TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
June 9, 2014 AT 6:15 P.M.

EXECUTIVE SESSION – 6:15PM

PLEDGE OF ALLEGIANCE

Certificates of Special Recognition presented to: Meighan Casey, McKena Hendricks, Molly Prior, Mariah Boobar and Caitlyn MacNeil in honor of their accomplishment for earning a Girl Scout Silver Award

A. RE-ORGANIZATION OF THE BOARD OF SELECTMEN
1) Town Manager asks for Nominations for Chairman
2) Chairman asks for Nominations for Vice-Chairman
3) Chairman asks for Nominations for Clerk

I. APPROVAL OF MINUTES
B. 1) May 5, 2014 2) May 13, 2014 [Spring Annual Town Meeting] 3) May 19, 2014 [Executive Session]

II. PUBLIC HEARINGS

III. APPOINTMENTS/RESIGNATIONS:
Appointments/By the Town Manager:
C. Jamie Luchini, Highway Superintendent/Vote to affirm

Resignations:
D. Brett Simas, Zoning Board of Appeals

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS
E. St. Camillus Health Center/**1)** Requests a one-day Beer & Wine License for their annual fundraising event to be held at the Whitin Lasell Mansion on Friday, September 19, 2014 from 6:00 PM to 10:00 PM. **2)** Requests permission to hang a banner over Church Street from September 14, 2014 to September 21, 2014 to advertise their 9th Annual Evening at the Mansion Wine Tasting Fundraiser scheduled for September 19, 2014
F. Town Manager Goals and Objectives
G. Memorandum of Agreement between Town of Northbridge & Northbridge Public Employee Committee/Vote to sign
H. Wastewater Treatment Plant Sludge Upgrade Project/Vote to sign and approve notes
I. Re-authorize Bonds for Sutton Street Sewer Repair
J. Technical Assistance Grant to CMRPC for Reuse Study of 2040 Providence Road/Vote to submit
K. Comprehensive Fiscal Management Goals

VI. DISCUSSIONS
L. Lease Agreements: **1)** Rockdale Village Foundation **2)** Oliver Ashton Post #343
M. School Department Update/Present: Dr. Nancy Spitulnik, Superintendent of Schools and Mike LeBrasseur, School Committee member
N. Road Maintenance Program Update/Present: James Shuris, DPW Director

VII. TOWN MANAGER'S REPORT
O. 1) TownPolitics.com Website **2)** National Grid Transmission Line Project
3) WRTA Bus Route Schedule amended **4)** Legislative Breakfast
5) Memorial Day activities **6)** Firefighter's annual spaghetti dinner

THIS AGENDA IS SUBJECT TO CHANGE

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION – 6:15PM
P. 1) Under M.G.L. Chapter 30A, S21 #3 – To discuss strategy with respect to contract negotiations [Police]
2) Under M.G.L. Chapter 30A, S21 #3 – To discuss strategy with respect to contract negotiations [Health Ins]

THIS AGENDA IS SUBJECT TO CHANGE

BOS Agenda 6/9/14

Worcester Office
81 Gold Star Boulevard
Worcester, MA 01606

Holyoke Office
301 Kelly Way
Holyoke, MA 01040

800-462-9100 (within MA)
413-584-2602 (outside MA)
f 508-852-7674

YourTimeWellSpent.org

girl scouts
of central and western
massachusetts

MAY / 9 2014

April 20, 2014

Town Manager Theordore Kozak
Town Hall
7 Main St
Whittinsville, MA 01588

Dear Town Manager Theordore Kozak:

I am writing on behalf of Girl Scouts of Central and Western Massachusetts, Inc. to ask you if you would please send us a congratulatory message of commendation from you to the girls who have earned the prestigious Girl Scout Silver Award.

The Silver Award is the highest achievement that a girl in grades 6-8th can earn in Girl Scouting. This is a significant accomplishment as earning this award requires many years of challenge and commitment to service, leadership, career exploration and interest projects. Recipients must demonstrate ability and skill in goal setting, planning, implementation, relating to others, and creating a project, which benefits the greater community.

We are proud to present for your consideration these girls:

✓Meighan Casey of Whitinsville
Makena Hendricks of Whitinsville
Caitlyn MacNeill
Molly Prior of Whitinsville ✓
Mariah Boobar of Whitinsville ✓

The work of these girls is a lasting gift of service to each girl's community. Each girl listed above is a member of your constituency.

We will be honoring the Silver Award recipients at College of the Holy Cross: Hogan Center 1 College St. Worcester, MA on Saturday, June 14, 2014 at 1:00 pm and would be honored to have you join us.

Please mail commendations to **Girl Scouts of Central and Western Massachusetts, 81 Gold Star Blvd, Worcester, MA 01606, Attn. Katie Chappell by June 1, 2014.** Feel free to call me at 800-462-9100 extension 3604 if you have any questions. Thank you very much for your time and consideration in this matter.

Sincerely,

Katie Chappell

Katie Chappell

Membership Services Specialist

Building girls of courage, confidence, and character, who make the world a better place.

United Way Partner Agency

CERTIFICATE OF SPECIAL RECOGNITION

"THE SILVER AWARD"

PRESENTED TO:

MOLLY PRIOR

in recognition of her outstanding service to the community

NORTHBRIDGE BOARD OF SELECTMEN:

Daniel J. Nolan, Chairman

Charles Ampagoomian, Jr.

Thomas J. Melia

James Marzec

James J. Athanas

Issued This 9th Day Of June In The Year Of Our Lord Two Thousand Fourteen

CERTIFICATE OF SPECIAL RECOGNITION
"THE SILVER AWARD"

PRESENTED TO:

CAITLYN MACNEILL

in recognition of her outstanding service to the community

NORTHBRIDGE BOARD OF SELECTMEN:

Daniel J. Nolan, Chairman

Charles Ampagoomian, Jr.

Thomas J. Melia

James Marzec

James J. Athanas

Issued This 9th Day Of June In The Year Of Our Lord Two Thousand Fourteen

CERTIFICATE OF SPECIAL RECOGNITION
"THE SILVER AWARD"

PRESENTED TO:
MEIGHAN CASEY

in recognition of her outstanding service to the community

NORTHBRIDGE BOARD OF SELECTMEN:

Daniel J. Nolan, Chairman

Charles Ampagoomian, Jr.

Thomas J. Melia

James Marzec

James J. Athanas

Issued This 9th Day Of June In The Year Of Our Lord Two Thousand Fourteen

CERTIFICATE OF SPECIAL RECOGNITION
"THE SILVER AWARD"

PRESENTED TO:
MCKENA HENDRIKS

in recognition of her outstanding service to the community

NORTHBRIDGE BOARD OF SELECTMEN:

Daniel J. Nolan, Chairman

Charles Ampagoomian, Jr.

Thomas J. Melia

James Marzec

James J. Athanas

Issued This 9th Day Of June In The Year Of Our Lord Two Thousand Fourteen

CERTIFICATE OF SPECIAL RECOGNITION

"THE SILVER AWARD"

PRESENTED TO:

MARIAH BOOBAR

in recognition of her outstanding service to the community

NORTHBRIDGE BOARD OF SELECTMEN:

Daniel J. Nolan, Chairman

Charles Ampagoomian, Jr.

Thomas J. Melia

James Marzec

James J. Athanas

Issued This 9th Day Of June In The Year Of Our Lord Two Thousand Fourteen

A.

REORGANIZATION OF THE BOARD OF SELECTMEN

- CURRENT CHAIRMAN WILL TURN THE GAVEL OVER TO THE TOWN MANAGER.

- THE TOWN MANAGER WILL THEN CALL FOR NOMINATIONS FOR CHAIRMAN.

- THE NEW CHAIRMAN WILL THEN CALL FOR NOMINATIONS FOR VICE-CHAIRMAN

- THE CHAIRMAN WILL THEN CALL FOR NOMINATIONS FOR CLERK.

B.1.

Board of Selectmen's Meeting
May 5, 2014

A meeting of the Board of Selectmen was called to order by Chairman Nolan at 6:30 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Athanas, Ampagoomian and Melia. **Also Present:** Theodore D. Kozak, Town Manager. Absent: Selectman James Marzec.

Chairman Nolan announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the bargaining position of the body.

A motion was made and seconded to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 – To discuss strategy with respect to contract negotiations – and to reconvene in Open Session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes, Mr. Marzec/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:34 PM

Executive Session Convened: 6:35 PM

Executive Session Adjourned: 6:45 PM

Open Session Reconvened: 7:00 PM

The Pledge of Allegiance was recited by those present.

Chairman Nolan announced that Selectman James Marzec is running late but will be arriving shortly to the meeting.

Approval of Minutes. None.

Public Hearings. None.

Appointments. None.

Citizens' Comments. None.

Northbridge Youth Soccer Association/Request permission to hang a banner over Church Street from July 27, 2014 through August 3, 2014 to advertise the 3v3 Annual Soccer Tournament to be held on August 9th & 10th. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to grant permission to the Northbridge Youth Soccer Association to hang a banner over Church Street from July 27, 2014 through August 3, 2014 to advertise the 3v3 Annual Soccer Tournament to be held on August 9, 2014 and August 10, 2014. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

Blackstone Valley Pop Warner Football & Cheerleading [Christine Fitzgerald]/Request permission to conduct a "boot drive" on Saturday, June 14, 2014 from 9:30 A.M. to 12:00 P.M., [Rain Date: June 15, 2014] at Memorial Square. A motion/Mr. Athanas, seconded/Mr. Melia to grant permission to the Blackstone Valley Pop Warner to conduct a "boot drive" on Saturday, June 14, 2014 from 9:30 AM to 12 PM [Rain Date: Sunday, June 15, 2014] subject to the Town's Boot Drive policy. Vote yes/Unanimous. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

Dog Complaint/Vote to set a dog hearing for Monday, May 19, 2014 @ 7:15 P.M. Chairman Nolan mentioned that the Board of Selectmen received a dog complaint and have to set a public hearing date.

He noted that the hearing date of Monday, May 19, 2014 has changed to June 9, 2014 at 7:15 P. M. A motion/Mr. Ampagoomian, seconded/Mr. Melia to set a dog hearing for Monday, June 9, 2014 at 7:15 P.M. under public hearings. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

Solid Waste and Recycling Program/Present: Irene Congdon (Powerpoint Presentation)/Vote to enter into a contract. Present: Town Manager Kozak explained that Jeanne Gniadek, Paul Mckeon, Gary Bechtholdt and he have been working on this program for about 4 to 5 months with Irene Congdon. He mentioned that they have reviewed the proposals and noted that Ms. Congdon volunteered to provide the Town with a PowerPoint presentation. Ms. Congdon mentioned that the Town of Northbridge received a technical assistance grant to look into the option of curbside trash and recycling. Ms. Congdon explained that taxes are not used but residents are paying and with each household contracting service you pay a premium cost, some people are paying about $460 a year, the rates and services are not uniform, and trash haulers are out every day. She noted that recycling is limited and that about 300 households are using the recycling center in town. Ms. Congdon then explained that each resident would pay a flat fee and it would be a town contract vs. each resident having a contract. **Selectman Marzec arrived at the meeting.** Town Manager Kozak advised there were four proposals but didn't show significant savings at this time, with the parameters of two carts and a three year contract. He then mentioned that a five year contract with town-wide participation could see a savings of fifty percent. He noted that in the future they will consider the recycling carts but haven't at this time. Town Manager Kozak mentioned that there are options for residents to choose such as; weekly trash and weekly recycling, weekly trash and every other week recycling, every other week trash and weekly recycling. Ms. Congdon stated that Northbridge is working towards being a green community but currently the trash/recycling process is not green. Town Manager Kozak mentioned that right now the savings wasn't large enough for his group to recommend for the Town to take any one vendor. He then mentioned that through education, his group might be able to help the public know that there are opportunities to save money in trash in the future. Town Manager Kozak thanked his team and Irene Congdon for all their hard work. A motion/Mr. Melia, seconded/Mr. Ampagoomian not to enter into a Solid Waste and Recycling Program contract at this time. Vote yes/Unanimous.

Retiree Health Insurance/Plan Design changes. Town Manager Kozak mentioned that he has been working with the Insurance Advisory Committee and the Town's Insurance Consultant to look for ways to offer health insurance products that are more economical and still maintain the quality of the insurance plans. They feel one of the options that would help save money would be the retirees who are Medicare eligible [65 years or older/Senior plan]. Their choices right now are Medex 3 and Harvard Pilgrim Healthcare Medicare Enhance. The cost has been increasing over several years at close to 10% per year in both plans and this would be an indemnity type plan vs. an HMO type plan. He mentioned it would be beneficial for the town to switch to Medex 2 because it would lower the premium however there would be co-pays for pharmaceuticals, which they have never had before. Town Manager Kozak mentioned that the Insurance Consultant recommends Medex 2 and suggested not to offer the Medex 3 and Harvard Pilgrim Healthcare Medicare Enhance. This would save on average the retirees $1134.00 a year. Town Manager Kozak recommended the Board of Selectmen vote tonight to make this change. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to authorize Town Manager Kozak to make the Plan Design changes and switch to MEDEX 2, as of July 1, 2014, and not offer Medex 3 and the Harvard Pilgrim Healthcare Medicare Enhance. Vote yes/Messrs. Nolan, Ampagoomian, Marzec and Athanas. Abstain/Mr. Melia.

Opt-out Option for Health Ins [Active employees]. Town Manager Kozak mentioned that about 3 years ago [for active employees], the Town adopted an Opt-out program for employees who currently have health insurance. He mentioned that if an employee wishes to go to a plan outside of the Town then the Town would offer the employee a stipend of money. He explained that for an individual plan, the Town would offer the individual $1,000.00 for waiving their health insurance coverage, and for a family plan,

the Town would offer $2,000.00. He noted that there are twelve employees who currently take advantage of the opt-out program. He then explained that he would like to encourage more individuals to opt-out so that the Town can save money in their budget. That being said, he would like to increase the opt-out option amounts, by $500.00, thus making the individual plan $1500.00 and family plan $2500.00. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to approve the increase by $500.00 to the individual plan [$1500.00] and family plan [$2500.00] opt-out option for health insurance [active employees]. Vote yes/Unanimous.

Spring Annual Town Meeting Warrant [May 6, 2014]/Vote position on Article 21 [PILOT Agreement – Lasell Road]. ARTICLE 21: (Selectmen) PILOT agreement on land located on Lasell Road [Oakhurst Farm] Map 1, Parcel 97 and Map 1, Parcel 98. Town Manager Kozak mentioned that the numbers from the Company weren't what he had hoped they would be and recommended that at this time the Board of Selectmen pass over this article. A motion/Mr. Ampagoomian, seconded/Mr. Melia to pass over position on Article 21. Vote yes/Unanimous. The Finance Committee voted to support Article 21.

State Reclamation and Mosquito Control Board/District Budget Request. Town Manager Kozak advised that the State Reclamation & Mosquito Control Board implemented a new budget policy last year. They are asking the Mosquito Control Districts to send to cities and towns their districts budget asking for a show of support or non-support. Town Manager Kozak mentioned that the program is worthwhile and asked the Board to move this item to a decision tonight because of the deadline date. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to move this Discussion - Item G to Decisions. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Melia/Yes, Mr. Nolan/Yes and Mr. Ampagoomian/Yes. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to allow the Chairman to sign the declaration of support for the Mosquito Control Program for FY 2015. Vote yes/Unanimous.

Town Manager's Report. 1) Informational Forum re: Override: Attended an informational forum at the Northbridge Middle School to provide information and answer questions with other town and school administrators concerning the override. This event was well attended and there were several good questions regarding how the override would affect the Town Departments, Community and taxpayers. **2) Open House for New Medical Center**: Attended an Open House at The Whitin Lasell Manor for the new medical center that is being built on the Osterman property [Church Street extension]. The event was well attended. **3) Cable Provider News**: Received a note from our cable provider that Comcast and Charter Communication are working on an agreement that if approved by Congress, all Charter franchises in New England will become part of the Comcast franchise. **4) WRTA Bus Rider Update:** Received an update, which shows increases in bus ridership in the Central Mass. area and the WRTA is encouraged by this increase in rider usage. **5) 5th Grade Interest Fair**: Attended the 5th Grade Interest Fair and once again, excellent projects were presented by the students.

Selectmen's Concerns. Selectman Melia/1) Mentioned that he attended the informational meeting on the override and stated that it was an excellent presentation. **2)** Mentioned that he attended the Open House at The Whitin Lasell Manor for the New Medical Center and it was well attended. **3)** Mentioned that he attended the 5th Grade Interest Fair and stated the children did a great job on their projects. **Selectman Athanas 1)** Asked if James Shuris, DPW Director could provide an update on the Sutton Street Project and Town Manager Kozak mentioned that he would have the DPW director come to the May 19th Board of Selectmen's Meeting. **2)** Asked if the DPW Director could provide an update on whether or not Hill Street will be fixed. **Selectman Marzec**/Mentioned that everyone needs to start thinking of ways to increase the commercial tax base and bringing additional business into town.

Items for Future Agenda. 1) Invite Jeanne Hebert, President & CEO, Blackstone Valley Chamber of Commerce & Timothy Murray, CEO, Greater Worcester Chamber of Commerce to the next Selectmen's Meeting. **2)** DPW & Fire Facility.

Chairman Nolan reminded everyone that Town Meeting is tomorrow evening, May 6th, at the High School Field House at 7:00 P.M.

A motion/Mr. Ampagoomian, seconded/Mr. Athanas to adjourn the meeting. Vote yes/Unanimous.

Meeting Adjourned: 7:59 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

May 5, 2014

I. APPROVAL OF MINUTES

II. PUBLIC HEARING

III. APPOINTMENTS/By the Board of Selectmen

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

A. Copy of email dated April 28, 2014 from Craig Mahoney requesting to hang a banner over Church Street, July 27th through August 3rd to advertise their 5th Annual Soccer 3v3 Tournament.
B. 1) Copy of letter from the Blackstone Valley Pop Warner Football and Cheerleading requesting approval for a boot drive at Memorial Square on June 14, 2014 from 9:30 AM to 12 PM. **2)** Copy of Chief of Police and DPW Director's response to request.
C. 1) Copy of letter to Mr. & Mrs. William Brown's letter regarding a dog complaint hearing. **2)** Copy of letter and attachments from Walter Warchol, Chief of Police outlining the dog complaint.
D. Copy of Solid Waste and Recycling Program PowerPoint presentation [Irene Congdon].
E. No documentation.
F. Copy of the Town of Northbridge's Voluntary Waiver of Health Insurance Opt-Out Program.
FF. Copy of the Spring Annual Town Meeting Warrant [position taken by the Board of Selectmen and Finance Committee]

VI. DISCUSSIONS

G. Copy of letter dated April 9, 2014 from the Commonwealth of Massachusetts State Reclamation & Mosquito Control Board

VII. TOWN MANAGER'S REPORT

H. 1) Informational Forum re: Override – **No documentation.**
2) Open House for New Medical Center – **No documentation.**
3) Cable Provider News – **No documentation.**
4) WRTA Bus Rider Update – **No documentation.**
5) 5th Grade Interest Fair – **No documentation.**

VIII. SELECTMEN'S CONCERNS - No documentation.

IX. ITEMS FOR FUTURE AGENDA- No documentation.

X. CORRESPONDENCE- No documentation.

XI. EXECUTIVE SESSION – No documentation.

B.2.

BOARD OF SELECTMEN'S MEETING

[ADJOURNED SESSION OF THE SPRING ANNUAL TOWN MEETING]

May 13, 2014

A meeting of the Board of Selectmen was called to order by Chairman Nolan at 6:45 PM, Northbridge High School Auditorium, 427 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Melia, Marzec, Ampagoomian and Athanas. **Also Present:** Theodore D. Kozak, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

Town Manager Kozak reminded all Board members to return their town manager evaluation forms to Chairman Nolan as soon as possible.

Town Meeting Business. There being no further business before the Board at this time, a motion/Mr. Melia, seconded/Mr. Athanas, to adjourn the Selectmen's Meeting at the conclusion of the adjourned session of the Spring Annual Town Meeting this evening. Vote yes/Unanimous.

Meeting Adjourned: 8:35 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

May 13, 2014

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

DECISIONS
Town Meeting Business/No documentation

DISCUSSIONS/None

TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

C.

TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone- (508) 234-2095 Fax- (508) 234-7640
www.northbridgemass.org

Theodore D. Kozak
Town Manager

MEMORANDUM

DATE: June 5, 2014

TO: Board of Selectmen

FROM: Theodore D. Kozak, Town Manager

SUBJECT: Appointment of Jamie Luchini as Highway Superintendent

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This letter is to inform you that Jamie Luchini has been selected for appointment to the position of Highway Superintendent with the Town of Northbridge Department of Public Works Highway Division effective June 24, 2014 or upon completion of his two-week notice to his current employer.

The position is full-time (40 hours per week), Grade 14, with a beginning salary of $62,970 per annum, and is subject to the personnel rules and regulations of the Town of Northbridge, which includes a six-month probationary period. The appointment is also subject to passing a pre-employment physical, a CORI check and affirmation by the Board of Selectmen as required by Section 4-2 of the Northbridge Town Charter, which states: "such appointment shall become effective on the fifteenth day following the day on which notice of the appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall within that period by a majority of all of its members vote to reject such appointment, or has sooner voted to affirm it."

3122 3PM

JAMIE LUCHINI
6 Park Lane Avenue, Milford, MA 01757
774.573.6195
lucco79@comcast.net

RECEIVED APR 30 2014

April 24, 2014

Town of Northbridge
Department of Public Works
P.O. Box 88
Whitinsville, MA 01588

Attn: Mr. James Shuris, P.E., MBA - Director

Re: Highway Superintendent Position

Dear Mr. Shuris;

I am writing to express my interest in your advertisement on the Town of Northbridge, MA website for the Highway Superintendent position available in the DPW. I have extensive municipal government experience, which will allow me to work effectively with a variety of professionals.

I have over fourteen years of experience in Municipal government, mainly working for the Town of Milford Highway Department. In that capacity, my main responsibility was a heavy equipment operator. I've served as union steward for eleven years and health insurance liaison for the department for six years.

I was also utilized in other areas of the department such as overseeing street and sidewalk reconstruction, drainage installation and inspections. Monitoring the inmates from the Department of Correction and seasonal employees.

In my capacity as an elected Vernon Grove Cemetery Trustee I had the opportunity to supervise the staff, recommend and implement innovative programs and work closely with the Finance Committee and Capital Improvement Committee.

My strength includes providing customer service to the public, problem solving, and monitoring the resolution. I enjoy serving the public and given the opportunity, believe my experience will be an asset to the Town of Northbridge. I have attached a copy of my resume and shall provide references upon request. I look forward to the opportunity to discuss my qualifications in more detail.

Sincerely,

Jamie Luchini

Enclosure

JAMIE LUCHINI

6 Park Lane Avenue, Milford, MA 01757
774.573.6195
lucco79@comcast.net

QUALIFICATIONS

MUNICIPAL EXPERIENCE

Fourteen plus years' municipal experience working in a public works department, with extensive knowledge of public works construction and maintenance methods, materials, tools and equipment; knowledge of effective management practices/labor relations, personnel management, financial management budgeting, leadership, public relations, computer skills and network understanding; general knowledge of municipal operations, strong writing ability, project management and communication skills; the ability to effectively plan and coordinate the work of others; the ability to provide a strong personal example to provide a high level of service to the public, the ability to establish and maintain effective working relationships with vendors, contractors, co-workers, and other municipal departments and town officials; and the ability to clearly communicate verbally and in writing.

EDUCATION, PROFESSIONAL REGISTRATION

Mount St. Charles Academy – *High School Diploma*
Laborers Union Local 1156 Member
Laborers Union Local 1156 Seminars – *Safety Training, Licensing, Labor Relations*
Massachusetts Highway Seminars – *FEMA, MEMA Blizzard Related Expenses*
Health Insurance Advisory Committee (1999-2005) – *Highway Department Liaison for collective bargaining for town wide health insurance*

Licenses

- *Hoisting License (Class 1C, 2A, 4E)*
- *Commercial Driver's License (Class B with Tanker Endorsement)*
- *Mass DOT Certified*

PROFESSIONAL EXPERIENCE

Heavy Equipment Operator 1999-Present
Town of Milford, MA Highway Department

Worked in every facet of the daily operations at the Highway Department including snow removal operations; operated every piece of light and heavy equipment; responsible for the budget, purchasing, and installation of a five year street sign replacement program mandated by the Federal Highway Administration; foreman, laborer, inspector and equipment operator for various street, concrete/asphalt sidewalk reconstruction, and drainage installation projects; met with residents regarding complaints and concerns and provided remediation to their problem; implemented annual line painting mapping program and worked in conjunction with line painting crew; coordinated detour and/or road closing routes with local police department during paving season; worked in conjunction with the Department of Correction inmates as they performed routine maintenance along the roadside; responded to emergency situations including, blizzards, hurricanes, flooding, structure fires, motor vehicle accidents, collapsed roads, closing of compromised bridge, and contaminated drinking water crisis; Union Steward

for eleven years, negotiated union contract with Board of Selectmen, Town Counsel and Union President as well as miscellaneous grievances; worked in conjunction with private engineering consultant regarding tracking illicit discharge and identifying approximately 250+ retention & detention outlets for the Massachusetts Storm Water Management Phase I & II mandated program.

Vernon Grove Board of Trustees, Milford, MA 2007-Present

Trustee (Elected Position)

Chairman – 2009 to Present

Conducted long and short term planning, established objectives and goals, formulated standards and policies for a workforce of two full-time and one part-time employees; provided leadership for the execution of approved programs, including the implementation and management of projects accomplished in house and by contract; obtained bids from outside contractors for annual improvements; monitored and supervised the day to day maintenance of the cemetery; established general rules, regulations and administrative policies; directed the preparation and maintenance of records and reports; prepared, submitted and administered a $100,000 dollar budget including weekly payroll, and capital improvement program; made recommendations for staffing levels and improvements to the Capital Improvement Committee, Finance Committee and Town Meeting; responsible for the purchase of vehicles and machinery; eliminated seasonal layoffs by establishing an annual program in conjunction with the Finance Committee creating a combined workforce with the Highway Department during the winter season.

C & K Construction Company, Inc. 1997-1999

Heavy Equipment Operator & Laborer

Install or repair water & sewer mains and services; repair/rebuild underground structures; install and/or repair drainage.

REFERENCES

Furnished upon request

June 9th Agenda

Sharon Susienka

D.

From: Brenda Ouillette <bouillette@northbridgemass.org>
Sent: Monday, May 19, 2014 8:49 AM
To: ssusienka@northbridgemass.org; dcedrone@northbridgemass.org; Linda Zywien
Subject: FW: End of Service - Thank you

I am not sure if Mr. Simas has notified anyone else of his resignation so I am sending along his email.

From: tom4value@msn.com [mailto:tom4value@msn.com]
Sent: Sunday, May 18, 2014 11:09 AM
To: Brett Simas; bouillette@northbridgemass.org; thomhansson@charter.net; Diane Woupio; Bill Corkum; Snow, Carol B; Carol Snow
Subject: RE: End of Service - Thank you

Thank you for your service, Brett. You were a valuable asset to the Board and will be sadly missed. I hope you can get on the ZBA in Upton. If you need a recommendation, please do not hesitate to contact us.

Tom

-Tom Hansson-
Please remember, I am never too busy for a referral from you.

Date: Sun, 18 May 2014 10:17:37 -0400
Subject: End of Service - Thank you
From: brettsimas@gmail.com
To: bouillette@northbridgemass.org; thomhansson@charter.net; tom4value@msn.com; dwoup@charter.net; maynardte@gmail.com; carol.b.snow@verizon.com; cbsnow_1985@yahoo.com

Hi Folks,

It's with a bit of sadness and tremendous gratitude that I want to let you know my service on the Zoning Board has come to an end. It's a been a great experience learning from and working with you all. The ZBA is a great group, doing thoughtful and effective work and I will definitely miss working with each of you.

As some of you know, my family and I have purchased a home in Upton and will be moving over the next few months.

All the best,

Brett

ps - I don't have Sharon's email address, of you can please pass the message along to her I would appreciate it.

E.

MAY 23 2014

St. Camillus
Health Center

May 19, 2014

Board of Selectmen
Town of Northbridge
77 Main Street
Whitinsville, MA 01588

To Whom It May Concern:

I am writing to request a One-Day Wines and Malts License for our 9th Annual Evening at the Mansion Wine Tasting which will be held September 19, 2014. This fundraiser will be held at St. Camillus in the Fr. Turci Manor from 6-10 p.m. This has become our major event of the year and the money raised will allow us to continue to make the necessary improvements that will positively impact the lives of our residents.

In addition, I would like to request permission for the Fire Department to hang a banner across Church Street for one week prior to the event (ie September 14th to the 19th). OK "no conflict"

Thank you very much for your consideration of these items. Please contact me with any questions you may have regarding this event.

Sincerely,

William J. Graves
Administrator

St. Camillus is a non-profit, 501 (c) (3) Corporation

447 Hill Street Whitinsville, Massachusetts 01588
Phone: (508) 234-7306 Fax: (508) 234-7597
www.StCamillus.com

Phone: 508-234-7306

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR SPECIAL LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto. *Chapter 138, Section 14*
(FULL NAME OF PERSON/ORGANIZATION MAKING APPLICATION):

St Camillus Health Center, Inc
Name of Responsible Person: William Graves

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED:

FOR: **ONE-DAY WINES AND MALTS LICENSE**
Type of Event: Wine Tasting
Date and Time of Event: 9/19/14 @ 6:30

GIVE LOCATION BY STREET AND NUMBER: 447 Hill St Whitinsville, MA 01588

DESCRIPTION OF PREMISES: Building / Mansion attached to back of nursing home

in said **Town of Northbridge** in accordance with the rules and regulations made under authority of said Statutes. ***The town highly recommends that you notify your insurance company of this event.**

(Signature of Applicant)

Print Name: William Graves

Address: 447 Hill St

City: Whitinsville

State, Zip: MA 01588

SPECIAL LICENSES ISSUED UNDER SECTION 14 [ONE-DAY LICENSES]: MUST PURCHASE THE EVENT ALCOHOL/BEER/WINE FROM A DISTRIBUTOR OTHERWISE YOU ARE IN VIOLATION OF STATE LAW.

Name of Distributor(s): Friendly Discount Liquors

Received: 5/23/14 @ 10:30AM
(Date) (Time)

Date License Granted

CC: ABCC; POLICE CHIEF; FIRE CHIEF FOR INSPECTION IF INDOORS

MASSACHUSETTS DEPARTMENT OF REVENUE
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION

I hereby declare under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

St Camillus Health Center, Inc.

*Signature of individual or Corporate Names (Mandatory)

By: Corporate Officer (Mandatory, if applicable)

04-2446420

** Social Security Number or Federal Identification Number

* This license will not be issued unless this certification clause is signed by the applicant.

**Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

This request is made under the authority of M.G.L. Chapter 62C, Section 49A.

TOWN OF NORTHBRIDGE
HOLD HARMLESS AGREEMENT

Applicant: St Camillus Health Center, Inc.

Address: 447 Hill St
Whitinsville, MA 01588

Special License for: Wine Tasting - 9/19/14

In consideration of the approval of the above-listed license, 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 license.

Signed by: _____

Function: Wine Tasting

Date: _____

F.

GOALS AND OBJECTIVES

1. Work with Chamber of Commerce and local businesses to encourage business new growth and retention.

2. Work with Building, Planning and Construction Committee on Capital needs, including the DPW Facility and Fire Station.

3. Research and apply for grant programs for the community including the refurbishing of the Great Hall.

4. Work with new Superintendent of Schools on Town and Educational needs and explore cost savings to operational budget.

5. Update road improvement program with DPW Director and new Highway Superintendent. Determine what additional capital funds are warranted.

6. Review personnel policy including salary administration plan for non-union personnel.

G.

MEMORANDUM OF AGREEMENT PURSUANT TO 801 CMR 52.04(4)

BY AND BETWEEN

THE TOWN OF NORTHBRIDGE

AND

THE NORTHBRIDGE PUBLIC EMPLOYEE COMMITTEE

WHEREAS, the Board of Selectmen ("Board") of the Town of Northbridge ("Town") voted on February 27, 2012, to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23; and

WHEREAS, on March 3, 2014, the Town provided its Insurance Advisory Committee with notice of its intention to change group health insurance under the process authorized by G.L. c. 32B, §§ 21-23; and

WHEREAS, the Town thereafter requested the formation of a Public Employee Committee ("PEC") pursuant to 801 CMR 52.02; and

WHEREAS, a PEC was formed and the Town, on March 26, 2014, delivered its 801 CMR 52.03 notice to the PEC representatives; and

WHEREAS, the Town and PEC commenced negotiations; and

WHEREAS, both the Town and the PEC have engaged in negotiations in good faith and desire to enter into a mutually acceptable agreement relative to this subject matter;

NOW THEREFORE, pursuant to 801 CMR 52.04(4), the Town and the PEC agree as follows with respect to changes to the Town's group health insurance plan.

1. Implementation. The Town shall implement changes to its health insurance plan design on July 1, 2014, as set forth below. The PEC, with the authorization of subscribers to the

Town's health plans whom it represents, expressly waives the sixty (60) day notice period prior to implementation, as set forth in 801 CMR 52.07(1).

2. Plan Design. Effective July 1, 2014, the Plan Design of the Harvard Pilgrim Health Care – HMO, Harvard Pilgrim Health Care – PPO, Fallon Community Health Plan HMO – Direct, and Fallon Community Health Plan HMO- Select are as set forth in the Summary of Benefits documents attached hereto and incorporated herein by reference. Specifically, with regard to all plans offered, the changes are as follows:

a. Office visit co-pays will increase from $15 to $20/$35;

b. Emergency Room co-pays will increase from $75 to $150;

c. In-Patient Admission co-pays will increase from $250 to $500;

d. Out-Patient Surgery co-pays will increase from $150 to $250;

e. High-Tech Imaging will have a $100 co-pay.

3. Mitigation. As a result of making the changes to its health insurance plan design, as set out above in Paragraph 2, pursuant to 801 CMR 52.00, the Town is required to make a proposal to mitigate, moderate or cap the impact of these changes for subscribers, including retirees, low income subscribers and subscribers with high out of pocket health care costs, who would otherwise be disproportionately affected. In light of the changes being made to the plans offered by the Town that are effective June 1, 2014, the Town anticipates that its first year savings will be approximately $342,583.00, twenty-five percent (25%) of which equals $85,646.00. This amount shall be set aside to fully-reimburse subscribers for In-Patient Admission co-pays ($500), Out-Patient surgery co-pays ($250), and High-Tech Imaging co-pays ($100), for each occurrence, until the $85,646.00 is exhausted. Reimbursements for these co-

pays shall be made pursuant to the existing procedure by submission of receipts to the Town together with a request for reimbursement.

4. 52.03 Notice. Pursuant to 801 CMR 52.04(4), attached hereto, and incorporated herein, is the Town's 52.03 notice to the PEC.

5. Notification. Subscribers shall be notified of the implementation of the new plan pursuant to 801 CMR 52.04(5), on or before June 1, 2014.

6. Binding Effect. Pursuant to 801 CMR 52.04(6), this Agreement is binding on all subscribers and their representatives.

7. GIC. The parties agree to engage in further exploration of joining the Commonwealth's Group Insurance Commission Plan.

8. Entire Agreement. This Agreement constitutes the entire agreement reached by the Parties pertaining to this matter. No other agreement, oral or otherwise, will be considered to exist or to bind any of the Parties. No representative of any Party to this Agreement had, or has, any authority to make any representation or promise not contained in this Agreement, and each of the Parties to this Agreement acknowledges that such Party has not executed this Agreement in reliance upon any such representation or promise. This Agreement cannot be modified, except by a written instrument signed by all Parties. The parties acknowledge that they have thoroughly read this Agreement, that they understand it, and that they are entering into it of their own free will.

FOR THE TOWN:

Daniel Nolan Date

Thomas Melia Date

FOR THE PEC:

Stephen R Zoll 5/16/14
Date

George A Murray 5/16/2014
Date

James Marzec Date

James Athanas Date

Charles Ampagoomian Date

Ed H. [illegible] 5/16/14
Date

Richard Brooks 5-19-14
Date

Jill C Redding 5/19/14
Date

Sharon Patras 5/19/14
Date

Michael Beland 5/21/14
Date

Jeanne Fraser-Pitkin 6/2/14
Date

Date

Date

Date

Date

H+I

Town of Northbridge, Massachusetts
Form of Board of Selectmen's Vote

VOTED: To award the sale of $1,086,000 Bond Anticipation Notes dated June 27, 2014 payable June 26, 2015 to Eastern Bank at a rate of 0.50%

_____

UNIBANK 1,086,000dlr00cts

H+I

H+I

COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE
RENEWAL ANTICIPATION SERIAL LOAN
SEWER/WASTEWATER

No. 1225-1

$1,086,000.00
Date of Issue: June 27, 2014

This Note is exempt from Taxation in Massachusetts

For Value Received, the inhabitants of the Town of Northbridge by their Treasurer hereto duly authorized by votes of said Town passed on May 4, 2010 and May 3, 2011 and Chapter 44, Section 8(15) of the General Laws promise to pay to Eastern Bank or order upon presentation and surrender thereof at UniBank for Savings, 49 Church Street, Whitinsville, Massachusetts 01588, the sum of

ONE MILLION EIGHTY SIX THOUSAND ($1,086,000.00) DOLLARS

on June 26, 2015, with interest at the rate of 0.50 percent per annum, payable at maturity calculated on the basis of a numerator using 30 days and a denominator using a 360 day year (30/360).

Countersigned and approved:

By:_____
Treasurer

_____

(Town Seal)
(to be)
(Affixed Here)

_____

_____

I certify that this note was countersigned and approved by the Selectmen in my presence.

_____

_____, 2014

_____
Selectmen and a majority thereof

_____
Town Clerk

THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF REVENUE, BOSTON

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the General Laws and that there are on file in this office, where they may be inspected, certifications by the Town Clerk of a true copy of the Town Treasurer's record of the issue of this note and, where applicable, of a true copy of the vote of the duly warned town meeting authorizing the loan, together with certifications that the signatures appearing upon said note are those of the duly qualified Treasurer and the majority of the Selectmen of said Town.

_____

_____
Director of Accounts

J.

Sharon Susienka

From: Gary Bechtholdt <gbechtholdt@northbridgemass.org>
Sent: Wednesday, June 04, 2014 4:08 PM
To: ssusienka@northbridgemass.org; dgosselin@northbridgemass.org
Cc: tkozak@northbridgemass.org
Subject: BOS Agenda -June 9 (DLTA)
Attachments: DLTA 2014 nomination form_Revisedtemp.pdf; DLTA Memo 2014r2_May22.pdf

Donna / Sharon:

Sorry about that I reviewed my outbox –does not appear that I sent you anything the first time.

On the BOS agenda for June 9 please include the following under **Decision: Vote to submit Technical Assistance Grant to CMRPC for Reuse Study of 2040 Providence Road**

Please include the attached in the BOS packet –with the memo first.

I will also provide a memo for this later today/tomorrow.

-Gary

R. Gary Bechtholdt II
Northbridge Town Planner

COMMUNITY PLANNING & DEVELOPMENT
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
(508)234-2447

TOWN OF NORTHBRIDGE, MASSACHUSETTS

COMMUNITY PLANNING & DEVELOPMENT

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

MEMORANDUM

Date: June 04, 2014

To: Theodore D. Kozak, Town Manager

From: R. Gary Bechtholdt II, Town Planner

RE: DLTA –TECHNICAL ASSISTANCE (CMRPC)
2040 Providence Road

As discussed earlier today the Community Planning & Development Office suggests the Board of Selectmen submit application to CMRPC for Round II of its DISTRICT LOCAL TECHNICAL ASSISTANCE PROGRAM (DTLA) for the preparation of a Reuse Plan (or similar) for 2040 Providence Road; the former Northbridge Auto salvage yard.

As you recall a Phase I and Phase II Environmental Site Assessment was completed in 2011/2012 for this brownfield site. Since this time the property has been identified and designated as a Priority Development Site (PDS) within the Town of Northbridge. The DTLA grant will allow for further analysis of the site and provide an opportunity to identify potential reuse of the site, which may include office/retail/mixed-use, etc. along with open space and resource/habitat protective areas.

The preparation of a Reuse Plan for this property appears to be the next logical step to encourage redevelopment of this site in the Village of Rockdale.

Upon approval of the Selectmen the Planning office will prepare and submit the applications on its behalf. I will look to the Planning Board to offer its support as well; with recommendation to be included in the application submittal.

Should you have any questions or require additional information please let me know.

Cc: Board of Selectmen
Planning Board
/File

K.

TOWN OF NORTHBRIDGE
COMPREHENSIVE FISCAL MANAGEMENT GOALS

Introduction

The following financial principles set forth the overall fiscal planning and management of the Town of Northbridge's resources. These principles address both current activities and long-term planning and are intended to be advisory in nature and serve as a point of reference for the Board of Selectmen, Finance Committee, all independent elected bodies and management staff. It is fully understood that Town Meeting retains the full right to appropriate funds and incur debt at levels it deems appropriate, subject to statutory limits such as Proposition 2½.

The principles outlined in this policy are designed to ensure the Town's sound financial condition now and in the future. Sound financial condition may be defined as:

- Cash Solvency – the ability to pay bills in a timely fashion.
- Budgetary Solvency – the ability to balance the budget annually.
- Long-Term Solvency – the ability to pay future costs.
- Service Level Solvency – the ability to provide needed and desired services.

It is equally important that the Town maintain flexibility in its finances to ensure that the Town is in a position to react and respond to changes in the economy and new service challenges without measurable financial stress.

A. FISCAL POLICIES – GENERAL FUND

Municipalities maintain reserves in order to provide budgetary flexibility for unexpected events, to withstand financial emergencies and to protect their municipality from the usual unevenness in revenue-expenditure patterns. The Government Finance Officers Association recommends that local governments maintain reserves of 5-15% of general fund revenues, depending on the needs of the community. Appendix 1 contains a review of different reserves and recommendations.

1. Reserves are generally established in three categories:

   - Contingency Reserve: A reserve for unforeseen events
   - Unrestricted Reserve: A reserve that can be used for any purpose
   - Restricted Reserve: A reserve dedicated for specific use at some future time.

2. Reasons for Creating and Maintaining Reserves:

   - Operational Needs – These are contingency reserves, which are typically appropriated as part of the annual budget. The purpose is to meet unexpected

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increases in department operational costs such as legal fees, major equipment repairs and anticipated increases in service costs.

- Catastrophic or Emergency Expenditures – These are contingency reserves, which provide emergency funds for use in a major calamity such as a hurricane, uninsured loss, or damage to a capital asset.
- Maintenance of Assets – These are restricted reserves used to replenish the continuing depreciation or replacement of buildings and equipment. Beginning with the FY 03 Audit (GASB 34), the Town is required to show the depreciation of certain fixed assets.
- Liquidity or Cash Flow: These are unrestricted reserves used to reduce the need for short-term borrowing, generate investment income and to maintain a strong credit rating.
- Unfunded Liabilities: These are restricted reserves used to fund an unfunded liability that has been incurred during the current or prior years, but which does not have to be paid until a future year, and for which adequate reserves have not been set aside. These liabilities may not be apparent in typical financial records in a way that makes their impact easy to assess. This type of liability accumulates gradually over time and may go unnoticed until it has created severe financial problems. Unfunded liabilities are predominately pension obligations and post employment benefits.

3. All current operating expenditures will be paid for with current operating revenues.

The purpose of this policy is to maintain a financially sound operating position for the Town by promoting Northbridge's ability to: (1) balance its budget on a current basis; (2) maintain reserves for emergencies; and (3) have sufficient liquidity to pay bills on time to avoid short-term borrowing costs. The town will avoid budgetary procedures that balance current expenditures at the expense of meeting future years' expenses, such as postponing expenditures, utilizing future years' revenues or rolling over short-term debt.

4. The **Combined Balance of Free Cash and Stabilization** should be maintained at **7% -10%** of the General Fund.

a. The Town will endeavor to maintain a certified Free Cash Balance equal to 2% of general fund. The Free Cash balance is an important indicator of whether a town is living within its means. Northbridge currently uses it's free cash to balance the operating budget each year. It endeavors to use $750,000 of its certified free cash for operational purposed with any additional certified free cash to be used for one-time capital or transferred to the Stabilization Fund.

b. The Town will endeavor to maintain a **Stabilization Fund Balance**

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equal to 5% of the General Fund Budget. Funds held in Stabilization should be appropriated for one-**time capital expenses only**.

The Town may appropriate monies into the Stabilization Fund over two or more years for a specific planned capital project in order to avoid borrowing costs.

5. Free Cash in excess of the Town's goal should be used for non-recurring or emergency expenditures, committed for one-time capital projects, appropriated to a stabilization fund for future capital projects and equipment purchases, or transferred to the Stabilization Fund for future use.

   This goal, combined with Policy 2, will provide a strategy to avoid creating future operating deficits by over reliance on Free Cash to subsidize the operating budget. The policy provides for a contingency reserve to be used for expenditures of a non-recurring nature, capital and equipment purchases, or unexpected, non-recurring small increases in service costs.

6. Annual budget should include a **Capital Projects Fund**/Capital Maintenance Fund from current dollars or established from a new dedicated revenue stream to maintain an equipment replacement and facilities maintenance schedule with a goal to equal to **1.5%** of the General Fund Operating Budget.

   Much of the Town's government wealth is invested in our capital plant i.e. buildings, fields, infrastructure, equipment, and vehicles. Long-term debt is an appropriate source of funding for certain types of projects while current revenues should be used for those assets with a short useful life. The Town is currently using one-time capital exclusions to fund some of the capital projects on the 5 year capital plan as a means of addressing the Town's immediate needs.

7. Fees and user charges should be reviewed on a three-year cycle in relation to the costs of providing the service.

   As State and Federal assistance has declined and/or been eliminated, the Town's local non-property tax revenue base has been provided more funding for local services. In order to continue to provide these services without an additional burden on the property tax, these fees should be reviewed to cover, when appropriate, any cost increase or decrease associated with delivering a program or service.

B. FISCAL POLICIES – WATER & SEWER

1. Rates and fees for water and sewer funds shall be set at a level to provide for self-supporting operations.

The water and sewer rates shall be reviewed annually to project revenues and expenditures for the next fiscal year, estimates of current year, and projections for future years. Estimates of capital projects and debt service should be included in order to project the impact on water or sewer rates.

2. Betterments will be assessed for water and sewer extensions.

   In line with Paragraph (1) water and sewer projects that are extensions on the existing system will be assessed to the property owner according to the betterment formula for water and sewer.

3. Water and sewer main replacements should be scheduled so as to avoid major increases in water and sewer rates.

   The current water and sewer funds are established as self-supporting on a cash basis. Revenues are planned to cover operating budgets, indirect and overhead costs, and debt service payments. Depreciation is not funded, therefore, a carefully designed replacement plan is necessary to ensure a rate structure adequate to pay all costs including proposed new long-term debt.

4. Water and sewer debt service, not including debt issued in relation to sewer extensions assessed betterment, should not exceed 40% of water and sewer operating revenues.

   Water and sewer capital plans should attempt to invest in the town's water and sewer system at a rate that does not place dramatic increases on the ratepayer.

C. CAPITAL PLANNING POLICIES

1. General.

   Criteria for Setting Priorities:

   Capital Planning will be accomplished to ensure that the highest priorities and greatest needs of the Town are met. The Building, Planning & Construction Committee will help assign a value to each capital request from 1 to 10 on each of the following ten factors. This gives each project a potential 100 score. From the overall priority ranking, the Building, Planning & Construction Committee will assist the Town Manager.

   Factor 1 – Public Safety and Health: Consideration of the impact of a request and its impact on existing conditions of public safety and health. For example, the reliability of the police cruisers and fire department equipment could have an affect on the Town's ability to provide for the public safety and health.

   Factor 2 – Infrastructure Needs: Consideration of the impact of a request in relation to infrastructure problems and needs of the community. For example, does the current

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equipment the Town owns meet the needs of the community in relation to the infrastructure needs (roads/curbs/parks/sidewalks/lighting).

Factor 3 – Quantity of Use: Consideration is given to the number of people that will utilize the facilities or equipment and/or how often the equipment will be used. For example, a high cost item that is used for a specialty purpose on an infrequent basis should be considered a low priority while an item that has broad uses and will be used by many people should be given a higher priority.

Factor 4 – Efficiency of Services: Consideration given to requests that increase the efficiency of services provided by the Town to the public. A specific example may be the purchase of a new computer system or software that would provide the same level of service that currently takes many hours to perform.

Factor 5 – Legal Requirements: Consideration of requests based on mandates of local, state, or federal regulations or laws. An example would be shoring for the Department of Public Works, which is required during certain excavation and trenching operations.

Factor 6 – Public Support: Consideration of requests in relation to public support of a specific project or program, specifically, you should consider how the public will view the purchase of specific capital items.

Factor 7 – Personnel Impact: Consideration of requests that are necessary based upon increased personnel or increased use by personnel. An example would be when new employees were added to the Department of Public Works to maintain services and increased demands for services and the effect this has on the equipment needs of a department.

Factor 8 – Service Impact: Consideration of requests that are necessary due to increased, altered, or new services the Town is offering.

Factor 9 – Budgetary Constraints: Consideration given to the effect of various requests on the capital budget in total. For example, if the Town appropriates approximately $150,000 per year for capital replacement, you should consider the practicality of each item in relation to all other items.

Factor 10 – Administrative Needs: Consideration of requests that are necessary due to the administrative needs of various departments. Common examples would be copiers, fax machines, computer equipment, office furniture, etc. that arises due to other factors (i.e. new employees, volume of material that needs to be maintained, etc.)

Capital Project/Item: An expenditure of $25,000 or more with a useful life greater than three years for one of the following purposes:

- Acquisition of land

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- Construction, expansion, or renovation of a facility. Facilities include buildings, streets, bridges, sidewalks, parking lots, utilities, playing fields, cemeteries, playgrounds, etc.
- Acquisition of large capital items including vehicles, technology, communications equipment, etc.
- Facility maintenance projects including roof repair, HVAC, electrical, masonry, painting, carpeting, street resurfacing, sidewalk reconstruction, playground equipment/major repairs
- Planning, feasibility, engineering or design studies related to a capital project

Funding Sources:

Borrowing – Projects/Items of $100,000 or more with a useful life of at least 10 years may be considered for borrowing. The sources of revenues to support borrowing are:

- General Fund – Within Proposition 2½
- Sewer Fund and Water Fund
- General Fund – With Debt Exclusion or Capital Exclusion Vote

Available Revenues – Projects/Items of $25,000 or more with a useful life of at least three years may be considered for funding with available revenues. The sources of available revenues are:

- Capital Improvement Budget as recommended by the Town Manger based on date provided by the Building, Planning & Construction Committee
- Water and Sewer Reserves
- Free Cash warrant articles

Departmental Operating Budget – Projects/Items of less than $25,000 with a useful life of greater than one year may be considered for funding in departmental operating budgets.

- General Fund
- Water/Sewer Fund
- Department Revolving Funds

The annual operating cost of a proposed capital project, as well as debt service costs will be identified before any long-term bonded capital project is recommended.

Capital projects may increase future expenses, decrease future expenses or may be cost-neutral. The funding of capital projects may fall within available revenues (taxes or fees) or new revenue sources (debt or capital exclusions). It is important to project the impact that the proposed capital project has on the operating budget so that the operating budget has adequate resources to meet long-term operating expenses.

Capital projects should be reviewed in relation to impact on property tax limitation and annual operating budgets.

- Projects/items funded with current tax revenues should identify the impact on the annual operating budget.

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- Projects/items funded with long-term debt and not exempted from Proposition 2½ should identify the impact on annual operating budgets.
- Projects funded with long-term debt and exempted from Proposition 2½ should identify the impact on the annual tax rate and/or tax bill. (Debt Exclusion).

D. DEBT MANAGEMENT POLICIES:

1. Long-term debt should not be incurred without a clear identification of its financing sources.

   Long-term debt is generally utilized to fund capital projects that have a long useful life and are relatively expensive. Because of the debt service costs and annual appropriations necessary to retire this debt, there should be clear knowledge and commitment of revenue sources available to pay these costs without competing with operating budgets for limited resources.

2. Betterments will be assessed on all capital projects where applicable. (E.g. water, sewer, sidewalks, etc.)

   When specific benefits accrue to property owner(s), betterments will be assessed in accordance with State Statutes and local policies. This funding source will contribute all or a portion of the costs associated with the capital project.

3. General Fund debt service should not exceed 10% of the General Fund.

   The credit rating agencies, such as Moody's Investors Services, consider debt service on net direct debt (i.e. non-self supporting) exceeding 20% of net operating revenues as a potential problem. Dramatic increases in debt service also indicate potential problems unless revenue sources increase to keep pace with these additions to fixed costs. The 10% benchmark provides a policy to apply to new projects and the growth of revenues to finance such projects.

4. The Town will attempt to maintain a long-term debt schedule so that outstanding principal will be paid within 20 years. Excludes debt under state and federal programs.

   Debt service costs include annual principal and interest payments. Debt service costs are also a significant portion of fixed costs. A reasonable maturity schedule not only reduces interest costs but recognizes that capital needs will continue to be identified and recommended. Credit rating bureaus review these maturity schedules and future capital needs.

E. DEBT MANAGEMENT POLICY:

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The use of long-term debt is a common and often necessary way for a community to address major infrastructure and equipment needs. It is also a means of spreading the cost of large capital projects over a larger, changing population base. However, when a local government incurs long-term debt, it establishes a fixed obligation for many years. Accumulation of such fixed burdens can become so great that a local government finds it difficult to pay both its operational costs and debt service charges. Great care and planning must therefore be taken when incurring long-term debt to avoid placing a strain on future revenues. The purpose of this policy is to establish guidelines governing the use of long-term debt.

Massachusetts General Laws, Chapter 44, Sections 7 & 8 regulate the purposes for which municipalities may incur debt and the maximum maturity for bonds issued for each purpose. Massachusetts General Laws, Chapter 44, Section 10 specifies that the debt limit for towns is 5% of Equalized Valuation. There are two "annual" limitations applicable to municipal debt. First, if a municipality borrows $5 million in a fiscal year, it may be subject to an arbitrage penalty. If a borrowing is over $10 million in one fiscal year, it is not "bank qualified." This essentially means that the issue is not marketable.[1]

1. Bond Rating

The community's bond rating is important because it determines the rate of interest it pays when selling bonds and notes. Other things being equal, the higher the bond rating, the lower the interest rate. Bond analysts (Moody's, Standard & Poor's, etc.) typically look at four sets of factors in assigning a credit rating:

- Debt Factors: debt per capita, debt as a percentage of equalized valuation and rate of debt amortization.
- Financial Factors: operating surpluses or deficits, free cash as a percent of revenue, state aid reliance, property tax collection rates, and unfunded pension liability.
- Economic Factors: property values, personal income levels, tax base growth, tax and economic base diversity, unemployment rates and population growth.
- Management Factors: governmental structure, the existence of a capital improvement plan, the quality of accounting and financial reporting, etc.

The Town will continually strive to improve its bond rating through sound financial management, maintaining a high receivables management, accounting and financial reporting and increased reserves such as the Stabilization Fund.

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[1] These limitations do not apply to loans from a state agency, such as USDA and MWPAT.

2. Debt Guidelines

- General Fund Debt Service: A limit on debt service costs as a percent of the Town's total budget is especially important because of Proposition 2½ constraints on the town's budget. At the same time, the community's regular and well-structured use of long-term debt symbolizes the municipality's commitment to maintaining and improving its infrastructure. Municipal credit analysis often uses 10% as a maximum benchmark for financial soundness. The Town of Northbridge is committed to establishing a debt service ratio that will not exceed the 10% benchmark. The Town will also, by policy, establish a debt service "floor" of 2%, as an expression of support for continued investment in the town's roads, sewers, public facilities, and other capital assets.

- Debt Maturity Schedule: As previously stated, Chapter 44 of the General Laws specifies the maximum maturity for bonds issued for various purposes. However, a town may choose to borrow for periods less than the statutory limit. A reasonable maturity schedule, not only reduces interest costs, but will, by policy, establish a debt maturity goal of 7 to 10 years. The Town of Northbridge is committed to establishing an average debt maturity goal of 10 years. This can be accomplished through more aggressive amortization of new debt service and shortening terms for existing debt when the option to refinance a bond becomes available.[2]

3. Debt Strategies

- Alternative Financing Strategies: The Town will continually pursue opportunities to acquire capital by means other than conventional borrowing; such as the Mass Water Pollution Abatement Trust (MWPAT) USDA, etc.
- Scheduling of Debt: The Town will schedule its bond issues to preferably remain under the $5 million annual limit (for arbitrage purposes), but in no case over $10 million in a given year.
- Debt Issuance: The Town will work closely with the Town's Financial Advisor and Bond Counsel to ensure that all legal requirements are met and that the lowest possible interest rate can be obtained. This includes preparation of the all-important disclosure document (prospectus), as well as preparation of the required documents to be signed by the Board of Selectmen and the Treasurer/Collector and signed/notarized by the Town Clerk.

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[2]It should be noted that debt service for water and sewer projects will not be subject to this objective.

Town of Northbridge
Investment Guidelines
For
Trust Funds & Stabilization Funds

This document outlines the investment guidelines for Trust Funds and Stabilization Funds in the Town of Northbridge:

1. **Trust Funds**:
   These funds include Cemetery Funds, Conservation, Historical as well as a number of other types of trust funds. Certain other long-term funds have also been placed in the same account as the Trust Funds, so as to maximize their investment potential. All funds are accounted for separately, with each fund receiving its proportionate interest and any realized or unrealized gains or losses. The account is established as a pooled investment portfolio.

2. **Stabilization Funds**:
   These funds shall not exceed 10% of the equalized valuation of the Town, and any interest shall be added to and become part of the fund.

A. <u>Authority</u>

Massachusetts General Law **Chapter 44, Section 54** pertains to the investment of Trust Funds, which falls under the purview of the Town Treasurer.

Massachusetts General Law Chapter 44, Section 55B requires the treasurer to invest all public funds except those required to be kept available for purposes of immediate distribution. This section also requires that invested funds are to be placed at the highest possible rate of interest reasonably available, taking account of safety, liquidity and yield. Therefore, these guidelines are intended to further the objective of the highest return that is consistent with the safety of principal while meeting the daily cash requirements for the operation of the Town's day to day operations.

- **<u>Safety</u>** of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital through the mitigation of credit risk and interest rate risk. These risks shall be mitigated by the diversification and prudent selection of investment instruments, and choice of depository. Credit risk is the risk of loss due to the failure of the security issuer or backer. Interest rate risk is the risk that the market value of the security will fall due to changes in the general interest rates

- **<u>Liquidity</u>** is the next most important objective. The overall investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. Since all possible cash demands cannot be anticipated, the treasurer shall carry out investment activities in a manner that provides for

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meeting unusual cash demands without the liquidation of investments that could result in forfeiture of accrued interest earnings or even in some cases, loss of principal. (Note: This is less crucial when investing trust funds, since the expenditure of Trust funds tends to be more of a planned event.)

- **Yield** is the third and last objective. Investment shall be undertaken so as to achieve a fair market average rate of return, taking into account safety and liquidity constraints as well as all legal requirements.

B. Investment Instruments

M.G.L. Chapter 44 Section 54 States that money should be deposited into savings banks, trust companies incorporated under the laws of the Commonwealth, banking companies incorporated under the laws of the Commonwealth which are members of the Federal Deposit Insurance Corporation, or national banks, or invested in participation units in a combined investment fund under Section 38 A of Chapter 29 or in a paid-up shares and accounts of and in co-operative banks, or in shares of savings and loan associations or in share or savings deposits of federal savings and loan associations doing business in the Commonwealth.

Additionally the Town of Northbridge may invest such funds in securities, other than mortgages or collateral loans, which are legal for the investment of funds of savings banks under the laws of the Commonwealth; provided that not more than 15% of any such trust fund shall be invested in bank stocks and insurance company stocks, nor shall more than 1.5% of such funds be invested in the stock of any one bank or insurance company. See attached Commonwealth of Massachusetts [List of Legal Investments] (MGL Chapter 167, Section 15A)

The Treasurer may invest in the following instruments:

- U.S Treasuries that may be sold prior to maturity: **Unlimited amounts** (With no limit to the length of maturity from date of purchase)

- U.S. Agency obligations that may be sold prior to maturity. **Unlimited amounts** (With no limit to the length of maturity from date of purchase)

- Bank accounts or Certificate of Deposit (CDs) **Unlimited amounts (With no limit to the length of maturity from the date of purchase)**, which is fully collateralized through a third party agreement.

- Bank accounts and CDs (with no limit to the length of maturity from the date of purchase), fully insured by the Federal Deposit Insurance Corporation (FDIC) and in some cases also the Depository insurance Fund of Massachusetts (DIF): $ 250,000 limit all bank accounts and CD's in one institution are considered in the aggregate to receive the $ 250,000 insurance coverage.

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- Common and preferred stock that are listed in the **List of Legal Investments.**

- Investment Funds that are listed in the **List of Legal Investments**.

- All other items not separately identified here that are listed in the **List of Legal Investments.**

C. Standards of Care

The standard of care to be used by the Treasurer shall be the "Prudent Person" standard and shall be applied in context of managing the overall portfolio. The Treasurer, acting in accordance with the written procedures and this investment policy shall exercise reasonable due diligence, and shall be relieved of personal responsibility for an individual security credit risk or market prices changes, provided that the purchases and sales of securities is carried out in accordance with the terms of this investment policy.
In addition this section would also apply to M.G.L Chapter 44 Section 55A, which refers to the liability of the Treasurer for losses due to bankruptcy.

D. Diversification

Diversification should be interpreted in two ways, in terms of maturity as well as instrument type and issuer. The diversification concept should include prohibition against over concentration of maturities as well as concentration in a specific institution, with the exception of U.S Treasury obligations or investments fully collateralized by U.S Treasuries or agencies.

E. Relationship with Financial Institution/Financial Managers

Financial institutions should be selected first and foremost with regard to safety. The Town of Northbridge will use the Veribanc or the Sheshunoff rating service. Brokers should be recognized and reputable dealers.

The Treasurer shall require any brokerages houses and dealers, wishing to do business with the Town to supply the following information:

- Audited financial statements
- Proof of Financial Industry Regulatory Authority membership (FINRA)
- A statement that the dealer has acknowledge of and will comply with the Town's investment guidelines.
- Any fees that will be paid by the Town for investment services shall be specifically stipulated in any contract or other agreement between the Town and fund manager.
- Proof of credit worthiness (min. standards: at least five years in operation and a min. capital of 10 million dollars.

F. Reporting Requirements

On an annual basis, a report containing the following information will be prepared by the Treasurer or by the fund manager and distributed to the Town Administrator. The annual report will include the following information, as a minimum requirement:

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- A listing of the individual accounts and account balances at the end of the reporting year. The report should list the gross and net interest earnings for that year, as well as unrealized gains/losses for each fund in the account. The compiled interest rate for the quarter should also be noted on the report.

- A listing of the investment portfolio by security type and maturity to ensure compliance with the diversification and maturity guidelines.

On an annual basis, the fund manager will meet with the Treasurer, and other officials as required, to review the investment portfolio and discuss the performance of funds.

G. Ethics

The Treasurer shall refrain from any personal activity that may conflict with the proper execution of the investment program, or which could impair the ability to make impartial investment decisions. He or she shall disclose to the Town Administrator and Board of Selectmen any material financial interest in financial institutions that do business with the Town. The Treasurer shall also disclose any large personal financial investments or loans that could be related to the performance of the Town's investments.

H. Legal References (attached)

Massachusetts General Law Chapter 44, Section 54
Massachusetts General Law Chapter 44, Section 55
Massachusetts General Law Chapter 44, Section 55 A
Massachusetts General Law Chapter 44, Section 55B

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APPENDIX 1
SPECIFIC RESERVE POLICIES

It is recommended that the Town of Northbridge establish the following Reserve Policies and target dates for financial reserves:

Reserve:	Finance Committee Reserve Fund (For Unforeseen and Extraordinary Events
Statutory Reference:	MGL Chapter 40, §6
Type of Reserve:	Contingency and Unrestricted
Proposed Reserve:	____ percent of the prior year general fund operating budget less debt service.
Current Balance:	$50,000
Uses:	For extraordinary and unforeseen events, as determined by vote of the Finance Committee.
Target Date:	

Reserve:	Free Cash
Type of Reserve:	Unrestricted
Proposed Reserve:	2 percent of the prior year general fund operating budget
Current Balance:	$765,775 Certified in January 2014
Uses:	To be used for one-time expenses or capital expenses

Reserve:	Stabilization Fund
Statutory Reference:	MGL Chapter 40, §5B
Type of Reserve:	Contingency, Unrestricted, May be Restricted by vote of Town Meeting.
Proposed Reserve:	5 percent of the prior year general fund operating budget
Current Balance:	$1.7 million
Uses:	Stabilization Funds should only be used: (1) Capital Purchases requiring debt issuance when the balance of the Fund exceeds 5%; (2) if State Aid payments are reduced creating a budget shortfall; or (3) for catastrophic or emergency events if the financial impact of the event is in excess of an amount which the Finance Committee Reserve Fund can fund. All appropriations into and out of the Stabilization Fund require a vote of Town Meeting.
Target Date:	

Reserve:	Post Employment Benefits Reserve – Unfunded Liability
Statutory Reference:	May be a Chapter 40, §5B (Stabilization Fund) Account
Type of Reserve:	Restricted
Proposed Reserve:	(1) A Post Employment Benefits Stabilization Fund will be established at $ _____ in FY XX, and increased by $10,000 annually until an actuarial funding level is reached.

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	(2) An actuarial study of this liability will be completed no later than _____ or when required by the Government Accounting Standards Board.
Current Balance:	$0
Uses:	To fund future post employment health benefits due retirees.
Target Date:	To be determined based on actuarial study.

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L. 1.

LEASE

This LEASE (hereinafter "Lease") is executed this 9th day of June 2014 by and between the TOWN OF NORTHBRIDGE, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN"), and THE ROCKDALE VILLAGE FOUNDATION, a Massachusetts unincorporated association with an address of 198 Church Avenue, Northbridge, Massachusetts 01588 ("LESSOR").

The LESSOR is the owner of record of a certain parcel of land located in the Town of Northbridge, on Church Avenue, known as the Legion Ball Grounds, shown on Northbridge Assessors' Map 22A as parcel 152, described in a deed recorded in the Worcester District Registry of Deeds in Book 3315, Page 401, and also shown on a copy of a portion of said Map 22A and an annotated Google Maps aerial photograph attached hereto together as Exhibit A (hereinafter "Premises").

The LESSOR hereby leases the Premises to the TOWN, subject to the following terms and conditions:

I. USE, PURPOSE, TERM

This Lease is intended to replace that certain "Legion Ball Grounds Lease" between LESSOR and the TOWN dated April 25, 1994.

The lease area is limited to the Premises, as shown on said Assessors' Map 22A.

Use of the Premises is specifically authorized by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees, for the purpose of conducting all manner of athletic and recreational activities, specifically including but not limited to baseball and softball, and Pop Warner football, by and through the Playgrounds and Recreation Commission, or otherwise.

Such use by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees may be exercised from the date of the execution of this Lease and shall continue until and through June 30, 2015.

II. CONSIDERATION

As consideration for the Lease rights granted hereunder, the TOWN shall maintain the Premises as a park, playground and meeting place for the residents of Northbridge and participants in the athletic and recreational programs and activities conducted by the TOWN. The TOWN shall use reasonable efforts to maintain the Premises in sufficiently good condition that they may properly be used for the playing of baseball and softball and for other athletic and recreational activities.

III. **INSURANCE**

The TOWN shall maintain public liability insurance, including coverage for bodily injury, wrongful death and property damage, in an amount acceptable to the LESSOR and in an amount sufficient to support the obligations of the TOWN under the terms of this Lease.

IV. **CONDUCT**

During the term of this Lease, the TOWN shall at all times conduct itself so as not to unreasonably interfere with the operations of the LESSOR, and observe and obey applicable laws and regulations. The TOWN shall obtain the written authorization of the LESSOR prior to the erection of any structure or fixed equipment on the Premises. Any such structure or fixed equipment so erected by the TOWN shall remain the property of the TOWN, and the TOWN shall have the right to remove such structures or equipment upon the termination of this Lease, provided the Premises are restored, as near as possible, to a condition equal to their condition prior to the erection of such structures or equipment.

The TOWN shall not make or suffer any waste of the Premises.

V. **TERMINATION**

This Lease may be terminated by either party for failure of the other party to comply with its obligations hereunder (a "breach") upon written notice of termination at least ninety (90) days prior to the termination date stated within said notice and failure of the party receiving notice to commence and diligently prosecute a cure of the breach within that period. If the party receiving notice cures said breach within that period, the termination notice shall not be effective and the Lease shall continue in effect. If the breach is such that it may not reasonably be cured within 90 days, the party receiving notice shall have an additional 90 days to effect a cure, provided that it continues to act reasonably and diligently to do so.

Upon termination of the Lease, the TOWN shall quit and deliver up the Premises to the LESSOR peaceably and quietly and in as good order and condition as at the start of the Term, or as put into by the TOWN during the Term, reasonable use and wear thereof, fire and other unavoidable casualties excepted.

VI. **MODIFICATIONS and AMENDMENTS**

Modifications or amendments to this Lease shall be in writing and duly executed by both parties hereto in order to be effective. The TOWN shall not assign this Lease without the written approval of the LESSOR.

VII. **NOTICE**

For purposes of this Lease, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Town:	Board of Selectmen Town Hall 7 Main Street Whitinsville, MA 01588
Licensor:	The Rockdale Village Foundation 198 Church Avenue Northbridge, MA 01534

These addresses are subject to change, and the parties hereto agree to inform each other of such changes as soon as practicable.

VIII. EXHIBITS and ATTACHMENTS

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

TOWN OF NORTHBRIDGE by its Board of Selectmen	THE ROCKDALE VILLAGE FOUNDATION by its Trustees
_____	_____ Robert Chenevert
_____	_____ Harry Berkowitz
_____	_____ John D. Lavallee
_____	_____ William Lavallee
_____	_____ Thomas Berkowitz

441407 v.5/NBRI/0001

L.2.

LEASE

This LEASE (hereinafter "Lease") is executed this 9th day of June 2014 by and between the TOWN OF NORTHBRIDGE, acting by and through its Board of Selectmen (hereinafter referred to as the "TOWN"), and OLIVER ASHTON POST #343, INC., a Massachusetts non-profit corporation and a post of the American Legion, with an address of 198 Church Avenue, Northbridge, Massachusetts 01534 ("LESSOR").

Pursuant to an Indenture between the LESSOR and the Trustees of the Rockdale Village Foundation dated August 21, 1956 and recorded with the Worcester District Registry of Deeds in Book 3800, Page 51, the LESSOR is the owner of record of a certain parcel of land located in the Town of Northbridge, on Church Avenue, described in said Indenture and shown on Northbridge Assessors' Map 22A as parcel 151, and including a lodge building and a parking lot.

The LESSOR hereby leases to the TOWN all of said land, including the parking lot, except that portion containing the lodge building, said land being shown on a copy of a portion of said Map 22A and an annotated Google Maps aerial photograph attached hereto together as Exhibit A, (the leased area being hereafter referred to as the "Premises"), together with such rights of access and passage to, in, over and through said Premises as are necessary or reasonable in connection with the use described herein and the TOWN's related use of that certain parcel of land known as the Legion Ball Grounds, adjacent to the Premises and indicated on Exhibit A, subject to the following terms and conditions:

I. USE, PURPOSE, TERM

Use of the Premises is specifically authorized by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees, for the purpose of parking of vehicles, preparation and loading and unloading of equipment, viewing space for spectators, similar activities ancillary to the TOWN's use of the said Legion Ball Grounds for athletic and recreational activities, specifically including but not limited to baseball and softball, and Pop Warner football, and the conduct of such athletic and recreational activities on that portion of the Premises which is included within the layout of the fields on the Legion Ball Grounds and parking lot, by and through the Playgrounds and Recreation Commission, or otherwise.

Such use by the TOWN, its contractors, agents, representatives, employees, invitees, and licensees may be exercised from the date of the execution of this Lease and shall continue until and through June 30, 2015.

II. CONSIDERATION

As consideration for the Lease rights granted hereunder, the TOWN shall use reasonable efforts to maintain the Premises in good repair, including periodic cleaning of fields so as to protect against accumulation of trash or other debris.

In addition, the Town shall provide reasonable maintenance and repairs of the parking lot area.

III. INSURANCE

The TOWN shall maintain public liability insurance, including coverage for bodily injury, wrongful death and property damage, in an amount acceptable to the LESSOR and in an amount sufficient to support the obligations of the TOWN under the terms of this Lease.

IV. CONDUCT

During the term of this Lease, the TOWN shall at all times conduct itself so as not to unreasonably interfere with the operations of the LESSOR, and observe and obey applicable laws and regulations. The TOWN shall obtain the written authorization of the LESSOR prior to the erection of any structure or fixed equipment on the Premises. Any such structure or fixed equipment so erected by the TOWN shall remain the property of the TOWN, and the TOWN shall have the right to remove such structures or equipment upon the termination of this Lease, provided the Premises are restored, as near as possible, to a condition equal to their condition prior to the erection of such structures or equipment.

The TOWN shall not make or suffer any waste of the Premises.

V. TERMINATION

This Lease may be terminated by either party for failure of the other party to comply with its obligations hereunder (a "breach") upon written notice of termination at least ninety (90) days prior to the termination date stated within said notice and failure of the party receiving notice to commence and diligently prosecute a cure of the breach within that period. If the party receiving notice cures said breach within that period, the termination notice shall not be effective and the Lease shall continue in effect. If the breach is such that it may not reasonably be cured within 90 days, the party receiving notice shall have an additional 90 days to effect a cure, provided that it continues to act reasonably and diligently to do so.

Upon termination of the Lease, the TOWN shall quit and deliver up the Premises to the LESSOR peaceably and quietly and in as good order and condition as at the start of the Term, or as put into by the TOWN during the Term, reasonable use and wear thereof, fire and other unavoidable casualties excepted.

VI. MODIFICATIONS and AMENDMENTS

Modifications or amendments to this Lease shall be in writing and duly executed by both parties hereto in order to be effective. The TOWN shall not assign this Lease without the written approval of the LESSOR.

VII. **NOTICE**

For purposes of this Lease, the parties shall be deemed duly notified in accordance with the terms and provisions hereof, if written notices are mailed to the following addresses:

Town: Board of Selectmen
Town Hall
7 Main Street
Whitinsville, MA 01588

Lessor: Oliver Ashton Post #343, Inc.
198 Church Avenue
Northbridge, Massachusetts 01534

These addresses are subject to change, and the parties hereto agree to inform each other of such changes as soon as practicable.

VIII. **EXHIBITS and ATTACHMENTS**

Any and all exhibits and attachments referenced herein or attached hereto are duly incorporated within this Lease.

IN WITNESS WHEREOF, the parties hereto have caused this Lease to be executed as a sealed instrument and signed in duplicate by their duly authorized representatives, on the date first indicated above.

TOWN OF NORTHBRIDGE
its Board of Selectmen

_____

_____

_____

_____

_____

OLIVER ASHTON POST #343, INC.
by its President and Treasurer

_____
printed name:

_____
printed name:

446587 v. 5/NBRI/0001

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TOWN MANAGER'S REPORT – June 9, 2014

1) **TownPolitics.com Website – Advised everyone that the website is not related to town business and that it is being conducted by a private citizen. The Town of Northbridge is NOT soliciting funds.**

2) **National Grid: The transmission line project is just beginning. Additional information can be found on the Town's website. Public hearings were held on June 3rd in Sutton and June 4th in Uxbridge.**

3) **WRTA Bus Route Schedule: The bus route schedule has been amended and is posted on the Town's website.**

4) **Legislative Breakfast – Attended the Central Mass Regional Planning Commission's Legislative Breakfast on June 6, 2014.**

5) **Memorial Day activities – Attended Memorial Day activities, which were well attended.**

6) **Firefighter's annual spaghetti dinner – This was a wonderful event and well attended.**

Proposed Work On Power Lines In Northbridge & Surrounding Communities

Posted on: June 2, 2014 - 2:22pm

nationalgrid

The Interstate Reliability Project

Massachusetts Updates

Project Update No. 01 May 30, 2014

Project information for the communities of Millbury, Sutton, Northbridge, Uxbridge and Millville, Massachusetts

Current and Future Activity

Weeks of June 2 and June 9, 2014

The Interstate Reliability Project, which has been in the planning stages for several years, will start this month in Massachusetts. The first phase of the project will consist of mowing and tree clearing in the existing right-of-way (ROW) to provide the space needed for a new 345-kilovolt transmission line.

Starting Location for Tree Clearing Work

- Clearing will take several months and commence the week of June 2nd in Millbury and progress through Sutton, Northbridge, Uxbridge and Millville to the Rhode Island border.
- Flagging is underway marking the edge of three clearing along the ROW.
- Installation of construction access roads will commence shortly after tree clearing.
- There will be traffic controls, signs and flagging to keep any disruption to a minimum.

A more detailed schedule and locations of tree clearing work will be provided in subsequent updates.

Environmental Considerations

- Precautions will be taken for the protection of the wetland areas.
- 176 acres of undeveloped land in MA and RI to be preserved.

Public Safety

To ensure public safety during construction of this project, access to the right-of-way will be restricted to National Grid, its contractors and authorized personnel only. Unauthorized use of the right-of-way is prohibited at all times. All subcontractors will have contractor cards and IDs.

Please do not approach the construction crews, vehicles or equipment. Signs and traffic controls will be in place for safety and to minimize any disruption. If you have questions, please call (800) 506-0815.

Our Continued Commitment to You

We invite you to attend one of our open houses to learn more about the project, meet members of the Interstate Reliability Project team, view the project route and informational displays and have your questions addressed.

Open House information:

Tuesday, June 3, 2014	**Wednesday, June 4, 2014**
6 p.m. - 8 p.m.	**6 p.m. - 8 p.m.**
Sutton High School Cafeteria	**Quaker Inn & Conference Center**
383 Boston Road	**442 Quaker Highway**
Sutton, Massachusetts	**Uxbridge, Massachusetts**

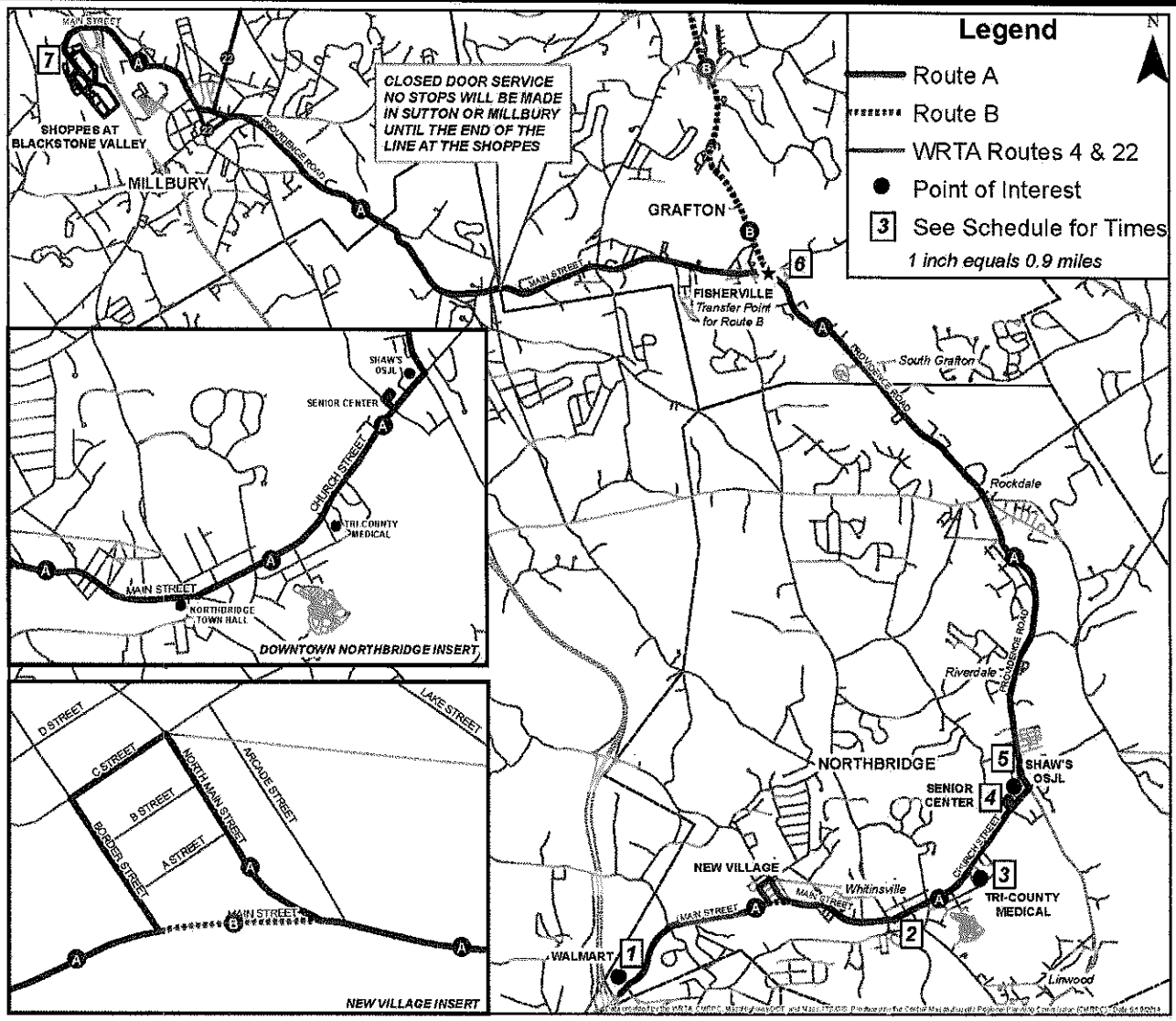
We continue to meet with abutters along the ROW. If you would like to meet with one of our stakeholder relations field representatives, please email or call us.

Interstate Reliability Project
Stakeholder Relations Team
ProjectInfo@InterstateReliabilityProject.com
(800) 506-0815

7 Main Street, Whitinsville, MA 01588
Phone: (508) 234-2095

O. #3

ROUTE MAP



ROUTE A

NORTHBRIDGE WALMART—SHOPPES at BLACKSTONE VALLEY via Fisherville

Effective Date: June 2, 2014

Serving: ***UPDATED***

- **Northbridge WalMart**
- **New Village**
- **Northbridge Senior Center**
- **Shaw's/Ocean State Job Lot**
- **Riverdale**
- **Rockdale**
- **South Grafton**
- **Fisherville**
- **Shoppes at Blackstone Valley**

For Transit Information, call 508-791-9782 or visit www.therta.com

Worcester Regional Transit Authority

How to Ride the Bus

If this is your first trip on the bus, you may be a little nervous. Don't worry — WRTA personnel are ready to help you! Here are a few tips:

- It is best to arrive at the curbside at least five minutes early. Buses will stop if they are waved down and if it is safe to stop at that location.
- When boarding the bus, give exact cash fare to the driver (if you qualify for reduced fare, show your identification card to the driver).
- As the bus approaches your stop, let the driver know where you want to leave the bus.

For more information on How to Ride the Bus, visit ***www.therta.com/faqs/how-to-ride-the-bus*** or call **508-791-9782**

OUTBOUND — WEEKDAYS

See the map for matching time point locations

1 BUS STARTS WalMart	2 BUS LEAVES Church and Linwood Streets	3 BUS LEAVES Tri-County Medical	4 BUS LEAVES Northbridge Senior Center*	5 BUS LEAVES Shaw's/ OSJL	6 BUS LEAVES Fisherville**	7 BUS ENDS Blackstone Valley Shoppes***
9:15	9:25	9:28	9:33	9:35	9:45	10:00
10:45	10:55	10:58	11:03	11:05	11:15	11:30
12:15	**12:25**	**12:28**	**12:33**	**12:35**	**12:45**	**1:00**
1:45	**1:55**	**1:58**	**2:03**	**2:05**	**2:15**	**2:30**
3:15	**3:25**	**3:28**	**3:33**	**3:35**	**3:45**	**4:00**

**Travels through the Northbridge Senior Center*
***Connection with WRTA Route B*
****Connection with WRTA Routes 4 and 22*

INBOUND — WEEKDAYS

See the map for matching time point locations

7 BUS STARTS Blackstone Valley Shoppes***	6 BUS LEAVES Fisherville**	5 BUS LEAVES Shaw's/ OSJL	4 BUS LEAVES Northbridge Senior Center*	3 BUS LEAVES Tri-County Medical	2 BUS LEAVES Church and Linwood Streets	1 BUS ENDS WalMart
10:00	10:15	10:25	10:27	10:32	10:35	10:45
11:30	11:45	11:55	11:57	**12:02**	**12:05**	**12:15**
1:00	**1:15**	**1:25**	**1:27**	**1:32**	**1:35**	**1:45**
2:30	**2:45**	**2:55**	**2:57**	**3:02**	**3:05**	**3:15**
4:00	**4:15**	**4:25**	**4:27**	**4:32**	**4:35**	**4:45**

Welcome Aboard the WRTA!

This route timetable shows the times of departure at major stops along the route and contains route maps and other important information. Additional information can be obtained by calling the WRTA Information Line at **(508) 791-WRTA (9782)** or visit our website at **www.TheRTA.com**.

Weekday Service is provided on Martin Luther King Jr. Day, President's Day, Patriot's Day, Columbus Day and Veteran's Day.

NO SERVICE ON: New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day

Please, NO Music, Smoking, Eating, or Drinking

WRTA FARE INFORMATION

Full Cash Fare (Adults age 14 and up) $1.50

Elderly/Disabled Cash Fare $0.75

Children 5-13 years of age accompanied by an adult $0.75

Children under 5 with adult ..... FREE

ACCESSIBILITY: All WRTA buses are wheelchair accessible. For TTY service call Massachusetts Relay TTY (800) 439-2370.

PROPER IDENTIFICATION: One of the following valid identification cards must be shown to the driver each time you board:

ELDERLY. . . . . WRTA Senior I.D. card
DISABLED . . . . .Statewide Access Pass/WRTA ADA Photo I.D. / MCB I.D.
MEDICARE. . . . . Medicare card with Photo I.D.

Flexible Routing

For ADA eligible persons, buses can leave the route and "flex" to locations within 3/4 of a mile off the route. Please call **508-752-9283 or 1-877-743-3852** at least 2 days in advance to request a flex between the hours of 8:00am and 4:30pm.

WRTA will limit the number of flexes on each trip. Two by-request flexes are permitted on each trip to most locations within 3/4 mile of the route. If a flex is not available for your desired trip time, you can choose another time or get to a bus stop along the route.

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SERVICE DOES NOT RUN ON SATURDAY OR SUNDAY

ADVERTISE HERE!

For further information, call Penta Communications at 508-616-9900

U. #3

Welcome aboard the WRTA!

This route timetable shows the times of departure at major stops along the route and contains route maps and other important information. Additional information can be obtained by calling the WRTA Information Line at **(508) 791-WRTA (9782)** or visit our website at **www.therta.com**.

Weekday Service is provided on Martin Luther King Jr. Day, President's Day, Patriot's Day, Columbus Day and Veteran's Day.

NO SERVICE ON:
New Years Day; Memorial Day; Independence Day; Labor Day; Thanksgiving Day; Christmas Day

Please, NO Music, Smoking, Eating, or Drinking

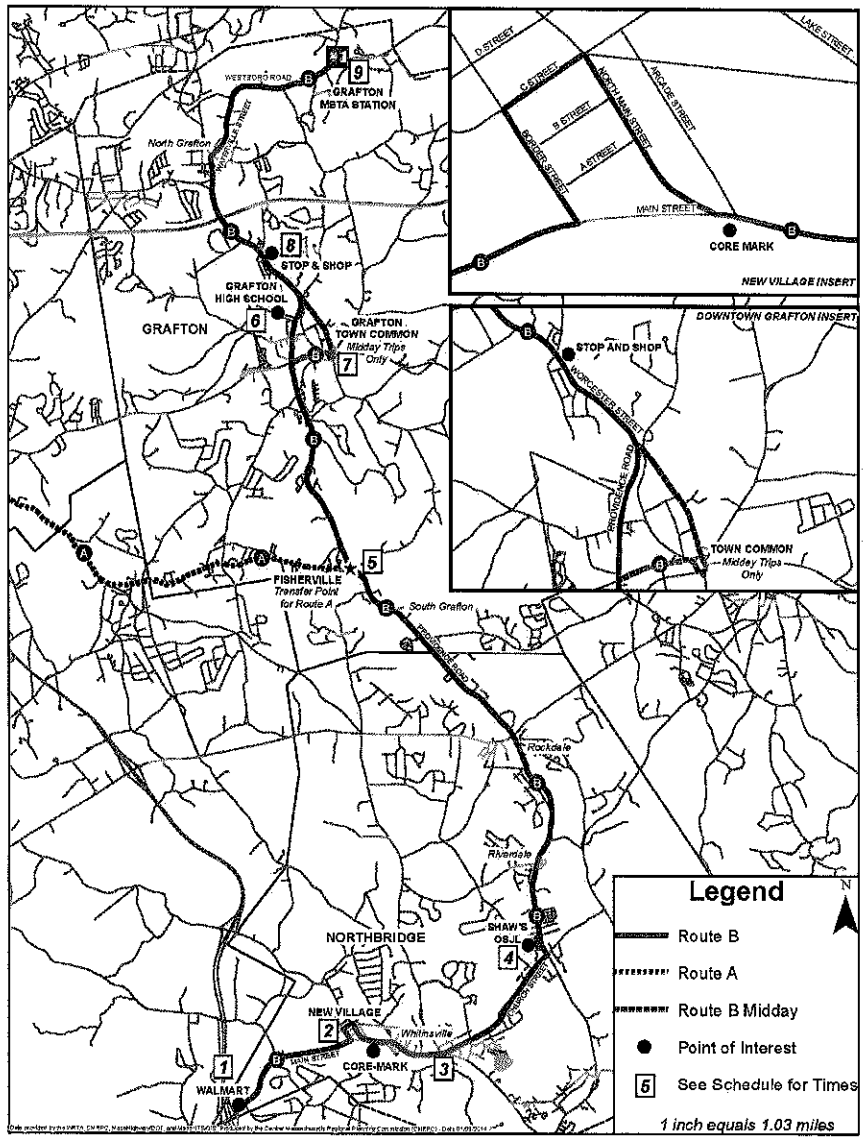
How to Ride the Bus

If this is your first trip on the bus, you may be a little nervous. Don't worry — WRTA personnel are ready to help you! Here are a few tips:

- It is best to arrive at the curbside at least five minutes early. Buses will stop if they are waved down and if it is safe to stop at that location.
- When boarding the bus, give exact cash fare to the driver (if you qualify for reduced fare, show your identification card to the driver).
- As the bus approaches your stop, let the driver know where you want to leave the bus.

For more information on How to Ride the Bus, visit ***www.therta.com/faqs/how-to-ride-the-bus*** or call **508-791-9782**

ROUTE MAP



ROUTE B

WALMART—ROCKDALE—STOP & SHOP—GRAFTON MBTA STATION

Effective Date: June 2, 2014

UPDATED

Serving:

- **New Village**
- **Shaw's/Ocean State Job Lot**
- **Riverdale**
- **Rockdale**
- **South Grafton**
- **Fisherville**
- **Grafton Common**
- **Stop & Shop**
- **MBTA Commuter Rail Station**

For Transit Information, call 508-791-9782 or visit www.therta.com

Worcester Regional Transit Authority

OUTBOUND — WEEKDAYS

See the map for matching time point locations

1	2	3	4	5	6	7	8	9
BUS STARTS	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS ENDS
WalMart	C Street/ New Village	Church and Linwood Streets	Shaw's/ OSJL*	Fisherville**	Grafton High School	Grafton Town Common	Stop & Shop	MBTA Station***
6:00	6:03	6:06	6:10	6:20	6:24		6:29	6:40
7:05	7:08	7:11	7:15	7:25	7:29		7:33	7:43
8:25	8:28	8:31	8:35	8:45		8:50	8:55	
9:25	9:28	9:31	9:35	9:45		9:50	9:55	
10:25	10:28	10:31	10:35	10:45		10:50	10:55	
11:25	11:28	11:31	11:35	11:45		11:50	11:55	
12:20	**12:23**	**12:26**	**12:30**	**12:40**		**12:45**	**12:50**	
1:20	**1:23**	**1:26**	**1:30**	**1:40**		**1:45**	**1:50**	
2:20	**2:23**	**2:26**	**2:30**	**2:40**		**2:45**	**2:50**	
3:20	**3:23**	**3:26**	**3:30**	**3:40**		**3:45**	**3:50**	
4:20	**4:23**	**4:26**	**4:30**	**4:40**		**4:45**	**4:50**	**5:10**
	5:52	*Closed Door Express Back to Grafton MBTA Station*						**6:10**

INBOUND — WEEKDAYS

See the map for matching time point locations

9	8	7	6	5	4	3	2	1
BUS STARTS	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS LEAVES	BUS ENDS
MBTA Station***	Stop & Shop	Grafton Town Common	Grafton High School	Fisherville**	Shaw's/ OSJL*	Church and Linwood Streets	C Street/ New Village	WalMart
6:40		*Closed Door Express Back to New Village*					7:02	7:05
7:43	7:53	7:58		8:05	8:15	8:19	8:22	8:25
	8:55	9:00		9:05	9:15	9:19	9:22	9:25
	9:55	10:00		10:05	10:15	10:19	10:22	10:25
	10:55	11:00		11:05	11:15	11:19	11:22	11:25
	12:50	**12:55**		**1:00**	**1:10**	**1:14**	**1:17**	**1:20**
	1:50	**1:55**		**2:00**	**2:10**	**2:14**	**2:17**	**2:20**
	2:50	**2:55**		**3:00**	**3:10**	**3:14**	**3:17**	**3:20**
	3:50	**3:55**		**4:00**	**4:10**	**4:14**	**4:17**	**4:20**
5:15	**5:25**		**5:30**	**5:35**	**5:45**	**5:49**	**5:52**	
6:15	**6:25**		**6:30**	**6:35**	**6:45**	**6:49**	**6:52**	

***Travels through Shaw's/OSJL Plaza** ****Connection with WRTA Route A** ****Connection with MBTA Commuter Rail**

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WRTA FARE INFORMATION

Full Cash Fare (Adults age 14 and up) $1.50

Elderly/Disabled Cash Fare $0.75

Children 5-13 years of age accompanied by an adult $0.75

Children under 5 with adult ..... FREE

ACCESSIBILITY: All WRTA buses are wheelchair accessible. For TTY service call Massachusetts Relay TTY (800) 439-2370.

PROPER IDENTIFICATION: One of the following valid identification cards must be shown to the driver each time you board:

ELDERLY..... WRTA Senior I.D. card

MEDICARE..... Medicare card with Photo I.D.

DISABLED..... Statewide Access Pass/WRTA ADA Photo I.D. / Massachusetts Commission for the Blind (MCB) I.D.

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