

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
February 27, 2017 AT 7:00 PM**

Present: Representative Muradian/Update

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

- A. January 9, 2017
- B. January 23, 2017

II. PUBLIC HEARING

- III. APPOINTMENTS: By the Town Manager/ C. Evan Dautrich, Mechanic, Highway Department**
/Present: Jamie Luchini, Highway Superintendent
Resignations: D. Heather Beland, Playground and Recreation Commission

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

- E. Spring Annual Town Meeting [May 2, 2017] / Vote to place articles on warrant
- F. Riverdale Cemetery deed/Thomas A. Wick [Lot No. 602, Willow Ave]

VI. DISCUSSIONS

- G. Disability Commission/Warrant article/**Present:** Bruce Frieswick, Disability Commission member
- H. Recreational Marijuana Establishments –Temporary Zoning Moratorium/**Present:** Brian Massey, Planning Board Chairman
- I. Economic Development Strategic Plan/**Present:** Brian Massey, Planning Board Chairman & R. Gary Bechtholdt II, Town Planner
- J. Town Manager Screening Committee: Receipt of names of appointees and direct committee to meet and organize
- K. Town Moderator's Appointing Authority

VII. TOWN MANAGER'S REPORT

- L. 1) **Announcement:** Linda Zywień, Asst. Town Clerk, has earned her Certified Municipal Clerk designation
- 2) Shaw's Grand Re-Opening
- 3) Local Historic District Study Committee –Property Owners Informational & Feedback Meeting (Thursday, March 16, 2017, 7:00 PM –Town Hall)
- 4) DPW Facility Update
- 5) Great Hall Restoration Project –Status/Update
- 6) World War I Memorial Update

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

Town Clerk: 2 Hard copies	<input type="checkbox"/>
Town Clerk: E-mail hard copy	<input type="checkbox"/>
Web: Post time-stamped copy	<input type="checkbox"/>

THIS AGENDA IS SUBJECT TO CHANGE



BOARD OF SELECTMEN'S MEETING
January 9, 2017

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

The Pledge of Allegiance was recited by those present

APPROVAL OF MINUTES/None

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

APPOINTMENTS B. Carole Sweeney, Council on Aging/Vote to appoint/Present: Kelly Bol, Senior Center Director. Ms. Bol explained that Ms. Sweeney has previously served on the Council on Aging, but had to step down for medical reasons. Ms. Bol explained that she is now feeling better and wished to serve on the Council again Ms. Sweeney was ill tonight and not able to make it to the meeting. Ms. Bol stated that she is thrilled that she is ready to come back. She is a dedicated and committed Council member and also volunteers at the Senior Center. A motion/Ampagoomian, seconded/Mr. Nolan to appoint Carole Sweeney to the Council on Aging. Vote yes/Unanimous.

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

C. Town Clerk/Request to hang a banner across Church Street from Sunday, May 7, 2017 to Sunday, May 21, 2017 to announce the May 16, 2017 Annual Town Election. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the request to hang a banner across Church Street from Sunday, May 27, 2017 to Sunday, May 21, 2017 to announce the May 16, 2017 Annual Town Election. Vote yes/Unanimous

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

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

F. Summer Parks and Recreation Program. Chairman Marzec announced that he requested this item be put on the agenda due to a discussion with Superintendent Dr. Stickney. Chairman Marzec explained that there was a wish to resurrect a Parks and Recreation Program. Dr. Stickney was present to discuss the program and the inquiry of reinstating the program. Dr. Stickney explained she was in the process of writing a grant for the Attorney General that focuses on opioid abuse prevention in youth. The grant was submitted on behalf of Northbridge looking to establish after school programs, with a mentoring curriculum based social skill program. The three sites that are being checked out are the Rockdale Youth Center, Balmer School, and the Middle School. Dr. Stickney stated she was also looking at having a small summer program so students can get together during the summer, and create bonding and mentoring with some of the High School students. Dr. Stickney explained that our youth are looking for something to do, something positive, in a supportive environment. Dr. Stickney stated she is also looking into other grant avenues to potentially offer Summer lunches for students. Chairman Marzec explained the Summer program in the past brought in activity with the basketball league. Chairman Marzec explained that the Summer Park Program has not been funded since 2006. Chairman Marzec stated that he would be looking to start something small to begin and get the program back up and running again. Chairman Marzec explained that he believed this would keep the students out of trouble and would be constructive. Selectman Ampagoomian asked if the minimum wage for part time employees would be \$11.5, which is the minimum wage requirement. Town Manager Kozak replied that it would be \$11.50 for part time employees. Dr. Stickney stated that she hopes if the town is fortunate enough to receive the money it could be utilized to pay the salaries. Selectman Athanas asked what the hours would be and the volume of staff that would be needed. Dr. Stickney explained that she is envisioning one afternoon a week at three different sites, which with the grant if approved would not require a fee from the students seeking to participate in the program. Selectman Melia asked who would administer the program. Dr. Stickney replied at this point she wasn't sure, but would not have an issue if she were the administrator of the program. Selectman Melia commended Dr. Stickney for writing the grant and stated it was definitely worth a shot. Selectman Ampagoomian suggested to check in with the Cultural Council for grants as well. Chairman Marzec also suggested reach out to organizations on the national level who partake in Play 60, which is a movement to get kids to participate in after school active and team based programs.

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

SELECTMEN'S CONCERNS Selectman Melia 1) questioned whether the Selectmen should put an article together for the next Town Meeting to place a moratorium on the recreational marijuana sale zones, similar to what was done with the medical sale zones. Selectman Melia stated that before it is on an agenda

for discussion the Board should first obtain information from the Police, and Planning Departments. Town Manager Kozak stated that he did speak with Mr. Bechtholdt regarding this request and he will be bringing it up at the upcoming Planning Board meeting. **Selectmen Ampagoomian 1)** requested that the Conservation Commission come to a Board of Selectmen's meeting to explain the remaining outstanding matters in the tree clearing. **2)** requested a letter be sent on behalf of the Board of Selectmen to Mr. Guy Lachanche's superiors regarding his negligence to respond to a community, in which his attendance was requested at a meeting for further explanation on the tree clearing and the efforts going forward. **4)** asked the Town Manager Kozak to get the ball rolling on a new Fire Station.

ITEMS FOR FUTURE AGENDA/None
CORRESPONDENCE/None

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

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

Open Session Adjourned: 7:37 PM

Executive Session Convened: 7:39 PM

Executive Session Adjourned: 7:51 PM

Open Session Reconvened: 7:51 PM

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

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

Meeting Adjourned: 7:52 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

January 9, 2017

I. APPROVAL OF MINUTES/None

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

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

III. APPOINTMENTS

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

- Copy of Talent Bank Application

IV. CITIZENS' COMMENTS/INPUT

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

V. DECISIONS

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

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

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

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

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

- Copy of email requesting a banner be hung March 5, 2017 to March 18, 2017 to promote the "Home and Business Expo"

VI. DISCUSSIONS

F. Summer Parks and Recreation Program

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

VII. TOWN MANAGER'S REPORT

G. 1) Christmas Tree Recycling

-Copy of Christmas Tree Recycling Program

2) Senior Center Luncheon/No documentation

3) Public Record Law Workshop/No documentation

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

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION -No documentation

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

B.

BOARD OF SELECTMEN'S MEETING January 23, 2017

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

The Pledge of Allegiance was recited by those present

APPROVAL OF MINUTES A. December 5, 2016. A motion/Mr. Athanas, seconded/Mr. Nolan to approve the December 5, 2016 minutes with the readings omitted. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

B. January 9, 2017 [Executive Session]. A motion/Mr. Melia, seconded/Mr. Nolan to approve but not release the January 9, 2017 minutes with the readings omitted. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

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

APPOINTMENTS/By the Board of Selectmen: D. Elaine Mahoney, Council on Aging/Vote to appoint [Present: Kelly Bol, Senior Center Director]. Ms. Bol was present to introduce Ms. Mahoney for the final Council on Aging appointment. Ms. Bol stated that Ms. Mahoney has been a resident of Northbridge her entire life, and Ms. Bol is thrilled to have her experience in the health care industry aboard the Council on Aging. Ms. Bol continued stating that Ms. Mahoney was a registered nurse, she has a background in mental health, and has a lot to offer to the Board. Ms. Mahoney stated she was looking forward to being a part of the Council on Aging and giving back to the community. A motion/Mr. Athanas, seconded/Mr. Nolan to approve Elaine Mahoney's appointment to the Council on aging. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

CITIZENS' COMMENTS/INPUT/None

Presidential Farms/Vote to obtain ownership of Parcels A & D Present: Brian Massey, Chairman, Planning Board & David Brossi, Developer. Mr. Brossi stated that Presidential farms has two pieces of

property, one of which is a large property that will be constructed with a bike path, and walking trail. The second parcel is less than an acre that will have a field. The requirement states that the parcels must first be offered to the Town, and if the Town is not interested in the parcels it will be given to a town entity approved by the town's bylaws. Mr. Brossi stated that the concerns are the funds maintenance for the town, and the town liability. Mr. Massey explained that back in 1999 the project was approved, and the plan was believed to be that the trail would continue through all of the neighborhoods and to eventually connect together. Mr. Massey explained that after Presidential Farms it has not gone forward in any other development, and also ends with a steep hill to the railroad tracks, which then leads to paths that go along drainage ponds. These ponds are on old technology, and maintain water, which raises concern for the residents. Mr. Massey stated that the Planning Board met to discuss the property, and decided to vote against the Town taking ownership for open space. Mr. Massey assured the Board that if the town does not take ownership of the parcels it will still remain open space and is not able to be built on. It would be up to the builder to come up with another entity that will take the property. Mr. Massey described that if the Board votes not to obtain ownership of parcels A & D then it will not go forward at the Town Meeting for the townspeople to vote. Selectman Athanas questioned if there was any tax revenue was currently being generated from the parcels. Mr. Brossi stated he believes there is currently a small tax bill on it. Chairman Marzec asked if parcel D was flat. Mr. Brossi explained that it is relatively flat, but the complication is that the parcels cannot be separated. Chairman Marzec asked about the home owners in support of the trails and what there take was. Mr. Massey stated that there were no residents present at the meeting who were in favor to express their support. A motion/Mr. Melia, seconded/Mr. Nolan to vote to not to pursue to obtain ownership of parcels A & D. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

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

Linda Usher/Request to hold the 29th Annual Whitin Five Mile Road Race, Thursday, November 23, 2017. A motion/Mr. Melia, seconded/Mr. Athanas to approve the 29th Annual Whitin Five Mile Road Race, Thursday, November 23, 2017. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

Annual Town Election Warrant [May 16, 2017]/Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant. A motion/Mr. Nolan, seconded/Mr. Melia to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant. Vote yes/Messrs. Athanas, Melia, Marzec, and Nolan.

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

Nolan commended the hard work of the Conservation Commission, and on handling this situation in the best manor possible. Chairman Marzec stated that his only concern was the escrow, since sometimes escrows are underfunded. He also asked how long it takes for a wetland to grow back. Mr. Pickart stated that most of the scientific organizations and regulatory agencies that deal with wetlands restoration say a minimum of two years with monitoring, which is required.

TOWN MANAGER'S REPORT 1. Great Hall Restoration - Town Manager Kozak stated that the Bids for the Great Hall project including plaster, paint, and asbestos abatement are due February 1, 2017. Any companies interested in bid packets may contact the Town Manager's Office at 508-234-2095. **2) WWI Memorial Restoration** - Town Manager Kozak stated that bids for the repair and restoration of the World War I Memorial are due February 15, 2017. Any companies interested in bid packets may contact the Town Manager's Office at 508-234-2095. **3) Economic Development Committee Meeting** - Town Manager Kozak attended a meeting that was held with Town Planner Gary Bechtholdt, along with representatives from the business sector in Northbridge to discuss work that has been accomplished and to generate discussion for any zoning changes for future Town Meetings in hopes of enhancing business opportunities in town. **4) MMA Annual Trade Show** - Town Manager Kozak stated that he along with several Selectmen attended the MMA Annual Trade Show on Friday, January 20, 2017 and Saturday, January 21, 2017. The Town Manager Kozak also attended the trade show and various workshops. Town Manager Kozak stated that the Governor gave a brief overview of the budget for next year and it appears as though the Local Aid Proposal will be similar to what it was last year.

Town Manager Kozak announced that the Fire Chief would like to attend the next meeting to discuss a grant opportunity under the safer program which deals with getting funds to hire Firefighters and would like to ask for the Boards support.

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

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

ITEMS FOR FUTURE AGENDA/None
CORRESPONDENCE/None
EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:45 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

October 3, 2016

I. APPROVAL OF MINUTES

A. December 5, 2016

-Copy of December 5, 2016 minutes

B. January 9, 2017 [Executive Session]

-Copy of January 9, 2017 executive session minutes

II. PUBLIC HEARING/7:05 PM:

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

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

III. APPOINTMENTS/By the Board of Selectmen:

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

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

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

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

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

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

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

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

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

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

VI. DISCUSSIONS

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

VII. TOWN MANAGER'S REPORT

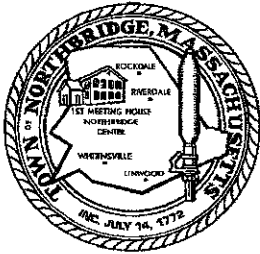
- J. 1) Great Hall Restoration /No documentation**
2) WWI Memorial Restoration/No documentation
3) Economic Development Committee Meeting/No documentation
4) MMA Annual Trade Show/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None



**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
February 23, 2017
Town Manager

Mr. Evan Dautrich
1016 Thompson Road
Thompson, CT 06277-1432

Dear Evan:

Congratulations! This letter is to inform you that you have been selected for appointment to the position of Master Mechanic with the Town of Northbridge Department of Public Works Highway Division effective February 28, 2017.

As you know, this appointment is subject to affirmation by the Board of Selectmen, which will take place on Monday, February 27, 2017. In addition, your appointment is subject to your passing a pre-employment physical and a CORI check; both of which were completed and passed.

The position is full-time (40 hours per week), Grade W6-H1, with a beginning salary of \$22.58 per hour, and is subject to the collective bargaining agreement between the Town of Northbridge and AFSCME, COUNCIL 93, LOCAL 1709.

In accordance with Section 4-2 of the Northbridge Town Charter, "such appointment shall become effective on the fifteenth day following the day on which notice of the appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall within that period by a majority of all of its members vote to reject such appointment, or has sooner voted to affirm it."

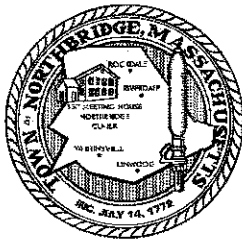
On behalf of the Town of Northbridge, I welcome you and wish you much success in your new position.

Sincerely,

Theodore D. Kozak
Town Manager

TDK/sls

c: Board of Selectmen
James Shuris, DPW Director



Town of Northbridge Department of Public Works

11 Fletcher Street, P.O. Box 88

Whitinsville, Massachusetts 01588-0088

Tel. No. (508) 234-3581 – Fax. No. (508) 234-0807

Jamie C. Luchini

DPW Superintendent – Highways, Grounds & Facilities

MEMORANDUM

Date: February 2, 2017

RE: Mechanic Hire

To: Ted Kozak

We received five applications for the position of Master Mechanic. We selected the three most qualified applicants and set up interviews. All three applicants were interviewed on January 27, 2017. After the interviews, we decided on the most qualified for the position available and checked references. At this time we would like to offer the job to Evan Dautrich, pending a pre-employment physical and CORI check.

Very truly yours,

Jamie Luchini

APPLICATION FOR EMPLOYMENT

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

ALL APPLICATIONS TO BE RETURNED TO THE TOWN MANAGER'S OFFICE

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.
(PLEASE PRINT)

Date of Application 12-27-2016

Position(s) Applied For: Master mechanic

Referral Sources: ☐ Advertisement ☒ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other:

Name: Dauthich Evan James
Last First Middle

Address: 1016 Thompson Rd Thompson Ct 06277
Number Street City State Zip Code

Telephone: (508) 341-2548
Area Code

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If yes give date: _____

Have you ever been employed here before? ☐ Yes ☒ No If yes give date: _____

Are you employed now? ☒ Yes ☐ No May we contact your present employer? ☐ Yes ☒ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment). ☐ Yes ☒ No

On what date would you be available for work? 1-1-2017

Are you available to work ☒ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if job requires it? ☒ Yes ☐ No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

1. Employer: 1W tank Address: 410 North Main Street
City: Northbridge State: ma Zip: 01569 Phone: 508-234-6000
Supervisor: ERIK visbeck Reason for Leaving: _____
Dates Employed: from: 6-2014 to: _____ Work Performed: mechanical/welding
Hourly/Salary Rate: starting: 21 hourly final: 23 hourly

2. Employer: L.E.I Address: 131 Providence street
City: millbury State: ma Zip: 01527 Phone: 508-865-4367
Supervisor: Steve Christy Reason for Leaving: offered a position closer to home
Dates Employed: from: 1-12 to: 6-14 Work Performed: mechanical work
on anything from small engines to heavy equipment. manage a fleet of 30 plus
ford and chevy light duty trucks.
Hourly/Salary Rate: starting: 19 hourly final: 21 hourly

3. Employer: Mid state international Address: 35 South west cut off
City: Worcester State: ma Zip: 01604 Phone: 508-306-3388
Supervisor: Mike Soboraul Reason for Leaving: offered a pos. at L.E.I with more hours and pay
Dates Employed: from: 1-11 to: 6-13 Work Performed: Repair and warranty
on international trucks, meritor drive line parts, cummins engines and Eaton
fuller transmissions
Hourly/Salary Rate: starting: 15 final: 18

4. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____
Hourly/Salary Rate: starting: _____ final: _____

6. Employer: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Supervisor: _____ Reason for Leaving: _____
 Dates Employed: from: _____ to: _____ Work Performed: _____

 Hourly/Salary Rate: starting: _____ final: _____

7. Employer: _____ Address: _____
 City: _____ State: _____ Zip: _____ Phone: _____
 Supervisor: _____ Reason for Leaving: _____
 Dates Employed: from: _____ to: _____ Work Performed: _____

 Hourly/Salary Rate: starting: _____ final: _____

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

Experience in all aspects of mechanical repair from small engine repair to heavy duty trucks and equipment, can perform tasks from basic maintenance to engine overhauls and Elec/Engine Diag.

EDUCATION:

	Elementary					High	College/University	Graduate/Profession
School Name	Douglas					Douglas	Mass Bay	
Years Completed: (circle)	4	5	6	7	8	2	1	
Diploma/Degree								
Describe Course of Study:						G.E.D		
Describe Specialized Training, Apprenticeship, Skills, and/or Extracurricular Activities							Auto tech training	
Honors Received:								

State any additional information you feel may be helpful to us in considering your application: _____

List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans status):

Give name, address, and telephone number of three (3) references (who are not related to you)

1. Mike Roy 1327 Providence Rd Whitinsville 508-320-0528
2. Jonathan Shenian JR 46 Birch hill Rd. Douglas, MA 774-280-9030
3. Ian Poland 47 Birch hill Rd. Douglas, MA 352-653-5424

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Company.


Signature of Applicant

12-27-16
Date

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Northbridge to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Northbridge any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Northbridge's use only.


I hereby voluntarily release, Discharge and exonerate the Town of Northbridge, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Northbridge.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature  Date: 12-27-16

"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, gender orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(Please Print)

Date: 12-27-2016 Position Applied For: master mechanic

Referral Source: ☐ Advertisement ☒ Friend ☐ Relative ☐ Walk-In
☐ Employment Agency ☐ Other: _____

Name: Daurich Evan James
Last First Middle

Address: 1016 Thompson Rd Thompson 06279
Number Street City Zip

Telephone: (508) 341 2548

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Position(s) applied for is open: ☐ Yes ☐ No

Arrange Interview: ☐ Yes ☐ No

Employed: ☐ Yes ☐ No

Position(s) considered for: _____

Remarks: _____

Date of employment: _____

Job Title: _____ Salary: _____ Department: _____

Signature: _____ Date: _____

Notes:

**Evan Dautrich
1016 Thompson Road
Thompson, CT 06277
508-341-2548**

Qualifications/Highlights:

- Experience working in an International Trucks dealership
- Completed multiple International Trucks training courses
- Completed training courses in ISX/ISB engines, Meritor/Wabco ABS, Bendix ABS, and Chassis Control Systems
- Knowledge and experience in heavy equipment/hydraulics repair, small engine repair (landscape and snow removal equipment)
- Experience with fleet maintenance: light-heavy duty trucks
- Hold a Mass. Hoisting License 2A-1C
- Experience in welding aluminum, steel, and stainless steel

Work History:

LW Tank Repair

Uxbridge, MA

6/2014-present

Title/Responsibilities: Mechanic/Welder- perform repairs on tanker trailers and tractor trailers.

L.E.I.

Millbury, MA

1/2012-6/2014

Title/Responsibilities: Mechanic- manage/maintain fleet of light-heavy duty trucks and small engine-heavy equipment repair.

Midstate International

Worcester, MA

1/2011-6/2013

Title/Responsibilities: Mechanic- responsible for warranty work and all aspects of repair on International heavy duty trucks.

Education:

Attended Douglas High school, obtained G.E.D. in 2005

Attended Mass Bay Community College from 2005-2006

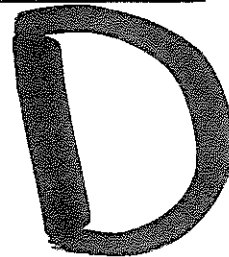
Skills/Highlights:

- Extensive knowledge in drivetrain/chassis diagnostics and repair
- Knowledge and experience with factory and aftermarket diagnostic equipment
- Welding and fabrication experience

BOS Agenda 2.27.17

Sharon Susienka

From: Heather Beland <heathermbeland@gmail.com>
Sent: Friday, February 03, 2017 9:57 AM
To: Melissa Wetherbee; ssusienka@northbridgemaass.org; Linda Zywiec;
dcedrone@northbridgemaass.org; Michael Proto; Mark Tracy
Subject: PRC



All,

Regretfully, I will need to submit my resignation for the position as Vice Chair of the PRC Commission. It has been a lovely two years working with such a great group, but I am no longer able to commit to the obligation.

Thank you,
Heather Beland

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE
WARRANT FOR SPRING ANNUAL TOWN MEETING
TRANSACTION OF TOWN BUSINESS
TUESDAY, MAY 2, 2017 - 7:00 P.M.**

E

DRAFT #1 – 2/24/17

WORCESTER, ss:

To any Constable of the Town of Northbridge in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Northbridge, qualified to vote in Town elections and Town affairs, to meet in the Northbridge Middle School Auditorium on Linwood Avenue, in Whitinsville, in said Northbridge, Massachusetts, on Tuesday, May 2, 2017 at 7:00 o'clock P.M., then and there to act on the following articles:

ARTICLE 1: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills:

or take any other action relative thereto.

ARTICLE 2: (Board of Selectmen)

To see if the Town will vote to amend the votes taken under Article 3 of the 2015 Spring Session of the Annual Town Meeting (May 5, 2015), and under Article 2 of the 2015 Fall Session of the Annual Town Meeting (October 27, 2015), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

ARTICLE 3: (Finance Committee)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Health Insurance Stabilization Fund such sums of money not to exceed \$40,699,321 to defray the necessary and usual expenses of the several departments of the Town for FY 2018, beginning July 1, 2017 and ending June 30, 2018; or take any other action relative thereto.

ARTICLE 4: (Board of Selectmen)

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 to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2018; or take any other action relative thereto.

ARTICLE 5: (Board of Selectmen)

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 to operate the Water Enterprise Operation of the Department of Public Works for FY 2018; or take any other action relative thereto.

ARTICLE 6: (Board of Selectmen)

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; or take any other action relative thereto.

ARTICLE 7: (Board of Selectmen)

To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2018, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

ARTICLE 8: (Playground & Recreation Commission)

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 which account shall be credited any grants, donations, program user fees and fund raising proceeds received by said Commission and from which funds may be expended by said Commission 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 2018 is \$20,000; or take any other action relative thereto.

ARTICLE 9: (Board of Health)

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 Northbridge Board of Health to receive funds received from food related permit fees, plan reviews, and non-compliance fees and to authorize the Northbridge Board of Health to spend these funds to carry out the duties of the Board of Health including but not limited to inspections, plan reviews, purchasing of supplies and any other administrative related costs, provided, however, that the maximum amount of money that may be expended from the account for FY 2018 is \$20,000; or take any other action relative thereto.

ARTICLE 10: (Board of Health)

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 Northbridge Board of Health to receive funds from the sale of compost site stickers and to authorize the Northbridge Board of Health to spend these funds to carry out the duties of the Board of Health including but not limited to the salary of the compost site monitor, the purchase of supplies and any other administrative related costs, provided, however, that the maximum amount of money that may be expended from the account for FY 2018 is \$10,000; or take any other action relative thereto.

ARTICLE 11: (Board of Selectmen)

To see if the Town will vote to amend the votes taken under Article 3 of the 2016 Spring Session of the Annual Town Meeting (May 3, 2016), and under Article 2 of the 2016 Fall Session of the Annual Town Meeting (October 25, 2016), appropriations and transfers under the Omnibus Budget Article, by transferring a sum of money to the Compensated Absences Fund; or take any other action relative thereto.

ARTICLE 12: (Board of Selectmen)

To see if the Town will vote to raise and appropriate, and/or transfer from available funds in the Treasury, and/or transfer from the undesignated fund balance (free cash), and/or transfer from the Stabilization Fund a sum of money for the Compensated Absences Fund for FY 2018; or take any other action relative thereto.

ARTICLE 13: (Board of Selectmen)

To see if the Town will vote to raise and appropriate a sum of money, and/or amend the votes taken under Article 3 of the 2016 Spring Session of the Annual Town Meeting (May 3, 2016), and under Article 2 of the 2016 Fall Session of the Annual Town Meeting (October 25, 2016), appropriations and transfers under the Omnibus Budget Article, to transfer a sum of money, to the Stabilization Fund; or take any other action relative thereto.

ARTICLE 14: (Board of Selectmen)

To see if the Town will vote to transfer a sum of money from the Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2018 beginning July 1, 2017 and ending on June 30, 2018, said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

ARTICLE 15: (Board of Selectmen)

To see if the Town will vote to appropriate and transfer a sum of money from the Town Building Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for maintenance of Town-owned buildings and facilities in Fiscal Year 2018; or take any other action relative thereto.

ARTICLE 16: (Board of Selectmen)

To see if the Town will vote to transfer from available funds in the Treasury, a sum of money from Funds collected in FY 2017 related to the collection of the meals tax; said funds to be transferred to the Other Post-Employment Benefits [OPEB] Trust Fund; or take any other action relative thereto.

ARTICLE 17: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer a sum of money from available funds in the Treasury, to the Health Insurance Stabilization Fund; or take any other action relative thereto.

ARTICLE 18: (Board of Selectmen)

To see if the Town will vote to raise and appropriate, and/or transfer a sum of money from available funds in the Treasury, to offset medical co-pay reimbursements for employees of the Town of Northbridge; or take any other action relative thereto.

ARTICLE 19: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from available funds [free cash] the sum of \$50,000.00 for repairs to the brick facade and associated repairs to the front (Main Street side) of Fire Department Headquarters, 193 Main Street, Whitinsville; or take any other action relative thereto.

ARTICLE 20: (Board of Selectmen)

To see if the Town will vote to amend the general by-laws of the Town by adding a new section to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, §53E1/2; or take any other action relative thereto.

ARTICLE 21: (Planning Board)

To see if the Town will vote to amend the Zoning Bylaw by adding a new Section _____ entitled, "Temporary Moratorium on Recreational Marijuana Establishments", that would provide as follows, and further to amend the Table of Contents to add said Section _____, "Temporary Moratorium on Recreational Marijuana Establishments" as follows:

Temporary Moratorium on Recreational Marijuana Establishments

Section _____ Purpose

On November 08, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulations of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018, and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G; §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section _____ Definition

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

Section _____ Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium

shall be in effect through November 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues; or take any action relative thereto.

ARTICLE 22: (Board of Selectmen)

To see if the Town will vote to appropriate and/or transfer funds from the Retained Earnings Account of the Sewer Enterprise Fund the sum of \$150,000.00 (ONE HUNDRED-FIFTY THOUSAND AND 00/100 DOLLARS), to be expended under the direction of the Director of Public Works, for the purpose of financing work recommended as a result of the Town's Comprehensive Wastewater Management Plan (CWMP) and infiltration & inflow reports to perform the 1st segment of a multi-year program to make physical improvements to our sewer collection system. This work will include the sealing/replacement of leaking manhole structures, relining/replacement of deficient/cracked/broken sewer lines; or take any other action relative thereto.

ARTICLE 23: (Board of Selectmen)

To see if the Town will vote to appropriate and/or transfer funds from the Retained Earnings Account of the Sewer Enterprise Fund the sum of \$35,000.00 (THIRTY-FIVE THOUSAND AND 00/100 DOLLARS), to be expended under the direction of the Director of Public Works, for the purpose of removing one (1) 3,500 gallon underground heating fuel storage tank and replacement with a new above-ground 3,500 gallon storage tank located at the Wastewater Treatment Plant; or take any other action relative thereto.

ARTICLE 24: (Board of Selectmen)

To see if the Town will vote to raise and appropriate, and/or borrow \$150,000.00 (ONE HUNDRED AND FIFTY THOUSAND AND 00/100 DOLLARS) for the purpose of a Road & Sidewalk Repair, Maintenance, Preservation and Re-Construction Program, to be spent under the direction of the Department of Public Works; or take any other action relative thereto.

ARTICLE 25: (Board of Selectmen)

To see if the Town will vote to appropriate funds in the sum of \$65,000 (SIXTY-FIVE THOUSAND AND 00/100 DOLLARS) for the purpose of financing the purchase of a Hook & Load Packer (Leaf Removal) with appurtenances and appurtenances for use by the Highway Division of the Department of Public Works; or take any other action relative thereto.

ARTICLE 26: (Board of Selectmen)

To see if the Town will vote to appropriate funds in the sum of \$125,000 (ONE HUNDRED TWENTY-FIVE THOUSAND AND 00/100 DOLLARS) for the purpose of financing the purchase of a Sidewalk Bombardier (Snow Removal) and appurtenances for use by the Highway Division of the Department of Public Works; or take any other action relative thereto.

**ARTICLE 27: (Board of Selectmen)
Energy Article(s)**

**ARTICLE 28: (Board of Selectmen)
Community Preservation Act**

And you are directed to serve this warrant by posting attested copies thereof at the Whitinsville Post Office and the Salvation Army, in Whitinsville, all in Precinct 1; Gary's Variety and the Northbridge Post Office in Northbridge, all in Precinct 2; Town Clerk's Office and 1Quickstop in Whitinsville, all in Precinct 3; and the Whitinsville Social Library and Town Hall Annex in Whitinsville, all in Precinct 4; twenty-eight (28) days at least before the time and place of meeting aforesaid.

WHEREOF FAIL NOT, and make due return of the warrant, with your doings thereon, to the Town Clerk at the time and place of said meeting. GIVEN under our hand this 27th day of March in the year Two Thousand Seventeen.

SELECTMEN OF NORTHBRIDGE

James R. Marzec, Chairman

Charles Ampagoomian, Jr., Vice Chairman

Daniel J. Nolan

Thomas J. Melia

James J. Athanas

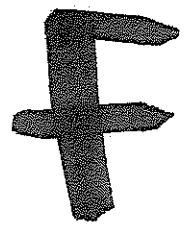
WORCESTER, SS Northbridge

Date:

By virtue of this warrant I have this day notified the inhabitant of the Town of Northbridge qualified to vote in town elections and town affairs to meet at the time and place and for the purpose stated in said warrant by posting attested copies thereof as within directed.

Constable, Town of Northbridge

Know all Men by These Presents,



That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Eight Hundred Dollars, paid by **Thomas A. Wick of 45 Leland Hill Road, Sutton, MA**, the receipt of which is hereby acknowledged, does sell and convey to said Thomas A. Wick that certain cemetery **Lot No. 602**, two graves, situated on the way called **Willow Ave.** in the **Riverdale Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

1st. That the said Lot shall not be used for any other purpose than as a place of burial for the dead, and proper Cemetery uses, such as the Town may approve; and no trees within the Lot or the Cemetery shall be cut down or destroyed without consent of the Town.

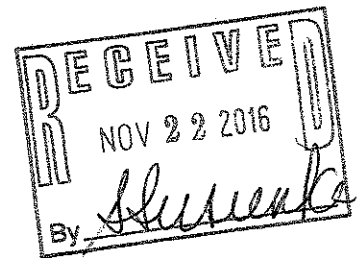
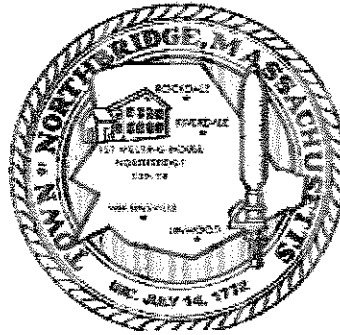
2nd. That if any trees or shrubs in said Lot shall become in any way detrimental to the adjacent lots or avenues, or dangerous or inconvenient, the Town shall have the right to enter into said Lot and remove said trees or shrubs, or such parts thereof as are dangerous, detrimental or inconvenient.

3rd. That if any monument or other structure whatever, or any inscription, be placed in the said Lot which shall be determined by the Town to be offensive, the Town shall have the right to enter upon said Lot and remove said offensive or improper object or objects.

4th. If a fence shall at any time be erected or placed in or around said Lot, the materials or design of which shall not be approved by the Town, it must be forthwith removed upon direction of the Town, and if not so removed the Town shall have the right to enter upon said Lot and remove said fence.

5th. The said lot shall be holden subject to all by-laws, rules and regulations made and to be made by the Town.

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 27th day of February in the year of our Lord Two Thousand Seventeen.



G

**TOWN OF NORTHBRIDGE
DISABILITY COMMISSION**
7 Main Street
Whitinsville, MA 01588

September 8, 2016

Dear Board of Selectmen,

The Town of Northbridge Disability Commission is writing to request that the Northbridge Board of Selectman recognize the Northbridge Disability Commission under Mass General Laws, Chapter 40 (attached).

More specifically, such recognize would authorize the town of Northbridge, under Chapter 40, Section 22G, to allocate all funds received from fines assessed for violations of handicap parking in Northbridge to the Northbridge Disability Commission. Any such funds would be used solely for the benefit of persons with disabilities in the town of Northbridge.

We thank you for your assistance and attention to this matter.

Respectfully submitted,

Jonathan Smith, Chairperson

Jessica Carpenter, Member

Bruce Frieswick, Member

Jon Frieswick, Member

William Mello, Member

To: Theodore Kozak,
Town Manager, Northbridge

Subject: Adopting Section 22g into the Northbridge Towns By laws Part I Administration of Government, Title VII Cities and, Towns and districts , Chapter 40 Powers and Duties of Cities and Towns Section 22G Funds Received from Fines for Handicap Parking Violations: Deposits in Account ; Expenditures

The Massachusetts Office on Disabilities has asked committees to include Section 22g of the Massachusetts Chapter 40 section 8j .

David D'Arcangelo, MOD Director, asked that all communities having Disabilities Commissions ask for such addition to the town's bylaws adopting section 22g. This would allow the Northbridge Disability Commission to authorize the allocation of all funds received from fines assessed for violations of handicap parking in the town Northbridge to the Northbridge Disability Commission account.

Jeffrey Dougan, Assistant Director of Community Services, MOD, recommends that we do this by a vote during a meeting of the Board of Selectmen. This would allow this acceptance to be added to the present Chapter 40 Section 8j regarding the Northbridge Disability Commission. It also could be done, with a town meeting article to be accepted by the voters of Northbridge. He said either way is up to how the town of Northbridge would like to process this acceptance of 22g. Both are acceptable according to Massachusetts Office on Disabilities.

Copy :

DISABILITY COMMISSIONS

Massachusetts Disability Commissions

M.G.L. c. 40, § 8J

A city or town, which accepts the provisions of this Section, is authorized to establish a Disability Commission to serve in an advisory capacity to municipal governments on disability issues. Commissions work with the Office on Disability to carry out programs and activities designed to integrate people with disabilities into the community. The specific activities of a Commission depend on the needs of the disabled community in the particular city or town. Commissions consist of five to nine members, and are appointed by the mayor or city manager in cities or by the selectmen or town manager in towns. The majority of members must be disabled, and one must be an immediate family member of a disabled person. One member of the Commission must be an elected or appointed official of the city or town. Members are initially appointed in staggered one, two and three year terms. A Commission must have at least six meetings per year, keep records of its meetings and actions, and file an annual report. Commissions generally are authorized to receive gifts and other funds.

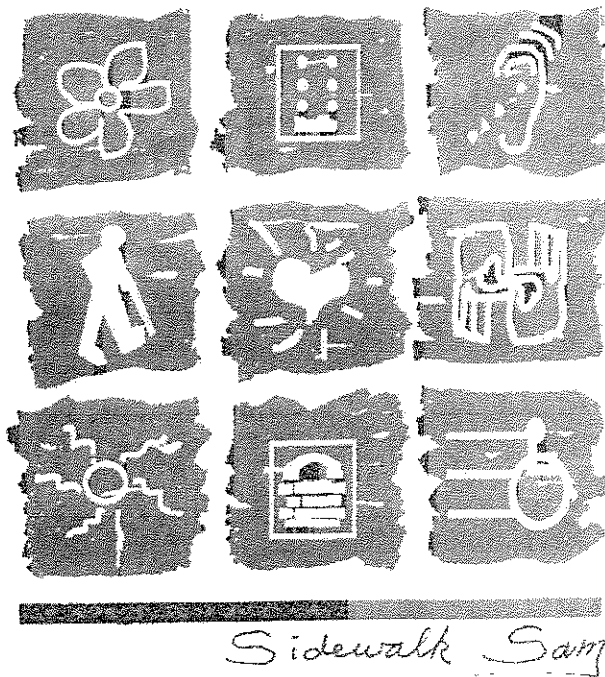
Administration of Handicapped Parking Program

M.G.L. c. 40, § 22G

For the benefit of persons with disabilities, cities and towns which have chosen to implement a Handicapped Parking Program may empower their Disability Commission to receive and administer fines from violations of the Handicapped Parking Law. Funds collected pursuant to this law must be kept in a separate account by the municipality's treasurer and shall be used solely for the benefit of persons with disabilities. Expenditures of money collected from the Handicapped Parking Program, including accrued interest, if any, should be approved in accordance with the accepted procedures of the municipality for the disbursement of funds. To find your local COD, please visit this page: <http://www.mass.gov/anf/employment-equal-access-disability>

The Disability Handbook

For The Executive Branch



Deval L. Patrick, Governor
Timothy P. Murray, Lt. Governor
Mrya Berloff, Director



Massachusetts
Office on Disability
1 Ashburton Place, # 1305
Boston, MA 02108

Acknowledgements:

Every attempt was made to provide a concise and easy to follow guide for staff of Executive Branch Entities to use to ensure all our services, programs and activities are accessible to all our citizens.

Creation of this handbook involved the close cooperation of many people. Among them are numerous collaborators and reviewers including:

Sandra Borders, Director
Massachusetts Office of Diversity and Equal Opportunity

Patricia Correa, Director, Disability Rights Project
Office of the Massachusetts Attorney General

Martin S. Ebel, Commissioner
Massachusetts Commission Against Discrimination

Bill Henning, Executive Director
Boston Center for Independent Living

A. Victoria Mederos, Information Analyst
Massachusetts Office on Disability

Jonathan O'Dell, Director, Communication Access and Technology
Training Services
Massachusetts Commission for the Deaf and Hard of Hearing

Michael Pineault, Deputy Chief Counsel
Office of the Governor

A special acknowledgement for untold hours spent in developing and compiling this document goes out to:

Barbara E. Lybarger, General Counsel
Massachusetts Office on Disability

Creation of this document would not have taken place without the signing of Executive Order 478. Therefore, a very special thank you for his commitment to the promotion of equal rights and equal opportunity goes out to:

Governor Deval L. Patrick





1. The Handbook

The Disability Handbook is a collection of information to ensure that the Executive Branch of Massachusetts State Government is accessible to individuals with disabilities. The content of this handbook is designed to assist Executive Branch personnel in their efforts to provide such accessibility.

Governor Patrick, through his issuance of Executive Order 478, has reaffirmed the administration's commitment to fostering an attitude of inclusion and a commitment to access that will permeate all Executive Branch programs, services and activities. While certain aspects of providing access for people with disabilities can be clearly visible (sign language interpreters, ramps, and Braille documents), other aspects may easily pass unnoticed.

The following sections are based on the protocols established by the Department of Justice for compliance, and are intended to provide guidance, checklists and forms that will help Executive Branch Entities to comply with the Commonwealth's obligations under the Americans with Disabilities Act, Section 504 the Rehabilitation Act and various other state and federal legal obligations intended to ensure accessibility for all people with disabilities.

DISCLAIMER: The Americans with Disabilities Act (Pub. L. 92-603, as amended), Rehabilitation Act of 1973, (Pub.L. 93-112, 87 Stat. 394, 29 U.S.C. 794, as amended by the Rehabilitation Act Amendments of 1974, Pub.L. 93-516, 88 Stat. 1617, and the Rehabilitation, Comprehensive Services, and Developmental Disabilities Amendments of 1978, Pub.L. 95-602, 92 Stat. 2955, and the Rehabilitation Act Amendments of 1986, sec. 103(d), Pub.L. 99-506, 100 Stat. 1810) and various state and federal laws create specific causes of action for persons who are aggrieved by discriminatory treatment as defined in the Act. This Handbook is intended to guide implementation of the Executive Branch's responsibilities under the ADA, Section 504 of the Rehabilitation Act and related state and federal laws. It is for internal staff use and public information only, and is not intended to create any rights, responsibilities, or independent cause of action against the Commonwealth of Massachusetts or any of its government entities.





4. Disability Commissions

Massachusetts Disability Commissions - G.L. c. 40, § 8J and 22G

A city or town, which accepts the provisions of this Section, is authorized to establish a Disability Commission. Commissions work with the Office on Disability to carry out programs and activities designed to integrate people with disabilities into the community. The specific activities of a Commission depend on the needs of the disabled community in the particular city or town.

Commissions consist of five to nine members, and are appointed by the mayor or city manager in cities or by the selectmen or town manager in towns. The majority of members must be disabled, and one must be an immediate family member of a disabled person. One member of the Commission must be an elected or appointed official of the city or town. Members are initially appointed in staggered one, two and three year terms. A Commission must have at least six meetings per year, keep records of its meetings and actions, and file an annual report. Commissions generally are authorized to receive gifts and other funds, under Section 8J, to be used for the benefit of persons with disabilities. Cities and towns which have chosen to implement a Handicapped Parking Program may empower Commissions to receive and administer fines from violations of the Handicapped Parking Law, under Section 22G. The details of these funding decisions are left to the collaborative efforts of officials in the local communities.

For more information, contact:

Massachusetts Office on Disability

1 Ashburton Place, #1305

Boston, MA 02108

(617) 727-7440 (800) 322-2020 [V/TTY]

Web site: <http://mass.gov/mod/MunicipalCommissionList.html>



Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 22G	FUNDS RECEIVED FROM FINES FOR HANDICAP PARKING VIOLATIONS; DEPOSITS IN ACCOUNT; EXPENDITURES

Section 22G. Any city or town which has accepted the provisions of section eight J is hereby authorized to allocate all funds received from fines assessed for violations of handicap parking in said city or town to the commission on disabilities.

Funds so received shall be deposited by the city or town treasurer in a separate account and shall be used solely for the benefit of persons with disabilities. Said account shall be established by the city or town treasurer and shall be kept separate and apart from all other monies. Expenditures from said account, including accrued interest, if any, shall be made upon the recommendation of the commission on disabilities in accordance with the accepted procedures of the city or town for the disbursement of funds, including the approval of the mayor and city council or the town manager or board of selectmen. The city or town accountant shall submit annually a report of said account to the mayor and city council or the town manager and board of selectmen for review and a copy of said report shall be forwarded to the bureau of accounts.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 40	POWERS AND DUTIES OF CITIES AND TOWNS
Section 8J	DISABILITY COMMISSION; POWERS AND DUTIES; MEMBERS; TERMS

Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

[Third paragraph effective until July 1, 2016. For text effective July 1, 2016, see below.]

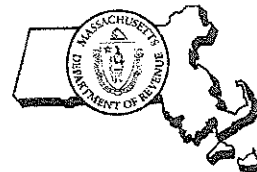
Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of th

immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

[Third paragraph as amended by 2016, 133, Sec. 46 effective July 1, 2016. See 2016, 133, Sec. 203. For text effective until July 1, 2016, see above.]

Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.



LEGAL INDEX FOR MUNICIPAL OFFICERS

Revised June 2014

<http://www.mass.gov/dls>

Funds (temporary) (expire at year's end)

- Enterprise fund retained earnings: 44:53F½ (must be certified by DOR)
- Free cash: 59:23 (must be certified by DOR)
- Overlay surplus: 59:25; See also Funds (appropriated special purpose)
- Reserve: 40:5A (cities); 40:6 (towns); 40:5C (districts)

Funds (trust)

- Affordable housing trust: 44:55C
- Cemetery perpetual care: 114:25
- Educational/Instructional materials: 71:20A
- Educational TV trust fund: 71:13H
- Law enforcement: See Funds (no appropriation needed/revolving)
- Local education: 60:3C
- Other post-employment benefits (OPEB) liability trust: 32B:20
- Scholarship: 60:3C
- Self-insurance health claims: 32B:3A; See also Funds (other special purpose)

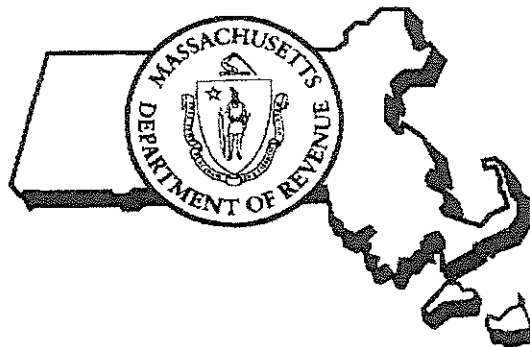
Funds (other special purpose– held over from year-to-year)

- Ambulance, beach and pool, golf course, skating rink receipts reserved: 40:5F; See also Funds (receipts reserved for appropriation)
- Bond proceeds: 44:20
- Cemetery sale of lots fund: 114:15
- Cemetery perpetual care funds: 114:25
- Building and fire code enforcement fines: 148A:5; See also Funds (receipts reserved for appropriation)
- Building insurance: 40:13
- Bicyclist traffic fines: 85:11E; See also Funds (receipts reserved for appropriation)
- Commission on disabilities: 40:22G
- Community preservation: 44B:7
- Compensated absences fund: 40:13D; See also Funds (appropriated special purpose)
- Conservation fund: 40:8C; See also Funds (appropriated special purpose)
- Estimated sewer betterments: 83:15B
- Fingerprinting fees (local portion): 6:172B½
- Grants/gifts: 44:53A
- Insurance proceeds (fire/physical damage): 44:53 (up to \$20,000); See also Funds (no appropriation needed/revolving)
- Local education fund: 60:3C
- Lost school books/industrial arts supplies: 44:53; See also Funds (no appropriation needed/revolving)
- Low income seniors and disabled tax relief fund: 60:3D
- Non-resident motor vehicle registration fines: 90:3½
- Other post-employment benefits (OPEB) liability trust: 32B:20
- Overlay: 59:25, 70A; See also Funds (temporary)
- Parking meter receipts: 40:22A (parking meter fees); 40:22B-22C (off-street parking receipts); See also Funds (receipts reserved for appropriation)
- Pension reserve fund: 40:5D; See also Funds (appropriated special purpose)
- Recycling fund: 40:13
- Restitution for property damage: 44:53 (up to \$20,000); See also Funds (no appropriation needed/revolving)
- Sale of real estate proceeds: 44:63

Massachusetts Department of Revenue
Division of Local Services

LOCAL FINANCES

**Community Preservation Fund, Compensated
Absences Fund and other Special Fund Issues**



2012

Workshop B

Amy A. Pitter, Commissioner
Robert G. Nunes, Deputy Commissioner

OTHER SPECIAL PURPOSE FUNDS (Held-Over From Year To Year)

Fingerprinting Fees (local portion)	G.L. c. 6, § 172B½
Tax Credit Bond Proceeds	G.L. c. 44, § 21B
Self-Insurance Health Fund	G.L. c. 32B, § 3A
Other Post Employment Benefits (OPEB) Liability Trust Fund	G.L. c. 32B, § 20
Stabilization Fund	G.L. c. 40, § 5B
Pension Reserve Fund	G.L. c. 40, § 5D
Unemployment Compensation Fund	G.L. c. 40, § 5E
Ambulance Receipts Reserved	G.L. c. 40, § 5F
Beach and Pool Receipts Reserved	G.L. c. 40, § 5F
Golf Course Receipts Reserved	G.L. c. 40, § 5F
Skating Rink Receipts Reserved	G.L. c. 40, § 5F
Waterways Improvement Fund	G.L. c. 40, § 5G
	G.L. c. 60B, § 2(i)
Conservation Fund	G.L. c. 40, § 8C
Recycling Commission Fund	G.L. c. 40, § 8H
Building Insurance Fund	G.L. c. 40, § 13
Workmen's Compensation Fund	G.L. c. 40, § 13A
Parking Meter Fees	G.L. c. 40, § 22A
Off-street Parking Receipts	G.L. c. 40, §§ 22B & 22C
Commission on Disabilities Fund	G.L. c. 40, § 22G
Compensated Absences	G.L. c. 41, § 31D
Bond Proceeds	G.L. c. 44, § 20
State Highway and Water Pollution Funds	G.L. c. 44, § 53
Insurance/Restitution Proceeds (Up to \$20,000)	G.L. c. 44, § 53
Lost School Books/Industrial Arts Supplies	G.L. c. 44, § 53
Grants and Gifts	G.L. c. 44, § 53A
	G.L. c. 71, § 37A
Sale of Real Estate Proceeds	G.L. c. 44, § 63
Community Preservation Fund	G.L. c. 44B, § 7
Overlay	G.L. c. 59, §§ 25 & 70A
Local Education Fund	G.L. c. 60, § 3C
Scholarship Fund	G.L. c. 60, § 3C
Low Income Seniors and Disabled Tax Relief Fund	G.L. c. 60, § 3D
Wastewater Disposal Receipts	G.L. c. 83, § 1G
Estimated Sewer Betterments	G.L. c. 83, § 15B
Bicyclist Traffic Fines Receipts Reserved	G.L. c. 85, § 11E
Non-Resident Student Motor Vehicle Registration Fines Receipts Reserved	G.L. c. 90, § 3½
Weight and Measure Fines Receipts Reserved	G.L. c. 98, § 29A
Educational/Instructional Materials Trust Fund	G.L. c. 71, § 20A
METCO Reimbursements	G.L. c. 76, § 12A
Cemetery Sale of Lots Fund	G.L. c. 114, § 15
Cemetery Perpetual Care Funds	G.L. c. 114, § 25
Spay and Neuter Deposits	G.L. c. 140, § 139A
Dog Fees	G.L. c. 140, § 147A
	G.L. c. 140, § 172
Building and Fire Code Enforcement Fines Receipts Reserved	G.L. c. 148A, § 5

September 2012

owns an animal shall restrain and control such animal on a leash when in proximity to a guide dog that is on a public or private way. Violations of this law are punishable by a criminal fine of not less than one hundred and no more than five hundred dollars.

DISABILITY COMMISSIONS

Massachusetts Disability Commissions

M.G.L. c. 40, § 8J

A city or town, which accepts the provisions of this Section, is authorized to establish a Disability Commission to serve in an advisory capacity to municipal governments on disability issues. Commissions work with the Office on Disability to carry out programs and activities designed to integrate people with disabilities into the community. The specific activities of a Commission depend on the needs of the disabled community in the particular city or town. Commissions consist of five to nine members, and are appointed by the mayor or city manager in cities or by the selectmen or town manager in towns. The majority of members must be disabled, and one must be an immediate family member of a disabled person. One member of the Commission must be an elected or appointed official of the city or town. Members are initially appointed in staggered one, two and three year terms. A Commission must have at least six meetings per year, keep records of its meetings and actions, and file an annual report. Commissions generally are authorized to receive gifts and other funds.

Administration of Handicapped Parking Program

M.G.L. c. 40, § 22G

For the benefit of persons with disabilities, cities and towns which have chosen to implement a Handicapped Parking Program may empower their Disability Commission to receive and administer fines from violations of the Handicapped Parking Law. Funds collected pursuant to this law must be kept in a separate account by the municipality's treasurer and shall be used solely for the benefit of persons with disabilities. Expenditures of

the said Handicapped Parking Fund are authorized without interest if any, except if necessary to cover the bonded obligation of the municipality for the redemption of bonds. To the extent of the funds available in the said account, the said funds shall be used for the following purposes:

1. To provide for the purchase of vehicles for disabled persons who are unable to drive; and
2. To provide for the purchase of vehicles for disabled persons who are unable to drive.

U.S. Department of Education, Office of Civil Rights
33 Arch Street, Suite 900
Boston, MA 02110-1496
(617) 289-0111 (Voice) - (877) 521-2172 (TTY)

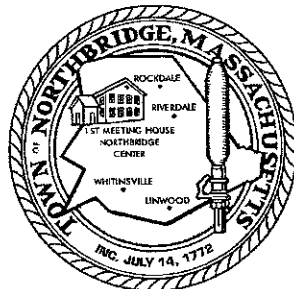
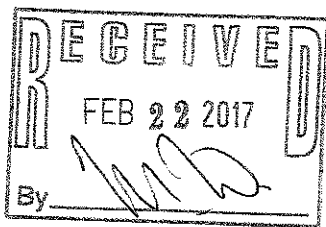
Massachusetts Public Education Law, Ch. 766

M.G.L. c. 71B, §§ 1 - 16

This state law guarantees a "free and appropriate public education in the least restrictive environment" to all children with disabilities (ages 3 to 21) regardless of disability. Any child who qualifies for special education

Learning Disabilities, Deafness, Emotional Disabilities and Advocates, develops the plan. The plan must be

and the plan must be reviewed annually by the parents and the school. The plan must be reviewed annually by the parents and the school.



H

NORTHBRIDGE PLANNING BOARD

-PUBLIC HEARING NOTICE-

In accordance with MGL CH 40A SEC 5, the Northbridge Planning Board will hold a public hearing **Tuesday, March 14, 2017 (7:05 PM)** in the Selectmen's Room, Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588 to AMEND the Zoning Bylaw by adopting a Temporary Zoning Moratorium On Recreational Marijuana Establishments. Copy of the proposed is on file with the Town Clerk (7 Main Street -Town Hall) and may be reviewed during normal office hours.

The purpose of this hearing is to provide opportunity for public comment; anyone wishing to be heard should attend said hearing at the time and place designated.

Brian Massey, Chairman
NORTHBRIDGE PLANNING BOARD

Cc: Town Clerk
Town Manager/BOS
Board of Health
FinCom
BLDG DEPT
DHCD / CMRPC
Town of Grafton Planning Board
Town of Uxbridge Planning Board
Town of Mendon Planning Board
Town of Sutton Planning Board
Town of Upton Planning Board
Mr. Daniel J. Puccio
/File

MODEL MORATORIUM WARRANT ARTICLE

To see if the Town will vote to amend the Town's Zoning Bylaw by adding a new Section _____, **TEMPORARY MORATORIUM ON RECREATIONAL MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section _____, "Temporary Moratorium on Recreational Marijuana Establishments:"

Section _____ Purpose

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for recreational purposes (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, took effect on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on April 1, 2018. Currently under the Zoning Bylaw, a non-medical Marijuana Establishment (hereinafter, a "Recreational Marijuana Establishment"), as defined in G.L. c. 94G, §1, is not specifically addressed in the Zoning Bylaw. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Recreational Marijuana Establishments. The regulation of recreational marijuana raises novel legal, planning, and public safety issues, and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments so as to allow sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

Section _____ Definition

"Recreational Marijuana Establishment" shall mean a "marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business."

Section _____ Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Recreational Marijuana Establishment and other uses related to recreational marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Recreational Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, and to consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments, and shall consider adopting new Zoning Bylaws in response to these new issues.

Or take any action relative thereto.

570146-v2

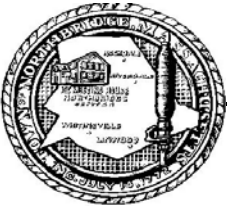
**MODEL BALLOT QUESTION
(PROHIBITION)**

Shall this Town prohibit the operation of all types of marijuana establishments as defined in G.L. c.94G, §1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, within the Town of _____?

YES _____

NO _____

573251



COMMUNITY PLANNING & DEVELOPMENT

R. Gary Bechtholdt II, Town Planner
7 Main Street Whitinsville, MA 01588
Phone: (508) 234.2447 Fax: (508) 234.0814
gbechtholdt@northbridgemass.org

MEMORANDUM

Date: January 31, 2017

To: Theodore D. Kozak, Town Manager
NORTHBRIDGE BOARD OF SELECTMEN

From: R. Gary Bechtholdt II, Town Planner

RE: **REGULATIONS & TAXATION OF MARIJUANA ACT**
Zoning –Local Implementation

COPY

As you know, on November 08, 2016, voters in Massachusetts passed Ballot Question #4 “**Regulation and Taxation of Marijuana Act**” legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016). The Act, in addition to personal cultivation and recreational use, established benchmarks for the creation of an oversight commission (Cannabis Control Commission), development of regulations governing the issuance of licenses for marijuana establishments and the acceptance of license applications. The Act also authorizes local control of marijuana establishments under specific conditions.

Locally the vote for Northbridge was 4,217-YES and 4,103-NO (*Source: Office of the Town Clerk*).

Attached is a document entitled “The Regulation and Taxation of Marijuana Act: A Guide to the New Law Legalizing Recreational Use of Marijuana” prepared by KP Law (Town Counsel). This guide summarizes the law, establishes timelines and actions a municipality may take to regulate and control marijuana establishments. The guide also summarizes personal use and employment issues associated with the use of marijuana by employees.

The following is a timeline for implementation of the Act:

- **March 15, 2018** –timeline for a three-member Cannabis Control Commission to adopt initial regulations;
- **April 01, 2018** –timeline for the Cannabis Control Commission to begin accepting specific license applications;
- **July 01, 2018** –timeline for the Cannabis Control Commission to adopt final regulations

From a land use and zoning perspective the Act allows for the local adoption of ordinances or bylaws regulating time, place and manner of operations, provided such local provisions are not unreasonably impractical and do not conflict with the Act. An example would be a zoning bylaw regulating where marijuana establishments are allowed and establishing performance standards of approval criteria.

The Act allows additional limits, where upon local ballot question (by vote at an election) a community may *prohibit operations* of one or more types of marijuana establishments within town, *limit the number of marijuana retailers* to fewer than 20% of the number of licenses issued within town for the retail sale of alcoholic beverages under Chapter 138 of the General Laws or *limit the number of any type of marijuana establishments* to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in town.

The Act also provides that a municipality may, upon petition of not fewer than 10% of the number of the voters of the town voting at the State Election preceding the filing of the petition, present to the voters of the town at the next State Election the question of whether to *allow on-site consumption of marijuana* and marijuana products on the premises where they are sold.

Implementation of the Act at the state and local levels has generated significant questions. There are a number of variables and unknowns at this time. Fundamentally the timeline for adoption of the final regulations by the Cannabis Control Commission (July 01, 2018) creates a great unknown for communities looking to adopt local zoning.

The Board of Selectmen will need to make a determination as to how to proceed and should seek input from Town Counsel on the process and procedures for such action and consideration. The Selectmen should also discuss with its Board of Health local controls which may fall under their purview, such as licensing requirements for preparation and sale of edibles, etc. The Board of Health may also have some regulatory oversight of the Act.

If the Board of Selectmen is to consider a temporary zoning moratorium on recreational marijuana establishments the Planning office proposes seeking an 18-month moratorium, as a 12-month moratorium would expire in May 2018, potentially before the Cannabis Control Commission adopts its final regulations.

Attached is a sample ballot question [Prohibition] and a sample temporary zoning moratorium [12-month] on recreational marijuana establishments prepared by Town Counsel (KP Law).

I hope this correspondence is helpful as the Board of Selectmen discusses this issue.

Cc: Planning Board
Board of Health
Building Department
Police Chief
/File

THE REGULATION AND TAXATION OF MARIJUANA ACT

A GUIDE TO THE NEW LAW LEGALIZING RECREATIONAL USE OF MARIJUANA

****REVISED JANUARY 2017****

On November 8, 2016, Massachusetts voters approved Question 4 legalizing the recreational use of marijuana (Chapter 334 of the Acts of 2016). Implementation of the Act is generating significant questions at state and local levels. The Act contains inconsistencies and outright contradictions. In particular, questions and concerns have been raised regarding the timeline for implementation, enforcement, local control, regulation of marijuana products produced by personal growers, amount of the tax, and additional matters. It is not certain whether or when the General Court may address these issues. The legislature has already acted to amend the deadlines for implementation of the law, as shown below. This new law, Chapter 351 of the Acts of 2016, was signed by the Governor on December 30, 2016. Responding to numerous questions from local officials, we have summarized the Act's provisions regarding the implementation timeline, personal use of marijuana, licensing of recreational marijuana establishments, local control mechanisms, and employment implications.

CURRENT TIMELINE

DECEMBER 15, 2016 Effective Date of Law/ Personal Recreational Growing and Use Allowed	"Personal use" of marijuana is now legal for a person at least 21 years old. General Laws c. 94G, §7 provides that individuals, but not businesses, will be permitted to engage in a range of activities as outlined below.
MARCH 15, 2018 Deadline for CCC to Adopt "Initial Regulations"	The Act creates a three-member Cannabis Control Commission ("CCC") to be appointed by and under the jurisdiction of the State Treasurer. The CCC will regulate and issue licenses for recreational marijuana establishments, but not for medical marijuana establishments, regulated by the Department of Public Health.
APRIL 1, 2018 Deadline for CCC to Begin Accepting Specific Licenses	Initial applicants: only businesses with medical marijuana experience are eligible, for a limited number of licenses. The filing of certain applications is staged over the course of the ensuing two years.
JULY 1, 2018 Deadline for Final Regulations, or "Default"	<p>If the CCC has <u>not</u> adopted regulations, "each medical marijuana treatment center" may begin to "possess, cultivate, or otherwise obtain marijuana and marijuana products and may deliver, sell or otherwise transfer" to anyone over the age of 21.</p> <p>If regulations <u>are</u> timely adopted, the CCC will issue licenses within 90 days after applications are received on or after April 1, 2018, to qualified establishments.</p>

PERSONAL USE OF MARIJUANA

- The Act authorizes persons 21 years of age or older to possess, use, purchase, process or manufacture one ounce or less of marijuana, of which not more than five grams can be in the form of marijuana concentrate.
- Within a person's "primary residence", a person may possess up to 10 ounces of marijuana and any marijuana produced on the premises for personal use by not more than six marijuana plants. If there is more than one grower at the residence, there may be up to 12 plants cultivated on the premises.
- A person may give away or transfer without "remuneration" to a person age 21 years or older up to one ounce of marijuana, of which no more than five grams may be in the form of marijuana concentrate, provided that such transfer is not advertised or promoted to the "public".
- A person 21 years of age or older may also possess or manufacture marijuana accessories or sell such accessories to a person 21 years of age or older.
- Local regulations - although personal possession and use is now legal, consumption is still subject to certain restrictions pursuant to G.L. c. 94G, §§ 2 and 13.

LOCAL CONTROL — REGULATION, PROHIBITION

The Act defines a "marijuana establishment" to include, "a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of marijuana-related business", and authorizes certain types of "local control".

Ordinances and Bylaws Regulating Time, Place and Manner

The Act provides that municipalities may adopt ordinances or bylaws regulating the time, place and manner of operations of marijuana establishments, provided that such ordinances or bylaws are not "unreasonably impracticable" and do not otherwise conflict with the Act. Standard practices for adoption of ordinances or bylaws will apply.

Further Regulation - Bylaws and Ordinances/Local Ballot Questions

The Act also authorizes imposition by "ordinance or bylaw by a vote of the voters of that city or town" of additional limitations on recreational marijuana establishments. The use of the phrase "by a vote of the voters of that city or town" typically requires a vote at an election, whereas the adoption of an ordinance or bylaw occurs by vote of the local legislative body (city or town council or town meeting). In our opinion, given this reference to voters, rules of statutory construction suggest that any attempt to approve an ordinance or bylaw, requires approval by the voters of the municipality at an election.

The topics that may be regulated under this section are as follows:

- prohibiting the operation of one or more types of marijuana establishments within the municipality;
- limiting the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the municipality for the retail sale of alcoholic beverages not to be drunk on the premises where sold under chapter 138 of the General Laws; or

- limiting the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the town.

The reference to “one or more types of marijuana establishments”, in our opinion, can be read to allow a municipality to ban marijuana establishments within its borders. However, this language is subject to interpretation, and may be addressed in the CCC regulations.

Under the laws generally governing elections, no question may appear on the ballot unless specifically authorized by law. While the form of the question is typically included in the authorizing law, the Act does not do so. For your information, pursuant to G.L. c.54, §42C, the Board of Selectmen must vote to put the question on the ballot and provide notice to the Town Clerk no less than 35 days prior to the date of the election.

Petition for Question on State Ballot to Permit Marijuana “Cafés”

The Act provides that municipalities may, upon petition of not fewer than 10 percent of the number of the voters of the city or town voting at the state election preceding the filing of the petition, present to the voters of the city or town at the next state election the question of whether it will allow the consumption of marijuana and marijuana products on the premises where they are sold (i.e., so-called marijuana “cafés”). There is no timeline provided in the law for this type of petition, although it is reasonable to anticipate that any such request must be filed with the Secretary of the Commonwealth no later than the first Wednesday in August.

Regulation Prohibited or Strictly Limited

A municipality may not adopt an ordinance or bylaw prohibiting the transportation of marijuana or marijuana products or making such transportation “unreasonably impracticable”.

Similarly, a municipality may not adopt an ordinance or bylaw prohibiting an establishment that “cultivates, manufactures or sells marijuana products in any area in which a medical marijuana treatment center is registered to engage in the same type of activity”. [Emphasis added]. The Act contains no definition of “area”.

The Act provides that no agreement between a municipality and a marijuana establishment may contain a payment that is not “directly proportional and reasonably related” to the costs imposed on the municipality by the operation of the recreational marijuana establishment.

Zoning Moratoria

Municipalities have asked about the ability to adopt a zoning bylaw or ordinance establishing a moratorium on the locating of recreational marijuana establishments to allow time to study the issue and develop appropriate bylaws and ordinances. We expect the Attorney General will likely approve a moratorium for one year (for example, through June 30, 2018), consistent with those approved for medical marijuana and other moratoria. With the recent extension of the deadline in the CCC’s regulation to March 15, 2018, the Attorney General might approve extensions to the moratorium due to expire in Spring of 2018. We expect to have clearer guidance on this in the future. For municipalities with registered medical marijuana facilities, however, a moratorium may not be effective in preventing a recreational marijuana establishment “in any area” in which a medical marijuana treatment center is registered to engage in the “same type of activity.”

Now that the legislature has delayed implementation for six months, there is ample time for municipalities to determine the timing for any local action. Discussions might include whether or not to adopt ordinances or bylaws regulating time, place and manner issues, including moratoria, or to place questions before the voters relative to limitations on the type or number of recreational marijuana establishments that may be located in the municipality. Municipalities wishing to adopt ordinances or bylaws should have these in place before applications are filed on April 1, 2018.

Marijuana Related Uses Not “Agriculture”

Newly enacted Chapter 351 of the Acts of 2016 includes an amendment to the Zoning Act, G.L. c.40A, §3. The new language states that the “growing, cultivation, distribution or dispensation of marijuana” does not qualify for the agricultural exemption under the Zoning Act.

LOCAL OPTION TAXES

Question 4 also includes a new Chapter 64N of the General Laws setting tax rates for the sale of recreational marijuana products. Section 3 allows cities and towns to impose a local sales tax of up to 2%. In our opinion, this will require approval by the municipality’s legislative body.

EMPLOYMENT ISSUES

The new law may also have significant implications for public employers. The relevant portion of the law provides, “This chapter shall not require an employer to permit or accommodate conduct otherwise allowed by this chapter in the workplace and shall not affect the authority of employers to enact and enforce workplace policies restricting the consumption of marijuana by employees.”

Thus, despite the legalization in Massachusetts of the personal use of marijuana, public employers may continue to prohibit their employees from using or possessing marijuana in the workplace or in public buildings and from working while impaired by marijuana. Drug and alcohol testing and related policies should be reviewed to ensure that such policies will continue to be consistent with the public entity’s desired treatment of marijuana following the change in the law. In some cases, policies may need to be updated or clarified to account for the change in the law.

Be further aware, however, that federal law prohibiting the use of marijuana by employees who possess firearms, such as police officers, and those required to hold a Commercial Driver’s License, will continue to be in full force and effect notwithstanding the change in Massachusetts law. We are aware that some police chiefs are considering issuing a general reminder to all law enforcement personnel that marijuana is still a controlled substance for purposes of federal law and that the use or possession of marijuana is still prohibited.

FURTHER DEVELOPMENTS

We will continue to monitor developments in the law, including possible amendments by the General Court and guidance issued by the offices of the State Treasurer, Attorney General, or Secretary of the Commonwealth’s Elections Division.

In the meantime, if you have any questions concerning regulation of recreational marijuana, please contact Attorneys Joel Bard (jbard@k-plaw.com) or Katherine Laughman (klaughman@k-plaw.com) at 617-556-0007. Members of our Labor and Employment Practice Group are also available to assist with employment-related questions.



TOWN OF NORTHBRIDGE
PLANNING BOARD
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588

PHONE: (508) 234-2447

FAX: (508) 234-0814

February 15, 2017

Doreen Cedrone, Town Clerk
Northbridge Memorial Town Hall, 7 Main Street
Whitinsville, MA 01588

RE: 2017 SPRING ANNUAL TOWN MEETING
Temporary Moratorium on Recreational Marijuana Establishments
Planning Board –Zoning Amendment Article

Dear Mrs. Cedrone:

Please be advised at its meeting of Tuesday, February 14, 2017 the Planning Board upon motion duly made and seconded voted (5-0) to SPONSOR the following warrant article for the 2017 Spring Annual Town Meeting.

1. Amend Zoning Bylaw Chapter 173 by adding the following provisions:

- Temporary Moratorium on Recreational Marijuana Establishments

Please find attached for you records a copy of the DRAFT zoning amendment provision offered and prepared by Town Counsel (KP Law).

In accordance with M.G.L. CH. 40A SEC. [Adoption or change of zoning ordinances or by-laws; procedures] the Planning Board shall hold a public hearing in advance of Town Meeting. The Board will provide its Report & Recommendations at Town Meeting scheduled for Tuesday, May 02, 2017.

Should you require additional information at this time please contact the Planning office.

Sincerely,

R. Gary Bechtholdt II
Northbridge Town Planner

Cc: Town Manager/BOS
Planning Board
Building Insp.
FinCom
/File



Janet A. Pierce	Executive Director
Chris J. Ryan	Community Development
Mary Ellen Blunt	Transportation
Trish Settles	Municipal Collaboration
Dianna Provencher	Business Manager
Denny Drewry	Commission Chair

MEMORANDUM

I.

To: Theodore Kozak, Northbridge Town Manager
From: Chris Ryan, Community Development and Planning Manager
RE: Northbridge Economic Development Strategic Plan
Date: 2/21/2017

OVERVIEW

The Central Massachusetts Regional Planning Commission (CMRPC), in partnership with the Pioneer Valley Planning Commission (PVPC), is pleased to offer the Town of Northbridge planning services in support of an Economic Development Strategic Plan (EDSP) (2017-2022). The EDSP will provide a strategic framework for the Northbridge's economic development efforts over the next five (5) years.

CMRPC and PVPC are uniquely positioned to provide this service. Our combined economic development experience and knowledge of the Town will enable a swift process and high-quality final product. Our approach to the EDSP will center on:

- 1) Furthering already extensive knowledge of Northbridge and the Region by immersing the Project Team in the existing conditions of the community;
- 2) Developing a thorough understanding of what citizens and other stakeholders hold as a vision for the Town; and
- 3) Developing an actionable implementation framework that puts the Town on a path toward meeting that vision.

Ultimately, this robust public planning process, data collection, and analysis will yield a standalone economic plan and implementation strategy also suitable for incorporation into Northbridge's Master Plan.

QUALIFICATIONS

As Northbridge's designated Regional Planning Agency, CMRPC possesses a deep knowledge of the Town and Region. PVPC holds similar familiarity, having assisted many Central Massachusetts communities independently and through collaboration with CMRPC. In addition to such knowledge, our economic development experience is also extensive. Our respective portfolios include numerous economic development plans, including regional and subregional studies, economic development master plan chapters, and strategic plans. Please see Appendix A for a list of relevant projects.

TIMELINE AND MILESTONES

CMRPC and PVPC propose the following timeline and milestones (a complete breakdown of tasks is provided in the Price Proposal on page 4).

Task	Completion date
Meet with Planning Board to review economic development priorities, past economic development efforts, targeted areas, and other economic development initiatives	February 2017
Facilitate a public input process that engages the community and business leaders and include one public planning exercises (e.g., visual preference survey)	March 2017
Interviews and focus group meetings with municipal officials, primary economic development stakeholders, and economic development organizations	March 2017
Data collection (secondary, municipal, and fieldwork)	March 2017-April 2017
Data analysis (existing conditions and strengths, weaknesses, opportunities, and threats [SWOT])	April 2017
Prepare a framework for implementation, including goals/objective, focus areas, maps/illustrations, 5-year action plan, and recommendations	May 2017
Presentation of results to the Board of Selectmen	June 2017
Deliver final report	June 30, 2017

STAFFING

The following CMRPC and PVPC staff will be assigned to the 2017-2022 Economic Development Strategic Plan:

Christopher J. Ryan, Ph.D., AICP (Lead Project Manager)

Christopher J. Ryan, Ph.D., AICP is the Program Manager of the Community Development and Planning Division at CMRPC. Dr. Ryan has over 30 years of professional planning experience with communities such as New York, NY; Brookline, MA, Shaker Heights, OH; the New Jersey Meadowlands Commission, and the Metropolitan Area Planning Council in Boston. He also is an adjunct professor at Clark University. Dr. Ryan received a Bachelor's degree from Miami University, Masters from Georgia Tech, and his Ph.D. from Antioch University New England. Dr. Ryan has extensive experience in economic development having served as the Economic Development Director of Ayer, MA as well as served as the economic development manager for a number of Massachusetts communities. In these roles, Dr. Ryan has developed economic development policy plans, economic development chapters of master plans, assisted in the development of regional prioritization plans, and developed or assisted on Priority Development Area specific plans. He also has experience developing and updating comprehensive or master plans, zoning bylaws (Brookline, MA), open space and recreation plans (e.g. Peabody, MA and Ayer, MA), and other smart growth tools.

James M. Mazik, Deputy Director, AICP

James M. Mazik is the Deputy Director for Operations at PVPC. He provides local government and non-profit consulting services to public and private sector clients in several areas including grant writing, procurement, state and federal compliance, grants administration, general municipal administration/management, planning (land use, open space, ADA transition), zoning, state/federal liaison, budgeting, project development, project management and preparation of planning and technical reports. He has a Masters in Natural Resource Planning from the University of Vermont and has

professional memberships with the American Planning Association and American Institute of Certified Planners. He has experience in economic target area planning and development and downtown revitalization.

Jeffrey Bagg, Principal Planner

Jeffrey Bagg is a Principal Planner in CMRPC's Community Development and Planning Division. His areas of expertise include land-use planning, municipal planning, and economic development. Jeffrey's experience includes eight years working for the Town of Amherst. While in Amherst Jeffrey represented the Town of Amherst at a regional economic development group, led a bus tour as part of a developers conference, and helped the Town implement economic development goals from the Towns Master Plan. In addition, Jeffrey worked on assisting new businesses navigate the permitting process and participated in the creation of a permit administrator position to streamline permitting processes for applicants and bridge the gap between various town departments.

Lawrence B. Smith, Senior Planner

Lawrence B. Smith is a Senior Planner at PVPC, specializing in land use and zoning. In this capacity, he provides technical planning and zoning assistance to 43 communities in Western Massachusetts, develops strategic master plans for local communities, assists communities in public outreach and education on planning issues, and assists in the development of the regional land use plan and smart growth tool kit. Prior to joining PVPC Mr. Smith served as Director of Community Development for the City of Westfield, Planning Consultant for the Town of Pelham, and Community Development Director for the Town of Palmer, among other positions.

Lori A. Tanner, Senior Economic Development/ Policy Analyst

Lori A. Tanner is a Senior Economic Development/ Policy Analyst at PVPC. In this role Ms. Tanner manages and administers a variety of economic development initiatives, including PVPC's Comprehensive Economic Development Strategy (CEDS), Community Development Block Grants (CDBG), and creative economy and scenic byways studies. Prior to joining PVPC and rising through its ranks, she served as Consultant to the American Farmland Trust in Northampton, Consultant to the Town of Sunderland, and held a variety of positions of the Dutchess County Department of Planning and Economic Development (Poughkeepsie, NY).

Erica L. Johnson, AICP

Erica L. Johnson is a Senior Planner/ Manager in the Community Development department at PVPC. She has experience in grant writing and program management including Community Development Block Grants. He has worked with the MA Department of Public Health, MassWorks Infrastructure Program, and Department of Homeland Security. Interagency Council on Housing & Homelessness, and the Federal Highway Administration – National Scenic Byway Program and the MA Cultural Council

Molly Goren-Watts, MPPA

Molly Goren-Watts is a Principal Planner & Manager of Regional Info & Policy Center at PVPC. She collects, maintains and analyzes regional datasets to help direct regional planning strategies, grants and development projects. In this position, she organized and currently leads a national award winning regional data sharing partnership with economic development and workforce organizations to enhance efficiency of access to relevant data for analysis and strategic planning. Additionally, she has a Master's in Public Policy and Administration from the University of Massachusetts Amherst.

Dominique DuTremble, Assistant Planner

Dominique DuTremble is an Assistant Planner in CMRPC's Community Development and Planning Division. As CMRPC's Economic Development Program Coordinator, she specializes in commercial

district development, the creative economy, and community engagement. Since joining CMRPC in 2013, Ms. DuTremble has assisted communities with creative placemaking, agricultural development initiatives, municipal finance, priority development area studies, and a host of other economic development-based projects. She has five years of public sector experience, including work at the municipal, federal, and quasi-public levels. Ms. DuTremble also worked as Interim Town Planner in the Town of Dudley in 2016 as part of CMRPC's Local Technical Assistance (LTA) Program. She holds a bachelor's degree in Political Science and a Master's Degree in Community Development and Planning, both from Clark University.

Emily Glaubitz, Intern

Emily Glaubitz is an intern with CMRPC's Community Development and Planning Division. With a B.A. in Geography and a M.A in Community Development and Planning (both from Clark University), Ms. Glaubitz is a versatile planner versed in economic development, public health, and mapping. Her expertise includes zoning, community development finance, rural development, and GIS.

PRICE PROPOSAL

This will be a 312.5 hour project, roughly allocated as follows:

Task		Hours
A Orientation (18 hrs)	Preliminary research	5
	Meet with Planning Board to review economic development priorities, past economic development efforts, targeted areas, and other economic development initiatives	6
	Travel	7
B Public Forum (50 hrs)	Event planning	10
	Event marketing (outreach)	10
	Mapping	10
	Event and facilitation	10
	Travel	7
	Transcription (summary)	3
C Interviews and Focus Groups (33 hrs)	Elected/ appointed officials	10
	Primary economic development stakeholders group meetings	10
	Blackstone Valley Chamber of Commerce	1
	MA Office of Business Development (MOBD)	1
	Mass Development	1
	Travel	5
	Transcription (summary)	5
D Data Collection (23 hrs)	Secondary data collection, including local, regional, and state demographics, workforce and employment statistics, industry trends, past plans, and other topics	7
	Primary data collection, including assessor's information, accounting data, municipal procedures, zoning, and other sources	7
	Visually assessment of retail mix, downtown conditions, vacancy rates, walkability, and other conditions	7
	Travel	2

E Analysis (79 hrs)	Based on interviews, data collection, and reviews of existing and past plans, write up existing conditions analysis	15
	Identify preliminary issues, opportunities, threats, strengths and weaknesses to be developed further in SWOT analysis.	10
	Map existing conditions	12
	Evaluate preliminary strengths, weaknesses, opportunities, and threats	20
	Finalize SWOT and develop supporting narrative	15
	Review draft analyses with Committee*	2
	Make edits to draft analyses	5
F Framework for Implementation (78 hrs)	Develop framework for implementation, including goals and objectives, a 5-year action plan, and recommendations	55
	Review draft framework with Committee*	2.5
	Travel	2
	Make edits to draft framework	14
	Review edits with Committee	2.5
	Travel	2
G Final Presentation to the Planning Board (26 hrs)	Presentation planning and preparation	13
	Implementation	6
	Travel	2
	Event summary	5
H Prepare final report (5.5 hrs)	Production, including procuring printing services	5.5
Total Hours		312.5

*Assumption of project committee being established.

Budget:

Total budget: 312.5 hours at \$80/ hour (\$25,000)

DELIVERABLES

- Three (3) or more hardbound/spiral bound (or similar) colored prints of the completed Economic Development Strategic Plan;
- One (1) flash drive containing (1) electronic-version of the approved EDSP on CD including additional files of any imagery, photographs, diagrams, charts & mapping; and
- One (1) formatted/bookmarked PDF of the final EDSP

CONCLUSION

Given our combined experience and knowledge of the Town, we are confident CMRPC and PVPC can provide Northbridge with an Economic Development Strategic Plan swiftly, on budget, and of the finest quality. Please feel free to contact us with any questions or to discuss your project needs.

EXECUTION

We, the undersigned, do hereby agree to the terms of service outlined in this document:

Theodore Kozak, Town Manager
Town of Northbridge, Massachusetts

Date: _____

Janet A. Pierce, Executive Director
Central Massachusetts Regional Planning Commission

Date: _____

APPENDIX A, RELEVANT PROJECT EXPERIENCE

The following list provides a snapshot of relevant CMRPC and PVPC project experience

Regional and Subregional Comprehensive Plans

- Blackstone Valley Freight Rail Planning Study and Feasibility Analysis- CMRPC (2016)
- Driving Economic Growth Through Freight-based Economic Development: The Worcester Regional Freight-Based Economic Development Site Selection Project- CMRPC (2015)
- Rural 11 Comprehensive Prioritization Plan- CMRPC (2013)
- Blackstone Valley Comprehensive Prioritization Plan- CMRPC (2012)
- Central 13 Comprehensive Prioritization Plan- CMRPC (2012)
- 495/Metrowest Compact- CMRPC (2011)
- Greater Worcester Area Comprehensive Economic Development Strategy - CMRPC (2000-2015)
- Pioneer Valley Comprehensive Economic Development Strategy- PVPC (1996-2016)
- Pioneer Valley Plan for Progress: Economic Strategies for the Region 2015-2025- PVPC (2015)
- Town of Agawam Economic Development Plan- PVPC (2010)
- Rethinking Downtown Westfield: Comprehensive Downtown Housing and Economic Development Action Plan- PVPC (2009)
- A Demographic and Economic Analysis of the City of Springfield- PVPC (2006)
- Pioneer Valley Plan for Progress: Economic Strategies for the Region- PVPC (2004)
- Ware Strategic Plan (2001)
- Northampton-Easthampton Economic Development Strategy (1998)

Master Plans with Economic Development Chapters

- West Brookfield Master Plan- CMRPC (currently underway)
- Mendon Master Plan- CMRPC (currently underway)
- West Boylston Master Plan Update- CMRPC (2014)
- Auburn Master Plan- CMRPC (2012)
- Paxton Master Plan- CMRPC (2008)
- North Brookfield Master Plan- CMRPC (2007)
- Southampton Master Plan- PVPC (2013)
- Hatfield Master Plan- PVPC (2012)
- Monson Master Plan Supplement- PVPC (2012)
- Hatfield Master Plan- PVPC (2001; 2012)
- Jacob's Ladder Trail Corridor Management Plan II- PVPC (2009)
- Route 112 Scenic Byway Corridor Management Plan- PVPC (2009)
- Easthampton Master Plan- PVPC (2008)
- Granby Master Plan- PVPC (2008)
- Executive Order 418 Community Development Plans for 32 communities in the Pioneer Valley (oversaw 14 by consultants; PVPC did 18)- PVPC (2003-2004)
- Ware Strategic Plan- PVPC (2001)
- Holyoke Master Plan- PVPC (1999)
- Southwick Master Plan- PVPC (1997)

Other Economic Development Studies

- Westborough State Hospital Priority Development Area Study- CMRPC (2016)
- Worcester Union Hill Design Guidelines- CMRPC (2016)
- Downtown Worcester Parking and Transit Study- CMRPC (2016)

- Town of North Brookfield: Downtown Central Business Priority Development Area Study- CMRPC (2015)
- Grafton Worcester Street Commercial Corridor, Visual Preference Survey- CMRPC (2015)
- Millville Town Center Opportunities & Constraints Study- CMRPC (2015)
- Paxton Village Center Overlay Visual Preference Survey- CMRPC (2014)
- Auburn and Oxford Freight Rail Pilot Study and Feasibility Analysis- CMRPC (2014)
- Millbury and Sutton Route 146 Priority Development Area Study- CMRPC (2014)
- Town of Shrewsbury – Glavin Center Priority Development Area Study- CMRPC (2014)
- Gambling on Development: Warren Casino Study- CMRPC (2010)
- Sturbridge Route 20 Commercial Tourism District Study- CMRPC (2009)

- Economic Impact of Westfield State University- PVPC (2016)
- Easthampton City Arts Project Evaluation Report- PVPC (2012)
- Data Digest: The Economic Impact of Human, Social, and Health Service Organizations in the Pioneer Valley- PVPC (2011)
- Data Digest: The Creative Economy of the Pioneer Valley- PVPC (2009)
- 2008 Major Employers- PVPC (2009)
- 2003 Major Employers Inventory- PVPC (2003)

TOWN MODERATOR APPOINTMENTS

PER CHARTER

K

Section 2-2 Presiding Officer

The moderator, elected as provided in section 3-4, shall preside at all sessions of the town meeting. Annually, at the first session of the spring town meeting, **the moderator shall appoint a deputy moderator to serve as acting moderator in the event of the temporary absence or disability of the moderator.** The appointment of a deputy moderator shall be subject to ratification by the town meeting.

Section 2-3 Committees

(a) **In General** - Subject to the provisions of this charter and such by-laws or other town meeting votes regarding committees as may be provided, **the moderator shall appoint for fixed terms the members of such committees of the town meeting, special or standing, as may from time to time be established.** In addition to such specific powers, duties and responsibilities as may be provided to a town meeting committee by the by-law or vote establishing it, each such committee when acting within the scope of its authority shall have a right to examine the pertinent records of any town agency and to consult with, at reasonable times, any town officer, employee or agent.

(b) **Finance Committee** - **There shall be a finance committee the members of which shall be appointed by the moderator.** The number of members, the term of office and any other conditions of appointment or service as may be deemed necessary or desirable shall be established by by-law. The subject matter of all proposals to be submitted to a town meeting by warrant articles shall be referred to the finance committee by the board of selectmen at the earliest practicable time following their receipt by the board of selectmen. The finance committee shall report its recommendations on every article contained in a town meeting warrant, in writing, together with a brief statement of the reasons for each such recommendation. Provisions for the distribution of such report shall be made by by-law. Before preparing its recommendations the finance committee shall hold one or more public meetings to permit public discussion of the subject matter of all articles contained in the warrant. A meeting notice shall be posted in the office of the Town Clerk, on the town bulletin board, town website, and in at least one public place in each precinct. The finance committee shall have such additional powers and duties as may be provided by general law or by by-law.

Section 3-4 Town Moderator

(a) **Term of Office** - There shall be a town moderator elected for a term of three years.

(b) **Powers and Duties** - The town moderator shall be the presiding officer of the town meeting, as provided in section 2-2, regulate its proceedings and perform such other duties as may be provided by general law, by charter, by by-law or by other town meeting vote.

The moderator shall appoint the finance committee, all other standing committees of the town meeting, and all committees authorized by the town meeting for a primary legislative purpose.

Section 4-1 Screening Committee; Appointment; Qualification; Term

(a) Screening Committee- The board of selectmen shall appoint a town manager from a list prepared by a screening committee. A screening committee shall be established whenever the office of town manager is vacant for the purpose of soliciting, receiving and evaluating applications for the position of town manager.

The language in red below was revised by a new bylaw under Article 7 of the FATM 10.25.11

Until such time as some other provision is made by bylaw the screening committee shall consist of five persons who shall be chosen as follows: the school committee and the personnel board shall each designate one person, and ~~three~~ **two** persons shall be chosen by the town moderator. Persons chosen by the said agencies may, but need not, be members of the agency by which they are designated: the town moderator may, insofar as it may be feasible so to do, appoint persons who will broaden the membership base of the committee to be most representative of the demographic and occupational base of the town.

Section 8-9 Periodic Review, Charter and By-Laws

(a) Charter Review - At least one in every ten years, in each year ending in a zero, a special committee to consist of nine members shall be established for the purpose of reviewing this charter and to make a report, with recommendations, not later than at the fall town meeting in the year following the year in which the said committee is appointed concerning any proposed amendments which said committee may determine to be necessary or desirable. The committee shall consist of nine members who shall be chosen as follows: the board of selectmen, the finance committee and the school committee shall each designate two persons, the planning board shall designate one person, **and two persons shall be appointed by the town moderator.** Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. The committee shall meet to organize forthwith following the final adjournment of the spring town meeting.

(b) By-Law Review - The board of selectmen shall at five year intervals, in each year ending in six, or in one, cause to be prepared by a special committee appointed for that purpose, a proposed revision or recodification of all by-laws of the town which shall be presented to the town meeting for reenactment not later than at the fall town meeting in the year following the year in which the said committee is appointed. **The by-law review committee shall consist of two persons appointed by the town moderator,** two persons appointed by the board of selectmen and one person appointed by the planning board. Persons appointed by the said agencies may, but need not, be members of the agency by which they are designated. The said committee in its final or in an interim report shall include recommendations for such substantive change in town by-laws as it deems necessary or advisable. The review of town by-laws shall be in conjunction with the town counsel, or, by special counsel retained for that purpose. Subsequent to enactment by the town meeting, copies of the revised by-laws shall be forwarded to the attorney general of the commonwealth for approval, and they shall be otherwise published, all as required by general laws. Copies of the revised by-laws shall be made available for distribution to the public at a charge not to exceed the actual cost, per copy, of reproduction.

TOWN MODERATOR APPOINTMENTS

PER TOWN BYLAWS

§ 2-602. Powers and duties.

The Town Moderator shall be the presiding officer of the Town Meeting, as provided in Charter Section 2-2, regulate its proceedings and perform such other duties as may be provided by general law, by charter, by bylaw or by other Town Meeting vote.

The Town Moderator shall appoint the Finance Committee, all other standing committees of the Town Meeting, and all committees authorized by the Town Meeting for a primarily legislative purpose.

§ 3-202. Appointments and vacancies.

The Moderator shall make an appointment to fill any vacancies in the Finance Committee within 30 days after such vacancies occur.

§ 4-304. Building, Planning and Construction Committee. [Amended 5-4-1999 ATM, Art. 16; 10-24-2006 ATM, Art. 23; 10-25-2011 ATM, Art. 7]

A. Establishment. The Building, Planning, and Construction Committee consists of seven members.

B. Mode of appointment. Three members shall be appointed by the Board of Selectmen for terms of three years each, so arranged that the term of one such appointee shall expire each year, and **three members shall be appointed by the Town Moderator for terms of three years each**, so arranged that the term of one such appointee shall expire each year. The seventh member shall be appointed by the School Committee for a term of three years. The appointee of the School Committee shall be a member of the School Committee or its designee. If the appointee of the School Committee is a member of the School Committee and ceases to be a member of the School Committee during his/her term, such appointee's term on the Committee shall be deemed to be automatically terminated as a result on the date thereof, and the School Committee shall appoint a successor to serve for the remainder of such term. The Committee shall include in its membership a registered professional engineer or an architect, an attorney, and a person employed in the construction industry or a related trade or profession.

§ 4-321. Town Manager Screening Committee. [Added 10-25-2011 ATM, Art. 7]

A. Establishment. A Town Manager Screening Committee of five members shall be established whenever the office of Town Manager is vacant for the purpose of soliciting, receiving and evaluating applications for the position of Town Manager.

B. Mode of appointment. **Two members shall be appointed by the Moderator**, one member shall be appointed by the School Committee, one member shall be appointed by the Personnel Board and one member shall be appointed by the Planning Board.

C. Authorities and responsibilities. The Screening Committee shall review all applications that are received by it, screen all such applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary, desirable or expedient.

D. Interrelationships. Not more than 120 days following the date on which the Committee meets to organize, the Committee shall submit to the Board of Selectmen the names of not fewer

than three nor more than five persons whom it believes to be best suited to perform the duties of the office of Town Manager.

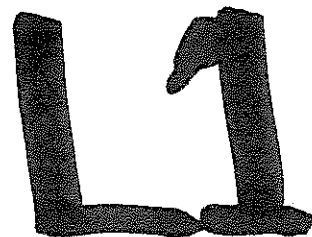
E. Dissolution. Upon the appointment of a Town Manager, the Committee established hereunder shall be considered discharged.

TOWN MANAGER'S REPORT – February 27, 2017

1. **Announcement:** Linda Zywień, Asst. Town Clerk, has earned her Certified Municipal Clerk designation.
2. **Shaw's Grand Re-Opening** - Attended the Shaw's Grand re-opening on Friday, February 17, 2017 along with Police Chief Warchol, and Fire Chief Nestor. Both the Police Department and the Fire Department received donations in the amount of \$250, which the Town is grateful for. Shaw's management expressed great gratitude towards the Northbridge community and are extremely happy to present the newly redesigned Northbridge store.
3. **Historic District Meeting Reminder** - The Property Owners Information & Feedback Meeting is scheduled for Thursday, March 16, 2017 at 7:00 PM at the Town Hall. A copy of the invitation was provided in the Selectmen's packet.
4. **DPW Facility Update** - The design documents are at 90% complete and are due to be 100% complete the first week of March. Once completed the proposal will go out to bid. As of right now construction is set for late spring.
5. **Great Hall Restoration Project - Status/Update** - The Abatement work done by Baystate Contracting Services, Inc. is complete. The Plaster Stabilization & Restoration work, which will be completed by Westmill Preservation Services is currently underway. Following the Plaster completion, the Paint Restoration is scheduled to commence within the next few weeks, and will be done by Fox Painting Company. The restoration work is expected to be completed by June 2017.
6. **World War I Memorial Update** - The Rockdale World War I Memorial restoration bids came back over budget. For that reason they will be rebid, and are due to the Town Manager's Office on Wednesday, March 15th, 2017 by 11:59 am. Any companies interested in submitting bid packets may contact the Town Manager's Office at 508-234-2095 or visit the town's website at www.northbridgemass.org.

Linda Zywień

From: Ashley DiBlasi <ashley@iimc.com>
Sent: Wednesday, February 15, 2017 2:11 PM
To: Linda Zywień
Subject: Congratulations on your CMC Designation



International Institute of Municipal Clerks
Professionalism in Local Government

02/15/2017

Dear Linda B. Zywień, CMC:

Congratulations! It is my pleasure to inform you that you have fulfilled all the requirements of the Certified Municipal Clerk (CMC) Program of the International Institute of Municipal Clerks (IIMC) and have earned your CMC designation. Your certificate and your pin will be shipped to you today.

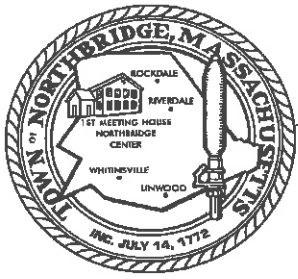
The CMC is more than a pin, a certificate and three letters at the end of your name. It is a declaration that you are proficient in your important position and that you have demonstrated mastery of administrative skills critical to good government.

Please know that you also have the option of enrolling in the MMC program to become a Master Municipal Clerk (MMC). If you decide to do so, please review the [MMC information](#) available on the IIMC website.

I extend my warmest congratulations to you and wish you all the best in your professional endeavors.

Please take a moment to share your certification journey with IIMC by filling out the [Certification Questionnaire](#) for possible publication in an upcoming edition of the IIMC News Digest.

Ashley DiBlasi
Certification Manager
IIMC Education Department



LOCAL HISTORIC DISTRICT STUDY COMMITTEE

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

L.3

February 13, 2017

TO: Property Owners of Proposed Local Historic District -Whitinsville, Mass 01588

FROM: Local Historic District Study Committee

SUBJECT: **PROPERTY OWNERS INFORMATIONAL AND FEEDBACK MEETING**
March 16, 2017 (7:00 P.M.)
Northbridge Memorial Town Hall -Selectmen's Room
7 Main Street, Whitinsville, MA 01588

Dear Property Owner(s):

The industrial village of Whitinsville, Massachusetts has been chosen as one of the 4 nodes of the Blackstone River Valley National Park by Congressional Act in December of 2014. It is quite an honor that Whitinsville is considered such an important part of our nation's history. Whitinsville reflects the growth of a paternalistic mill village from the beginnings of the Industrial Revolution right up through the 1950's. This story can be told through the architectural skeleton that remains even though the inner workings have all changed. We have one of the best preserved mill villages in the nation.

The National Park Service is moving forward with a program and plans to develop in the Village of Whitinsville and to bring in tourists to visit our exceptional village. They would like us to establish some boundaries in a Local Historic District in which they can tell this important story to visitors in the Blackstone River Valley National Park. It is with that request that the Northbridge Board of Selectman have appointed a study committee to do a preliminary survey and study of establishing such a Local Historic District. The committee has looked at what might be a feasible boundary which includes 19 properties surrounding beautiful Memorial Square in Whitinsville. Your property is possibly one of the 19 properties where the National Park Service could tell the story of how our mill village developed and was an important part of our nation's history. Everything is preliminary and we would like to work with all the property owners and get their feedback and recommendations. We also want to answer all their questions and clear up any misconceptions.

With that in mind, we have set up an informational meeting for property owners on March 16, 2017 at 7 P.M. in the Selectmen's room where we will present a program with the National Park People for property owners to better understand a Local Historic District and answer any questions you may have. Hopefully, you will be able to make this informational meeting. If you are unable to make it, I will be happy to individually sit down with you and cover the entire program and answer all your questions. Just contact me, Ken Warchol at 508-680-3440 or kenwarchol2@msn.com.

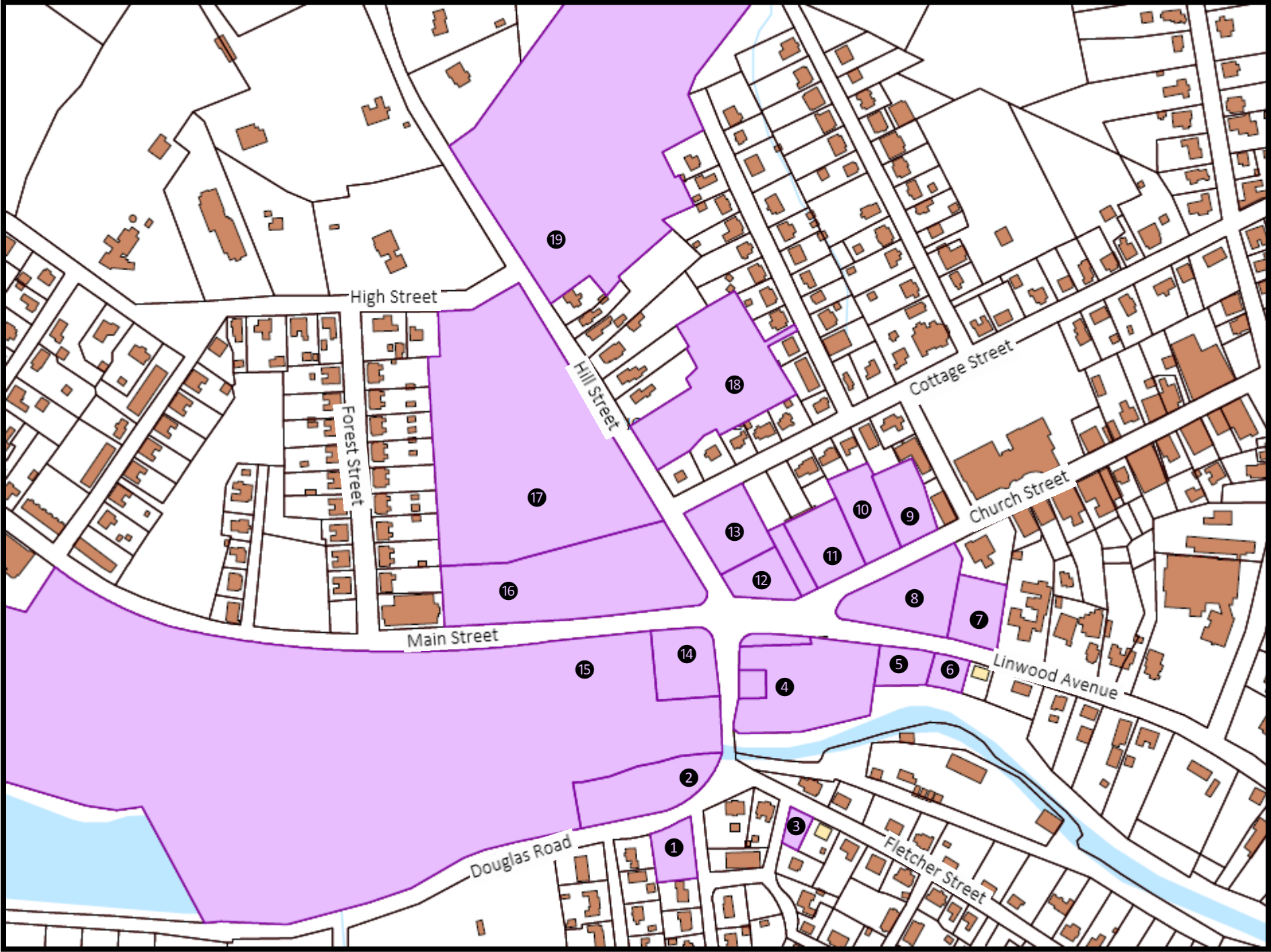
As the Chairman of the Northbridge Historical Commission for the past 35 years, I have always worked for what is best for the Town of Northbridge in preserving our history and heritage and will continue to do that as Town Historian. I hope to see you all there on the 16th of March.

Sincerely,

Ken Warchol, Chairman
Local Historic District Study Committee

Northbridge Historical Society 1 Elm Place Whitinsville, MA 01588 (4A-46)	Village Congregational Church Parsonage PO BOX 217 Whitinsville, MA 01588 (15A-136)
Alternatives Unlimited 54 Douglas Road Whitinsville, MA 01588 (2-7)	Vincent J Osterman, Trustee Pioneer Valley RE Trust PO BOX 29 Whitinsville, MA 01588 (15A-132)
Ida & Henry Barnatt 18 Fletcher Street Whitinsville, MA 01588 (4A-50)	Town of Northbridge 7 Main Street Whitinsville, MA 01588 (15A-131)
Schochet-Whitinsville Assoc. 536 Granite Street Suite 301 Braintree, MA 02184 (5-75)	Town of Northbridge 7 Main Street Whitinsville, MA 01588 (2-9)
Randall Morin 24-26 Linwood Avenue Whitinsville, MA 01588 (5-74)	Whitinsville Redevelopment TR 1 Main Street Whitinsville, MA 01588 (2-10)
HUS, LLC c/o Chris Anderson 155 Hull Street Cohasset, MA 02025 (5-73)	Town of Northbridge -Library 17 Church Street Whitinsville, MA 01588 (15A-135)
Terry & Richard Lyman 32 Linwood Ave Whitinsville, MA 01588 (5-80)	G.M. Whitin Community Center 60 Main Street Whitinsville, MA 01588 (7-223)
Trinity Episcopal Church 31 Linwood Ave Whitinsville, MA 01588 (14A-35)	James M Knott, Sr. 456 Hill Street Whitinsville, MA 01588 (15-7)
Town of Northbridge 7 Main Street Whitinsville, MA 01588 (14A-34)	G.M. Whitin Community Center 60 Main Street Whitinsville, MA 01588 (7-224)
Village Congregational Church PO BOX 217 Whitinsville, MA 01588 (15A-134)	Heather Reiter Carr, Trustee 46 Hill Street Whitinsville, MA 01588 (15A-7)

WHITINSVILLE HISTORIC DISTRICT



Notes / Comments:

No.	Street Address (Assessor ID)	Common Name / <i>(example of)</i>	Date of Construction (Circa)	Property Owner Mailing Address	Existing MHC Form B (Yes/No)
1	1 Elm Place (4A-46)	Fletcher House	1770	Northbridge Historical Society 1 Elm Place Whitinsville, MA 01588	Yes
2	54 Douglas Rd (2-7)	Paul Whitin Mill	1826	Alternatives Unlimited 54 Douglas Road Whitinsville, MA 01588	Yes
3	18-20 Fletcher St (4A-50)	Worker Housing	1826	Ida Barnatt & Henry Barnatt 18 Fletcher Street Whitinsville, MA 01588	Yes
4	17 Douglas Rd (5-75)	Granite Cotton Mill	1845	Schochet-Whitinsville Assoc. 536 Granite Street Suite 301 Braintree, MA 02184	Yes
5	24-26 Linwood Ave (5-74)	Worker Housing	1845	Randall Morin 24-26 Linwood Avenue Whitinsville, MA 01588	Yes
6	30-32 Linwood Ave (5-73 & 5-80)	Worker Housing	1845	HUS, LLC c/o Chris Anderson 155 Hull Street Cohasset, MA 02025 (and) Terry & Richard Lyman 32 Linwood Ave Whitinsville, MA 01588	Yes
7	31 Linwood Ave (14A-35)	Trinity Episcopal Church	(1911) 1929	Trinity Episcopal Church 31 Linwood Ave Whitinsville, MA 01588	Yes
8	Church Street (14A-34)	Town Common Civil War Memorial	1905	Town of Northbridge 7 Main Street Whitinsville, MA 0158	Yes
9	Church Street (15A-136)	Congregational Parsonage	1835	Village Congregational Church PO BOX 217 Whitinsville, MA 01588	Yes
10	17 Church Street (15A-135)	Whitinsville Social Library	1913	Town of Northbridge -Library 17 Church Street Whitinsville, MA 01588	Yes
11	Church St (15A-134)	Congregational Church	1898	Village Congregational Church PO BOX 217 Whitinsville, MA 01588	Yes
12	1 Memorial Square (15A-132)	Whitinsville Savings Bank	1905	Vincent J Osterman, Trustee PO BOX 29 Whitinsville, MA 01588	Yes
13	14 Hill Street (15A-131)	Aldrich School	1890	Town of Northbridge 7 Main Street Whitinsville, MA 01588	Yes
14	7 Main Street (2-9)	Northbridge Memorial Town Hall	1876	Town of Northbridge 7 Main Street Whitinsville, MA 01588	Yes
15	1 Main Street (2-10)	Whitin Machine Works	1847 & 1864 (Office)	Whitinsville Redevelopment TR 1 Main Street Whitinsville, MA 0158	Yes
16	60 Main Street (7-223)	Whitin Community Center	1922	G.M. Whitin Community Center 60 Main Street Whitinsville, MA 01588	No
17	61 Hill Street (7-224)	J. C. Whitin Estate	1876	G.M. Whitin Community Center 60 Main Street Whitinsville, MA 01588	Yes
18	46 Hill Street (15A-7)	Gustavus Taft House	1875	Heather Reiter Carr, Trustee 46 Hill Street Whitinsville, MA 01585	Yes
19	120 Hill Street (15-7)	Oakhurst	1890	James M Knott, Sr. 456 Hill Street Whitinsville, MA 01588	Yes
20					