

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
December 5, 2016 AT 6:30 PM  
JOINT MEETING WITH THE HOUSING AUTHORITY**

**EXECUTIVE SESSION: 6:30 PM**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

**II. PUBLIC HEARING**

**III. APPOINTMENTS: Joint Appointment by the Board of Selectmen and Northbridge Housing Authority: [1 vacancy]**

**A. Candidate 1.** Kathleen Charbonneau / **Candidate 2.** Christina Simonian

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS**

**B.** MLJJ, Inc. d/b/a The Gray Barn, 2 Elm Place, Whitinsville, MA 01588[John Mellor, Mgr.]/Request to change Sunday hours [**Present:** John Mellor]

**C.** Tri-Valley Front Runners, Inc. [Matt Kellogg]/Request permission to hold the "Frank Nealon Boston Tune-Up" Road Race on Saturday, April 1, 2017 @ 10 AM subject to the safety requirements of the Police Department

**VI. DISCUSSIONS**

**D.** Sewer Department Budget

**VII. TOWN MANAGER'S REPORT**

- E.** 1) Local Historic District Study Committee (LHDSC)  
2) Great Hall Plaster & Painting Restoration  
3) Open Space & Recreation Plan (OSRP)  
4) Economic Development Strategic Plan  
6) Chamber of Commerce Meeting  
7) Meeting with Riverdale Mill Proprietor

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

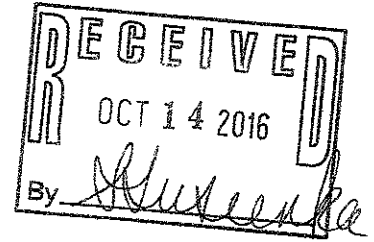
**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION - 6:30 PM:**

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

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"/>

A  
Candidate 1



October 13, 2016

Tina Myers  
Director of Housing  
11 Colonial Drive  
Whitinsville, MA 01588

Dear Ms. Myers,

My name is Kathleen Charbonneau and I am interested in the temporary position on the Housing Authority Board.

I am a lifetime Northbridge resident, graduating from Northbridge High School and then from Quinsigamond Community College where I received a degree in Occupational Therapy. I have worked at UMASS Hospital for 10 years in the Intensive Care Unit as a Nurse Extender, as an aide in several Nursing Homes in the area, and I also have my certification in Plebotomy. I currently volunteer at the Northbridge Senior Center.

I have always loved working with the Senior population and feel I can bring much experience from my lifetime of work and education in the community to the Housing Authority Board.

Thank you for your consideration,

*Kathleen Charbonneau*

Kathleen Charbonneau  
10A Colonial Drive  
Whitinsville, MA 01588  
(508) 266-0372

cc: Northbridge Board of Selectman

Christina H. Simonian

Candidate 2

7B Colonial Drive, Whitinsville, MA 01588 | 508-266-0210 | apollo9701@yahoo.com

August 29, 2016

Board of Commissioners for Northbridge Housing Authority  
12 Colonial Drive  
Whitinsville, MA 01588  
508-234-7736

Dear Board of Commissioners:

Please accept this formal letter of interest for the open seat for the Board of Commissioners with the Northbridge Housing Authority.

I am a current resident and feel as though my residency within the Northbridge Housing Authority can be seen as a valuable asset and can offer perspective on behalf of tenants residing within Northbridge Housing Authority.

I have been a resident for 4 years, and have lived in the Town of Northbridge my entire life. I look forward in this opportunity in working collaboratively with you.

Respectfully Submitted,



Christina H. Simonian

November 23, 2016

Town of Northbridge

Attn: Town Managers Office

7 Main Street

Whitinsville, MA 01588

Re: Liquor License Sunday Hours Change

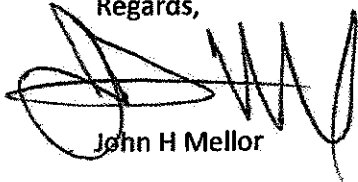
To: Local Licensing Authority

I would like to formally request to modify my Liquor License to allow me to open at 10:00 am on Sunday, January 1, 2017 only.

If I need to submit any further information please let me know.

I can be reached on my cell phone at (774) 573 -0237.

Regards,

A handwritten signature in black ink, appearing to read "John H Mellor". The signature is stylized with a large loop at the beginning and several vertical strokes at the end.

President

MLJJ, Inc.

Dbas Gray Barn

2 Elm Place

Whitinsville, MA 01588

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street  
Boston, MA 02114  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE  
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA: NO FEE

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

090400002

LICENSEE NAME:

MLJJ, Inc dba Gray Barn

ADDRESS:

2 Elm Place

CITY/TOWN:

Whitinsville

STATE MA

ZIP CODE

01588

**TRANSACTION TYPE (Please check all relevant transactions):**

☒ Change of Hours

☐ Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL  
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND  
SUPPORTING DOCUMENTS TO:

**ALCOHOLIC BEVERAGES CONTROL COMMISSION  
P. O. BOX 3396  
BOSTON, MA 02241-3396**

**Corporate Vote Form**

**Date: 11/28/2016**

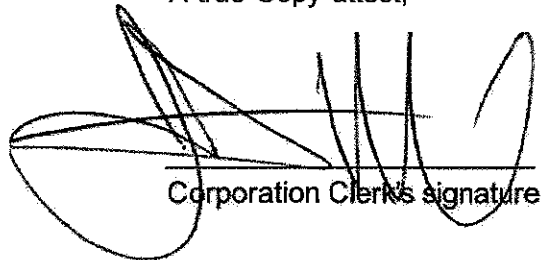
At a meeting of the **Board of Directors of, MLJJ, Inc dba Gray Barn**, held at 2 Elm Place Whitinsville, MA 01588, on 11/28/2016, it was duly voted that the Corporation apply to the Local Licensing Authority for the Town of Northbridge **for permission to open at 10 AM on Sunday, January 1, 2017 only.**

**The Directors:**

**"VOTED:** To authorize **John H Mellor** to sign the application submitted in the name of **MLJJ, Inc dba Gray Barn**, and to execute in the Corporation's behalf, any necessary papers and do all things required to have the application granted."

**"VOTED:** That a copy of this vote duly certified by the **Clerk of the Corporation** and delivered to the manager appointed, or principal representative, shall constitute the written authority required by G.L. c. 138 § 26."

A true Copy attest,



Corporation Clerk's signature

## Sharon Susienka

---

**From:** Walter J. Warchol <wwarchol@northbridgemass.org>  
**Sent:** Friday, December 02, 2016 7:43 AM  
**To:** ssusienka@northbridgemass.org  
**Subject:** RE: Sunday hours

Sharon:

If John is only requesting to open at 10AM for one day only, I would not have any objections to that request

**From:** Sharon Susienka [mailto:ssusienka@northbridgemass.org]  
**Sent:** Thursday, December 01, 2016 4:48 PM  
**To:** wwarchol@northbridgemass.org  
**Subject:** FW: Sunday hours

This is Ralph's response.

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

**From:** Sacramone, Ralph (TRE) [mailto:ralph.sacramone@state.ma.us]  
**Sent:** Thursday, December 01, 2016 4:17 PM  
**To:** ssusienka@northbridgemass.org  
**Subject:** Re: Sunday hours

Yes.

Ralph Sacramone  
Executive Director  
Alcoholic Beverages Control Commission  
239 Causeway Street, 1st Floor  
Boston, MA 02114  
617-727-3040 Ext. 31  
617-727-1510 Fax

>>> "Sharon Susienka" <ssusienka@northbridgemass.org> 12/1/2016 3:36 PM >>>  
Ralph:

Does the LLA have the authority to grant permission to a Section 12 licensee to open early for just one Sunday? His current Sunday hours are 12Noon to 2AM on Sundays.

# NTM License Slips

Row 1

**Current Status** On BOS agenda 12.5.16

**Done**

**License ID:** NTM#16024

**License Type:** Liquor License

**Description:** Mr. Mellor of The Gray Barn is looking to change his hours of operation on Sunday's to open at 10 AM.

**Business:** MLJJ, Inc. dba The Gray Barn

**Applicant:** John Mellor

**Address:** 2 Elm Place

**Approval Target** 12/01/16

**Slip Started on:** 11/30/16 10:30 AM

**PLANNING  
Approve:** ✓

**PLANNING  
Comments:** N/A -not applicable

**POLICE  
Approve:**

**POLICE  
Comments:** No Issues one day only. See email

**FIRE Approve:** ✓

**FIRE Comments:** No concerns at this time.

**BUILDING  
ZONING  
Approve:** ✓

**BUILDING  
ZONING  
Comments:** 12/2/2016

**CONSERVATION  
Approve:** ✓

**CONSERVATION  
Comments:**



**HEALTH**  
**Approve:** ✓

**HEALTH**  
**Comments:** N/A

**ASSESSORS**  
**Approve:** ✓

**ASSESSORS**  
**Comments:** No Issues. Bob Fitzgerald 11/30/16

**TREASURER**  
**COLLECTOR**  
**Approve:** ✓

**TREASURER**  
**COLLECTOR**  
**Comments:**

Sharon Susienka

11/28/16 ⚡ C: Police Chief  
DPW  
(via email)

**From:** Matthew Kellogg <mattkellogg1981@gmail.com>  
**Sent:** Monday, November 28, 2016 9:15 AM  
**To:** ssusienka@northbridgemass.org  
**Subject:** April 1 Road Race  
**Attachments:** Northbridge Hold Harmless Agreement - Signed.pdf; BostonTuneUpMap.pdf; TVFR Insurance Binder.pdf; 501c3DesignationLetter\_RRCA.pdf; TVFR\_RRCAAffiliationLetter 501c3.pdf

C

Good morning,

*-no conflict w/date-time*

My name is Matt Kellogg from Tri-Valley Front Runners, who hold an annual 15k road race in Upton and Northbridge on the first Saturday of April. I'm the new race director for the event and I just learned that we need to obtain approval from the Board of Selectman before the race. Do we need to put our event on the agenda at an upcoming meeting?

I have already contacted the police department and Lt. Labrie is on board with running the race through a portion of the town. Traffic control and protection have been provided by the Upton PD in the past.

I've attached a course map, the current insurance binder (2017 will be forwarded when obtained), our non-profit letter, and the hold-harmless letter we have sent you in the past.

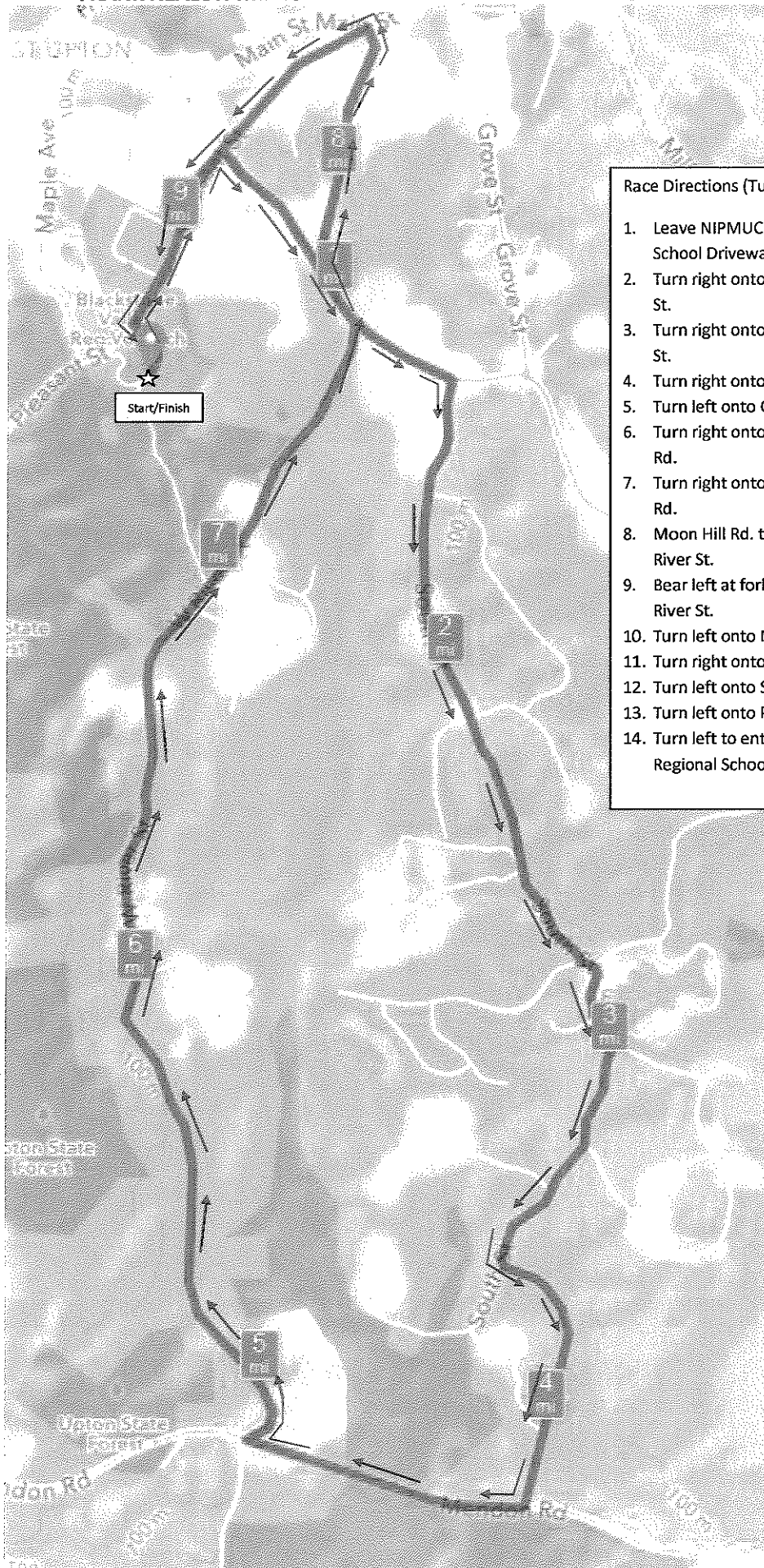
Please let me know your thoughts, our next step, and anything else we may need to provide for you.

Thank you for your time.

- Matt Kellogg  
15k Race Director  
Tri-Valley Front Runners

*Chief / Jim:  
Please let us know  
in writing if you  
have any issues  
w/this request. Thank you.  
Sharon*

# FRANK NEALON MEMORIAL BOSTON TUNE UP 15K COURSE MAP



## Race Directions (Turn-by-turn)

1. Leave NIPMUC Regional School Driveway.
2. Turn right onto Pleasant St.
3. Turn right onto Mendon St.
4. Turn right onto South St.
5. Turn left onto Oak Dr.
6. Turn right onto Mendon Rd.
7. Turn right onto Moon Hill Rd.
8. Moon Hill Rd. turns to W. River St.
9. Bear left at fork on W. River St.
10. Turn left onto Mendon St.
11. Turn right onto Plain St.
12. Turn left onto Station St.
13. Turn left onto Pleasant St.
14. Turn left to enter NIPMUC Regional School Driveway.

**TOWN OF NORTHBRIDGE**  
**HOLD HARMLESS AGREEMENT**

**Applicant:** Tri-Valley Front Runners, Inc. [Attn: Matt Kellogg]

**Address:** P.O. Box 125  
Milford, MA 01757

**Phone:**

**Special Permit:** To conduct a road race [Frank Nealon Memorial Boston Tune Up 15K] beginning and ending at Nipmuc Regional High School with a portion of the race crossing into Northbridge.

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

**Signed by:** Matthew Kellogg

**Date:** 11/23/2016

Matthew Kellogg, Race Director, Tri-Valley Front Runners

**Function/Date(s):** Road Race  
Saturday, April 1, 2017  
10:00AM



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> STAR Insurance - Fort Wayne Office 2130 East Dupont Road  Fort Wayne IN 46825	<b>CONTACT NAME:</b> Margaret M. Mayers <b>PHONE (A/C, No, Ext):</b> (260) 467-5689 <b>FAX (A/C, No):</b> (260) 467-5691 <b>E-MAIL ADDRESS:</b> margaret.mayers@starfinancial.com																					
<b>INSURED</b> Road Runners Club of America/2016 and Its Member Clubs 1501 Lee Highway, Suite 140 Arlington VA 22209	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A</td><td>National Casualty Company</td><td>11991</td></tr><tr><td>INSURER B</td><td>Nationwide Life Insurance Co.</td><td>66869</td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A	National Casualty Company	11991	INSURER B	Nationwide Life Insurance Co.	66869	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER E:																						
INSURER F:																						

**COVERAGES**

CERTIFICATE NUMBER: 2016 \$1M Club GL

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Legal Liability to Participant \$1,000,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		KRO0000005887400  Abuse & Molestation Aggregate \$5,000,000	12/31/2015 12:01 AM	12/31/2016 12:01 AM	<table><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 500,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ Unlimited</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 1,000,000</td></tr><tr><td>Abuse and Molestation</td><td>\$ 500,000</td></tr></table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 500,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ Unlimited	PRODUCTS - COMP/OP AGG	\$ 1,000,000	Abuse and Molestation	\$ 500,000
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A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		KRO0000005887400	12/31/2015 12:01 AM	12/31/2016 12:01 AM	<table><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					<table><tr><td>EACH OCCURRENCE</td><td>\$</td></tr><tr><td>AGGREGATE</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$	AGGREGATE	\$		\$								
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	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below					<table><tr><td>PER STATUTE</td><td>OTH-ER</td></tr><tr><td>E.L. EACH ACCIDENT</td><td>\$</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$</td></tr></table>	PER STATUTE	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$						
PER STATUTE	OTH-ER																			
E.L. EACH ACCIDENT	\$																			
E.L. DISEASE - EA EMPLOYEE	\$																			
E.L. DISEASE - POLICY LIMIT	\$																			
B	<b>Excess Medical &amp; Accident (\$250 Deductible/Claim)</b>		SPX0000027201500	12/31/2015 12:01 AM	12/31/2016 12:01 AM	<table><tr><td>Excess Medical</td><td>\$10,000</td></tr><tr><td>AD &amp; Specific Loss</td><td>\$2,500</td></tr></table>	Excess Medical	\$10,000	AD & Specific Loss	\$2,500										
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AD & Specific Loss	\$2,500																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Club Member Certificate

**CERTIFICATE HOLDER**

Tri-Valley FrontRunners  
Attn: Michael Nixon  
66 Taft St.  
Milford, MA 01757

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Terry Diller/MMA

*Terry R. Diller, CPCU*

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## ROAD RUNNERS CLUB OF AMERICA

1501 Lee Hwy, Ste 140  
Arlington, VA 22209  
703.525.3890  
703.525.3891 (fax)

September 4, 2014

To Whom It May Concern:

Tri-Valley FrontRunners, EIN 04-3195025, is a 501(c)3 organization through the Road Runners Club of America group exemption status with the IRS. Below are two important excerpts from the <http://www.irs.gov/pub/irs-pdf/p4573.pdf> that clearly outlines the procedure for group exemption letters and verifying subordinate organizations under the group exemption ruling:

1. **What is a group exemption letter?** The IRS sometimes recognizes a group of organizations as tax exempt if they are affiliated with a central organization. This avoids the need for each of the organizations to apply for the exemption individually. A group exemption letter has the same effect as an individual exemption letter except that it applies to more than one organization.

**Please see the accompanying copy of the RRCA's group exemption letter from the IRS.**

2. **How do I verify that an organization is included as a subordinate in a group exemption ruling?** The central organization that holds a group exemption (rather than the IRS) determines which organizations are included as subordinates under its group exemption ruling. Therefore, you can verify that an organization is a subordinate under a group exemption ruling by consulting the official subordinate listing approved by the central organization or by contacting the central organization directly. You may use either method to verify that an organization is a subordinate under a group exemption ruling.

This letter is to serve as official verification as outlined by the IRS that the organization referenced above is a nonprofit organization under the RRCA's group exemption (Group Exemption #2702) with the IRS.

If you need further information to verify the status, please feel free to contact me.

Sincerely,

Jean Knaack

Executive Director

***We Run the Nation!***  
***www.RRCA.org***

## Sharon Susienka

---

**From:** Walter J. Warchol <wwarchol@northbridgemass.org>  
**Sent:** Monday, November 28, 2016 10:47 AM  
**To:** ssusienka@northbridgemass.org  
**Subject:** RE: April 1 Road Race

*Chief's Response*

Sharon:

They have conducted this road race for several years. A small portion of the race goes through Northbridge and in the past the Upton Police have handled all traffic details. No opposition from the police department.

Chief Warchol

**From:** Sharon Susienka [mailto:ssusienka@northbridgemass.org]  
**Sent:** Monday, November 28, 2016 10:06 AM  
**To:** wwarchol@northbridgemass.org; James Shuris <jshuris@northbridgemass.org>  
**Cc:** Melissa Wetherbee <mwetherbee@northbridgemass.org>  
**Subject:** FW: April 1 Road Race

Gentlemen:

Please let us know in writing if you have any issues with this request. Thank you.

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

**From:** Matthew Kellogg [mailto:mattkellogg1981@gmail.com]  
**Sent:** Monday, November 28, 2016 9:15 AM  
**To:** ssusienka@northbridgemass.org  
**Subject:** April 1 Road Race

Good morning,

My name is Matt Kellogg from Tri-Valley Front Runners, who hold an annual 15k road race in Upton and Northbridge on the first Saturday of April. I'm the new race director for the event and I just learned that we need to obtain approval from the Board of Selectman before the race. Do we need to put our event on the agenda at an upcoming meeting?

I have already contacted the police department and Lt. Labrie is on board with running the race through a portion of the town. Traffic control and protection have been provided by the Upton PD in the past.

## Sharon Susienka

---

**From:** James Shuris <jshuris@northbridgemass.org>  
**Sent:** Wednesday, November 30, 2016 7:51 AM  
**To:** ssusienka@northbridgemass.org; wwarchol@northbridgemass.org  
**Cc:** Melissa Wetherbee  
**Subject:** RE: April 1 Road Race

Hello All:

*DPW Response*

The DPW has no concerns regarding this request.

Jim Shuris

James Shuris, P.E., MBA  
Director of Public Works  
Town of Northbridge  
Tel. No. (508) 234-0816  
Fax. No. (508) 234-0807

### ***"Getting Things Done"***

**From:** Sharon Susienka [mailto:ssusienka@northbridgemass.org]  
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**Subject:** April 1 Road Race

Good morning,

My name is Matt Kellogg from Tri-Valley Front Runners, who hold an annual 15k road race in Upton and Northbridge on the first Saturday of April. I'm the new race director for the event and I just learned that we need to obtain approval from the Board of Selectman before the race. Do we need to put our event on the agenda at an upcoming meeting?



**TOWN MANAGER'S REPORT – December 5, 2016**

- 1. Local Historic District Study Committee (LHDSC)** - The LHDSC hosted a Public Forum, Tuesday, November 15, 2016. Attendees reviewed a preliminary draft of the boundary and properties considered to be included in a Whitinsville Local Historic District. The presentation was videotaped and may be uploaded for viewing online. More information is available on the Town's webpage. Selectmen should look to invite the LHDSC to a meeting in Jan/Feb for an update.
- 2. Great Hall Plaster & Painting Restoration Project** - Bid specifications and drawings for the Town Hall are nearing completion. Formal solicitation for services (abatement, plaster work & painting) is anticipated for mid-December with a project completion date of June 2017.
- 3. Open Space & Recreation Plan (OSRP)** - The OSRP Committee is scheduled to meet Tuesday, December 06, 2016 (6PM –Town Hall) to review and take public input on the DRAFT Open Space & Recreation Plan. Anyone interested is welcome to attend. Questions may be directed to the Town Planner at (508) 234-2447.
- 4. Economic Development Strategic Plan** - The town was recently notified of a pending grant award of \$25,000.00 from the Community Compact Best Practices program. Funds will be used to prepare an Economic Development Strategic Plan for the town. Questions may be directed to the Town Planner at (508) 234-2447
- 5. Chamber of Commerce Meeting** - Attended a meeting to discuss strategy for economic development in Blackstone Valley. More information to follow.
- 6. Meeting with Riverdale Mills Proprietor** - DPW Director James Shuris and Building Inspector James Sheehan met with James Knott Jr., Proprietor of the Riverdale Mill to discuss the water truck traffic on Riverdale Street. Mr. Knott reiterated that he does not allow the trucks off his property after 8 PM or on weekends. Mr. Knott has made the hours of operation clear to the company that purchases the water.