

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
November 6, 2017 AT 7:00 PM**

REVISED

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES:

- A. 1)** September 11, 2017 **2)** September 25, 2017 **3)** October 16, 2017 Executive Session
4) October 24, 2017 FATM

II. PUBLIC HEARING:

- B. 7:05 FY'18 Tax Rate Classification Hearing/Present:** Robert Fitzgerald, Principal Assessor

III. APPOINTMENTS/Resignations

IV. CITIZENS' COMMENTS/INPUT:

- C. Local Business Spotlight:** Envision Digital Group, Kham Inthirath, CEO
D. Jeannie Hebert, President & CEO, Blackstone Valley Chamber of Commerce 1) Shop Small Saturday
2) Blackstone Valley Education Hub Grant

V. DECISIONS:

- E. 1)** 2018 Selectmen's Meeting Schedule/Vote to approve **2)** 2018 Holiday Schedule/Vote to approve
F. Town Clerk/Request to hang a banner across Church Street 1) Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. **2)** Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018. **3)** Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018
G. Dog Orphans Humane Society/Request to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM
H. Gary's Variety, 2201 Providence Road, Whitinsville, MA 01588/Notice of intent to install a KENO To Go monitor
I. Massachusetts Electric Company - Grant of Easement for 11 Fletcher Street, Northbridge MA/Vote to sign
J. Estate of Viola M. Willard/Bequest of lot #115-B (2-grave cemetery lot) to the Town of Northbridge /Vote to assent to the appointment of Henry A. Blanchette as Personal Representative

VI. DISCUSSIONS:

- K. School Building Project Update/Present:** Joseph Strazzulla, School Committee
L. Local Historic District Study Committee/Present: Kenneth Warchol, Chairman, Historical Commission & Gary Bechtholdt, Town Planner
M. Boot Drive Policy (Revision)

VII. TOWN MANAGER'S REPORT:

- N. 1)** Meetings Attended
2) School Building Project Update
3) DPW Garage Project
4) Fire Station Project (Feasibility Study)
5) Other ongoing tasks

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

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

BOARD OF SELECTMEN'S MEETING
September 11, 2017

AI

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

Chairman Ampagoomian welcomed and introduced the new Town Manager Adam Gaudette.

The Pledge of Allegiance was recited by those present.

Chairman Ampagoomian asked for a moment of silence in remembrance of the September 11, 2001 attack on the twin towers and World Trade Center.

APPROVAL OF MINUTES: July 17, 2017. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the July 17, 2017 minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING: 7:05 PM - National Grid Company/Petition requesting the installation of one new pole approximately 30' from existing pole 1 to service the new Town of Northbridge DPW building and to avoid crossing through the neighbor's driveway. Present: Crystal Tognazzi, Field Engineer. Chairman Ampagoomian read aloud the public hearing notice. A motion/Mr. Marzec, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Ms. Tognazzi advised that National Grid was contacted by the Northbridge Department of Public Works to provide new service at 11 Fletcher Street. She explained the Company is requesting the installation of a new pole to be located about 30' from an existing pole and the installation of an anchor behind the pole to be used as a riser pole to serve an underground pad mount transformer for the property. Mr. Shuris, DPW Director, added that the utility pole crosses behind private property, but with the line being run at the end of the drive it would clean up the wires. There were no comments from those present. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Nolan, seconded/Mr. Marzec to approve National Grid's request to install one new pole approximately 30 feet from the existing pole 1 and an anchor behind the pole to service the DPW at 11 Fletcher Street. Vote yes/Unanimous.

APPOINTMENTS/By the Board of Selectmen [Vote to appoint]: 1) Steven Von Bargaen, Safety Committee [School Dept. Rep.]. Mr. Von Bargaen introduced himself and explained he comes from Oxford, Ohio and relocated to the Town of Northbridge to be closer to family. He mentioned he looks forward to working with the Town and hopes to bring great changes to the district as economically affordable as possible. A motion/Mr. Marzec, seconded/Mr. Melia to appoint Steven Von Bargaen to the Safety Committee as the School Department's Representative. Vote yes/Unanimous.

By the Town Manager [Vote to affirm]: 1) Rebecca Sasseville, Interim Library Director. Present: Jennifer Woodward, Library Director. Ms. Woodward stated that Ms. Sasseville will be the Interim Library Director until the end of the year, June 30, 2018. **2) Michelle Mowry, Senior Library Asst.** Ms. Woodward stated that Ms. Mowry is currently a Junior Library Assistant and this will be a well-deserved promotion. **3) Bethany Walker Junior Library Asst.** Ms. Woodward explained that Ms. Walker would be replacing the Ms. Mowry's Junior Library Assistant position and mentioned she was also the winner of the recent Harry Potter Trivia contest. A motion/Mr. Marzec, seconded/Mr. Melia to affirm the appointments of Rebecca Sasseville, Interim Library Director; Michelle Mowry, Senior Library Asst., and Bethany Walker, Junior Library Asst. Vote yes/Unanimous. **4) Arthur Ferreira, Operator in Training/ Present: Mark Kuras, Sewer Superintendent.** Mr. Kuras explained that over the last few months he had two employees resign and the candidates present tonight would be filling those vacancies. Mr. Ferreira explained that he has been working for a moving company driving trucks and that he had also received a

promotion with Home Depot as a truck driver. He stated that he also plows in the winter for the Town and mentioned he looks forward to his career with the Town of Northbridge. **5) Matthew Gjeltema, Operator in Training.** Mr. Gjeltema stated that he has been working at a lumber company for the last 15 years and would like to advance his career. He stated that he is a lifelong resident of Northbridge and looks forward to working in the town he lives in. A motion/Mr. Nolan, seconded/Mr. Marzec to affirm the Town Manager's appointments of Arthur Ferreira and Matthew Gjeltema as Operators in Training. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT: None

Wilson Street [Presidential Farms Estates]/Vote intent to layout Wilson Street as a public way. Town Planner, Gary Bechtholdt, explained that both this and the following item are street acceptance articles that will be considered at the Fall Annual Town Meeting. He said that the first step in the street acceptance process is for the Board to lay out the roads. Tonight, he is seeking for the Board to vote their intent to lay out both Wilson Street and a portion of Roosevelt Drive and refer it to the Planning Board for their recommendation. Mr. Bechtholdt added that Town Counsel is currently working with the developer's attorney in finalizing the conveyance documents. He stated that in the event the developer is not able to provide a clear title to the layouts, the recommendation of the Planning Board would be not to lay it out and withdrawal of the warrant articles. Mr. Bechtholdt mentioned the Planning Board is scheduled to meet tomorrow night and they will find out where the layouts stand in regards to both Wilson Street and Roosevelt Drive. He then pointed out in addition to the legal documents, the Board is working with the developer, DPW, and the engineer on finalizing punch list items prior to the acceptance. A motion/Mr. Melia, seconded/Mr. Athanas to vote their intent to layout Wilson Street located in Presidential Farms Estates as a public way based on the recommendation of the Planning Board. Vote yes/Unanimous.

Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote intent to layout a portion of Roosevelt Drive as a public way. Mr. Bechtholdt explained that the portion of the road being laid out goes from Lincoln Circle to the cul-de-sac through Wilson Street, phases 3 and 4. A motion/Mr. Melia, seconded/Mr. Marzec to vote their intent to layout a portion of Roosevelt Drive located in Presidential Farms Estates as a public way based on the recommendation of the Planning Board. Vote yes/Unanimous.

St Patrick's Church [Annual Fall Family Fun Fest]/Request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest. A motion/Mr. Marzec, seconded/Mr. Melia to approve St. Patrick's request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest subject to any conditions set forth by the Northbridge Police Department. Vote yes/Unanimous.

Northbridge Association of Churches/Request to hold the 43rd annual Blackstone Valley Crop Walk For Hunger on Saturday, October 21, 2017 at 9 AM. A motion/Mr. Marzec, seconded/Mr. Athanas to approve the Northbridge Association of Churches request to hold the 43rd annual Blackstone Valley Crop Walk on Saturday, October 21, 2017 at 9 AM subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Unanimous.

Alternatives Unlimited, Inc./Request permission to hold the 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018. A motion/Mr. Marzec, seconded/Mr. Nolan to approve Alternatives' request to hold the 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018 subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Unanimous.

Whitinsville Christian School/Request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie Sale to be held on Saturday October 21, 2017. A motion/Mr. Marzec, seconded/Mr. Melia to approve Whitinsville Christian School's request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie Sale to be held on Saturday October 21, 2017. Vote yes/Unanimous.

Downtown Businesses [Michelle Siefken]/Request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" on November 25, 2017, in Whitinsville. A motion/Mr. Marzec, seconded/Mr. Nolan to approve the Downtown Businesses request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" to take place Saturday, November 25, 2017, in Whitinsville. Vote yes/Unanimous.

Fall Annual Town Meeting [October 24, 2017]/Vote to sign warrant upon completion and final review by Town Counsel. A motion/Mr. Marzec, seconded/Mr. Melia to vote to sign the Fall Annual Town Meeting Warrant upon completion and final review by Town Counsel. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Mel VandenAkker [Lot No. 400 Woodlawn Ave., North]. A motion/Mr. Marzec, seconded/Mr. Melia to approve the sale of Lot No. 400 Woodlawn Ave. North to Mel VandenAkker. Vote yes/Unanimous.

Northbridge Historical Commission [Trolley Tours]/Vote to accept monetary donations from Unibank and Omni Control Technology, Inc. A motion/Mr. Melia, seconded/Mr. Marzec to accept monetary donations from Unibank and Omni Control Technology, Inc. to be used towards the cost of the Northbridge Historical Commission's Trolley Tours that will take place on Saturday, September 23, 2017, and to send a letter of thanks and appreciation. Vote yes/Unanimous.

Pine Grove Cemetery Signs/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini stated as promised at the previous meeting, he has brought samples of posts for the Pine Grove Cemetery street signs. He explained that he reached out to the Friends of the Pine Grove Cemetery and followed their suggestions. He also followed up with Kenneth Warchol of the Northbridge Historical Commission for approval. Mr. Luchini described that the last portion of the project would be to choose the posts. He then displayed the post samples and gave a brief overview of each option. Selectman Melia commented that he would prefer the arm style pole. Mr. Luchini suggested including a 4-foot sign with an overall map of the cemetery. A motion/Mr. Athanas, seconded/Mr. Melia to move this item from discussions to decisions. Roll call vote: Selectman Athanas/Yes, Selectman Melia/Yes, Selectman Marzec/Yes, Selectman Nolan/Yes, and Chairman Ampagoomian/Yes. A motion/Mr. Melia, seconded/Mr. Nolan to purchase the posts with the fluted base and arm. Vote yes/Unanimous.

Central Massachusetts Metropolitan Planning Organization. Town Manager Gaudette explained that the Central Massachusetts Metropolitan Planning Organization (CMMPO) is seeking Select Board members to attend a CMMPO Information & Member Selection meeting on Wednesday, September 13, 2017, at 5:30 PM. He explained the Selectmen attending the meeting will be voting to choose one Selectman to represent the Southeast Sub-region communities on the CMMPO. Selectman Melia stated that he would be happy to attend on behalf of the Board. A motion/Mr. Nolan, seconded/Mr. Marzec to provide Selectman Melia's contact information to Nick Burnham, Associate Transportation Planner at CMMPO as directed in the letter. Vote yes/Unanimous.

TOWN MANAGER'S REPORT/1) Town Manager Transition Process. Town Manager Gaudette thanked the Board of Selectmen for selecting him to serve as the new Town Manager. He also thanked staff for their openness in welcoming and meeting with him along with other Boards, Committees and local

businesses for their warm welcome. He stated that he has spent the past two weeks meeting with Department Heads, conducting entry interviews and visiting municipal departments in Town Hall and off-site including the Fire Station, Police Station, Senior Center, DPW Office, Library, Aldrich Building Offices [Town Hall Annex] and the School Department. Next, he advised he will be meeting with the Town's other municipal partners (e.g. BV Chamber of Commerce), vendors/consultants as well as attending various Board and Committee Meetings. **2) Meetings Attended:** **a. CMRPC Legislative Affairs Committee** – Town Manager Gaudette stated that he met with Senator Moore and Representatives Kane and Muradian to discuss Legislative priorities. **b. MassCor Introduction** –Town Manager Gaudette mentioned Representative Muradian recently led a meeting to connect MassCor with area Town Managers and Police Chiefs. He then explained that MassCor is a division of the Department of Corrections and provides products and services fabricated and/or produced by inmates for things like office furniture, printed items, clothing, etc. He noted the intent was to allow towns an opportunity to access these items for a potential savings versus potentially paying higher costs on these items. **c. NFP Corp./Health Insurance Broker** – Stated that he met with NFP Corp. representatives to discuss transitioning into the GIC and to prepare for the Senior Health Plan Renewals for January 1st. **d. Department Head Meeting** –Held his first Department Head Meeting to begin preparing for the Fall Town Meeting and to conduct other business. **3) School Building Project Update:** Attended the first two Community Forums (August 1st and 28th), as well as the School Building Committee meeting on August 29th. The Committee is currently working with the Architect (Dore-Whittier) on project options and cost estimates, and in the meantime Committee members are touring recently constructed schools in other communities as examples of layout and amenities. **4) Fire Station Project (Feasibility Study):** Town Manager Gaudette stated that on August 31st, the Building, Planning & Construction Committee voted to move forward with an OPM agreement with Cardinal Construction for the purposes of guiding the RFP process for the selection of an Architect Team to conduct a site Feasibility Study for the Fire Station. Town Manager Gaudette is meeting on Tuesday, September 12th with Cardinal and Chief White to review the previous Feasibility Study and initiate the RFP preparation process. **5) Department of Public Utilities/Water Rate Hearing** – Town Manager Gaudette announced that the Water Rate Hearing is scheduled for Thursday, September 21st at 7 PM in the Selectmen's Meeting Room. Town Manager Gaudette stated that the DPU will be conducting a hearing regarding a proposed rate increase by the Whitinsville Water Company.

SELECTMEN'S CONCERNS: **Selectmen Athanas** asked James Shuris, DPW Director, for an update on the fall cleaning equipment. Mr. Shuris replied there is a leaf compactor on order, which should be delivered within the next couple of weeks. He added that the leaf pickup program is scheduled to take place around the middle of October. **Selectman Melia** asked Town Manager Gaudette to formulate a process for the Board of Selectmen for a future town meeting to ban recreation marijuana retail establishments in town and provide the options. He added that if the town votes down the ban, the Select Board would like to see a Planning Board article that would place these establishments in specific areas of Town. Town Manager Gaudette stated he would be happy to undertake that effort as he has experience in his previous position where the community chose to opt out and he has also had a conversation with Town Planner Bechtholdt in regards to the process. **Chairman Ampagoomian/1)** asked about the water line being installed on Church Street and if Whitinsville Water Company is going to sweep the road or will it be up to the town to clean up. Mr. Shuris [DPW Director] stated that it is Whitinsville Water Company's responsibility for the entire project. **2)** asked how the road paving punch list was coming along. Mr. Shuris stated that they are finishing aprons and loaming and seeding on Fowler Road. Mr. Shuris explained that once those items are complete the pavement markings will be applied. **3)** requested Town Manager Gaudette to reach out to the Auburn Town Manager regarding a situation where a private club leased out Town property to an organization and the event held was an inappropriate use of Town property, which included alcohol, marijuana, etc. Chairman Ampagoomian expressed his concern and asked Town Manager Gaudette to look into how it can be prevented from happening in this community. **Selectman Athanas** asked where the timeframe came from for the Whitinsville Water Company project on Church Street and expressed his frustration with the project starting the same week as the new school year started. Mr. Shuris explained that

the Whitinsville Water Company went out to bid late, which pushed everything out and advised they have until November 15th to complete the work.

Town Manager Gaudette commented that the draft Town Meeting warrant has been forwarded to Town Counsel for review and he will be meeting with the Finance Committee this week.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:42 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

September 11, 2017

I. APPROVAL OF MINUTES

A. July 17, 2017

-Copy of July 17, 2017 minutes

II. PUBLIC HEARING: B. 7:05 PM - National Grid Company/Petition requesting the installation of one new pole approx. 30' from existing pole 1 to service the new Town of Northbridge DPW building and to avoid crossing through the neighbor's driveway.

-Copy of public hearing notice

-Copy of National Grid petition

-Copy of memorandum requesting abutters list

-Copy of abutters list

III. APPOINTMENTS:

C. By the Board of Selectmen [Vote to appoint]:

1) Steven Von Bargaen, Safety Committee [School Dept. Rep.] Passed over to a future meeting

D. By the Town Manager [Vote to affirm]:

1) Rebecca Sasseville, Interim Library Director

-Copy of Rebecca Sasseville's resume

-Copy of Rebecca Sasseville's application

2) Michelle Mowry, Senior Library Asst.

-Copy of Michelle Mowry's Resume

3) Bethany Walker, Junior Library Asst.

-Copy of Bethany Walker's resume

4) Arthur Ferreira, Operator in Training

-Copy of recommendation letter from Sewer Supt. Kuras recommending Mr. Ferreira for hire

-Copy of Arthur Ferreira's application

5) Matthew Gjeltema, Operator in Training

-Copy of recommendation letter from Sewer Supt. Kuras recommending Mr. Gjeltema for hire

-Copy of Matthew Gjeltema's application

IV. CITIZENS' COMMENTS/INPUT

IV. DECISIONS

F. Wilson Street [Presidential Farms Estates]/Vote intent to layout Wilson Street as a public way (documentation listed below is for both items F and G)

G. Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote intent to layout a portion of Roosevelt Drive as a public way

-Copy of Public meeting notice

-Copy of memorandum dated August 22, 2017 from Town Planner Gary Bechtholdt requesting placement of items F and G on Selectmen's agenda

H. St Patrick's Parish/Request to close down East Street from Cross Street to the entrance of the Christian Reformed Church parking lot on Saturday, September 16, 2017 from 10 AM to 4 PM for their annual Fall Family Fun Fest

-Copy of letter from St. Patrick's Parish requesting to close East Street for the Fall Family Fun Fest event on September 16, 2017

I. Northbridge Association of Churches/Request to hold their 43rd annual Blackstone Valley Crop Walk on Saturday, October 21, 2017 at 9 AM

-Copy of letter requesting permission to hold the 43rd annual Blackstone Valley Crop Hunger Walk on Saturday, October 21, 2017 at 9 AM

J. Alternatives Unlimited, Inc./Request permission to hold its 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018

-Copy of letter requesting permission to hold its 33rd Annual Valley Friendship Tour on Saturday, June 2, 2018

K. Whitinsville Christian School/Request to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie sale to be held on Saturday October 21, 2017

-Copy of email requesting permission to hang a banner across Church Street from Sunday, October 8, 2017 to Sunday, October 22, 2017 to advertise their Dutch Apple Pie sale to be held on Saturday October 21, 2017

L. Downtown businesses/Request to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" in Whitinsville

-Copy of email requesting permission to hang a banner across Church Street from Sunday, November 12, 2017 to Sunday, November 26, 2017 to promote "Small Business Saturday" in Whitinsville

M. Fall Annual Town Meeting [October 24, 2017]/Vote to sign warrant upon completion and final review by Town Counsel

-Copy of draft Town Meeting Warrant

N. Pine Grove Cemetery Deed/Mel VandenAkker [Lot No. 400 Woodlawn Ave., North]

-Copy of Pine Grove Cemetery Deed for Mel VandenAkker

O. Northbridge Historical Commission [Trolley Tours]/Vote to accept monetary donations from Unibank and Omni Control Technology, Inc.

-Copy of donations for the Trolley Tours

VI. DISCUSSIONS

P. Pine Grove Cemetery Signs/Present: Jamie Luchini, Highway Superintendent

-No Documentation

Q. Central Massachusetts Metropolitan Planning Organization

-Copy of letter requesting Selectmen's representation at upcoming meeting

-Copy of Sub-Regional System map

VII. TOWN MANAGER'S REPORT

R. 1) Town Manager Transition Process -No Documentation

2) Meetings Attended -No Documentation

3) School Building Project Update -No Documentation

4) Fire Station Project (Feasibility Study) -No Documentation

5) Department of Public Utilities/Water Rate Hearing -No Documentation

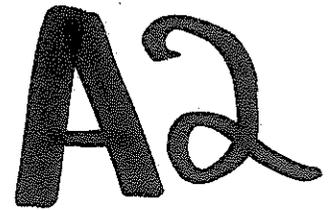
VIII. SELECTMEN'S CONCERNS -No Documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

BOARD OF SELECTMEN'S MEETING
September 25, 2017



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

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: None

PUBLIC HEARING: None

APPOINTMENTS/By the Board of Selectmen [Vote to Appoint]: Playground and Recreation Commission [2 vacancies]/ 1) Shawn Roby and 2) James Gahan Jr. Present: Mike Proto, Chairman, Playground and Recreation Commission. Mr. Proto stated that there are currently three vacancies on the Commission and appointing these candidates would fill two of those vacancies. Mr. Roby introduced himself and stated that he has lived in Town the past six years, is heavily involved with Northbridge Youth Soccer and would also like to be involved with the Playground and Recreation Commission to help support the youth. Mr. Gahan introduced himself and stated that he has lived in Town for sixteen years and his children participate in many Town sports. He believes Parks and Recreation is a big part of the community and would like to lend a helping hand. A motion/Mr. Athanas, seconded/Mr. Marzec to appoint Mr. Roby and Mr. Gahan to the Playground and Recreation Commission. Vote yes/Messrs. Athanas, Marzec and Melia.

Disability Commission [2 Vacancies]: 1) Eileen Harris and 2) Kathleen Charbonneau. Present: Jonathan Smith, Chairman, Disability Commission. Mr. Smith stated that the Commission is very privileged to have both Ms. Harris and Ms. Charbonneau interested in serving on the Commission. Mr. Smith commented that they would both be great assets to the Commission. Ms. Harris stated that she has lived in town for two years and specializes in speech pathology for those with disabilities. She said she looks forward to working with the Commission and hopes to use her knowledge. Ms. Charbonneau stated she was a member of the Disability Commission years ago and has experience in intensive care, nursing homes, and facilities for the mentally challenged. A motion/Mr. Marzec, seconded/Mr. Athanas to appoint Ms. Harris and Ms. Charbonneau to the Disability Commission. Vote yes/Messrs. Athanas, Marzec and Melia.

Worcester County Selectmen's Association/ a. Voting member. Vice Chairman Melia stated that Chairman Ampagoomian contacted him requesting to be appointed to the Worcester County Selectmen's Association as the voting member. A motion/Athanas, seconded/Mr. Marzec to appoint Chairman Ampagoomian to the Worcester County Selectmen's Association as the voting member. Vote yes/Messrs. Athanas, Marzec and Melia. **b. Alternate voting member.** A motion/Mr. Athanas, seconded/Mr. Marzec to appoint Mr. Nolan to the Worcester County Selectmen's Association as the alternate voting member. Vote yes/Messrs. Athanas, Marzec and Melia.

By the Town Manager [Vote to Affirm]: Anna Morticelli, Junior Library Assistant/Present: Rebecca Sasseville, Interim Library Director. Ms. Sasseville stated that Ms. Morticelli has worked at the Marlborough Public Library for 5 years as a Page and as a Young Adult Library Assistant. She added that Ms. Morticelli's skills will be very helpful to the Whitinsville Social Library in the Junior Library Assistant position. Ms. Morticelli stated that she looks forward to working at the Library. A motion/Mr. Marzec,

seconded/Mr. Athanas to affirm the appointment of Ms. Anna Morticelli as a Junior Library Assistant. Vote yes/Messrs. Athanas, Marzec and Melia.

CITIZENS' COMMENTS/INPUT: None

Wilson Street [Presidential Farms Estates]/Vote to layout Wilson Street as a public way. Town Planner Gary Bechtholdt explained that Wilson Street is on the warrant for acceptance at the upcoming Fall Annual Town Meeting, but prior to Town Meeting action, the Board is required to layout the road. He stated the Planning Board received correspondence from the Department of Public Works and other Town Departments who are satisfied with everything concerning this particular road. Mr. Bechtholdt also noted that Town Counsel reviewed the conveyance documents and everything appears to be in order. He added that at the last Planning Board meeting, the Board made a punch list of recommendations to complete prior to full acceptance and the developer is aware of those items. Mr. Bechtholdt stated the Planning Board also recommends the Selectmen vote to layout Wilson Street. There being no further comments, a motion/Mr. Athanas, seconded/Mr. Marzec to vote to layout Wilson Street as a public way. Vote yes/Messrs. Athanas, Marzec and Melia.

Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote to layout a portion of Roosevelt Drive as a public way. Town Planner Gary Bechtholdt explained that Roosevelt Drive (portion of) is on the warrant for acceptance at the upcoming Fall Annual Town Meeting, but prior to Town Meeting action, the Board is required to layout the road. He stated the Planning Board recommends the Selectmen vote to layout a portion of Roosevelt Drive as illustrated on the mylar plan. A motion/Mr. Marzec, seconded/Mr. Athanas to vote to layout a portion of Roosevelt Drive as a public way. Vote yes/Messrs. Athanas, Marzec and Melia.

481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville /Application for a Change of Directors/Present: Jigar Patel, proposed manager and Attorney Henry Lane. Attorney Lane stated that the request before the Board is a technical formality and explained that when Mr. Patel first acquired the store he was not a US citizen and therefore he could not be a director of his Corporation, however, he is now a citizen and wishes to move forward with this transaction to change the directors of the corporation. A motion/Mr. Marzec, seconded/Mr. Athanas to approve Highland Farms' application for a Change of Directors. Vote yes/Messrs. Athanas, Marzec and Melia.

Black and Yellow Booster Club/Request to hang a banner across Church Street from Sunday, October 22, 2017 to Sunday, November 5, 2017 to announce their "Thriller Event" to be held on Sunday, October 29, 2017. Present: Sean Reese. Mr. Reese stated the Black and Yellow Booster Club was formed by a group of parents from the Jo Ann Warren Dance Studio and the purpose of the club is to financially support, promote and advance student participation in dance. He noted the Booster club is open to competing company members of the Jo Ann Warren Dance Studios, who are in good standing. Continuing, he mentioned that the Black and Yellow Booster Club is looking to advertise their "Thriller Event" that will be held on Sunday, October 29, 2017. Mr. Reese stated snacks will be provided and participants will learn the Thriller dance. A motion/Mr. Athanas, seconded/Mr. Marzec to approve the above request to hang a banner across Church Street from Sunday, October 22, 2017 to Sunday, November 5, 2017 to announce the Black and Yellow Booster Club's "Thriller Event" to be held on Sunday, October 29, 2017. Vote yes/Messrs. Athanas, Marzec and Melia.

Susan Palmer-Howes [DECA-High School Business Club] /Request to hold a Boot Drive at Memorial Square and Ovia Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018]/Vote to approve. Ms. Palmer-Howes explained that the High School Business Club takes three trips a year and the boot drives help to raise funds towards those trips. A motion/Mr. Athanas, seconded/Mr. Marzec to approve DECA's request to hold a Boot Drive at Memorial Square and Ovia Square. Vote yes/Messrs. Athanas, Marzec and Melia.

Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018] subject to the safety requirements as set forth by the Northbridge Police Department. Vote yes/Messrs. Athanas, Marzec and Melia.

Fall Annual Town Meeting [October 24, 2017]/Vote to withdraw articles 1, 3 & 6 [Article 1: Prior year bills; Article 3: Transfer money to Stabilization Fund; Article 6: Funding to purchase and install a safety ladder at the Upton Street Water Tank]. Town Manager Gaudette stated that after speaking with the Town Accountant, Finance Committee and Town Moderator it would be worthwhile to withdraw the articles that would otherwise be passed over at Town Meeting as it will help speed up the process and eliminate questions on articles that are not being considered at this time. Town Manager Gaudette explained that the purpose of Article 1 is for paying bills from the prior fiscal year and there are none at this time. Article 3 is to transfer funds to the stabilization fund, if any. Mr. Gaudette explained that with the need to fund some major capitol items, there is no additional money to be transferred to the stabilization fund at this time. Continuing, Town Manager Gaudette explained Article 6, which is to purchase and install a safety ladder at the Upton Street Water Tank, has two reasons to pass over. First, is because retained earnings, which some of the funds would come from, will not be approved in time for town meeting, and, second, it would require addition funding from taxation. Mr. Gaudette then noted the warrant articles will be renumbered accordingly. A motion/Mr. Athanas, seconded/Mr. Marzec to vote to withdraw articles 1, 3 and 6 from the Fall Annual Town Meeting warrant. Vote yes/Messrs. Athanas, Marzec and Melia.

Northbridge's Economic Development Strategic Plan – Presentation by Christopher Ryan, CMRPC & Dominique DuTremble, CMRPC. Town Planner Gary Bechtholdt explained that the Town received a state grant to work with the Central Mass. Regional Planning Commission [CMRPC] and the Pioneer Valley Planning Commission [PVPC] to prepare an Economic Development Strategic Plan for the Town of Northbridge. Mr. Bechtholdt advised the Planning Board met with a representative from CMRPC and PVPC in February and hosted a town-wide public forum in April. Twenty-five residents participated in round table discussions for community needs and visions. In addition, the Planning Board also met with municipal staff and stakeholders as part of the planning process for data collection. Ms. DuTremble stated that through the study they found four primary goals that should drive economic development in the Town, which reflects public preferences and best practices. **Goal one:** Northbridge will leverage their unique historical and cultural assets. Ms. DuTremble explained the primary action item would be to build on the existing branding and marketing of Blackstone River Valley National Heritage Corridor and the Blackstone Valley River & Canal Heritage Park. Another recommendation is building on outdoor recreation such as the Castle Hill Farm, trails and waterbodies. **Goal two:** Northbridge will make village centers genuine destinations for residents and visitors. Ms. DuTremble stated that key objectives would be to revitalize individual centers in keeping with their character. Preserving existing businesses is key. **Goal three:** Northbridge will expand development opportunities along major transportation corridors. Ms. DuTremble explained that by expanding the number of uses by right in those districts will increase the flexibility and expand opportunities. Ms. DuTremble suggested an overlay district, which would change I1 and I2 to allow a wider number of uses by right. **Goal four:** Northbridge will make the process of developing business in village centers as easy as possible. Ms. DuTremble stated that the importance of municipal procedures and regulations on economic development cannot be overstated and is one of the most defining factors of whether a business chooses to relocate to town or expand in town. Some key issues would be to streamline the procedures in order to facilitate business development. Mr. Bechtholdt stated that components could be utilized and incorporated into the master plan of the town. He then added that the Planning Board is looking for the Selectmen to formally create an Economic Development Committee that would assist in overseeing the action items and the prioritization of them. Mr. Ryan expressed that CMRPC stands ready to provide any kind of assistance during implementation. He also stated CMRPC has many resources they can provide along with the District Local Technical Assistance (DLTA) Grant, which provides funding of the individual elements. The DLTA Grant is available for up to twelve hours per year through working with the Commission and more hours [up to twenty hours] are available as meetings are attended. Selectman

Athanas expressed his concern for the funding and asked what grant money was available to help. Mr. Bechtholdt replied that there are a number of items that the Town is able to do in-house or through a partnership, other items that may cost a significant amount will need to be prioritized. He said there could be grants available as well. Mr. Ryan stated that the DELTA has opportunities and sometimes include projects ranging from \$25,000 to \$30,000 can be approved. Mr. Ryan continued stating other opportunities are available from the Executive Office of Energy and Environmental Affairs, which leverage DELTA funds and provide more dollars [up to \$50,000] for communities. There will be more information to come in the next few days. Town Manager Gaudette stated that he recently met with Secretary Ash of the Housing and Economic Development along with other town managers where discussion focused on the three main programs they run. Mr. Gaudette explained that the Economic Development Incentive Program [EDIP] is a tax incentive program designed to foster job creation and stimulate business growth. In addition, they have the MassWorks program, which is for infrastructure that is tied to projects that are site specific. And lastly, Site Readiness, which provides grants to municipalities for feasibility studies, master planning, environmental work, strategic land acquisition, and site improvements. Vice Chairman Melia asked if the town currently has a committee similar to an Economic Development Committee. Mr. Bechtholdt responded no. Currently, the only comparable committee would be the Industrial Redevelopment Committee, which there are no sitting members. Town Manager Gaudette stated that he has created an Economic Development Committee and drafted a policy that he would be happy to provide the Board with examples.

Boot Drive Policy (Revision). Vice Chairman Melia announced that Chairman Ampagoomian requested this item and since he is absent it will be postponed to a future agenda.

TOWN MANAGER'S REPORT: Town Manager Transition Process: Town Manager Gaudette stated that during the past two weeks he has continued conducting entry interviews with Department Staff including the Assessor, Town Clerk, and Sewer Superintendent, several members of Board of Selectmen, Chairman of the Finance Committee, the Executive Director of the BV Chamber of Commerce), as well as touring the Northbridge Cable TV Studio and meeting with various vendors/consultants and citizens. **Meetings Attended:** a. Safety Committee – 9/13/2017. b. Finance Committee – 9/13/2017 and 9/20/2017. Mr. Gaudette stated that he has met with the Finance Committee in preparation for the Annual Fall Town Meeting. c. Library Trustees – 9/13/2017. Mr. Gaudette was able to introduce himself to the Library Trustees. d. Balmer School Community Forum – 9/18/2017. Town Manager Gaudette stated that he attended the second Balmer School Community Forum and he plans to attend the next one as well. e. Quarterly Town Managers/MORE Meeting (Municipalities Organized for Regional Effectiveness) – 9/20/2017. Town Manager Gaudette explained that this was a meeting with the Executive Office of Economic Development. f. Regional Economic Development Forum (Amazon) – 9/20/2017. Town Manager Gaudette explained that with initiative from other towns and the competition with bigger cities our efforts may be put to greater use. The discussion included regional economic development and the hope is to piggy back on the efforts of the Economic Strategic Plan done by the Central Mass. Regional Planning Commission. g. Department of Public Utilities/Water Rate Hearing – 9/21/2017. Town Manager Gaudette believes the next step would be an evidently hearing sometime in 2018. **School Building Project Update:** Town Manager Gaudette attended the third Community Forum (September 18th), at which point the project team outlined building options categorized by eligibility and ineligibility for reimbursement. In addition, they presented development options for not only grades 2-4 but also options for PK- grade 5, all on the preferred site: the existing Balmer School property. Also, they provided preliminary cost estimates for the development options based on the Mass. School Building Authority's contribution of 57.11% but it could be higher with bonus points. **Fire Station Project (Feasibility Study):** On September 12th, Town Manager Gaudette met with the Owner's Project Manager [OPM], Tony DiLuzio from Cardinal Construction, Chief White, and David Morrow to review the previous Feasibility Study and initiate the RFP preparation process. The first steps are establishing recommended site specifications and ranking criteria. Town Manager Gaudette stated that the BPCC met with Cardinal Construction on 9/21/17 to review these items and once

approved, the next step will be conducting a site search list. **Other ongoing tasks:** a) National Park Service – Town Manager Gaudette stated he is working with the Town Planner to create a Local Historic District. b) Metropolitan Area Planning Council Grant [MAPC] – Town Manger Gaudette explained he is working with the DPW Director on the LED Streetlight Conversion Project. c) Recreational Marijuana – Town Manager Gaudette stated he is working on a program for the Spring with the Town Planner. d) Fall Town Meeting Planning – Town Manager Gaudette stated he is working with Staff, the Moderator, and Town Counsel to prepare for the Fall Annual Town Meeting on October 24, 2017.

SELECTMEN'S CONCERNS: **Selectman Marzec/1)** mentioned that with the potential for getting a new school, it raises a concern for the field issues that need to be addressed. Selectman Marzec asked Northbridge Citizens to volunteer for the Ad-Hoc Fields Committee. **2)** mentioned the Causeway at Carpenter Reservoir since there is a development going in. Mr. Luchini said that he wasn't sure who owned it and has questioned it. He also stated since it is a big job and not just patch work he would like to get a concrete answer on who owns it. **Selectman Athanas/1)** asked Highway Superintendent Luchini how the construction on Church Street was coming along. Mr. Luchini replied the project is not under the jurisdiction of the Town's DPW, but he knows they did have issues with water breaks due to old pipes. Mr. Luchini stated that he has been informed that the work should be completed by late November or early December the latest. **2)** previously addressed the traffic in the School areas to the Safety Committee and was looking for an update. Mr. Luchini stated that as far as he knows it has come up before at meetings and the MassDOT has been contacted, but he is unsure about the feedback. Mr. Luchini added that the Police Chief has also been involved as well. Mr. Athanas asked if Mr. Luchini could mention the issue again to Mr. Shuris. Town Planner Gary Bechtholdt stated he has had a conversation with the Conservation Agent and there may be opportunities to look at potential funding. Mr. Bechtholdt stated that as part of the Pre-disaster Mitigation Plan that causeway was identified, so in the event a grant is found that plan could support the request for funds. **Vice Chairman Melia/1)** attended Central Mass Regional Planning Commission meeting to choose a Selectman who would represent the Southeast sub-region. Selectman Melia stressed the importance for a plan to repair bridges, roads etc. through CMRPC funding. Selectman Melia also mentioned that Sutton Selectman John Hebert was unanimously appointed as the Southeast sub-region representative. **2)** attended the Department of Public Utilities hearing. The next step of the hearing process is mediation to come to a compromise and it would be about a year before any results come back. **3)** attended the School Building Committee Forum, which was very informative. The Finance Committee, Board of Selectmen, Building, Planning and Construction Committee will meet prior to the School Committee making their decision.

Vice Chairman Melia announced that the next Selectmen's meeting is next Monday, October 2, 2017, and there is currently nothing pressing on the agenda and may be cancelled leaving the next meeting October 16, 2017.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:56 PM

Respectfully submitted,

James Athanas, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

September 25, 2017

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES/None

II. PUBLIC HEARING/None

III. APPOINTMENTS: By the Board of Selectmen [Vote to Appoint]

A. Playground and Recreation Commission [2 vacancies]:

- 1) Shawn Roby-Copy of Shawn Roby's talent bank form 2) James Gahan Jr. - Copy of James Gahan Jr.'s talent bank form

Disability Commission [2 Vacancies]:

3) Eileen Harris

-Copy of Eileen Harris's talent bank form

4) Kathleen Charbonneau /Present: Jonathan Smith, Chairman, Disability Commission

-Copy of Kathleen Charbonneau's talent bank form

5) Worcester County Selectmen's Association/ a. Voting member b. Alternate voting member

-Copy of Worcester County Selectmen's Association renewal appointment form

By the Town Manager [Vote to Affirm]:

6) Anna Morticelli, Jr. Library Assistant/Present: Rebecca Sasseville, Interim Library Director

-Copy of Anna Morticelli's cover letter, resume, and appointment letter

IV. CITIZENS' COMMENTS/INPUT/None

V. DECISIONS

B. Wilson Street [Presidential Farms Estates]/Vote to layout Wilson Street as a public way

-Copy of Planning Board's recommendation to layout Wilson Street

-Copy of Wilson Street layout plan

-Copy of letter from Town Counsel approving the Grant of Easements for both Wilson Street and Roosevelt Drive

-Copy of letter from Guerriere & Halnon, Inc., project engineer, regarding the completion of work

-Copy of letter from Guerriere & Halnon, Inc. project engineer, regarding the completion of layout plans for each street

C. Roosevelt Drive (portion of) [Presidential Farms Estates]/Vote to layout a portion of Roosevelt Drive as a public way

-Copy of Planning Board's recommendation to layout a portion of Roosevelt Drive

-Copy of Roosevelt Drive layout plan

-Copy of letter from Town Counsel approving the Grant of Easements for both Wilson Street and Roosevelt Drive

- Copy of letter from Guerriere & Halnon, Inc., project engineer, regarding the completion of work
- Copy of letter from Guerriere & Halnon, Inc. project engineer, regarding the completion of layout plans for each street
- Copy of letter regarding the full compliance of all issues per the Highway Superintendent
- Copy of letter listing issues per the Highway Superintendent

D. 481 Yogi Convenience Store, Inc. d/b/a Highland Farms, 218 Church Street, Whitinsville /Application for a Change of Directors

- Copy of Monetary Transmittal Form for 481 Yogi Convenience Store, Inc. dba Highland Farms
- Copy of Application for a change of beneficial interest
- Copy of applicant's statement
- Copy of Beneficial Interest Contact
- Copy of Cori Request form
- Copy of the Vote of the corporate board
- Copy of articles of organization
- Copy of lease agreement
- Copy of license routing slip

E. Black and Yellow Booster Club/Request to hang a banner across Church Street from October 22, 2017 to November 5, 2017 to announce their "Thriller Event" on October 29, 2017

- Copy of email requesting a banner to be hung across Church Street from October 22, 2017 to November 5, 2017 to announce their "Thriller Event" on October 29, 2017
- Copy of Employer Identification Number

F. Susan Palmer-Howes [DECA-High School Business Club] /Request to hold boot drive at Memorial Square and Oviaan Square on Saturday, April 14, 2018 from 8 AM to 12 PM [Rain date: Sunday, April 15, 2018]/Vote to approve

- Copy of email requesting to hold a boot drive at Memorial Square and Oviaan Square on Saturday, April 14, 2018 from 8 AM to 12 PM

G. Fall Annual Town Meeting [October 24, 2017]/Vote to withdraw articles 1, 3 & 6 [Article 1: Prior year bills; Article 3: Transfer money to the Stabilization Fund; Article 6: Funding to purchase and install a safety ladder at the Upton Street Water Tank]

- Copy of draft Fall Annual Town Meeting Warrant

VI. DISCUSSIONS

H. Northbridge's Economic Development Strategic Plan –Presentation by Christopher Ryan, CMRPC & Dominique DuTremble, CMRPC

- Copy of Economic Development Strategic Plan goals

I. Boot Drive Policy (Revision) - Item postponed to a future agenda

VII. TOWN MANAGER'S REPORT

- J. 1) Town Manager Transition Process - No documentation**
- 2) Meetings Attended - No documentation**
- 3) School Building Project Update - No documentation**
- 4) Fire Station Project (Feasibility Study) - No documentation**
- 5) Other ongoing tasks - No documentation**

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

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

A4

October 24, 2017

A meeting of the Board of Selectmen was called to order at 6:34 PM by Chairman Ampagoomian, Northbridge Middle School Auditorium, 171 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Marzec, Melia, Nolan, Ampagoomian, and Athanas.

Also Present: Adam Gaudette, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

Town Meeting Business. Article 3 [LED Streetlight Conversion Project]. Town Manager Gaudette provided a handout to the Board containing some bullet points with respect to Article 3, for their review.

There being no further business before the Board at this time, a motion/Mr. Melia, seconded/Mr. Nolan, to adjourn the Selectmen's Meeting at the conclusion of the Fall Annual Town Meeting this evening. Vote yes/Messrs. Marzec, Ampagoomian, Athanas, Nolan and Melia.

Meeting Adjourned: 8:00 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

October 24, 2017

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

DECISIONS

- A. Town Meeting Business/Article 3 [LED Streetlight Conversion Project]:
-Copy of handout pertaining to Article 3.**

DISCUSSIONS/None

TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

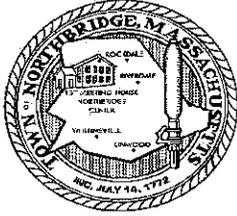
CORRESPONDENCE/None

EXECUTIVE SESSION/None

B

NORTHBRIDGE
TAX CLASSIFICATION
HEARING
FY 2018

Monday, November 6, 2017



Town of Northbridge Board of Assessors

Town Hall, 7 Main Street

Whitinsville, Massachusetts 01588-2210

(508) 234-2740

MEMO

To: Northbridge Board of Selectmen; Charles Ampagoomian Jr., Chairman;
Adam Gaudette, Town Manager
From: Northbridge Board of Assessors
Date: November 6, 2017
Re: Classification Hearing

Chapter 40, Sec.56 of the Massachusetts General Laws requires that the Selectmen hold an annual public meeting to determine the percentages of the local tax levy to be borne by each class of property. This is referred to as the Tax Classification Hearing.

The information contained in these handouts are intended to provide the Board of Selectmen with the information necessary to determine the selection of a Residential Factor, as well as options pertaining to residential and small business exemptions available under Massachusetts General Laws. The decision of the Board must be submitted to the State's Department of Revenue on Form LA 5.

There are three options available for the distribution of taxes.

(1) Selection of a Residential Factor (Split Tax Rate):

The Board of Selectmen has an option to select a residential factor of "1" or less. If a factor of "1" is adopted, there would be a single tax rate for all residential, commercial, industrial and personal property. If a factor of less than "1" is adopted, there will be a shift from the residential property class to the commercial, industrial and personal property classes.

(2) Selection of a Residential Exemption:

The Board of Selectmen may adopt a residential exemption of up to 20% of the average assessed value of all properties other than commercial, industrial and personal property. The properties must be owner occupied. All properties falling below the town average would have a reduction in taxes. Properties assessed above the town average would have a higher tax rate as well as residential non-owner occupied properties and unimproved land.

(3) Selection of a Small Commercial Exemption:

A small commercial exemption also may be adopted by the Board of Selectmen. Any business operating as of January 1, 2017, with less than ten employees and having a total assessed value of less than one million dollars would be eligible. The savings of the eligible taxpayers will be borne by the commercial and industrial properties that are ineligible as well as vacant commercial and industrial parcels.

The proposed tax rate, pending approval by the Department of Revenue, should be:

Tax Rate = Levy \$21,214,379 / Taxable Value \$1,630,167,350 = .01301 x 1,000 = \$13.01

The levy amount may change once all the forms are completed and approved, thereby changing the tax rate by a small amount. This is a decrease of \$.52 per thousand from FY 2017.

Respectfully,

Robert Fitzgerald
Principal Assessor

FISCAL YEAR 2018 TAX RATE BREAKDOWN

<i>FISCAL YEAR 2018</i>		TOTAL TAXABLE VALUE FY 2018	
2017 Levy Limit	(Last Years Levy)	\$20,043,372	/ \$1,630,167,350 = \$ 12.30
+ Prop 2 1/2		501,084	/ \$1,630,167,350 = 0.31
+ New Growth		327,943	/ \$1,630,167,350 = 0.20
+ Debt Exclusion	(New High School)	0	/ \$1,630,167,350 = 0.00
	(School Land)	89,800	/ \$1,630,167,350 = 0.06
	(BVRHS Expansion)	78,122	/ \$1,630,167,350 = 0.05
	(School Roof)	158,765	/ \$1,630,167,350 = 0.10
	(Police Roof)	15,293	/ \$1,630,167,350 = 0.01
= Tax Rate		\$21,214,379	/ \$1,630,167,350 = <u>\$ 13.01</u>

All figures are approximated for an estimated tax rate.
 The Actual Tax Rate may change after DOR certification.

FY 2018

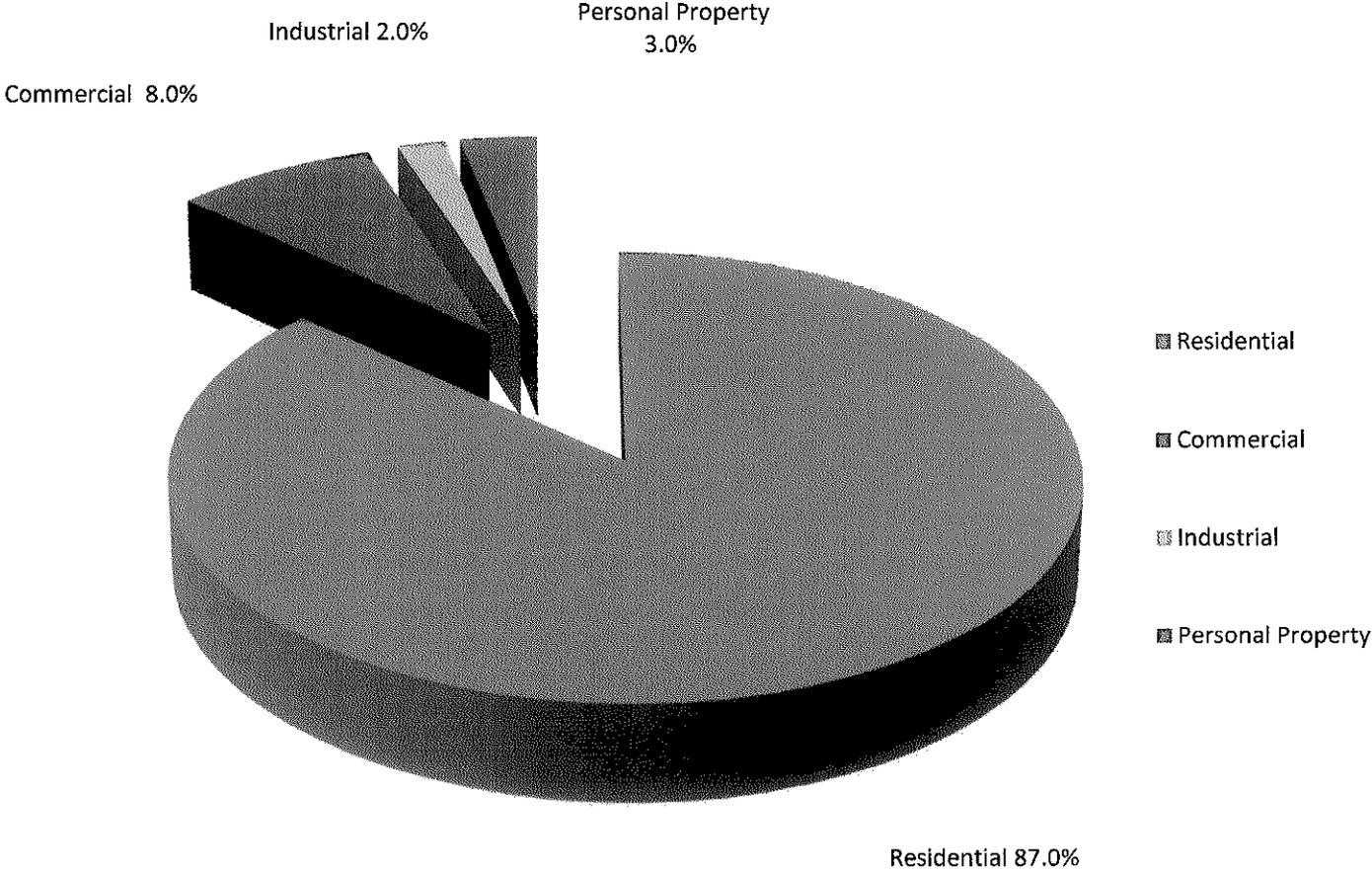
	<u>Average Single Family</u>	<u>Average Commercial</u>	<u>Average Industrial</u>
Value	\$301,100	\$726,000	\$816,300
Single Rate	13.01	13.01	13.01
Tax	\$3,917	\$9,445	\$10,620
Group Size	3501	166	35

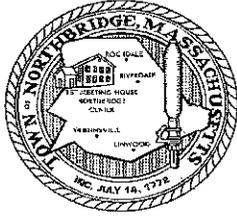
110% Shift Tax Rate	12.82	14.31	14.31
110% Shift Tax	\$3,860.10	\$10,389.06	\$11,681.25
Difference	(\$57.21)	\$943.80	\$1,061.19

125% Shift Tax Rate	12.53	16.27	16.27
125% Shift Tax	\$3,773	\$11,812	\$13,281
Difference	(\$87.32)	\$1,422.96	\$1,599.95

150% Shift Tax Rate	12.05	19.52	19.52
150% Shift Tax	\$3,628	\$14,172	\$15,934
Difference	(\$144.53)	\$2,359.50	\$2,652.98

FISCAL YEAR 2018 - VALUATION BY CLASS





Town of Northbridge Board of Assessors

Town Hall, 7 Main Street
Whitinsville, Massachusetts 01588-2210

(508) 234-2740

November 6, 2017

TAX RATE IN DESCENDING ORDER

	FY 2017 TAX RATES	AVERAGE SINGLE FAMILY FY 2017 TAX
1. BLACKSTONE	\$ 19.26	\$ 4,900
2. UPTON	\$ 18.16	\$ 7,100
3. UXBRIDGE	\$ 16.96	\$ 4,900
4. MENDON	\$ 17.75	\$ 6,500
5. MILLVILLE	\$ 16.11	\$ 4,200
6. HOPEDALE	\$ 17.29	\$ 5,400
7. DOUGLAS	\$ 16.72	\$ 4,600
8. GRAFTON	\$ 16.40	\$ 6,000
9. SUTTON	\$ 16.50	\$ 5,500
10. MILLBURY	\$ 16.43	\$ 4,100
11. NORTHBRIDGE	\$ 13.53	\$ 3,800



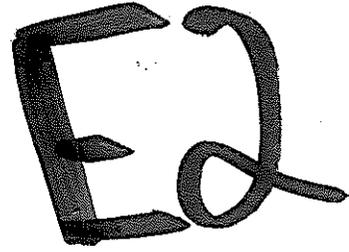
**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN
REGULAR MEETING SCHEDULE
2018**

January 8	Monday
January 22	Monday
February 12	Monday
February 26	Monday
March 12	Monday
March 26	Monday
April 9	Monday
April 23	Monday
May 7	Monday
May 21	Monday
June 11	Monday
June 25	Monday
July 16	Monday
August 20	Monday
September 10	Monday
September 24	Monday
October 1	Monday
October 15	Monday
November 5	Monday
November 19	Monday
December 3	Monday
December 17	Monday

***Subject to revisions and the calling of special meetings.**

HOLIDAYS AND SPECIAL DATES

2018



Monday, January 1st	New Year's Day/Holiday
Monday, January 15th	Martin Luther King, Jr. Day/Holiday
Monday, February 19th	Presidents' Day/Holiday
Friday, March 30th	Good Friday/Close at Noon*
Monday, April 16th	Patriots' Day/Holiday
Tuesday, May 1st Tuesday, May 15th	Spring Annual Town Meeting Annual Town Election
Monday, May 28th	Memorial Day/Holiday
Wednesday, July 4th	Independence Day/Holiday
Monday, September 3rd	Labor Day/Holiday
Monday, October 8th	Columbus Day/Holiday
Tuesday, October 23rd	Fall Annual Town Meeting
Tuesday, November 6th	State Senate Election
Sunday, November 11th Monday, November 12th	Veterans Day/Holiday Veterans Day/Holiday Observed
Thursday, November 22nd Friday, November 23rd	Thanksgiving Day/Holiday *Holiday
Monday, December 24th	*Christmas Eve/Holiday
Tuesday, December 25th	Christmas Day/Holiday
Monday, December 31st	*New Year's Eve
Tuesday, January 1st	New Year's Day/Holiday

***Employees covered by AFL-CIO Contract and Town Personnel By-Laws only.
(Subject to future Collective Bargaining Agreements)**

On Agenda 11.6

Melissa Wetherbee

From: Sharon Susienka
Sent: Monday, October 16, 2017 10:04 AM
To: Melissa Wetherbee
Cc: Linda Zywiec
Subject: FW: Banner

F

Please handle. Thank you.

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

From: Linda Zywiec
Sent: Monday, October 16, 2017 10:02 AM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Cc: Doreen Cedrone <dcedrone@northbridgemass.org>
Subject: Banner

Hi Sharon,
Looking ahead to next year, we would like to hang the election banner on the following dates in 2018, if possible:

3
May 6-²⁰19 (Town Election, May 15)
September 9-²³22 (State Primary, September 18)
October 28 – November 10 (State Election, November 6) } Available

Thank you!

Linda B. Zywiec, CMC
Town of Northbridge
Assistant Town Clerk
508-234-2001



G

Hi Melissa,

available ✓

Dog Orphans would like to do the boot drive on September 29, 2018 from 10 AM to 2 PM. The rain date would be September 30th with the same time as the 29th. Memorial ~~drive~~ would be the location.

Thank You, *square*

Ron Morse

USE OF TOWN OF NORTHBRIDGE

PUBLIC WAYS FOR BOOT DRIVE

EVENT: Boot Drive

RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

Please read this document thoroughly before completing and signing

I, Bon Morse / Dog orphans humane society, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on September 26, 2017, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of my use or the use of my guests, employees or agents of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/29/18, and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/29/18, and all activities related thereto.

I hereby further covenant for myself, my successors and assigns not to sue the said Town on account of any such claim, demand or liability.

I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/29/18, and all activities related thereto.

To the extent I am signing this document on behalf of an organization, corporation, association or similar entity, I represent that I am fully authorized by said entity to execute this document.

Witness my hand and seal this 26th day of October, 2017.

Name (Printed): RONALD MORSE - DOG ORPHANS

Signature Ronald Morse

Witness Hannah Sherman

THIS FORM MAY NOT BE ALTERED



Massachusetts State Lottery Commission

DEBORAH B. GOLDBERG
Treasurer and Receiver General

MICHAEL R. SWEENEY
Executive Director

October 12, 2017

Nortbridge Board of Selectmen
7 Main Street
Whitinsville, MA 01588



H

Dear Sir/Madam:

The Massachusetts State Lottery is offering a KENO monitor to existing KENO To Go agents to display the game at their location. In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified of the Lottery's intent to install a monitor at the following KENO To Go location/s in your community:

Gary's Variety
2201 Providence Road.
Whitinsville

If you object to these agent(s) receiving a monitor, you must do so, in writing, within twenty-one (21) days of receipt of this letter. Please address your written objection to Carol-Ann Fraser, General Counsel, Legal Department, Massachusetts State Lottery Commission, 60 Columbian Street, Braintree, MA 02184. Should you have any questions regarding this program or any other issues relative to the Lottery, please call me at 781-849-5555. I look forward to working with you as the Lottery continues its' efforts to support the 351 cities and towns of the Commonwealth.

Sincerely,

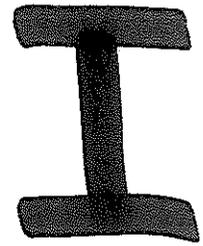
Michael R. Sweeney
Executive Director

Certified Mail-Return Receipt Requested:
7001 2510 0004 3227 3700

Arthur Buckley X5531



Supporting the 351 Cities and Towns of Massachusetts



Property Address: 11 Fletcher Street, Northbridge, MA (WORCESTER COUNTY)

GRANT OF EASEMENT

the TOWN OF NORTHBRIDGE, a municipal corporation having an address of 7 Main Street, Northbridge, Massachusetts (hereinafter referred to as the Grantor), for consideration of One (\$1.00) Dollar, grants to MASSACHUSETTS ELECTRIC COMPANY, a Massachusetts corporation with its usual place of business at 40 Sylvan Road, Waltham, Massachusetts 02451 (hereinafter referred to as the Grantee) with quitclaim covenants, the perpetual right and easement to install, construct, reconstruct, repair, replace, add to, maintain and operate for the transmission of high and low voltage electric current and for the transmission of intelligence, an "UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM" (hereinafter referred to as the "UNDERGROUND SYSTEM") located in Northbridge, Worcester County, Massachusetts, consisting of lines of buried wires and cables and lines of wires and cables installed in underground conduits, together with all equipment and appurtenances thereto for the transmission of intelligence and the furnishing of electric service to the herein described premises and to service others, and without limiting the generality of the foregoing, but specifically including the following equipment; namely: manholes, manhole openings, bollards, handholes, junction boxes, transformers, transformer vaults, padmounts, padmount transformers and all housings, connectors, switches, conduits, cables and wires all located within the easement area of the hereinafter described property.

Said "UNDERGROUND SYSTEM" is located in, through, under, over, across and upon those certain parcels of land situated on the northeasterly side of Fletcher Street, being more particularly shown as the Barn Lot and a parcel of land containing 2.37 acres ± on a Plan of Land recorded with the Worcester District Registry of Deeds in Plan Book 327, Plan 31.

WR24405439

Address of Grantee:
Mass El. - 40 Sylvan Road, Waltham, Massachusetts 02451

After recording return to:
Elizabeth Fresolone
National Grid
Service Company, Inc.
280 Melrose Street
Providence, RI 02907

05 NBRIMA GEN

And further, said "UNDERGROUND SYSTEM" (locations of the electrical equipment and other facilities on the hereinbefore referred to premises of the Grantor) is approximately shown on a sketch entitled: "nationalgrid; OWNER: TOWN OF NORTHBRIDGE; ADDRESS: 11 FLETCHER ST, NORTHBRIDGE, MA; SKETCH TO ACCOMPANY EASEMENT FOR THE INSTALLATION OF 2-3" CONDUIT TO NEW SINGLE PHASE PADMOUNTED TRANSFORMER TO SERVICE NEW BUILDING AND EXISTING BUILDINGS ON LOT; DRAWN BY: MICHAEL FRASER; DATE: 8/18/2017; WR: 24405439," a reduced copy of said sketch is attached hereto as "Exhibit A" and recorded herewith, copies of which are in the possession of the Grantor and Grantee herein, but the final definitive locations of said "UNDERGROUND SYSTEM" shall become established by and upon the installation and erection thereof by the Grantee.

Also with the further perpetual right and easement from time to time to pass and repass over, across and upon said land of the Grantor as is reasonable and necessary in order to renew, replace, repair, remove, add to, maintain, operate, patrol and otherwise change said "UNDERGROUND SYSTEM" and each and every part thereof and to make such other excavation or excavations as may be reasonably necessary in the opinion and judgment of the Grantee, its successors and assigns, and to clear and keep cleared the portions and areas of the premises wherein the "UNDERGROUND SYSTEM" is located as shown on the sketch herein referred to, of such trees, shrubs, bushes, above ground and below ground structures, objects and surfaces, as may in the opinion and judgment of the Grantee interfere with the safe and efficient operation and maintenance of the "UNDERGROUND SYSTEM" and other related electrical equipment. However, said Grantee, its successors and assigns, will properly backfill said excavation or excavations and restore the surface of the land to as reasonably good condition as said surface was in immediately prior to the excavation or excavations thereof.

If said herein referred to locations as approximately shown on the sketch herein also referred to are unsuitable for the purposes of the Grantee, its successors and assigns, then said locations may be changed to areas mutually satisfactory to both the Grantor and the Grantee herein; and further, said newly agreed to locations shall be indicated and shown on the sketch above referred to by proper amendment or amendments thereto. The Grantor, for itself, its successors and assigns, covenant and agrees with the Grantee, for itself, its successors and assigns, that this Grant of Easement and the location of the Underground System may not be changed or modified without the written consent of the Grantee, its successors and assigns, which consent may be withheld by the Grantee in its sole discretion.

It is the intention of the Grantor to grant to the Grantee, its successors and assigns, all the rights and easements aforesaid and any and all additional and/or incidental rights needed to install, erect, maintain and operate within the Grantor's land an "UNDERGROUND SYSTEM" for the transmission of intelligence and for supplying electric service for the building, buildings or proposed buildings shown on the last herein referred to sketch or amended sketch and the right to service others from said "UNDERGROUND SYSTEM".

It is agreed that said "UNDERGROUND SYSTEM" and all necessary appurtenances thereto, shall remain the property of the Grantee, its successors and assigns, and that the Grantee, its successors and assigns, shall pay all taxes assessed thereon.

For Grantor's title, see deed dated February 20, 1941, recorded with the Worcester District Registry of Deeds in Book 2812, Page 329.

IN WITNESS WHEREOF, the Town of Northbridge, acting by and through its Board of Selectmen, being duly authorized, have executed this easement as of this _____ day of _____, 2017.

TOWN OF NORTHBRIDGE,
acting by and through its Board of
Selectmen

By: Charles Ampagoomian, Jr.
Its: Chair

By: Thomas J. Melia
Its: Vice Chair

By: James J. Athanas
Its: Clerk

By: James R. Marzec
Its: Selectman

By: Daniel J. Nolan
Its: Selectman

Commonwealth of Massachusetts

County of _____ } ss.

On this the _____ day of _____, _____, before me,
Day Month Year

Name of Notary Public the undersigned Notary Public,

personally appeared, Charles Ampagoomian, Jr., Thomas J. Melia, James J. Athanas, James R. Marzec and Daniel J. Nolan proved to me through satisfactory evidence of identity, which was/were

Description of Evidence of Identity

to be the persons whose names are signed on the preceding Grant of Easement, and acknowledged to me that they signed it voluntarily for its stated purpose as the Board of Selectmen of the Town of Northbridge.

Signature of Notary Public

Printed Name of Notary

My Commission Expires _____

Place Notary Seal and/or Any Stamp Above

05 NBRIMA GEN

TOWN OF NORTHBRIDGE

TO

MASSACHUSETTS
ELECTRIC COMPANY

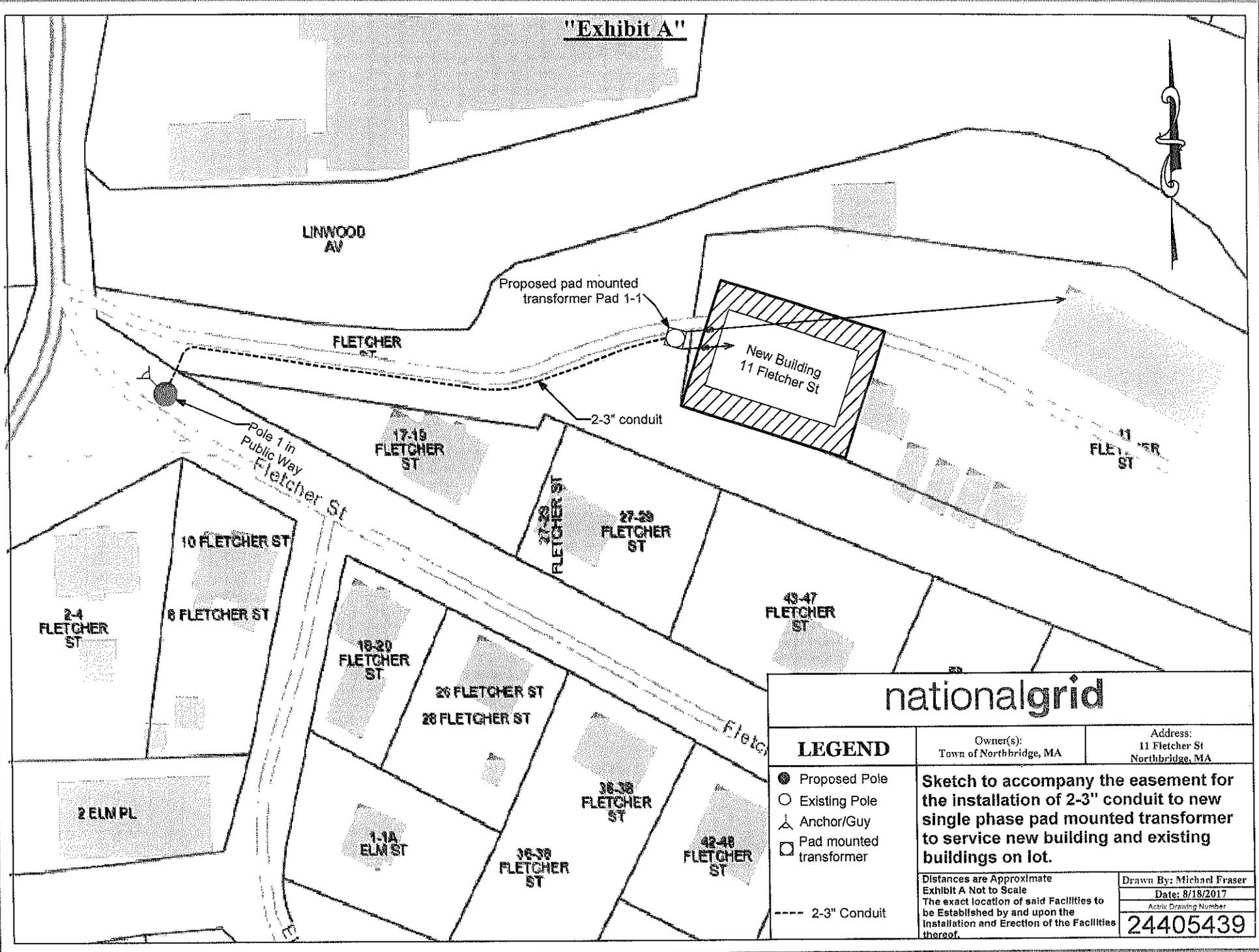
GRANT OF EASEMENT

AFTER RECORDING RETURN TO:

ELIZABETH FRESOLONE
NATIONAL GRID
SERVICE COMPANY, INC.
280 MELROSE STREET
PROVIDENCE, RI 02907

Approved By: _____

"Exhibit A"



nationalgrid

LEGEND

- Proposed Pole
- Existing Pole
- △ Anchor/Guy
- Pad mounted transformer
- 2-3" Conduit

Owner(s):
Town of Northbridge, MA

Address:
11 Fletcher St
Northbridge, MA

Sketch to accompany the easement for the installation of 2-3" conduit to new single phase pad mounted transformer to service new building and existing buildings on lot.

Distances are Approximate
Exhibit A Not to Scale
The exact location of said Facilities to be Established by and upon the installation and Erection of the Facilities thereof.

Drawn By: Michael Fraser
Date: 8/18/2017
Actrix Drawing Number
24405439

BOS Agenda 11.6.17

J

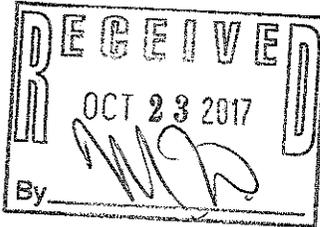
RUBIN, RUDMAN, CHAMBERLAIN AND MARSH
CAPE COD OFFICE OF RUBIN AND RUDMAN LLP
COUNSELLORS AT LAW

99 WILLOW STREET • POST OFFICE BOX 40 • YARMOUTHPORT, MASSACHUSETTS 02675-0040
(508) 362-6262 • FACSIMILE: (508) 362-6060

ROBERT C. CHAMBERLAIN
PAMELA B. MARSH
JENNIFER N. LUCAS
DANIEL W. CHAMBERLAIN

50 ROWES WHARF
BOSTON, MASSACHUSETTS 02110
(617) 330-7000

300 NEW JERSEY AVE NW
WASHINGTON, DC 20001
(202) 465-8780



October 19, 2017

Charles Ampagoomian, Jr.
Cemetery Commissioner
Pine Grove Cemetery
7 Main Street
Whitinsville, MA 01588

RE: Estate of Viola M. Willard
OUR FILE NO. : 15480-003 (911/12733)

Dear Sir or Madam: . . .

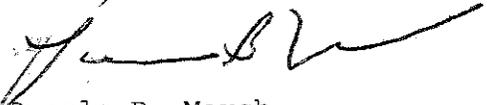
Please be advised that I represent Henry A. Blanchette, (hereinafter "Mr. Blanchette") the named Personal Representative in the April 7, 2016, Will of Viola M. Willard (hereinafter "the decedent") and the petitioner in this matter. Mr. Blanchette is beginning the process of informally probating the Will of the decedent.

Enclosed please find copies of the Petition and Bond, as well as an original Assent for your review and signature. You are receiving these documents as the named beneficiary of a bequest of Lot #115-B (a two (2) grave cemetery Lot) under ARTICLE III B of the Will and as Mr. Blanchette is asking for your assent to his appointment. If you agree that Mr. Blanchette should be appointed as Personal Representative, please sign and date only the Assent form (where indicated) and return it to me in the enclosed self-addressed stamped envelope at your earliest possible convenience.

If you have any questions regarding the Assent, I may be reached at 508-362-6262.

Very truly yours,

RUBIN, RUDMAN, CHAMBERLAIN AND MARSH


Pamela B. Marsh

PBM/tlc
Enclosures
cc: Henry A. Blanchette

*emailed Dave
10-23-17*

3. This Petition is filed within the time period permitted by law (See G. L. c. 190B, § 3-108). Three years or less have passed since the Decedent's death, or the following circumstances authorize tardy proceedings (*include statutory reference*):

FORM ALERT: Do not use this form to file a late probate proceeding pursuant to G. L. c. 190B, § 3-108(4). Use form MPC 161.

4. Venue for this proceeding is proper in this county because on the date of death, the Decedent:
- was domiciled in this county. was not domiciled in Massachusetts, but had property located in this county at:

_____ (Address) _____ (Apt, Unit, No., etc.) _____ (City/Town) _____ (State) _____ (Zip)

5. The Petitioner gave written notice seven (7) days prior to petitioning for informal probate or appointment by sending a copy of this Petition and death certificate by certified mail to Division of Medical Assistance, Estate Recovery Unit, P.O. Box 15205, Worcester, MA 01615-0205.

II. PERSONS INTERESTED IN THE ESTATE

6. The Decedent's surviving spouse, children, heirs at law and devisees (if any), so far as known or ascertainable with reasonable diligence by the Petitioner are as stated in form MPC 162 Surviving Spouse, Children, Heirs at Law **AND** if the Decedent died with a will, form MPC 163 Devisees incorporated herein.

There are additional heirs at law who are not known to the Petitioner (*Formal proceeding required*).

FORM ALERT: Failure to submit this information will result in a delay in processing your case.

III. TESTACY STATUS

7. The Decedent died (*select one*):

Intestate (without a will)

After the exercise of reasonable diligence, the Petitioner is unaware of any unrevoked testamentary instrument relating to property in Massachusetts, or see attached statement of why such an instrument is not being probated:

Testate (with a will)

The date of the Decedent's last will is April 7, 2016.

The dates of all codicils are None.

(*select one of the following*):

The original will is in the possession of the court or accompanies this Petition.

The original will has been probated in Massachusetts and the Petitioner adopts the statements in the Petition for Probate.

The original will has been probated in the state or country of _____.

An authenticated copy of the will and proof of its probate are filed with this Petition.

The will and any codicils are referred to as the will. The Petitioner, to the best of his or her knowledge, believes the will was validly executed. After the exercise of reasonable diligence, the Petitioner is unaware of any instrument revoking the will and believes that the will is the decedent's last will.

V. RELIEF REQUESTED

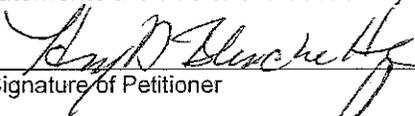
Wherefore, the Petitioner requests that the court/magistrate:

- Admit the Decedent's will to informal probate.
- Appoint the nominee(s) with priority for appointment as Personal Representative of the estate in an unsupervised administration to serve without with sureties on the bond and that Letters be issued.

SIGNED UNDER THE PENALTIES OF PERJURY

I certify under the penalties of perjury that the foregoing statements are true to the best of my knowledge and belief.

Date: 17 October 2017


Signature of Petitioner

Date: _____

Signature of Co-Petitioner (If applicable)

Information on Attorney for Petitioner, if any


Signature of Attorney
Pamela B. Marsh, Esq.
(Print name)

99 Willow Street, P.O. Box 40
(Address) (Apt, Unit, No. etc)
Yarmouthport MA 02675
(City/Town) (State) (Zip)

Primary Phone #: 508-362-6262

B.B.O. # 321540

Email: pmarsh@rubinrudman.com

Melissa Wetherbee

From: David Doneski <DDoneski@k-plaw.com>
Sent: Thursday, November 02, 2017 11:04 AM
To: Sharon Susienka
Cc: Adam Gaudette; Melissa Wetherbee
Subject: RE: Estate of Viola M. Willard

Thanks, Sharon

I see no reason for the Board to postpone action or to withhold assent.

David J. Doneski, Esq.
KP | LAW
101 Arch Street, 12th Floor
Boston, MA 02110
O: (617) 556 0007
F: (617) 654 1735
ddoneski@k-plaw.com
www.k-plaw.com

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From: Sharon Susienka [mailto:ssusienka@northbridgemass.org]
Sent: Thursday, November 02, 2017 9:09 AM
To: David Doneski <DDoneski@k-plaw.com>
Cc: Adam Gaudette <agaudette@northbridgemass.org>; Melissa Wetherbee <mwetherbee@northbridgemass.org>
Subject: RE: Estate of Viola M. Willard

Hi David,
As requested, here is the Petition and Bond. The Bond says "COPY" on it but that's all that was sent to us. We intend to have the Board act on this on Monday so if there is any reason for them not to, please so advise as we have to post the agenda this afternoon.

Thank you.

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

From: David Doneski [mailto:DDoneski@k-plaw.com]
Sent: Thursday, November 02, 2017 1:21 AM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Subject: RE: Estate of Viola M. Willard

Sharon,

This is a request for consent under the Massachusetts provisions of the Uniform Probate Code (G.L. c. 190B). The assent requested should be granted, if the Board of Selectmen (acting as Cemetery Commissioners) so agrees, by formal action at a meeting.

Please do forward the petition and bond, and I will follow up with any further applicable comment.

In my view, acceptance of the cemetery lots should also be by vote of the Board. That vote may be taken when the personal representative conducts the process of distributing the assets of the estate.

David J. Doneski, Esq.

KP | LAW .

101 Arch Street, 12th Floor

Boston, MA 02110

O: (617) 556 0007

F: (617) 654 1735

ddoneski@k-plaw.com

www.k-plaw.com

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From: Sharon Susienka [<mailto:ssusienka@northbridgemass.org>]

Sent: Monday, October 23, 2017 6:39 PM

To: David Doneski <DDoneski@k-plaw.com>

Subject: Estate of Viola M. Willard

Hi David.

We received the attached information in today's mail. Is there any issue with Charlie signing it? I have the Petition and Bond too, if you need to see those. Also, does the Board have to vote to accept the cemetery lot like they would other gifts?

Please advise. Thank you.

Sharon L. Susienka

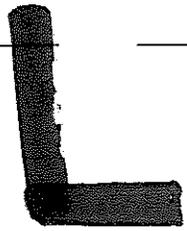
Exec. Asst. to the Town Manager

Town of Northbridge

Phone: 508-234-2095

Fax: 508-234-7640

ESTABLISHING A LOCAL HISTORIC DISTRICT - FLOWCHART



Board of Selectmen –Appoint Local Historic District Study Committee (LHDSC)

Where possible -LHD Study Committee membership shall include nominees from the following organizations: Local Historical Society; Board of Realtors & the American Institute of Architects

Local Historic District Study Committee - Meets with MA Historical Commission (MHC) staff

LHDSC -Conducts property owner opinion survey, prepares educational material, conducts informal meeting, & prepares a Preliminary Study Report



Preliminary Study Report Completed

Preliminary Study Report Includes: Introduction, Methodology, Significance, Justification of Boundaries, Recommendations for the Bylaw, a map of the proposed district, a property street index & the bylaw

Preliminary Study Report -Submitted to MHC & Planning Board

MHC reviews Preliminary Study Report –provides endorsement and/or recommendations to the LHDSC

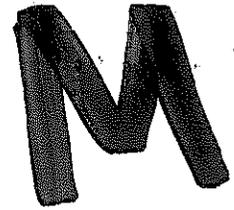
Public Hearing

[Not less than 60-days from the Study Report transmittal to MHC and w/in 14-days written notice to property owners]

Warrant Article & Final Report prepared, Map and Bylaw submitted for Town Meeting

- Town Meeting Vote [2/3 Majority]**
- Attorney General Review**
- File Bylaw with Town Clerk & recording at Registry of Deeds**
- Local Historic District Created**

-Refer to MA General Law Chapter 40C
 MA Historical Commission –Establishing Local Historic Districts Guidance document (June 2003)
 Christopher C. Skelly, MHC
 (617) 727-8470



MEMORANDUM

DATE: December 5, 2006
TO: Board of Selectmen
FROM: Sharon L. Susienka, Acting Town Manager
SUBJECT: Town of Northbridge Boot Drive Policy

The Town of Northbridge will allow one boot drive per month at Memorial Square and/or Oviaan Square from the first Saturday in April through the first Saturday in November for the purpose of raising funds for a registered charity under the following conditions:

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- 1. All drives must be approved in advance by the Police Department.
2. All drives are limited to the hours of 9:00 AM and 3:00 PM.
3. Each location will be limited to a maximum of 5 participants.
4. All participants must be at least 18 years of age at the time of the drive.
5. All participants must wear a reflective vest approved by the Police Department.
6. All participants may approach the traffic from the sidewalk or island side and
a. Not impede the flow of traffic
b. Not activate the electronic crosswalk devices
c. Not harass or intimidate drivers.

BOOT DRIVES WILL NOT BE ALLOWED FROM
NOVEMBER 2ND - MARCH 31ST

The Northbridge Police Department shall have the authority to suspend any drive in the interest of public safety.

Note:

- a.) The Selectmen voted unanimously on December 4, 2006, to approve the above policy as recommended by Chief Warchol and amended by Selectman Davis.
b.) The Selectmen further voted to amend this policy at their April 28, 2008 meeting.

**Town Manager's Report for the Period of
October 14, 2017 – November 3, 2017**



1. **Meetings Attended:**

- a. **Board of Selectmen** – 10/16/2017
- b. **Blackstone Valley Chamber & MassDevelopment** – 10/17/2017
- c. **Safety Committee** – 10/18/2017
- d. **Meeting with the Town Moderator & Staff** – 10/19/2017
- e. **NCTV Interview** – 10/19/2017
- f. **Meeting with NFP (Broker) re: GIC** – 10/20/2017
- g. **School Meeting to prepare for FATM** – 10/23/2017
- h. **Fall Annual Town Meeting** – 10/24/2017
- i. **Regional Town Managers Meeting** – 10/25/2017
- j. **Senior Center (presentation for 100th Birthday)** – 10/26/2017
- k. **Aggregation Renewal Meeting (Conf. Call)** – 10/30/2017
- l. **Balmer School Project Community Forum #4** – 10/30/2017
- m. **MMA Fiscal Policy Committee Meeting (Boston)** – 10/31/2017
- n. **Planning Initiatives Meeting with Gary B** – 11/1/2017
- o. **Department Head Meeting** – 11/3/2017

2. **School Building Project Update:** The Committee has selected their top 4 site development options and has submitted the PDP (Preliminary Design Program) to MSBA. I attended the Community Forum #4 on October 30th at which they discussed the outcomes of the public survey.

3. **DPW Garage Project:** Site work is on hold until the BPCC reviews the balance of change orders and credits as part of site grading changes and drainage infrastructure plan revisions. The BPCC will be at the 11/20/2017 BoS Meeting to provide an update.

4. **Fire Station Project (Feasibility Study):** Staff, along with the Town Manager, have collected information on Town-owned property, properties listed for sale, and properties previously studied and will be filtering the data for the purposes of providing an adequate list for the Building Planning Construction Committee to designate for inclusion in the Architect RFP.

5. **Other ongoing tasks:**

- a) *Recreational Marijuana* – Developing an action plan for 2018 with the Town Planner and Police Chief. This will be discussed at the 11/20/2017 BoS Meeting.
- b) *Streetlight Conversion Project (MAPC Grant)* – I have signed an agreement with Tanko Lighting to perform the initial audit.
- c) *National Park Service* – Working with the Town Planner to create a Local Historic District. This will be discussed at the 11/6/2017 BoS Meeting.
- d) *FY2019 Budget Planning* – Initiating Budget Development process with Staff. The Board of Selectmen will be discussing goals with the Town Manager on 11/20/2017.