission and to authorize said Commission to expend from such account amounts required to maintain the Town's playgrounds and recreation fields, to make improvements thereto and to purchase, lease or rent equipment and support facilities for programs and activities taking place thereon provided, however, that the total amount which may be expended from the account in FY 2014 is \$20,000.00. A motion/Mr. Melia, seconded/Mr. Marzec to support Article 9. Vote yes/Unanimous. The Finance Committee voted to support Article 9. **ARTICLE 10: (Selectmen) Transfer money from lot receipts and burial charges [from Pine Grove Cemetery] to fund cemetery operation costs of the DPW [\$5,000].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 10. Vote yes/Unanimous. The Finance Committee voted to support Article 10. **ARTICLE 11: (Selectmen) Transfer money from Town Building Maintenance Fund to maintain town-owned Buildings/facilities.** Town Manager Kozak explained that this is a new account that was established by special legislation and the funds that we received from the solar project [on the border of

Grafton/Northbridge] we have a PILOT [payment in lieu of taxes] account that the Town wishes to use for maintenance for town-owned buildings. The funds amount to \$39,213.00. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 11. Vote yes/Unanimous. The Finance Committee voted to support Article 11. **ARTICLE 12: (Selectmen) \$250,000 from Sewer Enterprise Fund to finance the maintenance, repair, and expansion of the Town's sanitary sewer and wastewater treatment plant.** A motion/Mr. Marzec, seconded/Mr. Melia to support Article 12. Vote yes/Unanimous. The Finance Committee voted to support Article 12. **ARTICLE 13: (Selectmen) \$250,000 from Sewer Enterprise Fund to improve the existing sludge gravity thickeners at the Wastewater Treatment Plant.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 13. Vote yes/Unanimous. The Finance Committee voted to support Article 13. **ARTICLE 14: (Selectmen) Purchase of an asphalt hot box for DPW.** To allow the Department of Public Works to purchase an Asphalt Hot Box in the amount of [\$26,606.00] using funds that were leftover from previous articles. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to support Article 14. Vote yes/Unanimous. The Finance Committee voted to support Article 14. **ARTICLE 15: (Blackstone Valley Tech. School Comm.) Approve 2.9 million debt of BV Tech for costs of adding, equipping, reconstructing and making repairs to the school.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 15. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/No, Mr. Melia/Yes, Mr. Nolan/Yes and Mr. Ampagoomian/Yes. The Finance Committee voted to support Article 15. **ARTICLE 16: (Assessors) \$24,000 for temp assistance to the Board of Assessors to measure and list all properties, interim year revaluation and software upgrades.** A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 16. Vote yes/Unanimous. The Finance Committee voted to support Article 16. **ARTICLE 17: (Assessors) MGL C.59, S.5, Clause 41C adjust the age limit to persons 65 or older and/or raise the exemption amount.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 17. Vote yes/Unanimous. The Finance Committee voted to support Article 17. **ARTICLE 18: (Planning Board) Amend Zoning Bylaw – Delete Section 173-18.4 [Temporary Moratorium on Medical Marijuana Treatment Centers]. Replace with new Section 173-18.4 [Registered Marijuana Dispensary].** Mr. Gary Bechtholdt, Town Planner mentioned at the 2013 Spring Annual Town Meeting the town adopted a temporary zoning moratorium on Medical Marijuana Treatment Centers; this moratorium will expire on June 30, 2014. Article 18 proposes to delete the temporary moratorium section of the zoning bylaw and replace it with a new provision for Registered Marijuana Dispensary [RMD]. The new provision will define and regulate the siting of potential RMD's in Northbridge; allowing RMDs within the Industrial-Two (I-2) Zoning District by Special Permit of the Planning Board. A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 18. Vote yes/Unanimous. The Finance Committee voted to support Article 18. **ARTICLE 19: (Planning Board) Amend Zoning Bylaw 173-12 [Table of Use Regulations] by adding "Registered Marijuana Dispensary].** Mr. Gary Bechtholdt, Town Planner mentioned that this zoning article is a companion article to Article 18 and passage of this zoning amendment article will add Registered Marijuana Dispensary [RMD] to the Table of Use Regulations [Section 173-12] allowing RMDs within the Industrial-Two Zoning District by Special Permit. A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 19. Vote yes/Unanimous. The Finance Committee voted to support Article 19. **ARTICLE 20: (Selectmen) Authorize BOS to release any right(s) of the Town to any gravel/gravel banks in or on property known as Oakhurst Farm.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to support Article 20. Vote yes/Unanimous. The Finance Committee voted to support Article 20. **ARTICLE 21: (Selectmen) PILOT agreement on land located on Lasell Road [Oakhurst Farm] Map 1, Parcel 97 and Map 1, Parcel 98.** Town Manager Kozak mentioned this is a payment in lieu of taxes program that the State allows Towns to enter into agreements in which they have a period of time the taxes are paid at a stable rate. Town Manager Kozak asked that this item be tabled to the next meeting until he gets the rest of the information. A motion/Mr. Athanas, seconded/Mr. Marzec to take no position on Article 21. Vote yes/Unanimous. The Finance Committee voted to support Article 21. **ARTICLE 22: (Petition) Amend general bylaws to add "9-408 Residential Waste Collection and Disposal Contracts" to make any contract for the Collection, transportation, receipt, processing or disposal of residential and solid waste shall be**

subject to and warded pursuant to, the provisions of Chapter 30B. Mr. William Cundiff, 68 Windsor Ridge Drive, Whitinsville explained the petition article is about residential waste collection. He mentioned that when he found out that the Selectmen were seeking contracts from residential waste collection haulers this concerned him because of the procurement laws. He noted that the residential waste collection was exempt from M.G.L. Chapter 30B (a protection mechanism for taxpayers and rate payers). This law makes towns or government entities go through a procedural process when awarding contracts, solicit contracts or make a selection of a contract. He also explained that 30B requires a contract to be awarded to the lowest eligible and responsible bidder. This means that someone is qualified, capable of doing the work, and the person who has the lowest price. Currently, because waste collection is exempt from 30B, the town through the Selectmen could award the contract to someone who is not the lowest bidder, who is not qualified, they don't have to have a written contract and can have an endless contract. This petition article would require the Selectmen/Town to go through the 30B process in spite of the fact that waste collection is exempt from 30B. Town Manager Kozak asked the Board of Selectmen not to support this petition article. A motion/Mr. Ampagoomian, seconded/Mr. Marzec not to support Article 22. Vote yes/Unanimous. The Finance Committee voted to support Article 22. **Spring Annual Town Meeting Warrant [May 6, 2014]/Vote to place ballot question(s) on the Annual Town Election Warrant.** Town Manager Kozak explained that Town Council has provided a couple ballot questions should the Board of Selectmen wish to move forward with an override. Town Manager Kozak mentioned that the Selectmen can have one override question or two. Question A: Shall the Town of Northbridge be allowed to assess an additional \$3,265,800.00 in real estate and personal property taxes for the purposes of funding the School Department operating budget, and personnel and employee benefit costs of the Fire Department for the fiscal year beginning July 1, 2014? Question B: Shall the Town of Northbridge be allowed to assess an additional \$3 million in real estate and personal property taxes for the purpose of funding the School Department operating budget for the fiscal year beginning July 1, 2014? Question C: Shall the Town of Northbridge be allowed to assess an additional \$265,800.00 in real estate and personal property taxes for the purpose of funding personnel and employee benefit costs of the Fire Department for the fiscal year beginning July 1, 2014? Town Manager Kozak feels the Board of Selectmen should do one question (Question A) so that department's aren't pitted against each other. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to place Question A: Shall the Town of Northbridge be allowed to assess an additional \$3,265,800.00 in real estate and personal property taxes for the purposes of funding the School Department operating budget, and personnel and employee benefit costs of the Fire Department for the fiscal year beginning July 1, 2014? ballot question in the amount of \$3,265,800.00 on the Annual Town Election Warrant. Vote yes/Unanimous.

Selectmen's Representative to Review the RFP for Solid Waste & Recycling. A motion/Mr. Ampagoomian, seconded/Mr. Melia to appoint Daniel Nolan as the Selectmen's Representative to review the RFP for Solid Waste & Recycling. Vote yes/Unanimous.

Town Manager's Report. 1) **Open Space & Recreation Plan Update Public Workshop:** Announced the workshop will take place on Tuesday, April 8, 2014, 6:00 P.M., at the Town Hall. Everyone is welcomed to attend. 2) **Sutton Street Update:** Announced that work has begun on Sutton Street and the Contractor is onsite. He has begun reviewing the inlets and outlets for the storm drains/water flow and will be meeting with James Shuris, DPW Director to discuss taking down the trees on Sutton Street. 3) **Chapter 90 Funding:** Received word of Chapter 90 funding of \$475,045.00. This only covers two-thirds of the funds approved by the legislator. The Governor is holding \$100 million dollars up for second year in a row. 4) **Boston Firefighters' Services:** The members of the Northbridge Fire Department attended the funeral services of the two firefighter's who were tragically killed in the Boston fire. 5) **Transmission poles at the American Legion Ballfield:** Three poles have fallen due to wind and wood rot. National Grid is currently working on locating replacement poles and then National Grid's personnel will replace these poles.

Selectmen's Concerns. **Selectman Athanas/1)** Asked if the dispatch consolidation was put on hold and Town Manager Kozak mentioned that it was pushed back for 6 months because he wants to make sure the town has the finances in place. **Selectman Ampagoomian 1)** Expressed his condolences to the families of the Boston Firefighters' who passed away. He mentioned that Donald Menard, Owner of Foxy Travel volunteered his bus and services, free of charge to transport the Northbridge Firefighters to both Lieutenant Walsh and Firefighter Kennedy's Memorial Service and Funeral. **2)** Status of double poles and Town Manager Kozak replied that there has been progress now that the weather is better. **3)** Mentioned that nothing is going on at the Ross Rajotte Bridge and Town Manager Kozak mentioned there was another conflict between the contractor and State so he contacted the State Representative's to see if they could help out. **4)** Status of the Flood Plain Mapping and Town Manager Kozak explained that Town Counsel has reviewed the information and asked if there was additional information. He then mentioned that Mr. Anderson from Heritage Design will be providing more information to Town Counsel and noted that he will keep the Board informed as information comes in. **5)** On April 17th the Worcester County Selectmen's Association is having their quarterly meeting at the ASA Waters Mansion in Millbury @ 6:00 P.M. Mr. Ampagoomian announced that former Selectman Joseph Montecalvo will be the speaker.

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

Meeting Adjourned: 8:30 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

April 7, 2014

- I. **APPROVAL OF MINUTES**
 - A. Copy of March 3, 2014 minutes.
- II. **PUBLIC HEARING**
- III. **APPOINTMENTS/By the Board of Selectmen**
 - B. Copy of letter from the Department of Agricultural Resource regarding the Inspector of Animals. Copy of nomination form.
- IV. **CITIZENS' COMMENTS/INPUT**
- V. **DECISIONS**
 - C. 1) Copy of St. Patrick's Church Application for Special License. 2) Copy of map. 3) Copy of license routing slip from Department Heads.
 - D. Copy of letter from Northbridge Fire Department requesting to hang a banner over Church Street from May 21st through May 24th to advertise their annual Spaghetti Supper on May 24, 2014.
 - E. Copy of letter from St. Patrick's Church requesting to hang a banner over Church Street August 31st to September 14th to advertise their Annual Fall Festival on September 13, 2014.
 - F. 1) a. Copy of application for Sunday Entertainment License; b. license routing slips from Department Heads; c. copy of abutter notice; and d. copy of abutters. 2) a. Copy of application for Entertainment License; and b. license routing slips from Department Heads.
 - G. 1) Copy of Spring Annual Town Meeting Warrant Articles. 2) Copy of Proposition 2 ½ Override Questions. 3) Copy of zoning amendment articles. 4) Copy of memorandum from Planning Board to Town Clerk. 5) Copy of Article 19 – Registered Marijuana Dispensary.
- VI. **DISCUSSIONS**
- VII. **TOWN MANAGER'S REPORT**
 - I. 1) Open Space & Recreation Plan Update Public Workshop – **Copy of public workshop notice.**
 - 2) Sutton Street Update – **No documentation.**
 - 3) Chapter 90 Funding – **Copy of letter from the Commonwealth of Massachusetts.**
 - 4) Boston Firefighters' Services – **No documentation.**
 - 5) Transmission poles at the American Legion Ballot – **No documentation.**
- 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's Meeting
April 28, 2014**

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

The Pledge of Allegiance was recited by those present.

Approval of Minutes. March 17, 2014. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the March 17, 2014 minutes as presented with the readings omitted. Vote yes/Unanimous. **April 7, 2014 [Executive Session]**—A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve but not release the April 7, 2014 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, Athanas and Nolan. Abstain/Mr. Melia.

Public Hearings. None.

Appointments/By the Board of Selectmen. Annual Reappointment. Ann Riley, Board of Registrars [Republican Designee]. A motion/Mr. Melia, seconded/Mr. Marzec to reappoint Ann Riley as a Republican Designee to the Board of Registrars. Vote Yes/Unanimous. **By the Town Manager. Julie Harris, Assistant Treasurer/Collector.** Town Manager Kozak mentioned that Julie Harris has been the Payroll Clerk for about eight years and has done an excellent job throughout this time. He then mentioned that Assistant Treasurer Position has been vacant for over two years and would like for Julie to take over this position. Kimberly Yargeau mentioned that Julie Harris has been handling this role to the best of her ability since the position has been vacant. She has done a tremendous job and highly recommends her for the position. A motion/Mr. Melia, seconded/Mr. Ampagoomian to affirm the appointment of Julie Harris as Assistant Treasurer/Collector. Vote yes/Unanimous.

Citizens' Comments/Input.

Northbridge Veterans' Council. 1) Request to hold Memorial Day Parade in Whitinsville on Monday, May 26, 2014 at 10:00 AM. A motion/Mr. Melia, seconded/Mr. Athanas to grant permission to the Northbridge Veterans' Council to hold their Memorial Day Parade in Whitinsville on Monday, May 26, 2014 at 10:00 AM. Vote yes/Unanimous. **2) Request permission to use the Whitinsville Town Common for Memorial Day exercises.** A motion/Mr. Melia, seconded/Mr. Athanas to grant permission to the Northbridge Veterans' Council to use the Whitinsville Town Common for Memorial Day exercises. Vote yes/Unanimous.

National Grid [Bruce Kut] and Verizon New England/Petition for a joint pole relocation on Quaker Street to remove an old pole line in woods and relocate to the side of Quaker Street [Plan #15750245, dated 1/13/14]. Present: Bruce Kut & Robert Russell, Representative's for National Grid. Mr. Kut advised the Board that there is an existing pole in a wooded area and it's inaccessible and hard to maintain so National Grid is petitioning to install three new poles on Quaker Street and relocate the existing line to the side of the road for maintenance reasons. Mr. Russell mentioned that the property owner is the State and that he has personally spoken to a Representative at Charter Communication and Verizon and have their commitment to move the equipment off the poles once the new equipment is put on the street. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve a joint pole relocation on Quaker Street to remove an old pole line in woods and relocate to the side of Quaker Street [Plan #15750245, dated 1/13/14].

Annual License Renewals [Junk Dealers, Pool Tables, Bowling & Billiards]/Vote to approve subject to the payment of all monies due the Town. A motion/Mr. Athanas, seconded/Mr. Melia to approve the annual license renewals [Junk Dealers-Mantown Consignment, Past & Present Etc, Remember When Antiques, Blings & Things and Chatsworth Antiques, Bowling and Billiards – Sparetime Recreation, Inc.] subject to the payment of all outstanding liens. Vote yes/Unanimous.

Determination and Consent Pursuant to Massachusetts Rules of Professional Conduct, Rule 1.7 – Representation of the Towns of Northbridge and Sutton re: Agreement for Payment-In-Lieu-of Taxes (Oakhurst Farm Solar Facility)/Vote consent to Kopelman & Paige’s representation of both towns regarding the proposed Agreement. Town Manager Kozak explained that this is the proposed solar project that is on the border of Sutton and Northbridge. He noted that because both communities utilize Kopelman & Paige as their Town Counsel, the Northbridge Board of Selectmen need to consent to Kopelman & Paige representing both towns with regard to the payment in lieu of tax agreement for the solar facility at the Oakhurst Farm property. A motion/Mr. Ampagoomian, seconded/Mr. Melia to consent to Kopelman & Paige representation of both towns regarding the proposed Agreement. Vote yes/Unanimous.

Spring Annual Town Meeting [May 6, 2014]/Vote position on Article 21[PILOT Agreement – Lasell Road]. Town Manager Kozak explained that the PILOT agreement is a monetary funding that the Company is willing to pay in which the Town would enter into a PILOT agreement. The land is located on Lasell Road [Oakhurst Farm]. He mentioned that they are still in negotiations with the Company and asked the Board of Selectmen to hold off on their position until he has the cost information. He also noted that he might not have this information for Town Meeting. Chairman Nolan announced that the Board will place this Article on their next agenda scheduled for May 5, 2014.

Annual Town Election Warrant [May 20, 2014]. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to sign the Annual Town Election Warrant [May 20, 2014]. Vote yes/Unanimous.

Mass DOT Winter Rapid Recovery Road Program. Town Manager Kozak explained that the State will be giving towns and cities money (using parameters of the Chapter 90 program) to: 1) patching of potholes, cracking and other surface defects, including paving projects, 2) repair and/or replacement of signage, guardrail, storm grates, or road striping or painting, or 3) projects identified through written agreement between the MassDOT Highway Division District Office and the specific city or Town. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to sign the contract. Vote yes/Unanimous.

RFP for Solid Waste and Recycling Program/Update. Town Manager Kozak announced that the bids for the RFP Solid Waste and Recycling Program were opened on April 18th and there were four proposals. The proposals submitted were from Casella Waste Management, The Pratt Group, Tom Berkowitz Trucking and Republic Services. A team was comprised to review the proposals [Town Manager Kozak, Jeanne Gniadek, Paul Mckee and Gary Bechtholdt]. Town Manager Kozak mentioned that his team’s goal is to give a recommendation to the Board of Selectmen by next week’s meeting [May 5, 2014].

Overview of Prop 2 ½ Override Question including financial impact on residents. Present: Dr. Nancy Spitulnik, Superintendent of Schools, and Gary Nestor, Fire Chief. The one question on this year’s ballot is to see if residents will allow the town to assess an additional \$3,265,800 in real estate and personal property taxes for the purpose of funding the school department’s operating budget and the personnel and employee benefit costs of the fire department for the upcoming fiscal year 2015. In the last few months there has been a push, not only through the Northbridge Public Schools, but outside parent groups, to support the override, which just recently included the funding to help the Northbridge Fire Department. Dr. Spitulnik said this override will not just help the district in 2015, but for the next five years. She said this was designed to keep the district from coming back to taxpayers and keep what they

currently offer to students up and running. Dr. Spitulnik said “We just want to give the basic information”. She mentioned that the Northbridge schools have made tremendous gains in curriculum structure and programs. In a handout provided to residents explaining the dual override, which would give the town the go ahead to raise property taxes by more than 2.5 percent, \$1,400,000 would be collected over the following four years. The fire department is also requesting an override of \$265,800 to be collected next year to hire four more firefighters/EMT’s in order to improve their ability to respond to emergency calls, according to the flyer. These two override requests are combined into one override question for the town. Melissa Walker, School District Business Manager said residents can be secure in knowing the school’s budget process of the past several years has been nothing but an “open, transparent process.” Ms. Walker mentioned that if this doesn’t pass, the cuts will be throughout the entire district and could include 25 staff members. It would be pretty much across the board. If the override doesn’t pass, the school department will need to cut approximately \$1.2 million from the proposed level services budget. This translates to up to 25 staff members, resulting in increased class sizes and the possible loss of programs such as elementary art and library, middle school and high school foreign language classes, and the high school culinary arts program. Other possible cuts include all middle school interscholastic sports and the high school cooperative sports teams, wrestling, hockey, swimming and golf. Mr. D’Amato provided a PowerPoint presentation showing three scenarios for property valuation: one for \$165,000, one for 265,000 (average single family home) and one for 365,000. He mentioned that if the override passes this is a permanent increase to the tax base and revenue to fund the services needed to go forward. Town Manager Kozak mentioned that the second PowerPoint is a sample of the average tax bill for \$265,800 for fiscal year 2014. (A copy of the two PowerPoints can be found in the Town Manager’s Office and on the Town’s website).

Trustees of Soldiers’ Memorials/Present: Thomas Farley/Renaming of the Douglas Road Bridge in honor of United States Marine L/CPL Thomas S. Perron. Present: Trustees of Soldiers’ Memorials Chairman Thomas Farley, Members Jim Gallagher and Richard Trier. Mr. Farley mentioned that the Thomas S. Perron Memorial was moved so that the Douglas Road Bridge could be fixed and his committee would like to know when the bridge is completed if they could take the memorial and place it on the bridge and call it the Thomas S. Perron Bridge. He noted that the State does not own the bridge, the Town does. Chairman Nolan suggested moving the renaming of the Douglas Road Bridge in honor of United States Marine L/CPL Thomas S. Perron to decisions. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to move this discussion item to decisions. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Melia/Yes, Mr. Ampagoomian/Yes and Mr. Nolan/Yes. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the Renaming of the Douglas Road Bridge in honor of United States Marine L/CPL Thomas S. Perron. Vote yes/Unanimous.

Town Manager’s Report. 1) Mass. Historical Commission: Recognition of the Northbridge Town Hall rehabilitation project with a 2014 Mass. Historical Commission Preservation Award. Announced the Northbridge Town Hall will be honored this year at the Mass. Historical Commission’s 36th Annual Preservation Award ceremony on May 16, 2014. Details about the ceremony will be forthcoming. **2) Annual Town Election [May 20, 2014]/Voter registration timeline:** Announced the deadline for the May Election is Wednesday, April 30, 2014 and the Town Clerk’s Office will be open until 8:00 P.M. that evening. **3) Sutton Street Project/Update:** The Sutton Project is now underway and the DPW Director is coordinating with the State Project Manager on when the roads might be closed and when alternative routes are necessary. The DPW Director will be providing weekly updates online or as necessary. **4) Massachusetts Education & Government Association Award [MEGA]:** Announced that the Town received an award from MEGA for their improvements in loss control for Town and School employees.

Selectmen's Concerns. **Selectman Athanas/1)** Asked for an update on Pine Grove Cemetery. Town Manager Kozak replied that he doesn't have one yet. **2)** Sutton Street Construction – should this be addressed and Town Manager Kozak mentioned that the DPW Director is working with the State and detour signs will be placed. **3)** Status of the Building Maintenance Schedule/Inventory and Town Manager Kozak mentioned that it's in the works. **Selectman Melia/1)** Congratulated Town Manager Kozak and the Building, Planning & Construction Committee for the 2014 Mass. Historical Commission Preservation Award and the Massachusetts Education & Government Association Award. **2)** Road Projects. **3)** Mentioned that he received an email regarding the retirement of Dispatcher Homer Rajotte and wishes Homer well on his retirement. **Selectman Ampagoomian/Status of Regionalizing the Dispatcher** and Town Manager Kozak mentioned that it's been put on hold for about 6 months due to funding. He noted that he hopes to have it in place by the fall.

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

Meeting Adjourned: 8:18 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

April 28, 2014

I. APPROVAL OF MINUTES

A. 1) Copy of March 17, 2014 minutes. 2) Copy of April 7, 2014 Executive Session minutes.
[Removed from backup documentation as they have not been released by Board of Selectmen].

II. PUBLIC HEARING

III. APPOINTMENTS/By the Board of Selectmen

B. 1) Copy of Ann Riley's letter for reappointment. 2) Copy of Julie Harris's letter promoting her to Assistant Treasurer/Collector.

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

C. Copy of James Marzec's email requesting to use Memorial Park for the Memorial Day Services.

D. Copy of National Grid's letter, petition, order and map requesting to remove an old pole line in woods and relocate to the side of Quaker Street.

E. Copy of licenses and listing of Annual License Renewals [Junk Dealer's Pool Tables, Bowling & Billiards].

F. Copy of letter from Kopelman & Paige dated April 18, 2014 – Agreement for Payment-In-Lieu-of-Taxes (Oakhurst Farm Solar Facility)

G. Copy of Spring Annual Town Meeting Warrant Articles.

H. Copy of Annual Town Election Warrant.

HH. Copy of program.

VI. DISCUSSIONS

I. No documentation.

J. Copy of projected override incremental tax increase and FY 14 Total Taxable Value

K. No documentation.

VII. TOWN MANAGER'S REPORT

L. 1) Mass. Historical Commission: Recognition of the Northbridge Town Hall rehabilitation project with a 2014 Mass. Historical Commission Preservation Award – **Copy of letter.**

2) Annual Town Election – **No documentation.**

3) Sutton Street Project – **No documentation.**

4) Massachusetts Education & Government Association Award – **Copy of award.**

VIII. SELECTMEN'S CONCERNS - No documentation.

IX. ITEMS FOR FUTURE AGENDA- No documentation.

X. CORRESPONDENCE- No documentation.

XI. EXECUTIVE SESSION – No documentation.

A.H.

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

May 6, 2014

A meeting of the Board of Selectmen was called to order by Chairman Nolan at 6:30 PM, Northbridge High School Field House, 427 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Melia, Marzec, and Ampagoomian. **Also Present:** Theodore D. Kozak, Town Manager.

Town Meeting Business. There being no business before the Board at this time, a motion/Mr. Marzec, seconded/Mr. Ampagoomian, to adjourn the Selectmen's Meeting at the conclusion of the Spring Annual Town Meeting this evening. Vote yes/Unanimous.

Selectman Athanas arrived at 6:45 PM.

Due to the fact that Town Meeting was adjourned to next Tuesday, May 13, 2014 at the High School Auditorium, the Board voted as follows:

A motion/Mr. Ampagoomian, seconded/Mr. Marzec to adjourn and post an adjourned session of this meeting for 6:30PM on Tuesday, May 13, 2014 at the High School.

Meeting Adjourned: 10:45 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

May 6, 2014

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

DECISIONS

Town Meeting Business/No documentation

DISCUSSIONS/None

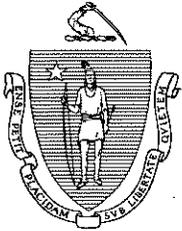
TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None



FP-2A
(Rev. 04-2010)

The Commonwealth of Massachusetts
City/Town of Northbridge

Application For License

Massachusetts General Law, Chapter 148 §13

New License Amended License

GIS Coordinates

LAT.

LONG.

License Number

Application is hereby made in accordance with the provisions of Chapter 148 of the General Laws of Massachusetts for a license to store flammables, combustibles or explosives on land in buildings or structures herein described.

Location of Land: 100 Commerce Way Northbridge, MA 01534
Number, Street and Assessor's Map and Parcel ID

Attach a plot plan of the property indicating the location of property lines and all buildings or structures.

Owner of Land: VE Properties IX, LLC

Address of Land Owner: One Memorial Square P.O. Box 67 Whitinsville, MA 01588

Use and Occupancy of Buildings and Structures: Medical Building

If this is an application for amendment of an existing license, indicate date of original license and any subsequent amendments

Attach a copy of the current license

Flammable and Combustible Liquids, Flammable Gases and Solids

Complete this section for the storage of flammable and combustible liquids, solids, and gases; see 527 CMR 14; Attach additional pages if needed. All tanks and containers are considered full for the purposes of licensing and permitting.

PRODUCT NAME	CLASS	MAXIMUM QUANTITY	UNITS gal., lbs, Cubic feet	CONTAINER UST, AST, IBC, drums
<u>Liquid propane</u>	<u>2</u>	<u>3000</u>	<u>gallons</u>	<u>UST</u>

Total quantity of all flammable liquids to be stored: 3000

Total quantity of all combustible liquids to be stored: _____

Total quantity of all flammable gases to be stored: _____

Total quantity of all flammable solids to be stored: _____

LP-gas (Complete this section for the storage of LP-gas or propane)

Indicate the maximum quantity of LP-gas to be stored and the sizes and capacities of all storage containers. (See 527 CMR 6)

❖ Maximum quantity (in gallons) of LP-gas to be stored in aboveground containers: _____
List sizes and capacities of all aboveground containers used for storage: _____

❖ Maximum quantity (in gallons) of LP-gas to be stored in underground containers: 3000
List sizes and capacities of all underground containers used for storage: 3-1000 UST

Total aggregate quantity of all LP-gas to be stored: 3000

Fireworks (Complete this section for the storage of fireworks)

Indicate classes of fireworks to be stored and maximum quantity of each class. (See 527 CMR 2)

❖ Maximum amount (in pounds) of Class 1.3G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4G: _____ Type/class of magazine used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Type/class of magazine used for storage: _____

Total aggregate quantity of all classes of fireworks to be stored: _____

Explosives (Complete this section for the storage of explosives)

Indicate classes of explosive to be stored and maximum quantity of each class. (See 527 CMR 13)

❖ Maximum amount (in pounds) of Class 1.1: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.2: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.3: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.4: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.5: _____ Number of magazines used for storage: _____

❖ Maximum amount (in pounds) of Class 1.6: _____ Number of magazines used for storage: _____

I, Keith Dellechiaie, hereby attest that I am authorized to make this application. I acknowledge that the information contained herein is accurate and complete to the best of my knowledge and belief. I acknowledge that all materials stored pursuant to any license granted hereunder must be stored or kept in accordance with all applicable laws, codes, rules and regulations, including but not limited to Massachusetts Chapter 148, and the Massachusetts Fire Code (527 CMR). I further acknowledge that the storage of any material specified in any license granted hereunder may not exceed the maximum quantity specified by the license.

Signature Keith M. Dellechiaie Date 4/16/14 Name Keith M. Dellechiaie

Fire Department Use Only

I, GARY A. NESTOR Head of the NORTHBRIDGE Fire Department endorse this application with my

Approval Disapproval

Signature of Head of the Fire Department Gary A. Nestor Date 4-24-14

Recommendations: TO BE IN ACCORDANCE WITH CURRENT RULES &

FP-2A (Rev. 04/2010) REGS. CHAPTER 148



TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone- (508) 234-2095 Fax- (508) 234-7640
www.northbridgemass.org

Theodore D. Kozak
Town Manager

April 29, 2014

Via Facsimile: 508-793-9315
Telegram & Gazette (LEGALS)

To Whom It May Concern:

Please place the following Legal Notice in the Telegram & Gazette for **Friday, May 9, 2014:**

**TOWN OF NORTHBRIDGE
PUBLIC NOTICE**

Notice is hereby given under Chapter 148, Section 13 of the MGL's, that the Northbridge Board of Selectmen will hold a Public Hearing on **Monday, May 19, 2014 at 7:05 PM**, in the Selectmen's Meeting Room, Northbridge Town Hall, 7 Main Street, Whitinsville, MA to consider the application of VE Properties IX, LLC., to install three (3) underground storage tanks [3-1,000 gal. propane] on property located at 100 Commerce Way, Northbridge, MA 01534.

Northbridge Board of Selectmen
Daniel Nolan, Chairman
May 9, 2014

Please send bill to: Northbridge Town Hall
Town Manager's Office
7 Main Street
Whitinsville, MA 01588

Sincerely,

Sharon L. Susienka

Sharon L. Susienka
Exec. Asst. to the Town Manager

c: Keith DelleChiaie
Abutters [Via Certified Mail]

4/17/14 } c: Cable Adv. Comm.
C.1

TALENT BANK APPLICATION

please return to:

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

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

-yes, per Town Clerk
4-17-14

Date: 4/8/14

Name BENJAMIN N CORUMAN

P. O. Box _____

Home Address 51 Brook Way Dr Northbridge MA 01534

Email Address BP CORUMAN@GMAIL.COM

Telephone _____ Cell 617-816-9683

Business DCU

Address 853 Donald Lynch Blvd Marlboro Tel. 508-804-9106

Current Occupation/Title IS SUPPORT TEAM LEADER, PC/NETWORK/
LAN / ISP PROVIDERS, AVAYA/VOIP TELECOM

Education BA FILM, TV PRODUCTION, UNIVERSITY OF HARTFORD
BUSINESS ADMIN. AVAYA CERTIFIED, DELL CERTIFIED

Governmental, Civic & Community Activities _____

Charitable & Educational Activities WORK FOOD PANTRY, SMILE TRAIN,
SALVATION ARMY

Town Committees or Offices _____

I am interested in the following Committees: CABLE ADVISORY COMMITTEE

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. NO

BENJAMIN CUMMAN

NAME:

PRECINCT#

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

1. CABLE ADVISORY COMM. 4.
2. 5.
3. 6.

CABLE ADVISORY COMMITTEE, DCU IT/IS SUPPORT
Present interest or business affiliation (dates, places)

IT, PC, TELECOM, VIDEO/FILM PROD. TV BROADCAST/PROD
Experience: Volunteer, social service, business (dates, places)

BA. FILM/TV/VIDEO PRODUCTION, TELECOM/IT/NETWORKING,
Special skills and education (be specific)

MOBILE DEVICE MANAGEMENT

CONTRACTS, BIDDING.

CABLE/ISP, VENDOR MANAGEMENT, IT IMPLEMENTATION,
How experience relates to particular committee interest

VARIED VIDEO/TV, BROADCAST, ISP, TELECOM/IT EXPERIENCE
ADDITIONAL COMMENTS:

4/28/14 90: Cable Adv Comm
C.2.

TALENT BANK APPLICATION

APR 23 2013

please return to:

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

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

Date: 4/19/14

Name THOMAS W NORRIS

P. O. Box _____

Home Address 170 MOREAN RD WHITINSVILLE MA - 01588

Email Address TACKNOR@YAHOO.COM

Telephone 508-234-3567 Cell 508-294-1898

Business NATIONAL OIL USA

Address 245 SO. ST HOPEWELL MA. Tel. _____

Current Occupation/Title _____

Education 4 YRS HIGH SCHOOL - NIGHT SCHOOL 1YR
BYANT COLLEGE FL.

Governmental, Civic & Community Activities _____

Charitable & Educational Activities _____

Town Committees or Offices NONE

I am interested in the following Committees:
CABLE ADVISORY COMM.

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. NO

NAME: THOMAS W NORRIS PRECINCT# 4

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- 1. CABLE ADVISORY COMM. 4.
- 2. 5.
- 3. 6.

Present interest or business affiliation (dates, places)

MEMBER ST. PATRICKS CHURCH
TREASURER LOCAL 329 FOR 8 YRS (2007 - PRESENT)
PARTY REP LOCAL 329 4 YRS. (94 - 98)
AUDIT COMM. LOCAL 329 (98 - 2007)

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

Special skills and education (be specific)

AS TREASURER FOR MY LOCAL RESPONSIBLE FOR
BOOK KEEPING, MIN. RECORDING MINUTES ETC.
MEET WITH COMPANY OFFICIALS + MEMBERS ON DAILY ISSUES
AND EVENT PLANNING - ALSO BUDGETS + PAYROLLS.
NEGOTIATING CONTRACTS - BUS. AGREEMENTS.

How experience relates to particular committee interest

HAVE WORKED WITH CABLE + TELEPHONE COMPANIES
FOR PAST 21 YRS. IN THE FIELD + JOB PLANNING.

ADDITIONAL COMMENTS:

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

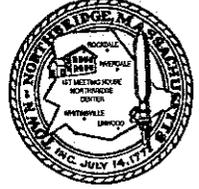


WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021

MAY 9 - 2014



TIMOTHY LABRIE
LIEUTENANT

D. I.

March 20, 2014

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

- LEONARDO ESTATES, DEFINITIVE SUBDIVISION (HIGHLAND STREET)**
Stephen O'Connell, Andrews Survey & Engineering, Inc
- GROUND-MOUNTED SOLAR PHOTOVOLTAIC FACILITY (OAKHURST/LASELL ROAD)**
Stephen O'Connell, Andrews Survey & Engineering, Inc
- 77-79 UNION STREET, PRELIMINARY SUBDIVISION (UNION STREET)**
Tim Callahan, HAWK Consulting, Inc
- 135 PROVIDENCE ROAD, SITE DEVELOPMENT EXPANSION**
Normand Gamache, Guerriere & Halnon, Inc
- LINWOOD AVENUE, PEDESTRIAN CROSSWALK & PRAIRIE STREET, STREETLIGHTS**
Old/New Business

Dear Board Members:

The Northbridge Safety Committee met on **WEDNESDAY, MARCH 19, 2014** in the Police Station Conference Room. The following members were present: Chairman Gary Nestor, James Shuris, Peter Bedigian, George Murray, R. Gary Bechtholdt II, and Robert Van Meter (Alternate); Walter Warchol and Julie Gawlak were absent.

The following members of the public were also in attendance: Alan Clapp (NexAmp); Stephen O'Connell (Andrews Survey & Engineering); Tim Callahan (HAWK Consulting); Joe Leonard (Terreno Realty); Julie Davieau (53 Union Street); and Linda & Bruce Lermond (63 Union Street).

Chairman Chief Nestor called the meeting to order at 10:00 AM.

APPROVAL OF MEETING MINUTES

Upon motion duly made (Bedigian) and seconded (Murray) the Safety Committee voted to ACCEPT the meeting minutes of JANUARY 15, 2014; vote was 5-0-1 (Van Meter abstained).

CORRESPONDENCE

Chief Nestor noted receipt of memorandum(s) dated February 10, 2014 from Sharon L. Susienka, Exec. Asst. to the Town Manager regarding the Board of Selectmen vote to accept

recommendations outlined in Safety Committee minutes dated December 04, 2014 (BOS mtg December 16, 2013) and January 15, 2014 (BOS mtg January 27, 2014).

The following items were discussed WEDNESDAY, MARCH 19, 2014 and are being forwarded to the Board of Selectmen as recommendations of the Northbridge Safety Committee:

LEONARDO ESTATES, DEFINITIVE SUBDIVISION (603 HIGHLAND STREET)

Stephen O'Connell (Andrews Survey & Engineering) on behalf of the Applicant, Joe Leonardo (Terreno Realty) reviewed with the Safety Committee locus area and subject property for proposed residential subdivision (18 single-family house lots) to be located off Highland Street; Definitive Subdivision Plan entitled "Leonardo Estates" dated August 13, 2013. Mr. O'Connell noted subject property had received a previous approval a number of years back however was never acted on. Mr. O'Connell explained the roadway layout has been reconfigured significantly to improve access, minimize wetland impacts, etc.

Mr. O'Connell noted they are currently before the Conservation Commission and Planning Board for approvals, noting the Board had initially not supported request for sloped-granite curbing however the Conservation Commission has expressed a desire to allow for sloped-granite (in sections) rather than the vertical for amphibious migration.

Mr. Leonardo reviewed proposed street name of "Valerie Anne" with the Safety Committee; Chief Nestor suggested street name may sound too similar to "Valley" (Parkway); not wanting to create any opportunity for confusion in events of emergency (911 calls, etc) Chief Nestor directed the Applicant to propose a different street name. Mr. Bechtholdt noted pursuant to the town's subdivision regulations street names shall be approved by the Fire Chief and Police Chief.

Mr. Bechtholdt asked the Fire Chief if fire alarm boxes will be required; Mr. Nestor indicated the town is currently phasing out utilization of fire alarm boxes and are not required for new subdivision developments. Mr. Bechtholdt suggested the Safety Committee make a recommendation to not require fire alarm boxes as they are currently required in the subdivision regulations.

Mr. O'Connell explained to the Safety Committee the plan proposes individual lamp posts at each lot driveway, rather than streetlights. Mr. Bechtholdt noted the town regulations require streetlights (at the intersection, at the cul-de-sac, roadway curves, and a certain distance from one another); from a safety standpoint not comfortable in waiving requirements (questioned what if homeowners decided not to turn-on lights, may create a safety concern); if the Board of Selectmen want to revisit the policy and amend it then Mr. Bechtholdt would support as a Safety Committee member. Mr. Murray and Mr. Bedigian agreed; the town has a streetlight policy which should be followed. Mr. O'Connell understood the Committee's position; felt based upon the suggestion of the Director of Public Works was an acceptable alternative. Mr. Bedigian does not support individual lamp posts in lieu of streetlights; if homeowners want to install lights at the end of their driveways that is up to them; should stick to the town's policy.

If the Board of Selectmen want to review the policy then the Safety Committee will need to assist and take a comprehensive look at it and make a recommendation. Mr. Murray liked the idea of requiring homeowners to install and maintain lamp posts in addition to the required streetlights.

Mr. Shuris asked what type of street light fixture would be installed; Mr. O'Connell will work with the town (DPW) and National Gird on specs for the required streetlights. Streetlight locations shall be located as per the town's streetlight policy (approximately 4 streetlights within the site development).

Mr. O'Connell reviewed with the Safety Committee option of placing sidewalk against the curb (with no grass strip). Mr. Bechtholdt reminded Mr. O'Connell if the waiver to allow sloped-granite curbing was granted then they would be required to provide for the grass strip; Mr. O'Connell agreed noting the sloped-granite would not provide adequate safety from vehicles and would require a grass strip. Mr. Bechtholdt explained to the Safety Committee, if the Planning Board allows for sloped-granite curbing throughout (in support of Conservation Commissions request for a portion of the roadway) a grass strip would be required; if the Planning Board requires vertical-granite curbing throughout the Applicant requests a waiver to eliminate the grass strip.

Mr. Bechtholdt advised the Safety Committee that the Planning Board has requested their input specific to a subdivision regulation which may require the developer to provide for future projection of a street to provide access to undeveloped adjacent properties; Mr. Bechtholdt suggested allowing for future projection in this instance would increase the traffic on the proposed roadway and potentially create safety concerns at the roadway intersection at Highland Street; Mr. Murray and other members agreed with concerns of increased traffic, etc if the roadway was to be extended in the future.

Mr. O'Connell noted site access drive (subdivision roadway) includes along the shoulder of the road parking for student pick-up & drop-off for school busing as well as location for a community mailbox which will be fully ADA accessible (shown on the definitive plan). Mr. O'Connell indicated sight distance (at the subdivision entrance) is more than sufficient, noting new roadway layout improves previously approved roadway location. Mr. Bechtholdt asked what the pavement width of Highland Street was; varies from 20 to 23-feet.

Mr. Bechtholdt inquired about traffic counts for the subdivision proposal; Mr. O'Connell indicated base upon the ITE manual approximately 8 to 10 vehicles during AM/PM peak for an 18-lot single-family subdivision, adding based upon those figures should not be a traffic generator concern.

Mr. O'Connell briefly reviewed wetland crossing and areas were either a chain-linked fence or guardrail system would be installed along the backside of the proposed sidewalk (as recommended by the Director of Public Works). Mr. Murray suggested prior to the start of construction may want to inform the School Department to make them aware, in an effort to

minimize potential conflicts with busing and construction vehicles, etc. Mr. O'Connell agreed to contact the School Department.

Mr. Bechtholdt reviewed with the Safety Committee noted concerns: street name; future street projection; elimination of fire alarm boxes (Mr. Murray asked the Fire Chief to provide the Planning Board with a letter requesting the Board revise subdivision regulations to eliminate this requirement); streetlights; and sloped-granite. Mr. O'Connell will review locations of fire hydrants with the Fire Chief and Whitinsville Water Company.

Upon motion duly made (Murray) and seconded (Bechtholdt) the Safety Committee voted (6-0) NOT TO REQUIRE future roadway projection to adjoining property as provided for in the Subdivision Rules & Regulations (Section 22-10 B 3).

Upon motion duly made (Murray) and seconded (Bedigian) the Safety Committee voted (6-0) TO NOT REQUIRE installation of fire alarm boxes (Section 22-13 B).

Upon motion duly made (Shuris) and seconded (Van Meter) the Safety Committee voted (6-0) TO ELIMINATE the island cul-de-sac (Table II –Standards for cul-de-sacs).

Upon motion duly made (Murray) and seconded (Bedigian) the Safety Committee voted (6-0) TO ALLOW sloped-granite curbing throughout the subdivision with the exception of the wetland crossing and catch basin inlets (grass strip will be required).

Upon motion duly made (Murray) and seconded (Bedigian) the Safety Committee voted (6-0) NOT TO WAIVE streetlight requirements; streetlights shall be installed as per the town's Streetlight Policy.

Mr. Leonardo and Mr. O'Connell indicated they would review the town's existing street names and seek approval from the Police Chief and Fire Chief at a later date; Safety Committee members agreed.

GROUND-MOUNTED SOLAR PHOTOVOLTAIC FACILITY (OAKHURST/LASELL ROAD)

Peter Bedigian indicated his employer works with various solar electrical installers and as such will abstain from voting on this matter.

Stephen O'Connell (Andrews Survey & Engineering) on behalf of the Applicant, Alan Clapp (NexAmp /Sutton Solar, LLC) reviewed with the Safety Committee plan entitled "Solar Electric Generating Facility" February 24, 2014; subject property includes land within Northbridge and the Town of Sutton; filed separate site plan review for each town. Mr. O'Connell provided a brief overview of the proposals; a 2.0 Megawatt solar electrical generating facility (1.0 MW in Northbridge & 1.0 MW in Sutton) to be located at 25 Oakhurst Road (Sutton) / Lasell Road (Northbridge); subject property consists of ±31.7 acres (in total).

Mr. O'Connell provided a brief overview on the installation of the solar panels; a post-driven (into the ground) racking system where panels will be mounted to racks (similar to the other facility in town –near Grafton line), electrical wiring will be strung behind panels connecting each panel tied into a combiner-box and then fed underground (conduit) to a series of poles out to the street. Mr. O'Connell mentioned installation will result in little disturbance to the existing site; after installation will re-seed area with low maintenance clover; the entire site will be enclosed with a 6-foot high chain-linked fence with appropriate signage “electrical warning signs” in addition to contact information at the gated entrance. The site will be accessed via a proposed compacted gravel driveway as specified on plans; maintenance is assumed to be minimal; site will be monitored remotely.

Mr. Bechtholdt questioned if there was a need for the town (Northbridge Fire Department) to have key access to the facility; Chief Nestor suggested the Fire Department would treat this similar to substations, where they would not access unless there were personnel on scene; Safety Committee members suggested providing a lock-box in the event of an incident or accident. Applicant will provide the town with access to a Knox-box, or similar; Applicant will work with the NFD to install a box at front gate (secure key safe).

Committee members suggested the proposal, other than during construction will not be a high-traffic generator; Mr. Clapp and Mr. O'Connell agreed. Members briefly reviewed with the Applicant/Engineer visibility or potential solar-glare concerns that may impact drivers (along Route 146). Mr. O'Connell noted the FAA approved use of panels (runway protection zones, etc); adding he travel the Route 146 corridor where he observed the site elevation is higher than Route 146 (North) and will not impact drivers.

Upon motion duly made (Murray) and seconded (Bechtholdt) the Safety Committee voted (5-0-1 [Bedigian abstained]) to approve site development proposal requiring the installation of a Knox-box, or similar as discussed.

77-79 UNION STREET, PRELIMINARY SUBDIVISION (UNION STREET)

Tim Callahan (HAWK Consulting, Inc) on behalf of the Applicant, John & Nancy Gigarjian reviewed with the Safety Committee preliminary subdivision plan entitled “77-79 Union Street” dated January 24, 2014, proposing eight (8) single-family house lots (9 total including existing home). Mr. Callahan offered a general overview of the locus area (abuts High School upper athletic fields) and topography of subject property; indicating plan shows a 9% roadway slope/grade (profile); noting Applicant may wish to propose as much as a 12% slope/grade due to the abundance of ledge (3 to 4-feet from existing grade) throughout the site.

Mr. Bechtholdt briefly explained the difference between a preliminary plan (conceptual) and definitive plan; noting the intent of a preliminary submittal is to gain an understanding as to what may be required and what concerns exists prior to submittal a definitive plan. Committee members proposed location of subdivision roadway on Union Street; Mr. Shuris expressed concerns with drainage of the site. Mr. Bechtholdt inquired about the existing width of the travel lanes along Union Street; approximately 18 to 20-feet (narrow). Mr. Van Meter

inquired about the proposed island cul-de-sac; Mr. Nestor expressed a preference to eliminate the proposed landscaped island to promote better circulations of emergency vehicles; Mr. Bechtholdt suggested if the Safety Committee is in agreement they could recommend to the Planning Board waiving the required landscaped island.

Mr. Bechtholdt asked about the proposed name of the subdivision roadway "Gigarjian Drive" suggesting may be difficult to pronounce and create some confusion; Mr. Callahan will talk with Applicant and will look to review alternatives with the Police Chief and Fire Chief.

Mr. Callahan explained subdivision would include sidewalk along one-side of the roadway with a dedicated student pick-up/drop-off at the entrance for school busing (off-road).

Mr. Bechtholdt expressed concerns with proposed grade of 12% noting the town regulations allow for a maximum of 7% for minor roads which may be increased by 2-percent for a roadway grade of 9% not to exceed 300-feet in length. Mr. Shuris shared concerns (citing existing concerns with Deane Way), suggesting a slope less than 9% would be preferred. Mr. Callahan pointed out that the roadway would include a leveling area at the entrance (relatively flat). Mr. Shuris also requested the Applicant/Engineer evaluate the location of the existing driveway (77-79 Union Street) in relation to the proposed roadway indicating the driveway should be relocated away from the planned intersection (too close, potential safety concern). Mr. Callahan will consider revising driveway access to Union Street.

Mr. Murray inquired about the location of the streetlights; Mr. Callahan pointed out location of existing streetlights (within close proximity to subdivision entrance) and noted proposed locations within the development (3 or 4 additional streetlights in total). Mr. Bechtholdt asked if proposed locations were consistent with the town's current streetlight policy; Mr. Callahan indicated streetlights proposed every two-hundred feet. Mr. Bechtholdt suggested Mr. Callahan review the town's streetlight policy to confirm whether or not all lights proposed are required.

Mr. Murray asked if the subdivision entrance was flared to allow for proper turning movements in and out of the development; Mr. Murray expressed concern with the existing width (travel lane) of Union Street and proximity of the subdivision roadway to the existing sharp-curve on Union Street. Mr. Bechtholdt asked if the 40-foot public right-of-way (Union Street) was marked out (granite bonds, etc) noting the pavement width is only 18 to 20-feet (existing); suggesting roadway width may need to be widen as part of development.

Mr. Bechtholdt asked the Fire Chief if fire alarm boxes will be required; Mr. Nestor indicated the town is currently phasing out utilization of fire alarm boxes and are not required for new subdivision developments. Mr. Bechtholdt suggested the Safety Committee make a recommendation to not require fire alarm boxes as they are currently required in the subdivision regulations.

Mr. Shuris suggested the required street trees (minimum 2 per lot) be located on the backside of the right-of-way at the boundary of the private property (proposed lots); Mr. Shuris also indicated a preference to have individual homeowners install light posts at the end of driveways rather than additional streetlights throughout the subdivision (reduce cost to the town). Mr. Callahan noted would not have safety lighting if everyone decided to turn them off.

Mr. Nestor noted receipt of an email communication from Julie and Denis Davieau (53 Union Street); expressing concerns of increased traffic and geometry of Union Street (90-degree curve). Mr. Bechtholdt inquired about the existing turning radius along Union Street. Chief Nestor indicated that emergency vehicles do not have difficulty accessing neighborhood. Linda Lermond (63 Union Street) expressed concerns with increased vehicle traffic at the intersection of Union Street and Providence Road (between the exiting gas stations), Chief Nestor and Mr. Murray shared concerns; no formal delineation of the roadway between the gas stations other than the utility pole and street sign. Ms. Davieau noted many vehicles will try to shortcut the corner; Mr. Shuris suggested adding paint markings at the intersection (such as striping).

Ms. Lermond expressed concerns of sightlines and indicated only one vehicle can maneuver around the sharp-curve at a time (on Union Street) due to the pavement width and tight turning movements; proposed roadway would create an S-curve. Mr. Murray shared concerns with roadway radius and narrowness of Union Street within the locus area of the subdivision; Mr. Callahan suggested the (Applicant/Engineer) would look into opportunities to widen the travel way of Union Street as part of the definitive subdivision.

Mr. Shuris restated that he was not in favor of the proposed 12% roadway grade and preferred a grade less than 9%; Mr. Van Meter agreed. Mr. Bechtholdt inquired about proposed access to the lower drainage pond; Mr. Callahan indicated an easement would be provided through one of the proposed house lots. Ms. Lermond expressed concerns with proposed location of drainage pond (directly behind her home); mosquito control, safety and presence of high-groundwater within the area. Mr. Callahan suggested the drainage pond could be fenced.

In regards to potential high-groundwater Chief Nestor questioned if the subdivision would create similar problems (flooding) realized near Nolet Street (within close proximity to the subject property). Mr. Shuris suggested if there is a high-groundwater excavation during initial construction may expose the water table; Mr. Callahan explained they have not done any perc-testing in the vicinity of the proposed drainage pond; felt based upon the level topography and other initial observation may not be into the ledge. Mr. Bechtholdt noted as part of the definitive filing will need to do extensive perc-testing (engineering) which will also be reviewed and confirmed by the Planning Board's consulting engineer. The potential for high-groundwater is a concern shared by the Safety Committee.

Mr. Bedigian asked if the sharp-curve on Union Street could be modified; Mr. Shuris suggested the Applicant/Engineer explore options to improve the geometry of the roadway (pavement width, travel lanes, turning radius). Mr. Bechtholdt cautioned altering the roadway should be done to improve safety and not create opportunity for vehicles to access area at necessarily a

greater speed; suggest the current layout forces vehicles to slow down. Chief Nestor noted turning movements are tight for the fire apparatus. Mr. Callahan noted they would look into improving the curve (Union Street) perhaps widening the travel lane, etc.

Mr. Bechtholdt reviewed with the Safety Committee noted concerns: street name; turning movements; radius of intersections; sharp-curve on Union Street; width of travel lanes along Union Street; sightlines; proposed roadway profile (12% grade & 9% grade); location of existing driveway; the intersection of Union Street/Providence Road; and the potential for high-groundwater.

Mr. Bechtholdt suggested the Committee offer recommendations specific to potential waivers that may be requested as part of a definitive filing. *Upon motion duly made (Murray) and seconded (Bedigian) the Safety Committee voted (6-0) NOT TO SUPPORT WAIVER TO ALLOW FOR 12% SLOPE (subdivision roadway profile) and expressed concerns with the proposed 9% slope as well. The Safety Committee also voted (6-0) to allow for the elimination of the island cul-de-sac and not to require fire alarm boxes as explained by the Fire Chief.*

Chief Nestor noted during the definitive filing the Applicant/Engineer will come back to the Safety Committee for a formal review at that time.

135 PROVIDENCE ROAD, SITE DEVELOPMENT EXPANSION

Chief Nestor advised members the agenda item has been withdrawn and will be included on a subsequent Safety Committee agenda.

OLD/NEW BUSINESS

- **LINWOOD AVENUE, PEDESTRIAN CROSSWALK –UPDATE**

Robert Van Meter informed the Committee that he spoke with Tom Reed of EA Fish Development regarding the pedestrian crosswalk; who indicated to him that EA Fish is not interested in installing pedestrian crosswalk; the time to do so would have been 3-years ago when they were on site. Mr. Murray question if the crosswalk was part of the site development approval; Mr. Bechtholdt explained initially the developer was to improve access to the Mumford Riverwalk (along Linwood Avenue) as part of its Certificate of Approval, however agreed to an alternative with the Planning Board to install a pedestrian crosswalk instead. Mr. Van Meter explained before a crosswalk is to be installed (at a location away from a traffic signal or stop sign such as this) an engineering/traffic study is required; a streetlight may also need to be installed along with appropriate signage, etc. Mr. Bechtholdt reminded Committee members that the DPW was to provide EA Fish Development with the requirements and proper citations from the traffic manual as to what would be required to install a pedestrian crosswalk at the Linwood Mill location; the developer would then review their findings with the Safety Committee prior to installation. Mr. Bechtholdt asked Mr. Van Meter to please forward the necessary information to EA Fish Development along with a memorandum summarizing what is

required (copy of the same to be provided to the Safety Committee and the Planning Board); Mr. Van Meter hoped to put together a packet of information by the end of the week. Mr. Bechtholdt will look to contact EA Fish Development (Matt Mittelstadt) later in the month to review the status of the pedestrian crosswalk, noting if they do not follow through the Planning Board may need to work with the Building Inspector regarding possible zoning violation(s). Mr. Van Meter will provide EA Fish Development (and the Safety Committee and Planning Board) with a copy of applicable information. Mr. Murray questioned Mr. Shuris on his guarantee to have the work completed by July 2014. Mr. Bechtholdt questioned why EA Fish Development would now be unwilling to install the pedestrian crosswalk. Reference is made to the following Safety Committee meeting minute(s): July 17, 2013; December 04, 2013 & January 15, 2014.

- **PRAIRIE STREET, STREETLIGHTS –UPDATE**

James Shuris explained that he spoke with National Grid and the streetlights along Prairie Street will be turned on; the town will assume payment moving forward (roadway accepted by the town). Mr. Bechtholdt questioned the number of streetlights required (5 in total) and suggested Mr. Shuris confirm whether or not all five (5) lights are required per the town's streetlight policy. Mr. Bedigian and Mr. Bechtholdt stressed the importance of following the town's policy consistently. Mr. Bedigian asked Chief Nestor (Chief Warchol) if he would provide Safety Committee members with a copy of the Streetlight Policy. *Upon motion duly made (Murray) and seconded (Bedigian) the Safety Committee voted (6-0) to recommended streetlights along Prairie Street be turned on per the town's streetlight policy.*

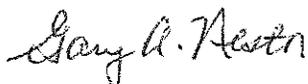
- **OTHER**

Robert Van Meter noted a concern was raised at the last Board of Selectmen's meeting (March 17, 2014) concerning the Prospect Street/Cross Street and Church Street intersection; Mr. Van Meter proposes to install directional signage ("Keep Right" or similar) on the existing pole located within the traffic-island, he will need to meet with the Trustees of Soldiers Memorials as the sign may be blocked by a soldiers memorial (Ovian Square). Committee members recalled a "Keep Right" sign at that location had been installed in the past. Mr. Shuris suggested adding some pavement-markings to further direct traffic through the intersection; Safety Committee members agreed.

ADJOURNMENT

Having no additional business the Safety Committee adjourned its meeting of WEDNESDAY, MARCH 19, 2014 at or about 11:30 AM.

Respectfully yours,



Gary Nestor, Northbridge Fire Chief
Chairman Northbridge Safety Committee

/rgb

Cc: Northbridge Town Clerk
Northbridge Town Manager
Northbridge Planning Board
Lt. Timothy Labrie
Alan Clapp, NexAmp /Sutton Solar, LLC
Stephen O'Connell, Andrews Survey & Engineering
Normand Gamache, Guerriere & Halnon, Inc
Tim Callahan, HAWK Consulting
Joe Leonard, Terreno Realty
Julie Davieau (53 Union Street)
Linda & Bruce Lermond (63 Union Street)
/File



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021

MAY 9 - 2014



TIMOTHY LABRIE
LIEUTENANT

May 07, 2014

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

Proposed Pedestrian Crosswalk, 670 Linwood Avenue
Recommendation to Board of Selectmen
Street light Request, Oriole Drive (Pole #8)
Richard Trier, 58 Ivy Lane
Pedestrian Crosswalk Request, Balmer School Area
Dr. Nancy Spitulnik, Superintendent

Dear Board Members:

The Northbridge Safety Committee met on **WEDNESDAY, MAY 07, 2014** (10:00 AM) at 670 Linwood Avenue (Linwood Mill Lofts). The following members were present: Chairman Gary Nestor (Fire Chief), Walter Warchol (Police Chief) James Shuris (DPW Director), Peter Bedigian, George Murray, and R. Gary Bechtholdt II; Julie Gawlak was absent.

The following members of the public were also in attendance: Nancy Spitulnik (School Superintendent).

Chairman Nestor called the meeting to order at 10:00 AM.

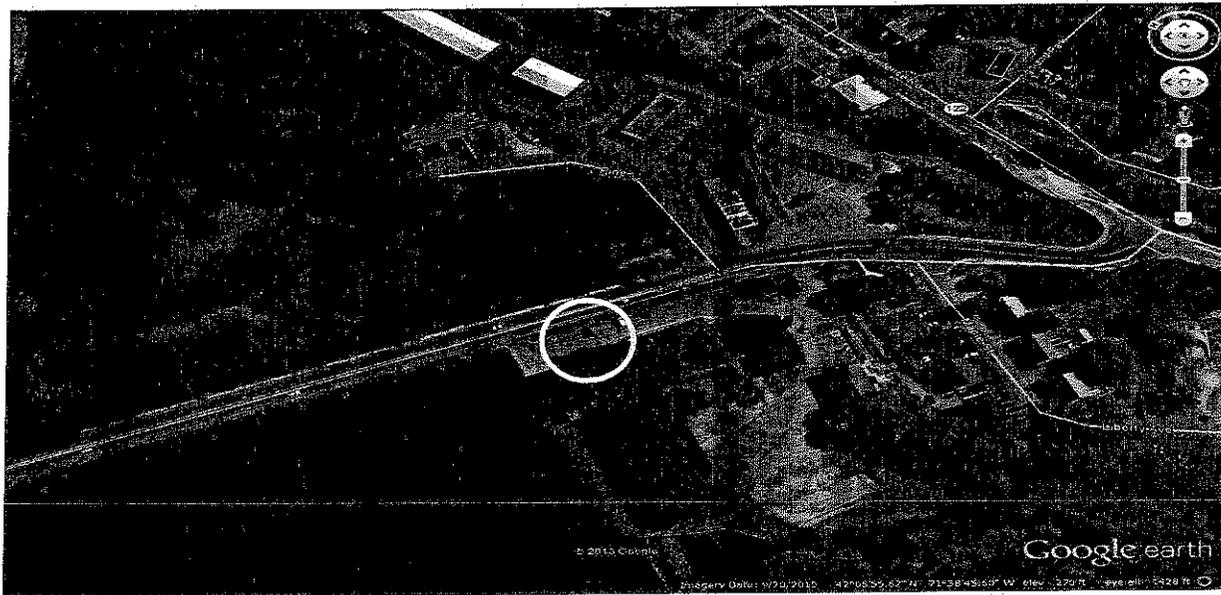
The following items were discussed WEDNESDAY, MAY 07, 2014 and are being forwarded to the Board of Selectmen as recommendations of the Northbridge Safety Committee:

PROPOSED PEDESTRIAN CROSSWALK, 670 LINWOOD AVENUE

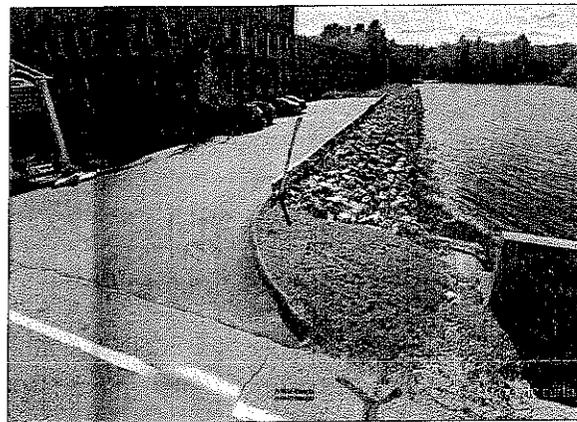
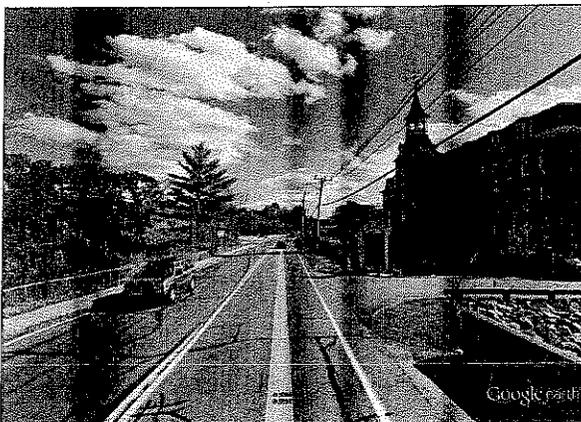
Safety Committee members met onsite at 670 Linwood Avenue; Linwood Mill Loft to observe and make a recommendation to the Board of Selectmen for proposed pedestrian crosswalk location. Mr. Bechtholdt reminded committee members that EA Fish Development (developer) would be responsible for the installation of the pedestrian crosswalk as agreed to by the Planning Board, noting residents of the Linwood Mill Loft have since also requested a crosswalk be installed to access the sidewalk located on the opposite side of Linwood Avenue.

Committee members reviewed/observed sight distances along Linwood Avenue (+450-feet); determining they were favorable for the installation of a crosswalk to be located west of the westerly driveway of the Linwood Mill Lofts (670 Linwood Avenue). Committee members reviewed with Mr. Shuris installation requirements, pavement markings and necessary signage.

See imagery below (GoogleEarth –September 2010) depicting proposed crosswalk location.



The crosswalk shall terminate at both ends with a handicapped accessible ramp (may include tactile detectable pavement markings) and shall not terminate in the existing driveway. Advance warning signs shall also be placed prior to the crosswalk in both directions at spacing comparable to posted speed of traffic and as otherwise required by the Director of Public Works.



[GoogleEarth imagery –October 2013]

Upon motion duly made (Chief Warchol) and seconded (Murray) the Safety Committee voted 6-0 to recommend pedestrian crosswalk location at 670 Linwood Avenue as discussed. EA Fish Development shall coordinate installation of the crosswalk with the Director of Public Works.

STREET LIGHT REQUEST, ORIOLE DRIVE (POLE #8)

Safety Committee members reviewed request of Richard Trier (58 Ivy Lane) to turn on street light at 24 Oriole Drive (Pole #8). Chief Warchol, Mr. Shuris and Mr. Murray indicated they reviewed the location; Chief Warchol suggested the area is relatively dark and along a curve; stating could use lighting. Mr. Murray and Mr. Shuris noted there is an existing light on Pole #6, suggesting Pole #8 should be reenergized (turned on) and Pole #6 shut-off. Committee members briefly discussed Pole #6; determining location of street light is not consistent with the Board of Selectmen Street Light Policy.

Upon motion duly made (Bedigian) and seconded (Murray) the Safety Committee voted (6-0) to recommend street light (Pole #8) be turned back on and street light (Pole #6) be shut-off as it does not meet the criteria established by the Board of Selectmen.

PEDESTRIAN CROSSWALK REQUEST, BALMER SCHOOL AREA

Dr. Nancy Spitulnik, Superintendent of Schools reviewed with the Safety Committee communication dated May 02, 2014 (-see attached) requesting additional crosswalks within the Balmer School neighborhood: North Main Street, in front of Village Pizza; Corner of Crescent Street & Lake Street & Crescent Street to the right of the Balmer School driveway.

Mr. Shuris explained there was a pedestrian crosswalk located on North Main Street in front of Village Pizza and indicted it would be re-stripped by the DPW soon. Dr. Spitulnik briefed the Committee on the reasons for providing the additional crosswalk at the corner of Crescent Street and Lake Street and at the Balmer School driveway.

Upon motion duly made (Bechtholdt) and seconded (Bedigian) the Safety Committee voted (6-0) to recommend a pedestrian crosswalk at the corner of Crescent Street & Lake Street and an additional pedestrian crosswalk at the Balmer School driveway as requested by the School Superintendent. The crosswalks shall be installed by the Department of Public Works.

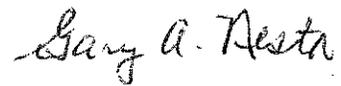
OTHER

Chief Warchol inquired about the status of installing the no parking signs on Pleasant Street (East Street & Cross Street), noting he would like to see them installed prior to the end of the school year. Chief Nestor will check with the Office of the Town Manager to see if the Board of Selectmen have voted to accept the recommendations of the Safety Committee (meeting of January 15, 2014), after which the Director of Public Works will install the parking restriction signs.

ADJOURNMENT

Having no additional business the Safety Committee adjourned its meeting of WEDNESDAY, MAY 07, 2014 at or about 10:30 AM.

Respectfully yours,



Gary Nestor, Northbridge Fire Chief
Chairman Northbridge Safety Committee

/rgb

Cc: Northbridge Town Clerk Northbridge Town Manager Northbridge Planning Board
Lt. Timothy Labrie Richard Trier, 58 Ivy Lane Matt Mittelstadt, EA Fish Dev
/File

May 19th
agenda

E.



Town of Northbridge
Fire Department

193 Main Street
Whitinsville, MA 01588
(508) 234-8448

Gary A. Nestor
Fire Chief

5-6-14

"no conflict"
OK - June 22nd - July 6th

To the Board of Selectman, Town of Northbridge,

The members of the Northbridge Fire Dept. respectfully request permission to hang a banner over Church St. for our annual Fourth of July Fireworks Event scheduled for Thursday July 3rd of this year. We would like to put the banner up on or around June 22nd.

Respectfully yours,

Thomas Valdivia, Firefighter
Northbridge Fire Dept.

"Smoke Detectors Save Lives"

F.

Phone: 508-234-9090 ext 107

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR SPECIAL LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto. *Chapter 138, Section 14*

(FULL NAME OF PERSON/ORGANIZATION MAKING APPLICATION):

Blackstone Valley Chamber of Commerce

Name of Responsible Person: Leslie Ruchala Program + Event Coordinator

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: ONE-DAY WINES AND MALTS LICENSE

Type of Event: Business After Hours Networking

Date and Time of Event: 6/18/14 5:30-7:30pm

GIVE LOCATION BY STREET AND NUMBER: Alternatives Unlimited, Inc.
1 Main St. Whitinsville, MA

DESCRIPTION OF PREMISES: Reception area + theater
outside patio

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes. *The town highly recommends that you notify your insurance company of this event.

[Signature]
(Signature of Applicant)

Print Name: Leslie Ruchala

Address: 110 Church St.

City: Whitinsville

State, Zip: MA 01588

SPECIAL LICENSES ISSUED UNDER SECTION 14 [ONE-DAY LICENSES]: MUST PURCHASE THE EVENT ALCOHOL/BEER/WINE FROM A DISTRIBUTOR OTHERWISE YOU ARE IN VIOLATION OF STATE LAW.

Name of Distributor(s): Friendly Discount Liquors

Received: 4/28/14
(Date) (Time)

Date License Granted

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

***Business: Blackstone Valley Chamber of Commerce
Applicant: Leslie Ruchala, Program & Event Coordinator
Address: 110 Church Street, Whitinsville, MA 01588
New/Renewal/Transfer: New
License Type: One-Day Wines & Malt License***

DEPARTMENT: _____ COMMENTS: _____ SIGNATURE: _____
PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water
Trash
Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise	Water / Sewer
Personal property	Other
Real estate	

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

TOWN OF NORTHBRIDGE
HOLD HARMLESS AGREEMENT

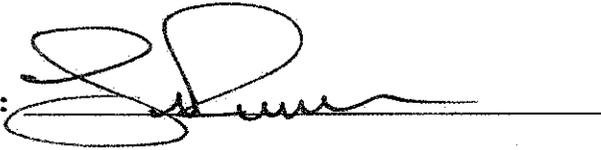
Applicant: Blackstone Valley Chamber of Commerce

Address: 110 Church St. Uxbridge, MA 01588

Special License for: Business After Hours Networking
Event

In consideration of the approval of the above-listed license, the applicant agrees to hold harmless, indemnify and defend the Town of Northbridge, its officials, agents, and employees from and against all claims, losses, damages, liabilities and costs, including but not limited to cost of defense arising out of, or in any way connected with the issuance and use of this license.

Signed by: _____



Function: Business After Hours @ Alternatives

Date: _____

6/18/14

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Blackstone Valley Chamber of Commerce
Applicant: Leslie Ruchala, Program & Event Coordinator
Address: 110 Church Street, Whitinsville, MA 01588
New/Renewal/Transfer: New
License Type: One-Day Wines & Malt License

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

N/A

Richard Ruchala
04.29.2014

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water
Trash
Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise	Water / Sewer
Personal property	Other
Real estate	

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

Donna Gosselin

From: Walter Warchol <wwarchol@northbridgemass.org>
Sent: Tuesday, April 29, 2014 8:42 AM
To: dgosselin@northbridgemass.org
Subject: RE: License Routing Slip - Blackstone Valley Chamber of Commerce

Donna:

I do not for see any issues or problems with issuing a one day liquor license for this event.

Chief Warchol

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Monday, April 28, 2014 5:32 PM
To: jgniadek@northbridgemass.org; bkinney@northbridgemass.org; bouillette@northbridgemass.org; kyargeau@northbridgemass.org; jharris@northbridgemass.org; gnestor@northbridgemass.org; gbechtholdt@northbridgemass.org; Shawn Matte; rfitzgerald@northbridgemass.org; wwarchol@northbridgemass.org; jceconi@northbridgemass.org
Subject: License Routing Slip - Blackstone Valley Chamber of Commerce

Good afternoon Everyone – Please find attached an application from the Blackstone Valley Chamber of Commerce for a Special License and License Routing Slip for a One-Day Wines and Malt License. The Blackstone Valley Chamber of Commerce would like to hold “Business After Hours Networking” at Alternatives Unlimited, Inc., 1 Main Street, Whitinsville, MA on June 18, 2014 from 5:30 P.M. to 7:30 P.M. Please let me know your response by Thursday, May 1, 2014.

Donna M. Gosselin
Sr. Admin. Asst./Human Resources Asst.
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Blackstone Valley Chamber of Commerce
Applicant: Leslie Ruchala, Program & Event Coordinator
Address: 110 Church Street, Whitinsville, MA 01588
New/Renewal/Transfer: New
License Type: One-Day Wines & Malt License

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

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

Barbara A. Kenney *N/A* *4/28/14*

HEALTH:

Water
Trash
Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise _____ Water / Sewer _____
Personal property _____ Other _____
Real estate _____

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

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: *Blackstone Valley Chamber of Commerce*
Applicant: *Leslie Ruchala, Program & Event Coordinator*
Address: *110 Church Street, Whitinsville, MA 01588*
New/Renewal/Transfer: *New*
License Type: *One-Day Wines & Malt License*

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

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

No issues. Robert Fitzgibbon 5-15-14.

TREASURER/COLLECTOR:

Excise

Water / Sewer

Personal property

Other

Real estate

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

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Blackstone Valley Chamber of Commerce
Applicant: Leslie Ruchala, Program & Event Coordinator
Address: 110 Church Street, Whitinsville, MA 01588
New/Renewal/Transfer: New
License Type: One-Day Wines & Malt License

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

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:
Water
Trash
Other

ASSESSORS:

Shirley A. Fargace
TREASURER/COLLECTOR:

Excise _____ Water / Sewer *CURRENT*
Personal property _____ Other _____
Real estate *Next Due May 1st 1,540.29*

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

TOWN OF SPENCER AND TOWN OF _____

**INTERMUNICIPAL AGREEMENT FOR MATCHING GRANT FUNDS
(2014 CIC GRANT)**

Agreement by and between the Town of Spencer, Massachusetts, acting by and through its Board of Selectmen (“Spencer”) and the Town of _____, Massachusetts, acting by and through its Board of Selectmen (“_____”), pursuant to the provisions of Section 4A of Chapter 40 of the Massachusetts General Laws.

Whereas, Spencer and _____ have been awarded a 2014 CIC Grant for “Regionalizing Municipal Stormwater Management in Central Massachusetts through Collaborative Education, Data Management, and Policy Development”, as part of a 30-town joint application;

Whereas, the awarding authority, the Massachusetts Executive Office of Administration & Finance (A&F), has reduced the grant award amount from \$200,000 to \$80,000;

Whereas, the 30 towns have deemed it in the best interest of the group to fund all of the proposed grant project tasks;

Whereas, in order to fund all of the grant project tasks, towns must contribute “matching” funds such that the A&F reduction is offset, providing for an available project budget in the amount of \$200,000.

Whereas, Spencer and _____ have determined that it would be in their best interests to enter into an intermunicipal agreement for the purpose of coordinating the maintenance of the matching funds under the terms and conditions hereinafter set forth; and

Whereas the Boards of Selectmen of Spencer and _____, have each voted at a duly posted open meeting to authorize this intermunicipal agreement pursuant to the provisions of Chapter 40, Section 4A of the Massachusetts General Laws.

Now, therefore, in consideration of these premises, and for other good and valuable consideration, the parties agree as follows.

1. Spencer agrees to be the lead community for A&F for the 2014 CIC Grant Project and is responsible for all reporting requirements, receiving grants fund disbursements, and making required payments for all grant subcontractors supplying services and all vendors supplying purchases, in accordance with the 2014 Grant Application budget and tasks.

2. In order to sufficiently fund all project tasks, Spencer agrees to attempt to obtain intermunicipal agreements from all member communities for each community’s matching share.

3. The matching share for each participating community shall be set at Four Thousand Dollars, and No Cents (\$4,000.00), representing the A&F gap of \$120,000 divided by 30 participating communities;

4. Each participating community shall make full payment to the "Town of Spencer" prior to July 31, 2014.

5. In the event that any of the communities participating in the 30-town joint application, elects not to contribute funds, thus electing not to participate, Spencer will first attempt to replace said non-participating community with a new community such that the matching share remains at \$4,000.00. If the total number of 30 participating communities cannot be maintained, a revision to this intermunicipal agreement shall be required and an increase to the \$4,000.00 must be approved by each participating community.

6. This agreement shall become effective on May 1, 2014, and shall expire June 30, 2015, subject to further extension of this agreement by written amendment signed by all parties.

7. This agreement sets forth the entire understanding of the parties with respect to its subject matter. Any amendment of this agreement must be in writing and authorized by votes of the Boards of Selectmen of Spencer and _____. This agreement shall be governed by the laws of the Commonwealth of Massachusetts. If any provision of this agreement is declared by a court of competent jurisdiction to be illegal, unenforceable, or void, then both parties shall be relieved of their obligations under that provision, and the remainder of the agreement shall be enforced to the fullest extent permitted by law.

Executed by the parties authorized representatives.

TOWN OF SPENCER
By its Board of Selectmen

TOWN OF _____
By its Board of Selectmen

Chairman

Chairman

Dated: _____

Dated: _____



CENTRAL MASSACHUSETTS REGIONAL STORMWATER COALITION

Project Informational Sheet

October 23, 2013

General Information

Summary of the Coalition	Consists of 30 Communities in Central Massachusetts either regulated under USEPA's Small Municipal Separate Storm Sewer System (MS4) Permit or preparing for future stormwater management needs. Uses a Steering Committee to guide development.
Website	www.CentralMAStormwater.org
Primary Funding Source	Massachusetts Office of Administration and Finance- Community Innovation Challenge (CIC) Grant program

Project Highlights (by Year)

Fiscal Year 2012 (April 2012 – April 2013)

13 Participating Towns: Auburn, Charlton, Dudley, Holden, Leicester, Millbury, Oxford, Paxton, Shrewsbury, Spencer, Sturbridge, Webster, and West Boylston

Funding: \$310,000 CIC grant (100% of application request funded)

Work:

Services: 15 stormwater Standard Operating Procedures (SOP's); online mapping and inspection platform (PeopleGIS); Stormwater Pollution Prevention Plan (SWPPP) template; Sump Pump Policy; Stormwater Best Management Practice (BMP) Toolbox; created Coalition website; illicit discharge detection and elimination (IDDE) tools; develop RFP for Field Work; education and outreach material; training sessions.

Purchases: two high-accuracy Leica GPS units; tablet computers and mobile WiFi devices for each town; water monitoring kits and meters; Enviroscope nonpoint source education and outreach display.

Fiscal Year 2013 (April 2013 – April 2014)

30 Participating Towns: Auburn, Boylston, Charlton, Dudley, Grafton, Hardwick, Holden, Hopkinton, Leicester, Millbury, Monson, Northbridge, Northborough, North Brookfield, Oxford, Palmer, Paxton, Rutland, Shrewsbury, Southbridge, Spencer, Sterling, Sturbridge, Upton, Uxbridge, Ware, Webster, West Boylston, Westborough, and Wilbraham

Funding: \$200,000 total → \$115,000 CIC grant (57.5% funded) + \$85,000 municipal (~\$2,800 each)

Work:

Services: Train new towns on FY2012 tools (SWPPP template, Sump Pump Policy, SOP's, Stormwater BMP Toolbox, and salt/sand calibration); add new towns to PeopleGIS mapping and inspection system, provide training; train new towns on Leica devices; training for all towns on water monitoring meters and kits; industrial stormwater facility inventory; implement RFP for Field Work; expand Coalition website.

Purchases: tablet computers and mobile WiFi devices for each town; *additional based on budget availability*

Fiscal Year 2014 (~April 2014 – ~April 2015)

Participating Towns: Commitment Forms will be required from each participating Town. Contact Robin Craver, robin.craver@townofcharlton.net, for a form. Grant application is due November 22, 2013.

Funding: \$200,000 CIC grant application (maximum)

Work: Scope of Work is presently under development, but will focus on:

1. Maintaining, upgrading, and calibrating equipment purchased in FY2012 and FY2013 to ensure longevity.
2. Increasing Town use of materials, including one-on-one time with each to focus on Town-specific needs; developing Performance Management tools; increasing use of the Leica and water kits/meters.
3. Increasing the financial and technical sustainability of the Coalition for future years.



COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE
WORCESTER COUNTY, SS

To: Animal Control Officer for the Town of Northbridge

WARRANT

In the name of the Commonwealth of Massachusetts, you are hereby required to proceed forthwith to seek out, catch and confine all dogs within said town not duly licensed, collared or harnessed, and tagged, according to the provisions of MGL's C. 140, S. 151A, and you are further required to make and enter a complaint against the owner or keeper of every such dog, and to kill or cause to be killed by methods of execution other than gunshot except in case of emergency, T-61, so-called, a euthanasia solution not under the control of the Federal Drug Enforcement Administration, unless by a veterinarian, succinylcholine choloride, any drugs that have a curariform-like action, electrocution, or any other method which causes an unnecessarily cruel death each such dog which after being detained for a period of ten days, shall not then have been duly licensed, collared or harnessed, and tagged, except that any male or any spayed female dog not found to be diseased may be made available for adoption for not less than three dollars, and you shall keep an account of any such adoption and forthwith pay over the money to the Town Treasurer/Collector. Before delivery of any dog so adopted you shall require the purchaser to show identification and to register and procure a license and tag for such dog from the Town Clerk of the town where the dog is to be kept, in accordance with the provisions of MGL's C. 140, S. 137.

Hereof fail not, and make due return of this warrant with your doings therein, on or before the first day of October next, on or before the first day of January next, and on or before the first of April next, and at the expiration of your term of office, stating the number of dogs caught, confined and/or killed, or adopted, and the names of the owners or keepers thereof, and whether all unlicensed dogs in said town have been caught, confined and/or killed, or adopted and the names of persons against whom complaints have been made under the provisions of said MGL C. 140, and whether complaints have been made and entered against all the persons who have failed to comply with the provisions of said MGL C. 140.

Given under my hand and seal at Northbridge aforesaid the ____ of ____ 2014

Chairman
Northbridge Board of Selectmen

H

Projected increase in School and Fire Dept funding above FY 2015 Town Meeting approved budget resulting from 2-1/2 override.

School Department	FY 15	FY 16	FY 17	FY 18	FY 19
FY 15 increase	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000	\$ 1,400,000
FY 16 increase		\$ 400,000	\$ 400,000	\$ 400,000	\$ 400,000
FY 17 increase			\$ 400,000	\$ 400,000	\$ 400,000
FY 18 increase				\$ 400,000	\$ 400,000
FY 19 increase					\$ 400,000
Annual Increment	\$ 1,400,000	\$ 1,800,000	\$ 2,200,000	\$ 2,600,000	\$ 3,000,000
Fire Department	\$ 265,800	\$ 265,800	\$ 265,800	\$ 265,800	\$ 265,800
Grand Totals	\$ 1,665,800	\$ 2,065,800	\$ 2,465,800	\$ 2,865,800	\$ 3,265,800

PROJECTED OVERRIDE INCREMENTAL TAX INCREASE

Property Valuation	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	Total
	Tax Rate Increase Incremental Increase	Tax Rate Incremental Increase	Tax Rate Incremental Increase	Tax Rate Incremental Increase	Tax Rate Incremental Increase	Increase After Five Years
\$165,000	\$1,400,000 = \$.99 & \$265,800 = .19	on \$400,000 = \$.28				
	School 163 Fire \$ 32 Total \$ 195	+ \$46	+ \$46	+ \$46	+ \$46	\$379
\$265,000 (Average Single Family Home)	School 262 Fire \$ 51 Total \$ 313	+ \$74	+ \$74	+ \$74	+ \$74	\$609
	School 361 Fire \$ 70 Total \$ 431	+ \$102	+ \$102	+ \$102	+ \$102	\$839
\$365,000						\$2.30

FISCAL YEAR 2014		TOTAL TAXABLE VALUE FY 2014		AVG SINGLE FAMILY		FY 2014	
2013 Levy Limit	(Last Years Levy)	\$17,011,411 /	\$1,410,998,190 =	\$	12.06 X	\$265,000 =	3195.90
+ Prop 2 1/2		425,286 /	\$1,410,998,190 =		0.30 X	\$265,000 =	79.50
+ New Growth		244,970 /	\$1,410,998,190 =		0.17 X	\$265,000 =	45.06
+ Debt Exclusion	(Fire,DPW vehicles,School Security System)	407,488 /	\$1,410,998,190 =		0.29 X	\$265,000 =	76.85
+ Capital Exclusion		623,034 /	\$1,410,998,190 =		0.44 X	\$265,000 =	116.59
= Tax Rate					<u>\$13.26 X</u>	<u>\$265,000 =</u>	<u>\$3,513.90</u>

TOWN OF NORTHBRIDGE COMPREHENSIVE FISCAL MANAGEMENT GOALS

Introduction

The following financial principles set forth the overall fiscal planning and management of the Town of Northbridge's resources. These principles address both current activities and long-term planning and are intended to be advisory in nature and serve as a point of reference for the Board of Selectmen, Finance Committee, all independent elected bodies and management staff. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2½.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound financial condition may be defined as:

- Cash Solvency – the ability to pay bills in a timely fashion.
- Budgetary Solvency – the ability to balance the budget annually.
- Long-Term Solvency – the ability to pay future costs.
- Service Level Solvency – the ability to provide needed and desired services.

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.

A. FISCAL POLICIES – GENERAL FUND

Municipalities maintain reserves in order to provide budgetary flexibility for unexpected events, to withstand financial emergencies and to protect their municipality from the usual unevenness in revenue-expenditure patterns. The Government Finance Officers Association recommends that local governments maintain reserves of 5-15% of general fund revenues, depending on the needs of the community. Appendix 1 contains a review of different reserves and recommendations.

1. Reserves are generally established in three categories:
 - Contingency Reserve: A reserve for unforeseen events
 - Unrestricted Reserve: A reserve that can be used for any purpose
 - Restricted Reserve: A reserve dedicated for specific use at some future time.

2. Reasons for Creating and Maintaining Reserves:
 - Operational Needs – These are contingency reserves, which are typically appropriated as part of the annual budget. The purpose is to meet unexpected

increases in department operational costs such as legal fees, major equipment repairs and anticipated increases in service costs.

- Catastrophic or Emergency Expenditures – These are contingency reserves, which provide emergency funds for use in a major calamity such as a hurricane, uninsured loss, or damage to a capital asset.
- Maintenance of Assets – These are restricted reserves used to replenish the continuing depreciation or replacement of buildings and equipment. Beginning with the FY 03 Audit (GASB 34), the Town is required to show the depreciation of certain fixed assets.
- Liquidity or Cash Flow: These are unrestricted reserves used to reduce the need for short-term borrowing, generate investment income and to maintain a strong credit rating.
- Unfunded Liabilities: These are restricted reserves used to fund an unfunded liability that has been incurred during the current or prior years, but which does not have to be paid until a future year, and for which adequate reserves have not been set aside. These liabilities may not be apparent in typical financial records in a way that makes their impact easy to assess. This type of liability accumulates gradually over time and may go unnoticed until it has created severe financial problems. Unfunded liabilities are predominately pension obligations and post employment benefits.

3. All current operating expenditures will be paid for with current operating revenues.

The purpose of this policy is to maintain a financially sound operating position for the Town by promoting Northbridge's ability to: (1) balance its budget on a current basis; (2) maintain reserves for emergencies; and (3) have sufficient liquidity to pay bills on time to avoid short-term borrowing costs. The town will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, utilizing future years' revenues or rolling over short-term debt.

4. The **Combined Balance of Free Cash and Stabilization** should be maintained at 7% -10% of the General Fund.

- a. The Town will endeavor to maintain a certified Free Cash Balance equal to 2% of general fund. The Free Cash balance is an important indicator of whether a town is living within its means. Northbridge currently uses its free cash to balance the operating budget each year. It endeavors to use \$750,000 of its certified free cash for operational purposes with any additional certified free cash to be used for one-time capital or transferred to the Stabilization Fund.

- b. The Town will endeavor to maintain a **Stabilization Fund Balance**

equal to 5% of the General Fund Budget. Funds held in Stabilization should be appropriated for one-time capital expenses only.

The Town may appropriate monies into the Stabilization Fund over two or more years for a specific planned capital project in order to avoid borrowing costs.

5. Free Cash in excess of the Town's goal should be used for non-recurring or emergency expenditures, committed for one-time capital projects, appropriated to a stabilization fund for future capital projects and equipment purchases, or transferred to the Stabilization Fund for future use.

This goal, combined with Policy 2, will provide a strategy to avoid creating future operating deficits by over reliance on Free Cash to subsidize the operating budget. The policy provides for a contingency reserve to be used for expenditures of a non-recurring nature, capital and equipment purchases, or unexpected, non-recurring small increases in service costs.

6. Annual budget should include a **Capital Projects Fund**/Capital Maintenance Fund from current dollars or established from a new dedicated revenue stream to maintain an equipment replacement and facilities maintenance schedule with a goal to equal to 1.5% of the General Fund Operating Budget.

Much of the Town's government wealth is invested in our capital plant i.e. buildings, fields, infrastructure, equipment, and vehicles. Long-term debt is an appropriate source of funding for certain types of projects while current revenues should be used for those assets with a short useful life. The Town is currently using one-time capital exclusions to fund some of the capital projects on the 5 year capital plan as a means of addressing the Town's immediate needs.

7. Fees and user charges should be reviewed on a three-year cycle in relation to the costs of providing the service.

As State and Federal assistance has declined and/or been eliminated, the Town's local non-property tax revenue base has been provided more funding for local services. In order to continue to provide these services without an additional burden on the property tax, these fees should be reviewed to cover, when appropriate, any cost increase or decrease associated with delivering a program or service.

B. FISCAL POLICIES – WATER & SEWER

1. Rates and fees for water and sewer funds shall be set at a level to provide for self-supporting operations.

The water and sewer rates shall be reviewed annually to project revenues and expenditures for the next fiscal year, estimates of current year, and projections for future years. Estimates of capital projects and debt service should be included in order to project the impact on water or sewer rates.

2. Betterments will be assessed for water and sewer extensions.

In line with Paragraph (1) water and sewer projects that are extensions on the existing system will be assessed to the property owner according to the betterment formula for water and sewer.

3. Water and sewer main replacements should be scheduled so as to avoid major increases in water and sewer rates.

The current water and sewer funds are established as self-supporting on a cash basis. Revenues are planned to cover operating budgets, indirect and overhead costs, and debt service payments. Depreciation is not funded, therefore, a carefully designed replacement plan is necessary to ensure a rate structure adequate to pay all costs including proposed new long-term debt.

4. Water and sewer debt service, not including debt issued in relation to sewer extensions assessed betterment, should not exceed 40% of water and sewer operating revenues.

Water and sewer capital plans should attempt to invest in the town's water and sewer system at a rate that does not place dramatic increases on the ratepayer.

C. CAPITAL PLANNING POLICIES

1. General.

Criteria for Setting Priorities:

Capital Planning will be accomplished to ensure that the highest priorities and greatest needs of the Town are met. The Building, Planning & Construction Committee will help assign a value to each capital request from 1 to 10 on each of the following ten factors. This gives each project a potential 100 score. From the overall priority ranking, the Building, Planning & Construction Committee will assist the Town Manager.

Factor 1 – Public Safety and Health: Consideration of the impact of a request and its impact on existing conditions of public safety and health. For example, the reliability of the police cruisers and fire department equipment could have an affect on the Town's ability to provide for the public safety and health.

Factor 2 – Infrastructure Needs: Consideration of the impact of a request in relation to infrastructure problems and needs of the community. For example, does the current

equipment the Town owns meet the needs of the community in relation to the infrastructure needs (roads/curbs/parks/sidewalks/lighting).

Factor 3 – Quantity of Use: Consideration is given to the number of people that will utilize the facilities or equipment and/or how often the equipment will be used. For example, a high cost item that is used for a specialty purpose on an infrequent basis should be considered a low priority while an item that has broad uses and will be used by many people should be given a higher priority.

Factor 4 – Efficiency of Services: Consideration given to requests that increase the efficiency of services provided by the Town to the public. A specific example may be the purchase of a new computer system or software that would provide the same level of service that currently takes many hours to perform.

Factor 5 – Legal Requirements: Consideration of requests based on mandates of local, state, or federal regulations or laws. An example would be shoring for the Department of Public Works, which is required during certain excavation and trenching operations.

Factor 6 – Public Support: Consideration of requests in relation to public support of a specific project or program, specifically, you should consider how the public will view the purchase of specific capital items.

Factor 7 – Personnel Impact: Consideration of requests that are necessary based upon increased personnel or increased use by personnel. An example would be when new employees were added to the Department of Public Works to maintain services and increased demands for services and the effect this has on the equipment needs of a department.

Factor 8 – Service Impact: Consideration of requests that are necessary due to increased, altered, or new services the Town is offering.

Factor 9 – Budgetary Constraints: Consideration given to the effect of various requests on the capital budget in total. For example, if the Town appropriates approximately \$150,000 per year for capital replacement, you should consider the practicality of each item in relation to all other items.

Factor 10 – Administrative Needs: Consideration of requests that are necessary due to the administrative needs of various departments. Common examples would be copiers, fax machines, computer equipment, office furniture, etc. that arises due to other factors (i.e. new employees, volume of material that needs to be maintained, etc.)

Capital Project/Item: An expenditure of \$25,000 or more with a useful life greater than three years for one of the following purposes:

- Acquisition of land

- Construction, expansion, or renovation of a facility. Facilities include buildings, streets, bridges, sidewalks, parking lots, utilities, playing fields, cemeteries, playgrounds, etc.
- Acquisition of large capital items including vehicles, technology, communications equipment, etc.
- Facility maintenance projects including roof repair, HVAC, electrical, masonry, painting, carpeting, street resurfacing, sidewalk reconstruction, playground equipment/major repairs
- Planning, feasibility, engineering or design studies related to a capital project

Funding Sources:

Borrowing – Projects/Items of \$100,000 or more with a useful life of at least 10 years may be considered for borrowing. The sources of revenues to support borrowing are:

- General Fund – Within Proposition 2½
- Sewer Fund and Water Fund
- General Fund – With Debt Exclusion or Capital Exclusion Vote

Available Revenues – Projects/Items of \$25,000 or more with a useful life of at least three years may be considered for funding with available revenues. The sources of available revenues are:

- Capital Improvement Budget as recommended by the Town Manger based on date provided by the Building, Planning & Construction Committee
- Water and Sewer Reserves
- Free Cash warrant articles

Departmental Operating Budget – Projects/Items of less than \$25,000 with a useful life of greater than one year may be considered for funding in departmental operating budgets.

- General Fund
- Water/Sewer Fund
- Department Revolving Funds

The annual operating cost of a proposed capital project, as well as debt service costs will be identified before any long-term bonded capital project is recommended.

Capital projects may increase future expenses, decrease future expenses or may be cost-neutral. The funding of capital projects may fall within available revenues (taxes or fees) or new revenue sources (debt or capital exclusions). It is important to project the impact that the proposed capital project has on the operating budget so that the operating budget has adequate resources to meet long-term operating expenses.

Capital projects should be reviewed in relation to impact on property tax limitation and annual operating budgets.

- Projects/items funded with current tax revenues should identify the impact on the annual operating budget.

- Projects/items funded with long-term debt and not exempted from Proposition 2½ should identify the impact on annual operating budgets.
- Projects funded with long-term debt and exempted from Proposition 2½ should identify the impact on the annual tax rate and/or tax bill. (Debt Exclusion).

D. DEBT MANAGEMENT POLICIES:

1. Long-term debt should not be incurred without a clear identification of its financing sources.

Long-term debt is generally utilized to fund capital projects that have a long useful life and are relatively expensive. Because of the debt service costs and annual appropriations necessary to retire this debt, there should be clear knowledge and commitment of revenue sources available to pay these costs without competing with operating budgets for limited resources.

2. Betterments will be assessed on all capital projects where applicable. (E.g. water, sewer, sidewalks, etc.)

When specific benefits accrue to property owner(s), betterments will be assessed in accordance with State Statutes and local policies. This funding source will contribute all or a portion of the costs associated with the capital project.

3. General Fund debt service should not exceed 10% of the General Fund.

The credit rating agencies, such as Moody's Investors Services, consider debt service on net direct debt (i.e. non-self supporting) exceeding 20% of net operating revenues as a potential problem. Dramatic increases in debt service also indicate potential problems unless revenue sources increase to keep pace with these additions to fixed costs. The 10% benchmark provides a policy to apply to new projects and the growth of revenues to finance such projects.

4. The Town will attempt to maintain a long-term debt schedule so that outstanding principal will be paid within 20 years. Excludes debt under state and federal programs.

Debt service costs include annual principal and interest payments. Debt service costs are also a significant portion of fixed costs. A reasonable maturity schedule not only reduces interest costs but recognizes that capital needs will continue to be identified and recommended. Credit rating bureaus review these maturity schedules and future capital needs.

E. DEBT MANAGEMENT POLICY:

The use of long-term debt is a common and often necessary way for a community to address major infrastructure and equipment needs. It is also a means of spreading the cost of large capital projects over a larger, changing population base. However, when a local government incurs long-term debt, it establishes a fixed obligation for many years. Accumulation of such fixed burdens can become so great that a local government finds it difficult to pay both its operational costs and debt service charges. Great care and planning must therefore be taken when incurring long-term debt to avoid placing a strain on future revenues. The purpose of this policy is to establish guidelines governing the use of long-term debt.

Massachusetts General Laws, Chapter 44, Sections 7 & 8 regulate the purposes for which municipalities may incur debt and the maximum maturity for bonds issued for each purpose. Massachusetts General Laws, Chapter 44, Section 10 specifies that the debt limit for towns is 5% of Equalized Valuation. There are two "annual" limitations applicable to municipal debt. First, if a municipality borrows \$5 million in a fiscal year, it may be subject to an arbitrage penalty. If a borrowing is over \$10 million in one fiscal year, it is not "bank qualified." This essentially means that the issue is not marketable.¹

1. Bond Rating

The community's bond rating is important because it determines the rate of interest it pays when selling bonds and notes. Other things being equal, the higher the bond rating, the lower the interest rate. Bond analysts (Moody's, Standard & Poor's, etc.) typically look at four sets of factors in assigning a credit rating:

- Debt Factors: debt per capita, debt as a percentage of equalized valuation and rate of debt amortization.
- Financial Factors: operating surpluses or deficits, free cash as a percent of revenue, state aid reliance, property tax collection rates, and unfunded pension liability.
- Economic Factors: property values, personal income levels, tax base growth, tax and economic base diversity, unemployment rates and population growth.
- Management Factors: governmental structure, the existence of a capital improvement plan, the quality of accounting and financial reporting, etc.

The Town will continually strive to improve its bond rating through sound financial management, maintaining a high receivables management, accounting and financial reporting and increased reserves such as the Stabilization Fund.

¹ These limitations do not apply to loans from a state agency, such as USDA and MWPAT.

2. Debt Guidelines

- **General Fund Debt Service:** A limit on debt service costs as a percent of the Town's total budget is especially important because of Proposition 2½ constraints on the town's budget. At the same time, the community's regular and well-structured use of long-term debt symbolizes the municipality's commitment to maintaining and improving its infrastructure. Municipal credit analysis often uses 10% as a maximum benchmark for financial soundness. The Town of Northbridge is committed to establishing a debt service ratio that will not exceed the 10% benchmark. The Town will also, by policy, establish a debt service "floor" of 2%, as an expression of support for continued investment in the town's roads, sewers, public facilities, and other capital assets.
- **Debt Maturity Schedule:** As previously stated, Chapter 44 of the General Laws specifies the maximum maturity for bonds issued for various purposes. However, a town may choose to borrow for periods less than the statutory limit. A reasonable maturity schedule, not only reduces interest costs, but will, by policy, establish a debt maturity goal of 7 to 10 years. The Town of Northbridge is committed to establishing an average debt maturity goal of 10 years. This can be accomplished through more aggressive amortization of new debt service and shortening terms for existing debt when the option to refinance a bond becomes available.²

3. Debt Strategies

- **Alternative Financing Strategies:** The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing; such as the Mass Water Pollution Abatement Trust (MWPAT) USDA, etc.
- **Scheduling of Debt:** The Town will schedule its bond issues to preferably remain under the \$5 million annual limit (for arbitrage purposes), but in no case over \$10 million in a given year.
- **Debt Issuance:** The Town will work closely with the Town's Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. This includes preparation of the all-important disclosure document (prospectus), as well as preparation of the required documents to be signed by the Board of Selectmen and the Treasurer/Collector and signed/notarized by the Town Clerk.

²It should be noted that debt service for water and sewer projects will not be subject to this objective.

**Town of Northbridge
Investment Guidelines
For
Trust Funds & Stabilization Funds**

This document outlines the investment guidelines for Trust Funds and Stabilization Funds in the Town of Northbridge:

1. Trust Funds:

These funds include Cemetery Funds, Conservation, Historical as well as a number of other types of trust funds. Certain other long-term funds have also been placed in the same account as the Trust Funds, so as to maximize their investment potential. All funds are accounted for separately, with each fund receiving its proportionate interest and any realized or unrealized gains or losses. The account is established as a pooled investment portfolio.

2. Stabilization Funds:

These funds shall not exceed 10% of the equalized valuation of the Town, and any interest shall be added to and become part of the fund.

A. Authority

Massachusetts General Law **Chapter 44, Section 54** pertains to the investment of Trust Funds, which falls under the purview of the Town Treasurer.

Massachusetts General Law Chapter 44, Section 55B requires the treasurer to invest all public funds except those required to be kept available for purposes of immediate distribution. This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of the highest return that is consistent with the safety of principal while meeting the daily cash requirements for the operation of the Town's day to day operations.

- **Safety** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in the general interest rates
- **Liquidity** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for

meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings or even in some cases, loss of principal. (Note: This is less crucial when investing trust funds, since the expenditure of Trust funds tends to be more of a planned event.)

- **Yield** is the third and last objective. Investment shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

B. Investment Instruments

M.G.L. Chapter 44 Section 54 States that money should be deposited into savings banks, trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under Section 38 A of Chapter 29 or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the Commonwealth.

Additionally the Town of Northbridge may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth; provided that not more than 15% of any such trust fund shall be invested in bank stocks and insurance company stocks, nor shall more than 1.5% of such funds be invested in the stock of any one bank or insurance company. See attached Commonwealth of Massachusetts [List of Legal Investments] (MGL Chapter 167, Section 15A)

The Treasurer may invest in the following instruments:

- ◆ U.S Treasuries that may be sold prior to maturity: **Unlimited amounts** (With no limit to the length of maturity from date of purchase)
- ◆ U.S. Agency obligations that may be sold prior to maturity. **Unlimited amounts** (With no limit to the length of maturity from date of purchase)
- ◆ Bank accounts or Certificate of Deposit (CDs) **Unlimited amounts (With no limit to the length of maturity from the date of purchase)**, which is fully collateralized through a third party agreement.
- ◆ Bank accounts and CDs (with no limit to the length of maturity from the date of purchase), fully insured by the Federal Deposit Insurance Corporation (FDIC) and in some cases also the Depository insurance Fund of Massachusetts (DIF): \$ 250,000 limit all bank accounts and CD's in one institution are considered in the aggregate to receive the \$ 250,000 insurance coverage.

- ◆ Common and preferred stock that are listed in the List of Legal Investments.
- ◆ Investment Funds that are listed in the List of Legal Investments.
- ◆ All other items not separately identified here that are listed in the List of Legal Investments.

C. Standards of Care

The standard of care to be used by the Treasurer shall be the “Prudent Person” standard and shall be applied in context of managing the overall portfolio. The Treasurer, acting in accordance with the written procedures and this investment policy shall exercise reasonable due diligence, and shall be relieved of personal responsibility for an individual security credit risk or market prices changes, provided that the purchases and sales of securities is carried out in accordance with the terms of this investment policy. In addition this section would also apply to M.G.L Chapter 44 Section 55A, which refers to the liability of the Treasurer for losses due to bankruptcy.

D. Diversification

Diversification should be interpreted in two ways, in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution, with the exception of U.S Treasury obligations or investments fully collateralized by U.S Treasuries or agencies.

E. Relationship with Financial Institution/Financial Managers

Financial institutions should be selected first and foremost with regard to safety. The Town of Northbridge will use the Veribanco or the Sheshunoff rating service. Brokers should be recognized and reputable dealers.

The Treasurer shall require any brokerages houses and dealers, wishing to do business with the Town to supply the following information:

- ◆ Audited financial statements
- ◆ Proof of Financial Industry Regulatory Authority membership (FINRA)
- ◆ A statement that the dealer has acknowledge of and will comply with the Town’s investment guidelines.
- ◆ Any fees that will be paid by the Town for investment services shall be specifically stipulated in any contract or other agreement between the Town and fund manager.
- ◆ Proof of credit worthiness (min. standards: at least five years in operation and a min. capital of 10 million dollars.

F. Reporting Requirements

On an annual basis, a report containing the following information will be prepared by the Treasurer or by the fund manager and distributed to the Town Administrator. The annual report will include the following information, as a minimum requirement:

- ◆ A listing of the individual accounts and account balances at the end of the reporting year. The report should list the gross and net interest earnings for that year, as well as unrealized gains/losses for each fund in the account. The compiled interest rate for the quarter should also be noted on the report.
- ◆ A listing of the investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines.

On an annual basis, the fund manager will meet with the Treasurer, and other officials as required, to review the investment portfolio and discuss the performance of funds.

G. Ethics

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program, or which could impair the ability to make impartial investment decisions. He or she shall disclose to the Town Administrator and Board of Selectmen any material financial interest in financial institutions that do business with the Town. The Treasurer shall also disclose any large personal financial investments or loans that could be related to the performance of the Town's investments.

H. Legal References (attached)

Massachusetts General Law Chapter 44, Section 54
Massachusetts General Law Chapter 44, Section 55
Massachusetts General Law Chapter 44, Section 55 A
Massachusetts General Law Chapter 44, Section 55B

**APPENDIX 1
SPECIFIC RESERVE POLICIES**

It is recommended that the Town of Northbridge establish the following Reserve Policies and target dates for financial reserves:

Reserve: Finance Committee Reserve Fund (For Unforeseen and Extraordinary Events)
Statutory Reference: MGL Chapter 40, §6
Type of Reserve: Contingency and Unrestricted
Proposed Reserve: ___ percent of the prior year general fund operating budget less debt service.
Current Balance: \$50,000
Uses: For extraordinary and unforeseen events, as determined by vote of the Finance Committee.
Target Date:

Reserve: Free Cash
Type of Reserve: Unrestricted
Proposed Reserve: 2 percent of the prior year general fund operating budget
Current Balance: \$765,775 Certified in January 2014
Uses: To be used for one-time expenses or capital expenses

Reserve: Stabilization Fund
Statutory Reference: MGL Chapter 40, §5B
Type of Reserve: Contingency, Unrestricted, May be Restricted by vote of Town Meeting.
Proposed Reserve: 5 percent of the prior year general fund operating budget
Current Balance: \$1.7 million
Uses: Stabilization Funds should only be used: (1) Capital Purchases requiring debt issuance when the balance of the Fund exceeds 5%; (2) if State Aid payments are reduced creating a budget shortfall; or (3) for catastrophic or emergency events if the financial impact of the event is in excess of an amount which the Finance Committee Reserve Fund can fund. All appropriations into and out of the Stabilization Fund require a vote of Town Meeting.

Target Date:

Reserve: Post Employment Benefits Reserve – Unfunded Liability
Statutory Reference: May be a Chapter 40, §5B (Stabilization Fund) Account
Type of Reserve: Restricted
Proposed Reserve: (1) A Post Employment Benefits Stabilization Fund will be established at \$ _____ in FY XX, and increased by \$10,000 annually until an actuarial funding level is reached.

(2) An actuarial study of this liability will be completed no later than _____ or when required by the Government Accounting Standards Board.

Current Balance:

\$0

Uses:

To fund future post employment health benefits due retirees.

Target Date:

To be determined based on actuarial study.

DRAFT

TOWN MANAGER'S REPORT – May 19, 2014

1) **Mass. Historical Commission Preservation Award**: Attended a ceremony at the Mass. Historical Commission in Boston for the Town Hall Preservation Award.

2) **Ross Rajotte Bridge/Update**: Senator Moore's Office has informed us that work will begin shortly on the Ross Rajotte Bridge with funding from transportation bond bill. Work will be completed in approximately one month.

3) **Central Mass. Regional Planning Commission Meeting**: The Board of Selectmen are invited to attend the Central Mass. Regional Planning Commission Annual Meeting on June 12, 2014, from 5:30 P.M. to 8:30 P.M., at the Westborough Country Club.

4) **Pine Grove Cemetery/Update**: Currently working on computerization of all burial records and digital maps will soon be completed by the Central Mass. Regional Planning Commission.

5) **American Legion Invitation to Memorial Day Service**: The Rockdale Memorial Day Exercises will be held on Monday, May 26, 2014, at 11:30 A.M., at the American Legion.

6) **Officer Conrad Chickinski**: Received a commendation from Walter Warchol, Chief of Police, on Officer Chickinski's quick action in extinguishing a fire on Providence Road. On May 11, 2014, while on patrol, Officer Chickinski observed flames on a multi-family home and was able to extinguish those flames and assist residents. His prompt action prevented substantial loss to the property.

7) **Congressman James McGovern**: Congressman McGovern visited Northbridge last week to observe work being done by Kenneth Warchol on the local bee population. Over the years, there has been substantial bee die-off and Mr. Warchol and other scholars from the area are researching the cause. Congressman McGovern will try to help obtain federal funds to study this issue.

L.2.

Ted Kozak

From: Moore, Richard T (SEN) [Richard.Moore@masenate.gov]
Sent: Tuesday, May 06, 2014 5:04 PM
To: tkozak@northbridgemass.org
Subject: Ross Rajotte Memorial Bridge reconstruction

Ted,

I spoke with DOT District 3 today regarding the Ross Rajotte Bridge. The contractor had stopped work since funding had stopped because the Transportation Bond Bill has not been enacted. The Governor signed the bond bill last week. The contractor and the MassHighway Head of Construction had a recent meeting regarding the funding delays— work will resume within the next two weeks. The anticipated time period to complete the remaining work is approximately 1 month from when work resumes. According to DOT, there should be no disruptions to traffic flow on the bridge.

Senator Richard T. Moore

L3.

Ted Kozak

From: Nick Burnham [nburnham@cmrpc.org]
Sent: Friday, May 09, 2014 2:52 PM
Subject: CMRPC Annual Meeting Invite

SAVE THE DATE!

Please join us the evening of

Thursday, June 12, 2014

for the

Central Massachusetts

Regional Planning Commission's

51st Annual Meeting

at

The Grille

Westborough Country Club

121 West Main Street,

Westborough, MA 01581

5:30-8:30 PM

Keynote address by: Richard A. Davey,

MassDOT Secretary and Chief Executive Officer

L.5.

Ted Kozak

From: Sharon Susienka [ssusienka@northbridgemass.org]
Sent: Monday, May 12, 2014 9:09 AM
To: tkozak@northbridgemass.org; 'Charles Ampagoomian, Work'; 'Charlie Ampagoomian, Home'; 'Daniel J. Nolan '; 'James J. Athanas, Personal'; James J. Athanas, Work; 'James Marzec, Home'; 'James Marzec, Work'; 'Thomas J. Melia, Personal'; 'Thomas J. Melia, Unibank'
Cc: dgosselin@northbridgemass.org
Subject: Memorial Day

Gentlemen:

Andy Williamson is cordially inviting you all to attend the Rockdale Memorial Day exercises to be held at **11:30AM, Monday, May 26th** at the American Legion.

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



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021



TIMOTHY LABRIE
LIEUTENANT

L.6.

To: Officer Conrad Chickinski
From: Walter J. Warchol, Chief of Police *(wfw)*
Subject: Fire at 2400 Providence Road
Date: May 14, 2014

This letter is being written to commend Off. Chickinski for his observations and quick action when he observed a fire at 2400 Providence Road and extinguished the flames prior to any substantial damage to the property.

On Sunday, May 11, 2014 at approximately 3:30 PM, Off. Chickinski was on patrol on Providence Road when he observed smoke and flames on the outside of a multi family residence at #2400 Providence Road. The flames were creeping up the outside wall of the residence. Off. Chickinski notified the police station of the fire and quickly exited his cruiser and began to extinguish the flames prior to the fire getting out of control.

Off. Chickinski's professional and prompt action in dealing with this situation should not go unnoticed. Off. Chickinski is commended for his keen observations and prompt action that prevented substantial loss to property.

cc: Town Manager
Personnel File