

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

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

A. December 19, 2016

**II. PUBLIC HEARING**

**III. APPOINTMENTS/Resignations**

**IV. CITIZENS' COMMENTS/INPUT**

**Local Business Spotlight:** Whitinsville Christian School **Present:** Adam Meyer, Director of Advancement

**V. DECISIONS**

**AA.** Pine Grove Cemetery Deed/**1)** Glenn & Barbara Focht [Lot No. 45 and 46, Fir Ave. North] **2)** Richard & Veronica Wilkinson [Lots No. 302B & 304, Woodlawn Ave. North]

**VI. DISCUSSIONS**

**B.** Whitinsville Local Historic District Initiative/Preliminary Study Report [**Present:** Ken Warchol, Local Historic District Study Committee]

**C.** Fire Grant/**Present:** Fire Chief Gary Nestor

**D.** Town Manager Screening Committee

**E.** Tree Clearing Update/**Present:** Jennifer Fish, Department of Conservation and Recreation; David Pickart, Conservation Agent, and Joy Anderson, Chairman, Conservation Commission

**VII. TOWN MANAGER'S REPORT**

**F. 1)** Central Mass Regional Planning/MORE Meeting

2) Great Hall Bid Proposals

3) Public Safety Grant Approval

4) Green Community Designation

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION**

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

THIS AGENDA IS SUBJECT TO CHANGE



**BOARD OF SELECTMEN'S MEETING  
December 19, 2016**

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

The Pledge of Allegiance was recited by those present.

**APPROVAL OF MINUTES:** 1) **November 7, 2016.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the November 7, 2016 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Marzec, and Melia. Abstain: Mr. Athanas. 2) **November 21, 2016.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the November 21, 2016 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia. 3) **December 5, 2016 [Executive Session].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve but not release the December 5, 2016 Executive Session minutes. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**PUBLIC HEARING / None**

**APPOINTMENTS/By the Board of Selectmen. Record Access Officers:** 1) **Doreen Cedrone, Town Clerk [Super Records Access Officer].** Town Manager Kozak explained that this is a new requirement of the new Public Records Law, where each community must appoint a Records Access Officer(s). Town Manager Kozak explained that Northbridge has chosen to appoint one Super Records Access Officer and three additional Records Access Officers, which was discussed with the affected Departments [Town Clerk, Police and School Departments] and all were in favor. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to appoint Town Clerk Doreen Cedrone as the Super Records Access Officer. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia. 2) **Walter Warchol, Police Chief [Records Access Officer].** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to appoint Chief Walter Warchol as a Records Access Officer for the Police Department. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia. 3) **Timothy Labrie, Police Lieutenant [Records Access Officer].** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to appoint Lt. Timothy Labrie as a Records Access Officer for the Police Department. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia. 4) **Kristen Ferrante, School Dept. [Records Access Officer].** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to appoint Kristen Ferrante as the Records Access Officer for the School Department. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**CITIZENS' COMMENTS/INPUT/None**

**2017 Miscellaneous License Renewals [Common Victualler, Class II, Class III, Automatic Amusement Devices, Entertainment, etc.]/Vote to approve subject to the payment of all monies due the Town.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the 2017 Miscellaneous License Renewals subject to the payment of all monies due to the Town. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Marzec.

**2017 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the 2017 Annual Liquor License Renewals subject to all monies owed to the Town. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Marzec.

**Proposed Sewer rates effective January 1, 2017.** Town Manager Kozak explained that this was a follow-up discussion from the previous meeting, in which Mr. Shuris and Mr. Kuras expressed the need to increase earnings from the sewer rates. Selectman Ampagoomian asked if the three recommendations could be stated again for the record. Mr. Shuris explained that the rates were made up of three tiers. The current quarterly rates are as follows: Group 1 pays \$60.50; Group 2 pays \$89.18; Group 3 pays \$89.18 + \$6.25 per 100 cubic foot over 2,000 cubic feet. The best scenario was to increase each group's rate by about 7%. With this proposed scenario, Group 1 would increase by \$4.50 per quarter. Group 2 would increase by \$5.82. Group 3's base rate would also increase by \$5.82 + 6.88 (\$6.25 x a 10% increase) per 100 cubic foot over 2,000 cubic feet. A motion/Mr. Melia, seconded/Mr. Athanas to increase the sewer rates as proposed, effective January 1, 2017. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**Community Compact –Economic Development Grant/Vote to authorize the Chairman of the Board of Selectmen to sign a Contract Agreement with the State for the \$25,000.00 grant awarded to Northbridge for the preparation of an Economic Development Strategic Plan; funds to be expended under the general direction of the Community Planning & Development Office.** Town Manager Kozak announced that the Town is pleased to be a part of the Community Compact with the Lieutenant Governor and the Governor's Office and is ecstatic that the town is eligible for this grant, which will help with economic development in the community. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to authorize the Chairman of the Board of Selectmen to sign the Contract Agreement with State for the \$25,000.00 grant awarded to Northbridge for the preparation of an Economic Development Strategic Plan. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**Shining Rock Drive (remaining portion of)/Vote to accept deed as authorized by Town Meeting [Article 11 –FATM 2016].** A motion/Mr. Melia, seconded/Mr. Athanas to accept the deed for the remaining portion of Shining Rock Drive as authorized by Town Meeting vote, October 25, 2016. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**Riverdale Cemetery Deed/Jean E. Morin [Lot No. 601, Willow Ave.].** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the purchase of Lot No. 601, Willow Ave. in Riverdale Cemetery. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**Pine Grove Cemetery Deed/Kathleen Veroude [Lot 160, Forest Ave. West].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the purchase of Lot No. 160, Forest Ave. West in Pine Grove Cemetery. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**Whitinsville Water Company radio meter transmitter program update/Present: Randy Swigor, General Manager.** Mr. Swigor was present to update the Board regarding the radio meter transmitter program. Mr. Swigor explained that in late 2015, the Water Company began the upgrade converting to a fixed water meter reading system. The reading infrastructure, which is the equipment that reads the water meter was installed in early 2016. Once the equipment installation was completed the project then moved to the water meter installation process. All customers' water meters were replaced as well as the outside radio unit devices and was completed by September of 2016. At that point the system was ready for use to read customer's water usage. The Town side opted to only replace the outside radio devices so that it was compatible with the new reading system. The water meters will be changed out over a multi-year period. The radio meter installation began in September of 2016, and is currently over 90% complete with the process. Mr. Swigor stated that there were about 130 older water meters that were not compatible with the new reading system so those meters were targeted first for initial replacement. There are currently less than 2 dozen of these outdated meters in need of replacing. The anticipated turnover process on the Town side will be substantially complete by the year end, at which point Whitinsville Water Company will be able to read all meters using the new meter reading system. Thus far, Mr. Swigor continued, the new meters are very well received by customers. Leaks have been detected and those customers have been informed and

detailed water usage history has been supplied to customers inquiring about their usage. Mr. Swigor explained that the meters can be read directly from the office in minutes, which saves on cost and opens new options for billing. In prior discussions with both Town Manager Kozak and DPW Director Shuris, they have indicated that the next step would be to migrate toward a monthly billing cycle. Mr. Swigor noted that monthly billing would allow customers to budget more efficiently, track usage easier, and provide smaller more manageable bills. Selectman Athanas questioned the usage history and if it would advance to an online user database where customers can view their usage online. Mr. Swigor replied yes, eventually.

**Other Post-Employment Benefits (OPEB) Trust Agreement.** Town Manager Kozak explained that this agreement is a requirement of action taken at town meeting creating an OPEB Trust. Town Manager Kozak also explained that OPEB is the health insurance for retirees and that the Town has taken the initiative with some funds that were placed into the Trust two years ago. The meals tax that was passed earlier this year will also help fund the OPEB Trust as well. Neil Vaidya, Town Accountant, was present to discuss the Trust Agreement in depth. Mr. Vaidya stated that Article 8 was accepted on October 26, 2010, which states M.G.L. Chapter 32B to provide for the establishment of an Other Post-Employment Benefits Liability Trust. Mr. Vaidya explained that was the mechanism for beginning the entire process. About a year ago, one hundred eighty-seven thousand dollars was moved into the trust and the final process is the Trust Agreement. Mr. Vaidya stated the agreement solidifies the Trust as its own entity and provides protection in the sense that no one can take money out of the trust and it can only be used for Other Post-Employment Benefits. The Agreement sets up the trust and designates who the trustees are. The trustees are made up of 5 individuals: Town Accountant, Town Treasurer, a member of the Board of Selectmen, and two members at large. The Town Manager can sit on the Board as a representing member, or as the ex-officio. Mr. Vaidya indicated that the Trustees will be responsible for making the decisions relative to funding and will meet twice a year to review the funding policy and tasks in need of being completed. Mr. Vaidya explained that there was no requirement in the trust to fund it but as the Town Manager stated the meals tax funds will be earmarked to help fund and offset the Trust. Selectman Melia asked if the benefits include monies put away for earned sick and vacation time. Mr. Vaidya replied that it is separate and is not part of this agreement. Selectman Ampagoomian asked what the expected contributions received from the meals tax would amount to. Mr. Vaidya answered that it is estimated to be about one hundred and thirty thousand dollars. A motion/Mr. Ampagoomian, seconded/Mr. Melia to move this item from discussions to decisions. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia. A motion/Mr. Melia, seconded/Mr. Ampagoomian to sign the Other Post-Employment Benefits Trust Agreement. Vote yes/Messrs. Ampagoomian, Athanas, Marzec, and Melia.

**TOWN MANAGER'S REPORT 1) American Automobile Association Safety Award** - Town Manager Kozak attended an award ceremony with Police Chief Warchol and Officer Dejordy, who was the recipient of the AAA Traffic Safety Award for his contributions to community safety efforts with our young people in his role as a School Resource Officer. Officer Dejordy has created numerous safety programs in our schools and community that contribute to traffic, pedestrian, school, and bicycle safety. Town Manager Kozak congratulated him on receiving the award. **2) Blackstone River Valley National Historic Park Update** - A meeting was held to commence preparations for the district proposal, which was outlined by Kenneth Warchol the Chairman of the Historical Commission. The presentation is available on the Town's homepage. Mr. Warchol hopes to attend a Board of Selectmen's meeting after January 1, 2017, to review the proposal with the Board. His goal is to have an article ready for the Spring Annual Town Meeting. **3) Needle Dispensary** - A sharps disposal kiosk is currently available to the public, located at the Board of Health Office on 14 Hill Street, Whitinsville, MA. Beginning Thursday, December 29, 2016, an additional kiosk will be available at the Senior Center. For more information visit our website at [www.northbridgemass.org](http://www.northbridgemass.org). **4) Evergreen Center Wreath Presentation** - Several clients from the Evergreen Center presented a wreath [made by them] to Town Manager Kozak. The presentation was made by Nyle and Brendon, Evergreen Center clients and their mentors, Reuben Newman and Bridget Bettencourt. The wreath will be hung outside during the Holiday Season.

**SELECTMEN'S CONCERNS:** **Selectman Athanas/1)** Asked how the DPW Facility project was moving along. Town Manager Kozak stated that there was a Building, Planning and Construction meeting last week and they are currently reviewing the recommendations of the architect. **2)** Asked how the progress was coming along on the remediation of the Great Hall. Town Manger Kozak replied that it is still underway and there were still more tests being completed. However, the beginning stages should be underway shortly. **3)** Asked if there was a cost to drop off sharps containers. Town Manager Kozak replied there was no cost. **Selectman Ampagoomian** mentioned the blinking yellow arrows on traffic signals and stated he was curious if citizens were notified of this new signal, which legally allows a left-hand turn on a yellow blinking arrow but drivers must first yield to oncoming traffic and pedestrians. **Selectman Marzec** asked if the Town was going to apply for a MassWorks grant for a fourth time to attempt to get funding from the State for the Church Street extension project. Town Manager Kozak explained after the amount of money and time spent with consultants he does not believe we can make the application look any more attractive to the State.

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

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

**Meeting Adjourned: 7:34 PM**

**Respectfully submitted,**

**James Athanas, Clerk**

**/mjw**

## **LIST OF DOCUMENTATION**

### **BOARD OF SELECTMEN'S MEETING - OPEN SESSION**

**December 19, 2016**

#### **I. APPROVAL OF MINUTES**

##### **A. 1) November 7, 2016**

-Copy of November 7, 2016 minutes

##### **2) November 21, 2016**

-Copy of November 21, 2016 minutes

##### **3) December 5, 2016 Executive Session**

-Copy of December 5, 2016 minutes

#### **II. PUBLIC HEARING/None**

#### **II. APPOINTMENTS/By the Board of Selectmen**

**B. Record Access Officers: 1) Doreen Cedrone, Town Clerk [Super Records Access Officer]/No documentation**

**2) Walter Warchol, Police Chief [Records Access Officer]/No documentation**

**3) Timothy Labrie, Police Lieutenant [Records Access Officer]/No documentation**

**4) Kristen Ferrante, School Dept. [Records Access Officer]/No documentation**

#### **IV. CITIZENS' COMMENTS/INPUT/None**

#### **V. DECISIONS**

**C. 2017 Miscellaneous License Renewals [Common Victualler, Class II, Class III, Automatic Amusement Devices, Entertainment, etc.]/Vote to approve subject to the payment of all monies due the Town**

-Copy of 2017 Miscellaneous License Renewals list

**D. 2017 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town**

-Copy of 2017 Annual Liquor License Renewals list

##### **E. Proposed Sewer rates for January 1, 2017**

-Copy of proposed Sewer fee rates for January 1, 2017

-Copy of Sewer usage analysis table

**F. Community Compact –Economic Development Grant/Vote to authorize the Chairman of the Board of Selectmen to sign Contract Agreement with State for the \$25,000.00 grant awarded to Northbridge for the preparation of an Economic Development Strategic Plan; funds to be expended under the general direction of the Community Planning & Development Office**

-Copy of email requesting the vote of the Board

- Copy of Grant Agreement
- Copy of draft Economic Development Strategic Plan
- Copy of standard contract form
- Copy of Contractor Authorized Signatory Listing
- Copy of proof of Authentication of Signature
- Copy of Commonwealth Terms and Conditions

**G. Shining Rock Drive (remaining portion of)/Vote to accept deed as authorized by Town Meeting [Article 11 –FATM 2016]**

- Copy of Deed of Public Way and Other Easements regarding Shining Rock Drive
- Copy of certification of Shining Rock Drive

**H. Riverdale Cemetery Deed/Jean E. Morin [Lot No. 601, Willow Ave]**

- Copy of Riverdale Cemetery Deed

**I. Pine Grove Cemetery Deed/Kathleen Veroude [Lot 160, Forest Ave West]**

- Copy of Pine Grove Cemetery Deed

**VI. DISCUSSIONS**

**J. Whitinsville Water Company radio meter transmitter program update/Present: Randy Swigor, General Manager/No documentation**

**L. Other Post-Employment Benefits (OPEB) Trust Agreement**

- Copy of Other Post-Employment Benefits Trust Agreement

**VII. TOWN MANAGER'S REPORT**

**M.1) American Automobile Association Safety Award**

- Copy of Safety Award

**2) Blackstone River Valley National Historic Park Update/No documentation**

**3) Needle Dispensary/No documentation**

**4) Evergreen Wreath Presentation/No documentation**

- Copy of photo of the Evergreen Wreath being presented

**VIII. SELECTMEN'S CONCERNS/No documentation**

**IX. ITEMS FOR FUTURE AGENDA/None**

**X. CORRESPONDENCE/None**

**XI. EXECUTIVE SESSION/None**

*Know all Men by These Presents,*

**AAI**

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Three Thousand Two Hundred Dollars, paid by **Glenn and Barbara Focht, of 31 Sibley Street, Grafton, MA**, the receipt of which is hereby acknowledged, does sell and convey to said Glenn and Barbara Focht, that certain cemetery **Lots No. 45 and 46, two full burial plots, situated on the way called Fir Ave. North, in the Pine Grove Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

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

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

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

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

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 6<sup>th</sup> day of February, in the year of our Lord Two Thousand Seventeen.

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*Know all Men by These Presents,*

AAQ

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Four Thousand Eight Hundred Dollars, paid by **Richard E. and Veronica R. Wilkinson, of 241 Sandtrap Court, Northbridge, MA,** the receipt of which is hereby acknowledged, does sell and convey to said Richard E. and Veronica R. Wilkinson, those certain cemetery **Lots No. 302B and 304, three full burial plots, situated on the way called Woodlawn Ave. North, in the Pine Grove Cemetery,** and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

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

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

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

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

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 6<sup>th</sup> day of February, in the year of our Lord Two Thousand Seventeen.

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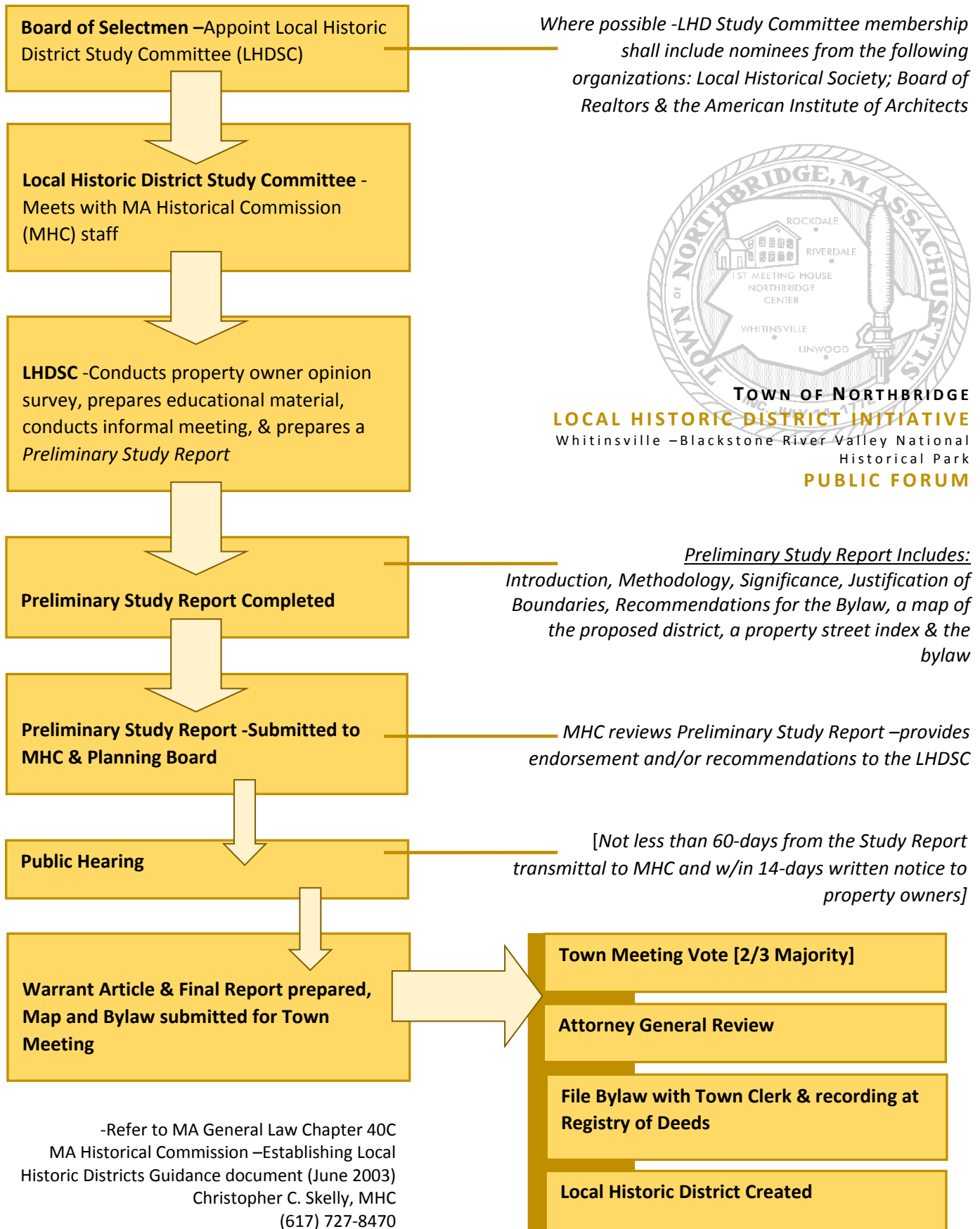
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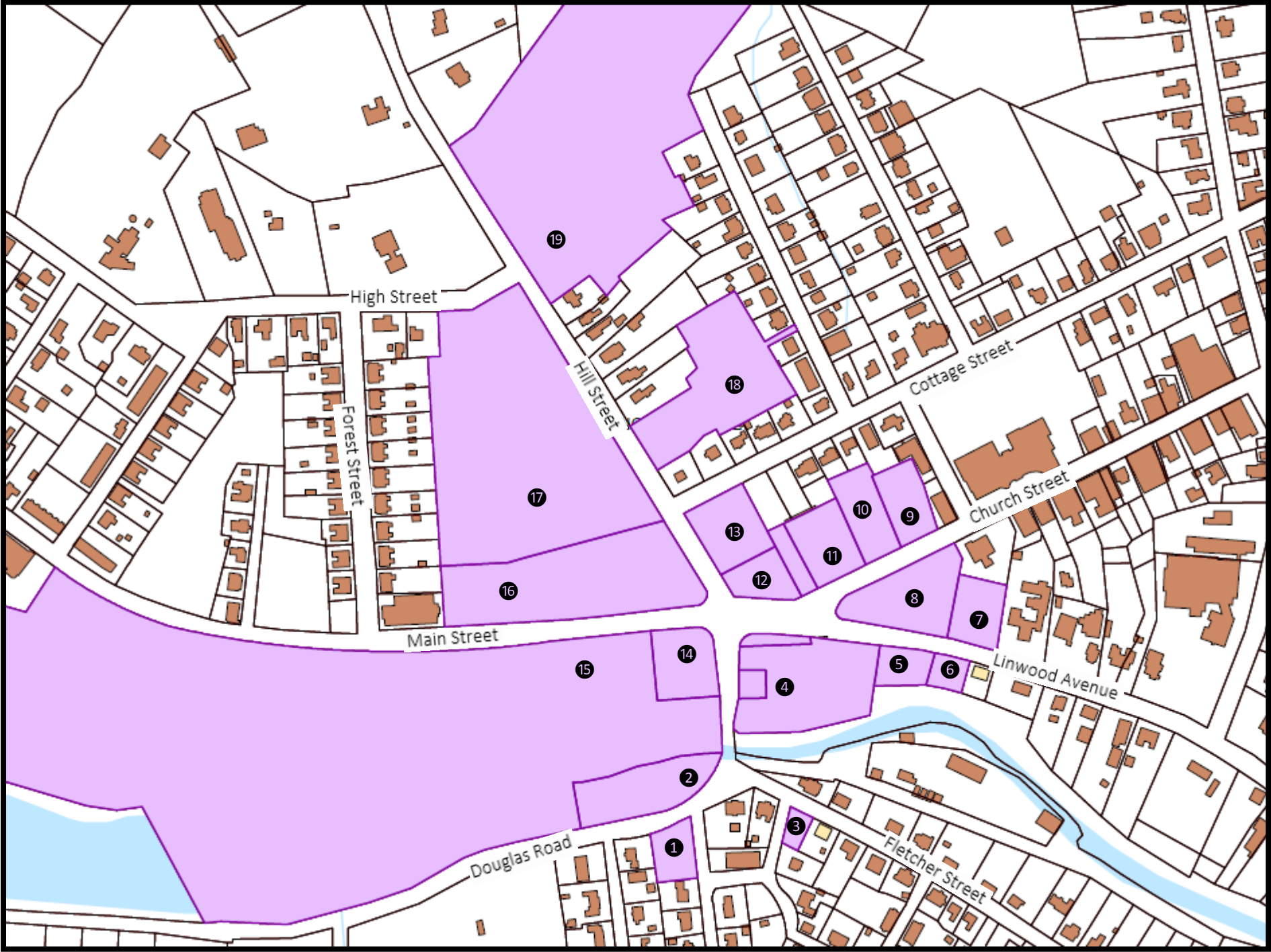
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## ESTABLISHING A LOCAL HISTORIC DISTRICT -FLOWCHART



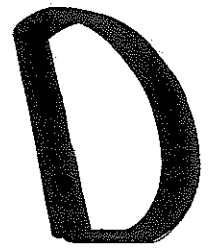
WHITINSVILLE HISTORIC DISTRICT



Notes / Comments:

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

# TOWN CHARTER



## ARTICLE 4 TOWN MANAGER

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

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

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

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

Not more than 120 days following the date on which the committee meets to organize the committee shall submit to the board of selectmen the names of not less than three nor more than five persons whom it believes to be best suited to perform the duties of the office of town manager.

Within thirty days following the date the list of nominees is submitted to it the board of selectmen shall choose one of the said nominees to serve as town manager.

Upon the appointment of a town manager the committee established hereunder shall be considered discharged.

# TOWN BYLAW

*Town of Northbridge  
PC/CodeBook for Windows*

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v15 Updated  
11-01-2015 / DIVISION 1 Code of Bylaws / Chapter 4, ADMINISTRATIVE  
ORGANIZATION / SECTION 4-300, MULTIPLE-MEMBER BODIES / § 4-321. Town  
Manager Screening Committee. [Added 10-25-2011 ATM, Art. 7]**

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

- A. Establishment. A Town Manager Screening Committee of five members shall be established whenever the office of Town Manager is vacant for the purpose of soliciting, receiving and evaluating applications for the position of Town Manager.
- B. Mode of appointment. Two members shall be appointed by the Moderator, one member shall be appointed by the School Committee, one member shall be appointed by the Personnel Board and one member shall be appointed by the Planning Board.
- C. Authorities and responsibilities. The Screening Committee shall review all applications that are received by it, screen all such applicants by checking and verifying work records and other credentials, and provide for interviews to be conducted with such number of candidates as it deems to be necessary, desirable or expedient.
- D. Interrelationships. Not more than 120 days following the date on which the Committee meets to organize, the Committee shall submit to the Board of Selectmen the names of not fewer than three nor more than five persons whom it believes to be best suited to perform the duties of the office of Town Manager.
- E. Dissolution. Upon the appointment of a Town Manager, the Committee established hereunder shall be considered discharged.

## **TOWN MANAGER'S REPORT – February 6, 2017**

**1. Central Mass Regional Planning/MORE Meeting** - Attended the quarterly meeting, which included an update by Sean Cronin on the Community Compact program. Discussion also included updates on transportation programs and regional services for the communities in the Central Mass area.

**2. Great Hall Bid Proposals** - The Town received bids for the Great Hall Restoration Project, which is in the final stages of review. The bids appear to be within our budget, including the asbestos and lead abatements. The project is expected to continue on schedule.

**3. Public Safety Grant Approval** - The Town was notified by the State that Northbridge was approved for a Public Safety Grant in the amount of \$56,000 to be used for Police and Fire safety equipment.

**4. Green Community Designation** - The Town also received notification that Northbridge is one of 30 communities that have been designated as a Green Community and will receive a grant in the amount of \$176,515, which is to be used on energy improvements in the municipal buildings.