

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
February 19, 2013**

**REDACTED**

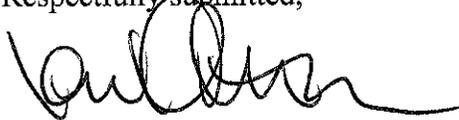
An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 6:33 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #3 – To discuss strategy with respect to collective bargaining [Police Dept.] – not to reconvene in Open Session. Present: Messrs. Ampagoomian, Melia, and Athanas. **Also present:** Theodore D. Kozak, Town Manager, Attorney Jack Collins and Walter Warchol, Police Chief. Selectman Marzec was absent and it is duly noted.

**Town Manager business:** The Town Manager requested to carryover 3 vacation days until July 1, 2013. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the Town Manager's request to carryover 3 vacation days until July 1<sup>st</sup>. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

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

**Executive Session adjourned: 7:12 PM**

Respectfully submitted,



James Athanas, Clerk

s/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**February 19, 2013**

**Town Manager business:** - No documentation.

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
May 20, 2013**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 8:27 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #3 – To discuss strategy with respect to contract negotiations [Town Manager] – and to reconvene in Open Session. Present: Messrs. Ampagoomian, Athanas and Melia. Selectman Marzec was absent and it is duly noted. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #3 - To discuss strategy with respect to contract negotiations [Town Manager].**

Town Manager Kozak asked for: 1) a one-year contract extension to June 30, 2015; 2) a 2% salary increase retroactive to January 1, 2013; and 3) his disability insurance payment payable by the Town of Northbridge will become part of his salary effective July 1, 2013.

A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the following changes to the Town Manager's contract: 1) a one-year contract extension to June 30, 2015; 2) a 2% salary increase retroactive to January 1, 2013; and 3) his disability insurance payment payable by the Town of Northbridge will become part of his salary effective July 1, 2013. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

A motion/Mr. Ampagoomian, seconded/Mr. Melia to adjourn the executive session meeting and to reconvene in open session. Vote yes/ Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Executive Session adjourned: 8:42 PM**

Respectfully submitted,

  
James Athanas, Clerk

dg/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**May 20, 2013**

**1) UNDER MGL CHAPTER 30A, S. 21 #3 To discuss strategy with respect to contract negotiations – No documentation.**

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
August 12, 2013**

**REDACTED**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 8:24 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #6 – To consider the purchase, exchange, lease or value of real property -- and not to reconvene in open session. Present: Messrs. Marzec, Athanas, Ampagoomian and Melia. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

Town Manager Kozak explained that he has a signed non-disclosure agreement with the Pine Grove Cemetery Trustees. If the cemetery is turned over to the Town it would include buildings & other assets. The Chairman of the Trustees said they have approximately \$500,000 in funds on hand. Town Manager Kozak noted that they spend over \$100,000 to run the cemetery in the recent years and has reduced this amount to \$70,000 for their expenses. Town Manager Kozak asked the Building Inspector and Assessor to look at the Building/Equipment. Town Manager Kozak will provide an update on the financial status at the next Selectmen's Meeting. He also noted that he will ask Council to review liens and /or other encumbrances.

A motion/Mr. Athanas, seconded/Mr. Marzec to adjourn the executive session and to reconvene in open session. Vote yes/Unanimous.

**Executive Session adjourned: 8:49 PM**

Respectfully submitted,



James Athanas, Clerk

dg/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**August 12, 2013**

- 1) **M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery]** – Copy of Confidentiality and Non-Disclosure Agreement.

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
September 9, 2013**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 6:32 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #6 – To consider the purchase, exchange, lease or value of real property -- and to reconvene in open session. Present: Messrs. Marzec, Athanas and Melia. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

Town Manager Kozak reported to the Board that he and James Shuris, DPW Director looked at the property. He asked the Principal Assessor to look at the property's valuation. Town Council is seeking information from trustees.

The revenue breakdown, from Mr. Broadhurst shows the cemetery is in the red \$60 - \$100K the last few years.

The revenue from the cemetery generates \$50/\$78K per year. The cemetery has two full-time employees, all year, 1 part-time clerk and they add 1 full-time maintenance person for the summer only.

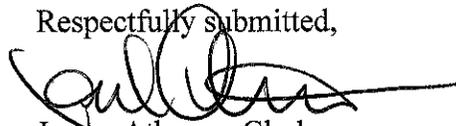
Additional expenses \$10/15K for building & equipment.

The building is in good shape but there is asbestos in the basement and could be a problem. If approved, the DPW would take over most of the daily activities. The Town Manager and DPW Director are still working on a budget.

A motion/Mr. Marzec, seconded/Mr. Ampagoomian to adjourn the executive session and to reconvene in open session. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, Melia and Nolan.

**Executive Session adjourned: 7:08 PM**

Respectfully submitted,



James Athanas, Clerk

dg/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**September 9, 2013**

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery] – No documentation.**

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
September 30, 2013**

**REDACTED**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 6:16 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, M.G.L. Chapter 30A, S. 21 #6 – To consider the purchase, exchange, lease or value of real property -- and to reconvene in open session. Present: Messrs. Marzec, Ampagoomian, Athanas and Melia. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

Town Manager Kozak provided an update on the cemetery issue. He stated that he looked at the cost of running the cemetery with seasonal employees for cutting the grass and maintaining the grounds and using vendors to dig the grave sites. He anticipated the cost to be approximately \$64,000. The Town Manager would also create an Enterprise Fund or Receipts Reserved Account specifically for the operation of the cemetery. The Town Manager and Town Counsel continue to request background information from the cemetery trust. The Board has split opinions regarding the control of the cemetery whether it is a social obligation to the Town or a liability. The topic was tabled until the next meeting. More research will be underway.

A motion/Mr. Athanas, seconded/Mr. Ampagoomian to adjourn the executive session and to reconvene in open session. Vote yes/Unanimous.

**Executive Session adjourned: 6:56 PM**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Athanas', written over a horizontal line.

James Athanas, Clerk

dg/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**September 30, 2013**

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery] – No documentation.**

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
October 21, 2013**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 6:18 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #6 – To consider the purchase, exchange, lease or value of real property -- and to reconvene in open session. Present: Messrs. Marzec, Athanas and Melia. Selectman Ampagoomian was absent and it is duly recorded. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

Town Manager Kozak provided the Board with the most recent financial information on Pine Grove Cemetery. He advised Board members that the total cash, restricted funds and securities is estimated to total around \$570,000 and the cemetery's auditor agreed the numbers were accurate. A five-year financial analysis was reviewed, which showed an operational deficit of approximately \$70,000 for year 2013.

Also noted was the fact that any asbestos and an aboveground storage tank will be removed prior to the Town's potential acquisition of the property. It was also recommended that a 21E [Hazardous Materials Assessment] be done on the property prior to acquisition.

The property consists of 34.7 acres including some wetlands and there is about 1,500 plots available. [Riverdale Cemetery has about 200 plots available]. Mr. Kozak proposes to have no full-time employees for the cemetery and said the cemetery should generate about \$65,000 per year in revenue and cost about \$65,000 per year to operate.

Discussion centered on emotions versus financials on cemetery upkeep and the Board wasn't sure it should be a priority with all the Town's other financial obligations. The issue is: Should the Town take the cemetery now while it still has money or wait 5 years when there could possibly be no funds left.

A motion/Mr. Marzec, seconded/Mr. Melia to adjourn the executive session and to reconvene in open session. Vote yes/Messrs. Marzec, Melia, and Athanas.

**Executive Session adjourned: 7:01 PM**

Respectfully submitted,



James Athanas, Clerk

/s

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**October 21, 2013**

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

- 1) 5-Year Financial Analysis**
- 2) Summary of Assets**
- 3) Building and Land Values**
- 4) Proposed Cemetery Budget**
- 5) Gale Associates Site Assessment**
- 6) Tax Returns Filed by Pine Grove Cemetery Trustees**
- 7) Email from David Doneski regarding revised summary of assets**

**BOARD OF SELECTMEN  
EXECUTIVE SESSION  
November 18, 2013**

**REDACTED**

An Executive Session of the Board of Selectmen was called to order by Chairman Daniel Nolan at 6:35 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA, under M.G.L. Chapter 30A, S. 21 #6 – To consider the purchase, exchange, lease or value of real property -- and to reconvene in open session. Present: Messrs. Ampagoomian, Marzec, Athanas and Melia. Also present: Theodore D. Kozak, Town Manager.

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**

Town Manager Kozak provided an update on Pine Grove Cemetery. He mentioned that the Town is moving forward with the transfer and that the books closed on October 31, 2013. He also noted that a 21E [Hazardous Materials Assessment] is being done on the property.

A motion/Mr. Ampagoomian, seconded/Mr. Marzec to adjourn the executive session and to reconvene in open session. Vote yes/Unanimous.

**Executive Session adjourned: 6:57 PM**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'James Athanas', with a long horizontal flourish extending to the right.

James Athanas, Clerk

/dmg

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – EXECUTIVE SESSION**

**November 18, 2013**

**M.G.L. Chapter 30A, S. 21 #6 - To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery].**      No documentation.