

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
January 27, 2014 AT 7:00 P.M.**

PLEDGE OF ALLEGIANCE

**Presentation of Certificate of Appreciation to Dr. Merle F. MacNeil in honor of his retirement
Presentation of Certificate to Linda Skillen in honor of her retirement**

I. APPROVAL OF MINUTES

- A.** 1) December 16, 2013 2) January 6, 2014 3) January 6, 2014 [Executive Session]
4) January 14, 2014

II. PUBLIC HEARINGS

III. APPOINTMENTS/By the Town Manager:

- B.** 1) Shawn Matte, Administrative Assistant to the Chief of Police/Vote to affirm
2) Anna Struna, DPW Secretary/Clerk – Vote to affirm

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

- C.** Riverdale Cemetery Deed/Lot No. 27 [Laurine Raymond-Jordan]
D. Spring Annual Town Meeting [May 6, 2014]/1) Vote to close warrant on Friday, March 7, 2014 @ Noon
E. Annual Town Election Warrant [May 20, 2014]/Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant
F. Armenian Apostolic Church/1) Request permission to hang a banner over Church Street from April 13th to April 27th in honor of "Martyrs' Day". 2) Request permission to hang a banner over Church Street from August 3rd to August 17, 2014 to advertise their Annual Picnic to be held on Sunday, August 17, 2014.
G. Linda Usher/Request to hold the 26th Annual Whitin Five Mile Road Race, Thursday, November 27, 2014 @ 8:10 A.M.
H. Northbridge Education Foundation, Inc. [Robert Knapik]/1) Request permission to hold their 3rd annual "5K Road Race & Walk" on Saturday, March 29, 2014 @ 9:00 A.M. 2) Request permission to hang a banner over Church Street from March 9, 2014 through March 23, 2014 to advertise their race.
I. Safety Committee Minutes [January 15, 2014]/Vote to accept recommendations

VI. DISCUSSIONS

- J.** FEMA Flood Plain Mapping/Present: Mark Anderson, Heritage Design Group
K. Sewer Charges/Present: Mark Anderson, Heritage Design Group
L. Building, Planning & Construction Committee Update/Present: Tom Pilobosian
M. Departmental Updates [July through December]/Present: Walter Warchol, Police Chief, Gary Nestor, Fire Chief, James Shuris, DPW Director, and R. Gary Bechtholdt, Town Planner.
N. Findings on Adhoc Fields Committee/Present: James Marzec

VII. TOWN MANAGER'S REPORT

- O.** 1) Mass. Municipal Association Annual Meeting & Trade Show
2) Tax Title Property Auction
3) Real Estate Tax Due Date
4) Ross Rajotte Bridge Update
5) Northbridge Memorial Town Hall - Mass. Historical Commission Preservation Award
6) WRTA Bus Schedule

THIS AGENDA IS SUBJECT TO CHANGE

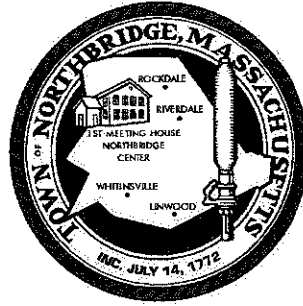
VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

THIS AGENDA IS SUBJECT TO CHANGE



*The Town of Northbridge
Would Like to Express our Appreciation to*

Merle MacNeil, MD

*For 42 Years of Dedicated Service
as a Physician*

1971 - 2013

Congratulations and Best Wishes on Your Retirement!

*Theodore D. Kozak
Town Manager*

*Daniel J. Nolan
Chairman, Board of Selectmen*

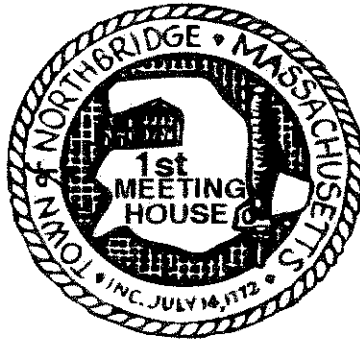
Charles Ampagoomian, Jr.

James R. Marzec

Thomas J. Melia

James J. Athanas

Issued this 27th Day of January in the Year of Our Lord, Two Thousand Fourteen



RETIREMENT AWARD

Presented to

Linda Skillen

Administrative Assistant to the Police Chief



In Honor of Your Retirement and in
Recognition of Your Outstanding
Service to the Town of Northbridge

August 13, 1984 to January 31, 2014



Presented by:

Theodore D. Kozak
Town Manager

Daniel J. Nolan
Chairman, Board of Selectmen

Charles Ampagoomian, Jr.

James R. Marzec

Thomas J. Melia

James J. Athanas

Issued this 27th day of January in the Year of Our Lord, Two Thousand Fourteen

**Board of Selectmen's Meeting
December 16, 2013**

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

The Pledge of Allegiance was recited by those present.

Approval of Minutes. November 4, 2013 – A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the November 4, 2013 Meeting minutes as presented with the readings omitted. Vote yes/Unanimous. **December 3, 2013 [Joint Meeting w/School Committee]** - A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 3, 2013 Joint Meeting with School Committee minutes as presented with the readings omitted. Vote yes/Messrs. Melia, Ampagoomian and Nolan. Abstain/Mr. Marzec and Athanas

Public Hearings. 7:05PM/FY 2014 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the public hearing. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes and Mr. Nolan/Yes. Chairman Nolan then read the public hearing notice aloud. Mr. Fitzgerald announced that the DOR requires this hearing each year. He noted that this process does not raise revenue for the community, that it is just an exercise to set the tax rate, however, if any votes are made it will shift the tax burden to other classes of property. He advised those present that the Board has the option to vote on any or all of the split rate options available for the distribution of taxes. The three options are: 1) Selection of a Residential Factor, 2) Selection of a Residential Exemption, and 3) Selection of a Small Commercial Exemption. Mr. Fitzgerald turned everyone's attention to Exhibit #1, the LA-4, which illustrates total taxable properties and their use codes and parcel counts. He then focused on Exhibit #2, and mentioned last year's tax rate was \$12.35 and the rate is estimated to increase to \$13.26 an increase of .91, which equates to about a \$278 increase on the tax bill for an average single family home. Mr. Fitzgerald explained that the reason for some of the increase was due to the slight increase in the assessed value of properties this year [about \$6 million], which accounted for a \$(.05) decrease in the rate; Proposition 2½ added about .30 cents to the rate; New Growth added about .17 cents to the rate; an increase in the Capital Outlay Expenditure reduced about .43 cents to the rate; and lastly, a the Debt Exclusion adding approximately .92 to the tax rate. Mr. Fitzgerald stressed that the figures are approximate and have not been certified by the Department of Revenue as of yet. He then reviewed Exhibit #3, a DOR form, illustrating the percentage share of each class of property, Residential – 86.62%, Open Space – 0%, Commercial – 8.35%, Industrial – 2.00%, and Personal Property – 3.01%. Before reviewing Exhibit #4, Mr. Fitzgerald advised that the exhibit illustrates different scenarios under a split tax rate for an average single family home, average commercial property and average industrial property. Shifting the tax rate would mean a slight decrease on residential taxes but much larger increases in commercial and industrial taxes. Focus shifted to Exhibit #5, which illustrated the 2013 approved tax rates of nine nearby communities and their corresponding average single family tax bills. The exhibit shows Northbridge has the lowest tax rate and tax bill. Exhibit #6 illustrated the tax change for single family, commercial, and industrial properties from last year to this year.

Regarding the selection of a residential factor less than "1", which would allow the Selectmen to shift the tax burden between classes of property, Mr. Fitzgerald noted that in the past the Board of Selectmen has not advocated for a split rate—that they have always kept a single rate among all classes of property. He further stated that the Board of Assessors recommends maintaining a single rate for all properties. A vote by the Board of Selectmen to select a residential factor less than "1" was not taken.

Selection of a residential exemption distributes taxes among the residential class up to a 20% discount and is based on the average valuation of a home. Residential properties below the average would get the discount but the difference would be made up by owner of properties valued over the average amount. The Board of Assessors reviewed this and felt that it is not worthwhile to implement an exemption in Northbridge at this time. A vote by the Board of Selectmen to adopt a residential exemption was not taken.

The small commercial exemption would allow a tax break of up to 10% of the valuation for small commercial properties. To qualify, a business must have less than 10 employees and be valued at less than \$1 million. Mr. Fitzgerald pointed out that if you give them a tax break, then it needs to be made up by property owners with businesses that are over \$1 million and/or have more than ten employees. He stated that there are currently 4 communities in the Commonwealth that use this exemption. Mr. Fitzgerald reported that the Board of Assessors does not recommend this exemption. A vote by the Board of Selectmen to adopt the small commercial exemption was not taken.

There being no further comments, a motion/Mr. Ampagoomian, seconded/Mr. Marzec to close the Public Hearing. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes and Mr. Nolan/Yes. As the result of tonight's hearing, the Town of Northbridge will continue with a single tax rate [for FY 2014] for all classes of property including residential, commercial, and industrial.

Appointments/By the Board of Selectmen. None.

Citizens' Comments/Input. None.

2014 Annual Liquor License Renewals/Vote to approve. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the 2014 Annual Liquor License Renewals subject to the payment of all outstanding monies due the Town and receipt of a Certificate of Inspection signed by the Fire Chief and Building Inspector. Vote yes/Unanimous.

2014 Miscellaneous License Renewals [Common Victualler, Class II, Class III, Automatic Amusement Devices, Entertainment, etc.]/Vote to approve. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the 2014 Miscellaneous License Renewals subject to the payment of all outstanding monies due the Town. Vote yes/ Unanimous.

Community Development Block Grant – Disaster Recovery Grant [Rockdale Youth Center Relocation Project]. Present: R. Gary Bechtholdt, Town Planner. Mr. Bechtholdt reminded the Board that back in August 2013, a letter of interest was sent to the Department Housing and Community Development [DHCD] requesting funds as part of its Community Development Block Grant – Disaster Recovery program for the Rockdale Youth Center Relocation project. He noted that grant funds are applied for specific disaster recovery-related purposes, such as: Hurricane Sandy in 2012, severe winter storm in 2011, Tropical Storm Irene in 2011, a Tornado in 2011, and another severe winter storm in January, 2011. That being said, the Town's proposal (Rockdale Youth Center Relocation Project) was designated a Category 1 project as part of the state's Disaster Recovery Action Plan and received approval from Department of Housing & Urban Development. The Disaster Recovery funds in the amount of \$601,654.00 will be awarded to Northbridge and used to relocate the Rockdale Youth Center out of the 100-year flood plain to the St. Peter's Parish building on Church Ave. The funds will also be used to pay off the mortgage of the current youth center property, demo the existing building and renovate the parish building (building code fire/accessibility, etc.) to allow for the continued public outreach programs and services offered through the Whittin Community Center (Rockdale Youth Center). He then asked the Board of Selectmen to vote to authorize the Chairman to sign the contract agreement (which hasn't been received yet) and engage in the services with Central Mass. Regional Planning Commission

to provide Administrative Services in cooperation with the Town Planner. Town Manager Kozak thanked Mr. Bechtholdt, Town Planner, and Mark Widner, Representative of Central Mass. Regional Planning for all their hard work. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to authorize Chairman to execute contract with Mass DHCD and other certifications required for project. Vote yes/Unanimous.

Community Development Block Grant – Disaster Recovery Grant [Rockdale Youth Center Relocation Project]. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to engage services of Central Mass. Regional Planning Commission to provide Administrative Services in cooperation with Town Planner. Vote yes/Unanimous.

Northbridge Historical Commission/Vote to accept monetary donations. Present: Kenneth Warchol, Chairman of the Historical Commission. Mr. Warchol announced that the Historical Commission funded the Historic Trolley Tours on Sunday, October 12, 2013 and received a few checks as donations to help fund the cost of renting the trolley. A motion/Mr. Melia, seconded/Mr. Athanas to accept the monetary gifts in the amount of \$1,172.00 to be used as donations towards the cost to rent a trolley for the Historic Trolley Tours, which took place on Sunday, October 12, 2013. Vote yes/Unanimous.

Open Space & Recreation Plan Update Committee/Vote to appoint Board of Selectmen's Representative. Selectman Ampagoomian announced that he would like to be the Selectmen's Representative for the Open Space & Recreation Plan Update Committee. A motion/Mr. Marzec, seconded/Mr. Melia to designate Charles Ampagoomian as the Selectmen's Representative for the Open Space & Recreation Plan Update Committee. Vote yes/Unanimous.

Safety Committee Minutes [December 4, 2013]/Vote to accept recommendations. A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the recommendations of the Safety Committee as outlined in the minutes of December 4, 2013. Vote yes/Unanimous.

FEMA Flood Plain Mapping/Present: Mark Anderson, Heritage Design Group – Postponed to the next Board of Selectmen's Meeting [January 6, 2014].

Sewer Charges/Present: Mark Anderson, Heritage Design Group - Postponed to the next Board of Selectmen's Meeting [January 6, 2014].

Town Manager's Report. 1) **American Automobile Association Traffic Safety Awards Luncheon:** Attended an awards luncheon with Walter Warchol, Chief of Police. Officer Richard Gorman, Northbridge Police Department, received a Pedestrian Safety Award and was recognized for his continuing efforts with the department in traffic safety and education in the community. 2) **Evergreen Center/Donation of Holiday Wreath:** Staff and residents of the Evergreen Center of Milford presented the Town Manager with a wreath made by their clients. 3) **Building, Planning and Construction Committee/Update:** The committee requested additional information from the DPW Director regarding options for a new facility and asked that I attend the next meeting. 4) **Special Town Meeting Update:** The Planning Board and Finance Committee met and discussed the two articles for the January 14, 2014 Special Town Meeting. 5) **Double-Pole Meeting:** Mr. Shuris attended a double-pole meeting with National Grid and Verizon and mentioned that there are 33 double-poles left in town. A priority list was established and it will be reviewed by National Grid, Verizon and Charter on a monthly basis. 6) **Douglas Road Bridge/Update:** Announced that the new lane on the temporary Douglas Road Bridge is now open. 7) **Code Red Update:** Once again reminded residents to sign up for Code Red services if they have not done so already. Information is located on the home page of the Town's website or the Police Department's website. 8) **Toys for Kids and Teens Campaign:** Once again, the annual Toys for Kids and Teens campaign, sponsored by the Blackstone Valley Detachment 911 Marine Corps League, is

conducting a Toys for Tots collection. Donation boxes are located in the Town Hall, Town Hall Annex and various other locations around town. The deadline for donations is Tuesday, December 24, 2013, however, if there continues to be a need please contact William Audette at 774-217-0315. 9) Town Manager Kozak mentioned that Senator Richard Moore is participating in the wreaths across the Commonwealth and will be in Northbridge on December 19, 2013, 2:00 P.M. @ Memorial Square.

Selectmen's Concerns. **Selectman Melia** 1) Mentioned that several residents are inquiring about the status of a crosswalk near Linwood Mills on Linwood Ave. 2) Congratulated the Northbridge High School Football Team, coaches and their families for being the Central Mass. Champs and runner ups for the State Championship at Gillette Stadium. 3) Mentioned there was a newspaper article on the closing of Laurieann's Restaurant and noted that it was nice of the restaurant owner to recognize the Town for helping them out. **Selectman Ampagoomian** 1) Asked about the status of the Ross Rajotte Bridge and Town Manager Kozak replied that he asked the DPW Director to find out how much longer till the bridge is completed and the DPW Director advised that he didn't receive a response yet from the state. 2) Asked if the fence at the Town Hall Annex is being removed and Town Manager Kozak replied that it was a discussion item but nothing was ever determined. 3) Reminded residents if they have private contractors plowing their driveways please ask them not to plow snow into the roadways, as it is prohibited. 4) Reminded private and commercial contractors that the sand at the Highway Department is for Town residents. 5) Asked residents in town to please try and shovel out the fire hydrants near their homes in case of an emergency. **Selectman Athanas** 1) Mentioned that he received a few complaints regarding the conditions of the roads after the storm. 2) Mentioned that he received a phone call from a resident regarding how hard it is to get a permit for a new business in the Town of Northbridge. He asked if there was an easier way to gather all the boards and committees together once a month to meet and create an easier process. **Selectman Marzec** 1) Mentioned that the side streets in Town were awful and asked if the roads could be brought down to pavement. 2) Reminded residents that there is a Winter Parking Ban in effect for certain streets in Town from December 1, 2013 through April 1, 2014. 3) Mentioned that he is glad to see the Douglas Bridge open but mentioned that he has concerns with trucks making the turn. 4) Asked if the Board could revisit, in the near future, Remote Access for meetings. **Selectman Melia**/Asked if turning streetlights back on could be revisited for safety reasons. The Select Board wished the residents in Town a Merry Christmas and Happy New Year.

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

Meeting Adjourned: 8:05 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

December 16, 2013

I. APPROVAL OF MINUTES

A. 1) Copy of November 4, 2013 minutes. 2) Copy of December 3, 2013 Joint Meeting with the School Committee minutes.

II. PUBLIC HEARING

B. 1) Copy of public hearing legal ad. 2) Copy of Northbridge Tax Classification Hearing for Fiscal Year 2014.

III. APPOINTMENTS/By the Board of Selectmen

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

C. Copy of spreadsheet listing all establishments with an Alcoholic Beverages License.

D. Copy of spreadsheet listing all establishments with miscellaneous licenses in the Town of Northbridge.

E. & F. 1) Copy of email from Gary Bechtholdt, Town Planner regarding Community Development Block Grant. 2) Copy of memo dated 12/12/13 regarding CDBG – Disaster Recovery Program – Rockdale Youth Center Relocation Project.

G. 1) Copy of memorandum and email from Sharon Susienka regarding donations to the Town of Northbridge. 2) Copy of Telegram & Gazette article on the Historic Trolley Tours slated in Northbridge.

H. 1) Copy of email from Gary Bechtholdt, Town Planner requesting the Board of Selectmen to designate one of their members to be a representative for the Open Space and Recreation Plan Update Committee. 2) Copy of a memorandum dated 9/23/13 regarding the Northbridge Open Space and Recreation Plan Update.

I. Copy of the December 4, 2013 Safety Committee Minutes.

VI. DISCUSSIONS

J. No documentation.

K. No documentation.

VII. TOWN MANAGER'S REPORT

L. 1) American Automobile Association Traffic Safety Awards Luncheon – **No documentation.**

2) Evergreen Center/Donation of Holiday Wreath – **No documentation.**

3) Building, Planning & Construction Committee/Update – **No documentation.**

4) Special Town Meeting Update. - **No documentation.**

5) Double Pole Meeting – **Copy of contact list.**

6) Douglas Road Bridge Update – **No documentation.**

7) Code Red Update – **No documentation.**

8) Toys for Kids and Teens Campaign – **No documentation.**

VIII. SELECTMEN'S CONCERNS - No documentation.

IX. ITEMS FOR FUTURE AGENDA- No documentation.

X. CORRESPONDENCE- No documentation.

XI. EXECUTIVE SESSION – None.

**Board of Selectmen's Meeting
January 6, 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 Marzec was absent and it is duly noted.

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#6 – To consider the purchase, exchange, lease or value of real property [Pine Grove Cemetery] – and to reconvene in Open Session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes, and Mr. Nolan/Yes.

Open Session Adjourned: 6:32 PM

Executive Session Convened: 6:35 PM

Executive Session Adjourned: 6:50 PM

Open Session Reconvened: 7:00 PM

The Pledge of Allegiance was recited by those present.

Eagle Scout Awards Presentation: 1) Thomas McGowan; 2) Jacob Nordquist; 3) Andrew Reiter. **Present:** Thomas McGowan, Jacob Nordquist, Andrew Reiter. **Also present:** Charles Thompson. Selectman Ampagoomian introduced Mr. Thomas McGowan, Mr. Jacob Nordquist and Mr. Andrew Reiter and then provided the Board with a brief description of their Eagle Scout project. The Selectman congratulated Mr. McGowan, Mr. Nordquist and Mr. Reiter on their Eagle Scout Award.

Approval of Minutes. December 2, 2013 – A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 2, 2013 Meeting minutes as presented with the readings omitted. Vote yes/Messrs. Melia, Ampagoomian and Nolan. Abstain/Mr. Athanas.

Public Hearings. None.

Appointments/By the Board of Selectmen. None.

Citizens' Comments/Input. None.

2236 Family Wok, Inc., 2236 Providence Road, Northbridge [Jian Chen, Mgr.]/Application to transfer the Common Victualler's License from ASJ28 Inc. d/b/a Hong Kong Café [John Ng, Mgr.] to 2236 Family Wok Inc. [Jian Chen, Mgr.]. A motion/Mr. Athanas, seconded/Mr. Melia to approve the transfer of the Common Victualler's License from ASJ28 Inc. d/b/a Hong Kong Café [John Ng, Mgr.] to 2236 Family Wok, Inc. [Jian Chen, Mgr.] Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

Special Town Meeting Warrant [January 14, 2014] /Vote positions on warrant articles. Town Manager Kozak mentioned that Article 1 and Article 2 are petition articles. Article 1 is to extend the B-1 zone to include the property formerly known as the China Pacific Restaurant in Linwood. Town Manager Kozak mentioned that the Planning Board and Finance Committee both supported Article 1 and 2. A

motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 1. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan. Article 2 is to provide zoning relief and flexibility for retail and service uses in building constructed prior to November 7, 1967. A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 2. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

Survey/Present: Open Space & Recreation Update Committee. Jeremy Deorsey and Joy Anderson. Mr. Deorsey mentioned that the Open Space & Recreation Update Committee is requesting permission from the Board of Selectmen to hand out their survey at the Special Town Meeting on Tuesday, January 14, 2014. A copy of the survey was provided to the Selectmen before their discussion. Mr. Deorsey then explained that the committee is trying to update the Town's Open Space & Recreation Plan and are looking for views and opinions from the townspeople that are important to this process. Selectman Athanas asked how people could obtain the survey and Mr. Deorsey mentioned through digital access such as social media sites, public access, flyers, cable access and hand delivering to nursing homes. Town Manager Kozak informed the committee that they could place the survey on the town's homepage. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to move this discussion to decision. Roll Call Vote: Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Ampagoomian/Yes, and Mr. Nolan/Yes. A motion/Mr. Ampagoomian, seconded/Mr. Melia to grant permission to the Open Space & Recreation Update Committee to place their survey at the Special Town Meeting [January 14, 2014]. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan

FEMA Flood Plain Mapping/Present: Mark Anderson, Heritage Design Group – Postponed to the next Board of Selectmen's Meeting [January 27, 2014].

Sewer Charges/Present: Mark Anderson, Heritage Design Group - Postponed to the next Board of Selectmen's Meeting [January 27, 2014].

Snow Operation Update/Present: James Shuris, DPW Director. Mr. Shuris told Selectmen that one hundred and sixty tons of salt, thirty-six hours of snow and wind, seven inches of snow and one five-foot-wide, eight-inch-deep pothole on Sutton Street. That is last week's storm by the numbers. Mr. Shuris explained that a crew of town employees and subcontractors hit the streets early Thursday morning and battled the storm for the next thirty-six hours. He mentioned that you couldn't tell today, but they spent a considerable amount of effort fighting that storm. He said that there was only seven or eight inches of snow, but there were gusty winds, freezing temperatures to the point the salt was not effective, and that the crew plowed the streets and the snow would drift back. Mr. Shuris stated that even though the crews were pretreating the roads starting at 1 A.M. Thursday, the winds stymied efforts to keep up. He added that the town employees, plus eleven contractors, worked throughout the storm, resting only a few hours. Mr. Shuris mentioned that there were some complaints that the roads were not clear, but slushy, the day after the storm. He then said, that he tends not to have the crews come out after the storm because clearing the street often puts snow back in the driveways, sidewalks and around mailboxes that residents spent time clearing. Mr. Shuris was faced with complaints that town roads weren't as clear as state roads, such as Route 122. Mr. Shuris stated that Mass DOT spends a tremendous amount of money scraping and treating the streets, noting that the town does not have the same amount of money and equipment available. He explained that the state has five contractors on Route 122 [Providence Road] for five miles of road without parked cars, one stoplight, and they travel in tandem. They salt heavily and plow heavily. On Saturday, their plow was scraping the street and sparks were flying. He mentioned that if he let the crew of town employees and subcontractors do that, he wouldn't have a job because he would be abusing the town equipment and funds. Mr. Shuris also explained that the trucks the state uses have six wheels or greater, they don't use 350s or pickups. They don't have to deal with the same conditions we do. He then stated that he is not making excuses, but has never worked in a town or city that has the same type of equipment Mass DOT does. Mr. Shuris then added that the DPW will have one truck equipped to use liquid calcium later this year.

Town Manager's Report. 1) **Annual Christmas Tree Recycling Day, January 11, 2014:** The annual Christmas tree recycling day will be on January 11, 2014 from 9:00 A.M. to 2:00 P.M. at the Wastewater Treatment Plant. 2) **Special Town Meeting January 14, 2014:** Reminded everyone that the Special Town Meeting will be held on January 14, 2014, at 7 PM, at the Northbridge Middle School. 3) **Northbridge Fire Department Awarded Student Awareness of Fire Education (S.A.F.E.) Grant & Senior SAFE Grant:** Announced that the Northbridge Fire Department has been awarded \$4,686.00 for the S.A.F.E Grant and \$3,018.00 for Senior SAFE Grant. 4) **Medical Marijuana Zoning Provision:** Announced that the Planning Office, Board of Health, Building Inspector and Police Chief have been meeting since the Fall Annual Town Meeting discussing a possible local land use provision for Northbridge. A draft bylaw is being reviewed by Town Counsel and will be circulated in the upcoming months for review and potential consideration for adoption at the 2014 Spring Annual Town Meeting. 5) **Worcester Regional Transit Authority Bus Service Schedule:** Due to a change in commuter rail schedules, a new bus schedule for Northbridge will be going into effect soon. The new schedule will be placed on the town's homepage. 6) **Community Development Block Grant Award:** The Town has received notice of a \$601,654 grant award for the new youth community center at St. Peter's School in Rockdale. 7) **Construction Magazine Article:** Announced that the Northbridge Department of Public Works was featured in the December issue of the New England Construction Magazine.

Selectmen's Concerns. **Selectman Athanas/**Asked the status of the DPW facility and Town Manager Kozak explained that the Building, Planning & Construction Committee haven't met yet but are meeting this week and will provide an update at their next meeting. **Selectman Melia/**Attended a retirement party for Albert Lamoreaux, Northbridge resident and a former FBI agent. He then sent his congratulations to Al and his family, and wishes him a long and healthy retirement. **Selectman Ampagoomian 1)** asked if other Board members received phone calls on the new tax bills that were recently sent out. He mentioned that he received a few phone calls from individuals in town and they mentioned they were shocked to see how much their tax bill went up. Town Manager Kozak explained that there was an increase in the rate. He mentioned last year there was a one-year savings that the state required the town to reduce the tax rate because of the payment of the bond for the schools. This was a one-year reduction of taxes but this year the town is back on the normal plain. Every year it's always been a 2 ½ % increase, which is normal, plus there is a one-time capital exclusion for some items, such as trucks. He also mentioned that the past couple years the valuations have gone down and this year the town actually had an increase to home valuations. Town Manager Kozak mentioned that if anyone has any questions to please contact him. 2) Status of new Fire Station and asked if there have been any more discussions with Mr. Leonard Jolles. Town Manager Kozak advised that there have not been any discussions with Mr. Jolles and that he is still waiting to hear from him. 3) Asked if there has been any progress on hiring a new DPW Secretary/Clerk and Town Manager Kozak informed the Board that Mr. Shuris is working with his staff to decide on a candidate. 4) Status of the Ross Rajotte Bridge and Mr. Shuris mentioned that he will contact Mass DOT to see what's going on.

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

Meeting Adjourned: 7:43 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

January 6, 2014

Eagle Scout Award. Copy of Thomas McGowan, Jacob Nordquist, and Andrew Reiter biographies.

I. APPROVAL OF MINUTES

A. 1) Copy of December 2, 2013 minutes.

II. PUBLIC HEARING

III. APPOINTMENTS/By the Board of Selectmen

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

B. 1) Copy of 2236 Family Wok Inc.'s application for Common Victualler's License. 2) Copy of license routing slips from Department Heads.

BB. 1) Copy of Special Town Meeting Warrant listing Article 1 & 2. 2) Copy of Special Town Meeting Warrant.

VI. DISCUSSIONS

C. No documentation.

D. No documentation.

E. No documentation.

F. No documentation.

VII. TOWN MANAGER'S REPORT

G. 1) Annual Christmas Tree Recycling Day, January 11, 2014 – **No documentation.**

2) Special Town Meeting January 14, 2014 – **No documentation.**

3) Northbridge Fire Department Awarded Student Awareness of Fire Education (S.A.F.E.) Grant & Senior SAFE Grant – **Copy of grant letter awarding the Town of Northbridge.**

4) Medical Marijuana Zoning Provision – No documentation.

5) Worcester Regional Transit Authority Bus Service Schedule – **No documentation.**

6) Community development Block Grant Award – **Copy of letter.**

7) Construction Magazine Article – **No documentation.**

VIII. SELECTMEN'S CONCERNS - No documentation.

IX. ITEMS FOR FUTURE AGENDA- No documentation.

X. CORRESPONDENCE- No documentation.

XI. EXECUTIVE SESSION – No documentation.

A.H.

**BOARD OF SELECTMEN'S MEETING
SPECIAL TOWN MEETING**

January 14, 2014

A meeting of the Board of Selectmen was called to order at 6:50PM by Vice Chairman Ampagoomian, Northbridge Middle School Auditorium, 171 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Melia, Marzec, and Athanas. Chairman Nolan was not present and it is duly noted. **Also Present:** Theodore D. Kozak, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

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

Meeting Adjourned: 7:30 P.M.

Respectfully submitted,

James Athanas, Clerk

s/

LIST OF DOCUMENTATION
BOARD OF SELECTMEN'S MEETING – OPEN SESSION
January 14, 2014

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/RESIGNATIONS/None

CITIZENS' COMMENTS/INPUT/None

DECISIONS/None

DISCUSSIONS/None

TOWN MANAGER'S REPORT/None

SELECTMEN'S CONCERNS/None

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

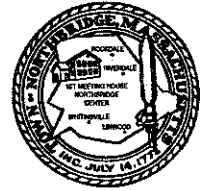
EXECUTIVE SESSION/None



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021



TIMOTHY LABRIE
LIEUTENANT

To: Mr. Theodore Kozak, Town Manager
From: Walter J. Warchol, Chief of Police *WJW*
Subject: Administrative Assistant to the Chief of Police
Date: December 20, 2013

Mrs. Linda Skillen, Administrative Assistant to the Chief of Police will be retiring January 31, 2014 after 29 years of service to the Northbridge Police Department. The police department advertised the position which was open to all Northbridge Town Employees. Two long time internal police department employees applied for the position.

After interviews and careful consideration, Mrs. Shawn Matte, 83 Lea Avenue, Northbridge was chosen to replace Mrs. Skillen as the new Administrative Assistant to the Chief of Police. Mrs. Matte has worked at the Northbridge Police on a part time/full time basis for 20 years. Mrs. Matte has a Bachelor of Arts Degree from Assumption College and prior to working at the police department she was a Human Resources Administrator for two major corporations.

I am asking that you appoint Mrs. Shawn Matte as the new Administrative Assistance to the Chief of Police effective February 3, 2014.

Would you please schedule this appointment for the January ²⁷~~20~~, 2014 meeting of the Board of Selectmen.

Shawn Matte

83 Lea Avenue
Northbridge, MA 01534
Home: 508-234-8455
spmatte83@aol.com

EXPERIENCE:

Northbridge Police Department, Whitinsville, MA Jan 1994 to Present

Dispatcher / Payroll Clerk

- Take emergency and non emergency telephone calls
- Dispatch calls to appropriate personnel
- Prioritize incoming emergency and non-emergency phone calls
- Determine nature and location of the phone call
- Monitor and coordinate emergency dispatch activity
- Maintain security and confidentiality of all files and equipment
- Create and maintain logs
- Perform matron duties as needed
- Prepare weekly payroll for the department
- Assist Chief of Police with various projects as needed

Schott Fiber Optics, Southbridge, MA 1990 to 1993

Personnel Coordinator

American Optical Corporation, Southbridge, MA 1989 to 1990

Human Resources Administrator

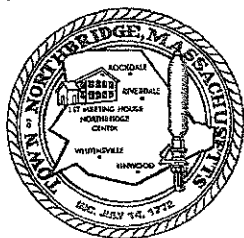
EDUCATION:

1987 Elementary Education Certification
 Assumption College
 Worcester, MA

1986 Bachelor of Arts Degree
 Social and Rehabilitative Services
 Assumption College
 Worcester, MA

CERTIFICATION:

- E-911
- CJIS / LEAPS
- CORI
- CPR
- First Responder



Theodore D. Kozak
Town Manager

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

January 13, 2014

Ms. Anna Struna
P. O. Box 772
Upton, MA 01568

Dear Anna:

This letter is to inform you that you have been selected for appointment to the position of Department of Public Works Secretary / Clerk for the Town of Northbridge effective January 28, 2014. The position is full-time (35 hours per week), Grade 3 - Step 2, with a beginning salary of \$17.80 per hour, and is governed by the personnel rules and regulations of the Town of Northbridge, which includes a six-month probationary period.

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

This appointment is contingent upon your passing a pre-employment physical and a CORI check. Your pre-employment physical can be scheduled by calling Team Works Occupational Health, 115 Water Street, 2nd Floor, Milford, MA at 508-422-2761 option #1. Please inform Team Works that the appointment is for a pre-employment physical ONLY.

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

Sincerely,



Theodore D. Kozak
Town Manager

TDK/sls

c: Board of Selectmen

C.

Know all Men by These Presents,

That the Trustees of the Riverdale Cemetery, in the Town of Northbridge, in the County of Worcester and State of Massachusetts, in consideration of Four Hundred Dollars, paid to them by *Laurine Raymond-Jordan of 572 Church Street, Whitinsville (Northbridge), MA* the receipt of which is hereby acknowledged, do sell and convey to said *Laurine Raymond-Jordan* Lot No. 27 (1 grave) situated on the way called *Maple Avenue* in the Riverdale Cemetery, and the sole and exclusive right of burial of the dead therein, subject to the following by-laws for the regulation and government of said Cemetery; viz:

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

2nd. That if any trees or shrubs in said lot shall become in any way detrimental to the adjacent lots or avenues, or dangerous or inconvenient, it shall be the duty of said Trustees, for the time being, to enter into said lot and remove said trees or shrubs, or such parts thereof as are dangerous, detrimental or inconvenient.

3rd. That if any monument or other structure whatever, or any inscription, be placed in the said lot which shall be determined by a majority of the Trustees, for the time being, to be offensive, the said Trustees or a majority of them, shall have the right, and it shall be their duty to enter upon said lot and remove said offensive or improper object or objects.

4th. If a fence shall at any time be erected or placed in or around said lot, the materials or design of which shall not be approved by said Trustees, it must be forthwith removed.

5th. By the vote of the Town the said lot shall be holden subject to all by-laws, rules and regulations made and to be made by the said Board of Trustees.

And the said Trustees in behalf of the Town, and by right from vote of the Town of Northbridge, passed 2d of March, 1874, hereby covenant to and with, the said *Laurine Raymond-Jordan* heirs and assigns, that the said Town of Northbridge is lawfully seized in fee simple of the afore-granted premises, and of the ways leading to the same from the highway; that the granted premises are free from incumbrances; that the said Town hath good right to sell and convey the same to the said *Laurine Raymond-Jordan* in the manner and for the purpose aforesaid, and will warrant and defend the same unto the said *Laurine Raymond-Jordan* heirs and assigns forever.

IN WITNESS WHEREOF, the said Town of Northbridge hath caused these presents to be signed and sealed by the Trustees, this 27th day of January in the year of our Lord Two Thousand Fourteen.

Signed, Sealed and delivered in presence of

} TRUSTEES

E.

TO: Sharon Susienka, Assistant to the Town Manager
FROM: Doreen A. Cedrone, Town Clerk
DATE: January 22, 2014
SUBJECT: Board of Selectmen notice to Town Clerk regarding an election for vacancies
In Town Offices (per MGL Chapter 41, Section 10)

Sharon, as Town Clerk, I certify that, at this time, we have the following vacancies on elected Town boards/committees, and upon receipt of notice from the Board of Selectmen, I will include these seats on the ballot for the May 20, 2014 Annual Town Election:

1. **School Committee: one seat (two-year term)**
Vacant due to the resignation of Timothy Doiron, unexpired term
2. **School Committee: one seat (one-year term)**
Vacant due to the resignation of Alicia Cannon, unexpired term
3. **Trustees of Soldiers' Memorials – Non-Veteran (two-year term)**
Failure to Elect at the May 21, 2013 Annual Town Election
4. **Redevelopment Authority: one seat (four-year term)**
Failure to Elect at the May 21, 2013 Annual Town Election
5. **Redevelopment Authority: one seat (three-year term)**
Failure to Elect at the May 21, 2013 Annual Town Election
6. **Redevelopment Authority: one seat (two-year term)**
Failure to Elect at the May 21, 2013 Annual Town Election
7. **Redevelopment Authority: one seat (one-year term)**
Failure to Elect at the May 21, 2013 Annual Town Election

Thank you, Sharon!



Doreen

1/27th agenda
F.

Donna Gosselin

From: Peter Bedigian <pbedigian@omnicontroltech.com>
Sent: Thursday, January 09, 2014 2:04 PM
To: dgosselin@northbridgemass.org
Cc: Joanne Khoury
Subject: 2014 BANNER / BULLETIN BOARD REQUESTS

all set
no issues/conflic

Hi Donna, hope all is well.

In looking at the 2014 Armenian Church calendar, I see we will be requesting 3 banner posting times:

- 1) Martyr's Day Banner 3rd and 4th week of April – commemoration is on April 24th. - 4/13 - 4/27
- 2) Annual Picnic Banner first 2 weeks in August with event being held on August 17th. - 8/13 - 8/27
3. ~~Church Christmas Bazaar Christmas Reformed Church on December 6th – would like bulletin Board posting after Thanksgiving up until event if possible.~~ Town Bulletin Board

Let me know.

Thx.

Best regards,

Pete Bedigian, CEO
OMNI Control Technology, Inc
1 Main St – PO BOX 444
Whitinsville, MA 01588

Ofc: 508.234.9121 ext. 15



1/15/14 } Police Chief
DPW Director
G.

Donna Gosselin

From: Linda Usher <juniperhill@charter.net>
Sent: Wednesday, January 15, 2014 12:47 PM
To: ssusienka@northbridgemass.org; dgosselin@northbridgemass.org
Cc: wwarchol@northbridgemass.org
Subject: Permission request for Whitin Five Road Race

Hi

I would like to request permission to hold the 26th Annual Thanksgiving Whitin Five Road Race on November 27, 2014 at 8:10 AM from the Whitin Community Center. I will be working with the Northbridge Police Dept. This year's race was very successful. A large donation was made to Whitin Community Center which will help with the building upgrades.

Thank you,

Linda

Linda Usher
Whitin Five Race Director
508-529-6862
juniperhill@charter.net
www.whitinfive.com
<http://www.facebook.com/whitinfive>

Donna Gosselin

From: Walter Warchol <wwarchol@northbridgemass.org>
Sent: Wednesday, January 15, 2014 1:55 PM
To: dgosselin@northbridgemass.org
Subject: RE: Permission request for Whitin Five Road Race

Donna:

I do not have any issues with the road race as we have been assisting with this race for many years without any problems. The only condition is that she comply with the police departments traffic detail request.

Chief Warchol

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Wednesday, January 15, 2014 1:16 PM
To: wwarchol@northbridgemass.org; James Shuris
Subject: FW: Permission request for Whitin Five Road Race

Good afternoon Gentlemen: Please let me know if you have any issues before the next BOS Meeting. Thank you.
Donna

Donna M. Gosselin
Sr. Admin. Asst./Human Resources Asst.
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org

From: Linda Usher [mailto:juniperhill@charter.net]
Sent: Wednesday, January 15, 2014 12:47 PM
To: ssusienka@northbridgemass.org; dgosselin@northbridgemass.org
Cc: wwarchol@northbridgemass.org
Subject: Permission request for Whitin Five Road Race

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Thank you,

Linda

Donna Gosselin

From: James Shuris <jshuris@northbridgemass.org>
Sent: Thursday, January 16, 2014 5:03 PM
To: dgosselin@northbridgemass.org
Subject: RE: Permission request for Whitin Five Road Race

Donna:

The only concerns that DPW has if for the applicant protect and provide clean-up of all public right-of-way premises during and after the event. Sounds like another great event.

In preparation for this event, we will sweep the streets/sidewalks just prior to the event.

Jim Shuris

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Thursday, January 16, 2014 2:25 PM
To: James Shuris
Subject: FW: Permission request for Whitin Five Road Race

Donna M. Gosselin
Sr. Admin. Asst./Human Resources Asst.
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Wednesday, January 15, 2014 1:16 PM
To: wwarchol@northbridgemass.org; James Shuris (jshuris@northbridgemass.org)
Subject: FW: Permission request for Whitin Five Road Race

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Donna

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Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org

1/14/14 { J. Shorris - DFW DA
W. Warchol - Police Chief

Donna Gosselin

H.

From: Rob Knapik <rob@knapiklaw.com>
Sent: Wednesday, January 15, 2014 6:36 PM
To: tkozak@northbridgemass.org
Cc: dgosselin@northbridgemass.org; 'Larry Brown'; 'Kathy Ducey'
Subject: Northbridge Education Foundation, Inc. 5K Race and Walk
Attachments: 011514 Letter to Northbridge Board of Selectmen.pdf

Good evening Ted,

On behalf of Northbridge Education Foundation, Inc., attached please find a request to the Board of Selectmen for permission to 1) hold the "Northbridge Education Foundation 5K Road Race and Walk" on March 29, 2014; and 2) display a banner over Church Street from March 10, 2014 through March 24, 2014.

23

Best regards,

✓
okay - no conflict

Rob

Law Office of W. Robert Knapik, P.C.
216 Church Street
Whitinsville, MA 01588
(508) 234-3301
(508) 234-2201 (Facsimile)
rob@knapiklaw.com
<http://knapiklaw.com/>

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NORTHBRIDGE **EDUCATION FOUNDATION**

January 15, 2014

Northbridge Board of Selectmen
Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588
Attention: Daniel Nolan, Chairman

Re: Northbridge Education Foundation, Inc. 5K Race and Walk

Dear Chairman Nolan:

On Saturday, March 29, 2014, Northbridge Education Foundation, Inc. (NEF) plans to hold the third annual "Northbridge Education Foundation 5K Road Race and Walk" beginning at 9:00 a.m. The 5K Road Race and Walk is NEF's largest fundraiser this year and will allow NEF to provide grants to the Northbridge Public Schools for the 2014-2015 school year.

The race and walk will start and finish at Northbridge High School and will traverse a 5 kilometer course through the village of Whitinsville on public roads as shown on the attached map. Volunteers will be stationed at the start/finish line and along the route to assist and direct the participants. NEF will also contact the Northbridge Police Department for necessary assistance and police detail. The route will not require that any roadway or intersection be closed. This letter is to respectfully request that the Board of Selectmen grant permission for NEF to hold the 5K Road Race and Walk on Saturday, March 29, 2014.

To publicize and promote the 5K Road Race and Walk, NEF seeks permission to display a banner over Church Street, at the customary banner location near the Armenian Apostolic Church, from Monday, March 10³, 2014 through Monday, March 24, 2014. Accordingly, this letter is also to respectfully request that the Board of Selectmen grant permission for NEF to hang a banner over Church Street from Monday, March 10⁹, 2014 through Monday, March 24³, 2014 (or until such date as the Board of Selectmen or Northbridge Fire Department may allow).

Thank you in advance for your anticipated cooperation and assistance.

Sincerely,

Northbridge Education Foundation, Inc. Board of Directors

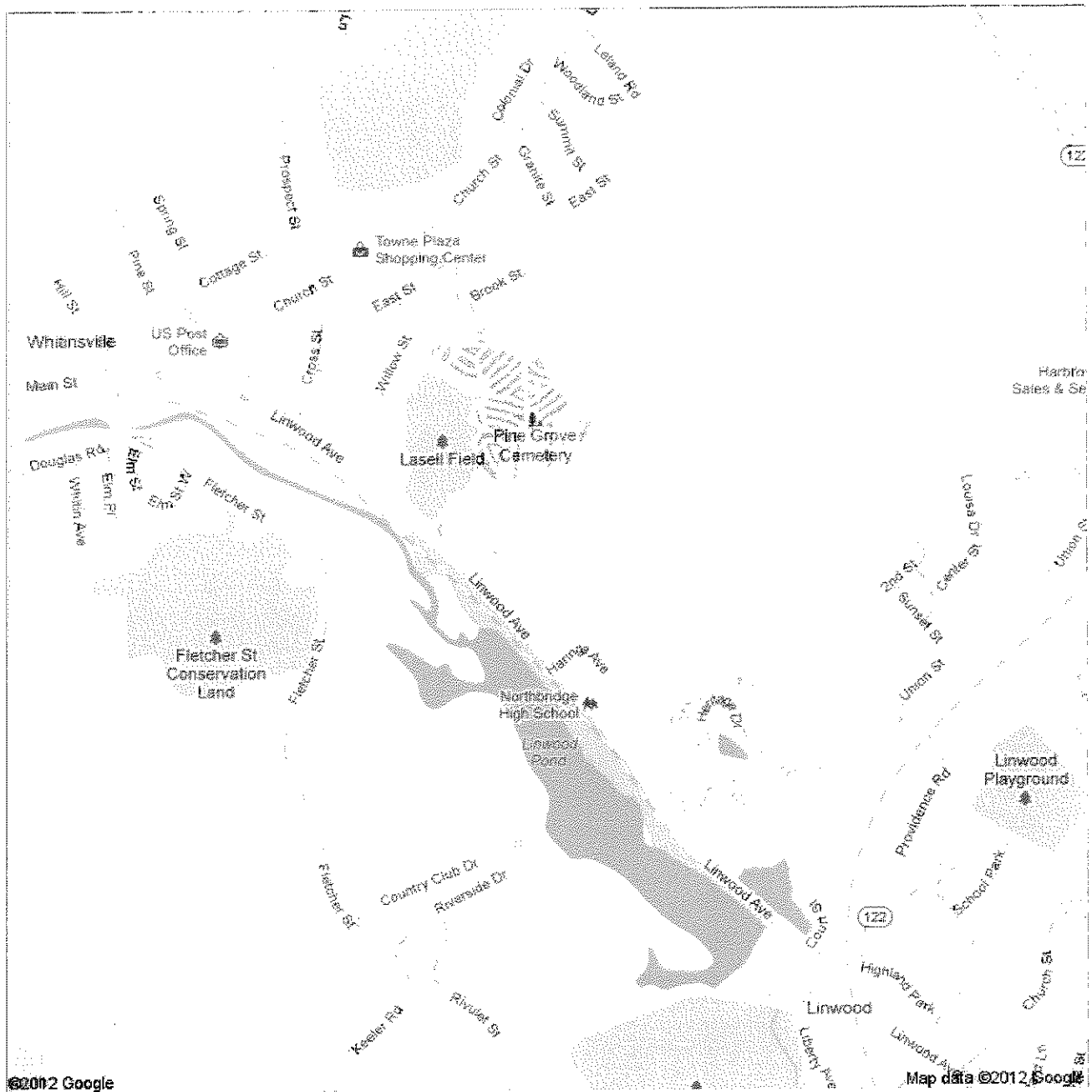


Address Northbridge, MA

Get Google Maps on your phone



Text the word "GMAPS" to 466453



Chief of Police
response

Donna Gosselin

From: Walter Warchol <wwarchol@northbridgemass.org>
Sent: Thursday, January 16, 2014 9:32 AM
To: dgosselin@northbridgemass.org
Subject: RE: Northbridge Education Foundation, Inc. 5K Race and Walk

Donna:

This appears to be a new race route. I do not have an issue with the road race so long as they comply with the traffic safety requests of the police department.

Chief Warchol

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Thursday, January 16, 2014 8:36 AM
To: wwarchol@northbridgemass.org; James Shuris
Subject: FW: Northbridge Education Foundation, Inc. 5K Race and Walk

Good morning Gentlemen: Please find attached a request from the Northbridge Education Foundation and let me know if you have any issues. I would like to place this on the next Selectmen's agenda so I will need your response back by Wednesday, January 22nd. Thank you and have a great day.

Donna

Donna M. Gosselin
Sr. Admin. Asst./Human Resources Asst.
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org

From: Rob Knapik [mailto:rob@knapiklaw.com]
Sent: Wednesday, January 15, 2014 6:36 PM
To: tkozak@northbridgemass.org
Cc: dgosselin@northbridgemass.org; 'Larry Brown'; 'Kathy Ducey'
Subject: Northbridge Education Foundation, Inc. 5K Race and Walk

Good evening Ted,

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Best regards,

Rob

Law Office of W. Robert Knapik, P.C.
216 Church Street
Whitinsville, MA 01588
(508) 234-3301
(508) 234-2201 (Facsimile)
rob@knapiklaw.com
<http://knapiklaw.com/>

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DPW Response
J. Shuris

Donna Gosselin

From: James Shuris <jshuris@northbridgemass.org>
Sent: Thursday, January 16, 2014 1:50 PM
To: dgosselin@northbridgemass.org; wwarchol@northbridgemass.org
Subject: RE: Northbridge Education Foundation, Inc. 5K Race and Walk

Donna and Chief:

The only concerns that DPW has is for the applicant protect and provide clean-up of all public right-of-way premises during and after the event. Sounds like another great event.

In preparation for this event, we will sweep the streets/sidewalks just prior to the event.

Jim Shuris

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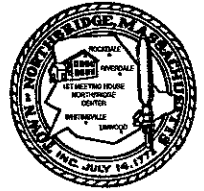
Best regards,



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588
www.northbridgepolice.com
TEL (508) 234-6211 • FAX (508) 234-9021



TIMOTHY LABRIE
LIEUTENANT

January 15, 2014

RECEIVED
JAN 16 2014
Northbridge Town Manager

Northbridge Board of Selectmen
Northbridge Memorial Town Hall
7 Main Street
Whitinsville MA 01588

Linwood Mills – pedestrian crosswalk
Carpenter Road – crosswalk request (Rice)
Kingsnorth & Hill -streetlight update
Pleasant Street -parking concerns
School Street – streetlight request (Guilbeault)
Douglas Road – crosswalk sign (Depalo)
Intersection of Prov. Rd & School St -update
Leonardo Estates – Definitive Subdivision
4 & 16 N Main Street -Site Plan Review (modification)

Dear Board Members,

The Northbridge Safety Committee met on Wednesday, January 15, 2014 in the Police Station Conference Room. The following members were present: Gary Nestor, Chairman, Walter Warchol, James Shuris, Peter Bedigian, Julie Gawlak, George Murray and Gary Bechtholdt.

Also in attendance were residents of Pleasant Street, John Hughes and Kathleen Charbonneau, Jack Crawford representing the Pleasant Street Christian Reformed Church, Robert Cherriere, Arcade Properties, Michael Weaver, Guerriere and Halnon, James Gingras, Dunkin Donuts, and Jack Gillon, Traffic Engineer.

A motion was made by George Murray and seconded by Peter Bedigian to accept the minutes of the December 4, 2013 meeting. The vote on this was unanimous.

The following items were discussed and are being forwarded to the Board of Selectmen as recommendations of the Safety Committee:

CORRESPONDENCE:

It was noted that there was no correspondence to be read.

Linwood Mills – Pedestrian Crosswalk

Mr. Murray questioned why it has taken DPW so long to communicate with the developer (EA Fish Dev). Mr. Shuris explained that there had been no communication and that the matter will be rectified in the immediate future. Mr. Shuris stated he would speak with EA Fish Development in the Spring and guaranteed that the pedestrian crosswalk and a walkway connecting to the Mumford Riverwalk would be completed by July 2014.

Carpenter Road Street Light (Jennifer Rice, 35 Carpenter Road)

Based on Chief Warchol's observations, it was recommended that this light be turned back on. A motion was made by Peter Bedigian and seconded by Gary Bechtholdt. The vote on this was unanimous.

Kingsnorth and Hill Street Streetlight – Barry Gallant

This matter was not discussed as Chief Warchol informed members that the light was working prior to today's meeting.

Pleasant Street Parking (update from 12/4/13 meeting)

As noted in the minutes of the last safety committee meeting, Mrs. Rose Jundanian of 10 Pleasant Street had expressed concerns of vehicles parking along both sides of the street, creating a hazard for police/fire/ambulances responding for emergencies.

Mr. John Hughes was in attendance at today's meeting and stated that when it snows, it creates more problems due to vehicles being parked on both sides. Pleasant Street then ends up being one lane. He stated this was a hazard for residents, school busses, etc. Mrs. Kathleen Charbonneau questioned members as to why the *No Parking* signs on the "church side of the street" were taken down. It was also noted that when during football season, football players & spectators park on both sides of the street, again hindering ambulances/fire apparatus.

Mr. Crawford indicated that the parking problem has been better since vehicles have been parking in the lot behind the church. He felt that parking should be restricted on the North Side (church side) of Pleasant Street. Mr. Crawford also informed members of the safety committee that Head Start Program (formerly at the primary school) is now housed at the church which increases traffic in this area. Mr. Crawford also noted that if the church has a funeral their lot would be restricted to the family of the deceased. Other vehicles would have to park in the municipal side of the lot. He did note that so far there have been no problems with these parking arrangements.

Mr. Bedigian indicated that personnel from the school were still parking on Pleasant Street which was adding to the parking problems. It was also mentioned that when the pre-school children end morning sessions and start afternoon classes at noontime, there are no crossing guards. He questioned whether the parking spots on Cross Street should be eliminated for better site distance. Mr. Crawford stated that if these were removed it would displace a few more cars.

Concern was also noted for foot traffic crossing from Pleasant Street to the school due to blind spots as a result of parked vehicles.

Also noted was that the Pleasant Street Church is a “*Safe Place*” if the Primary School needs to be evacuated. (student population is approximately at 600)

A motion was made by George Murray and seconded by Gary Bechtholdt to:

- Restrict parking on the Northerly side of Pleasant Street
- Post signs from Pleasant Street on the East side of Cross Street up to East Street (Monday – Friday 7:00 a.m. to 3:30 p.m.)
- Post signs from Pleasant Street when taking left onto Cross Street extending “No Parking” 25 feet

A motion was made by George Murray and seconded by Gary Bechtholdt. The vote on this was unanimous.

467 School Street – Request to take Street Light Over (Roland Guilbeault)

Chief Warchol informed members that he had checked this area during the nighttime hours and it definitely was a dark area with lots of traffic and should remain on. Based on this observation, Chief Warchol made a motion that the light should remain on and let the Board of Selectmen make the decision as to payment of the light. The motion was seconded by Jim Shuris. The vote on this was unanimous,

Douglas Road Crosswalk (follow-up from 12/4/13 meeting)

Jim Shuris advised members that he will confer with Mr. DePalo (facilities manager at Alternatives Unlimited regarding placement and size of signs.

Leonardo Estates – Definitive Subdivision (Highland Street)

This matter was not discussed as there was no representation from Andrews Survey and Engineering.

#4 & #16 North Main Street – Site Plan Review (modification)

Michael Weaver, PE of Guerriere & Halnon, Inc on behalf of Robert Cherrier,(applicant) reviewed with the Safety Committee the proposed site development plan for 4 & 16 North Main Street. Mr. Weaver began providing an overview of the subject property, existing auto-service garage and the recently closed barber shop located on North Main Street. Mr. Weaver noted Normand Gamache of Guerriere & Halnon, Inc had presented an informal review of the proposed project before the Safety Committee on December 04, 2013. Mr. Weaver indicated the proposed layout has been slightly modified, reducing the size of a landscaped island separating the drive-thru and adjacent parking area, revised to improve vehicular movement.

Mr. Weaver then briefly reviewed with the committee the original site plan approval (February 2013) where the Planning Board approved a gas service station, convenience store and automotive maintenance garage. The plan currently before the Safety Committee (and the

Planning Board) for review includes the neighboring parcel (barber shop property) and shall include a coffee/donut shop (Dunkin Donuts) rather than the automotive maintenance garage.

Mr. Weaver reviewed traffic circulation within the site, noting the subject property has access and fronts three (3) public ways: Main Street, North Main Street and Arcade Street. The five (5) proposed access points will remain unchanged, however compared to the original approval the rear entrance will be “in-only” as opposed to an access/egress. Mr. Weaver explained the site where the barber shop is would become additional parking and egress aisles. Queuing for nine (9) vehicles is provided for the proposed Dunkin Donuts drive-thru.

Chief Warchol expressed concerns with potential traffic patterns on North Main Street. Mr. Shuris shared Chief Warchol’s concerns, noting introducing five (5) curb-cuts between 2-intersections (Main/Arcade & Main/North Main) has the potential to create traffic problems. Mr. Shuris also mentioned concern of sightlines during the winter months when snow piles may block or hinder visibility of vehicles entering and/or exiting the site.

Mr. Murray inquired about the location of the order box and pick-up window. Mr. Weaver reviewed location of menu board and the pick-up window, noting approximately 5 vehicles could be queued to receive order and 3 to 4 vehicles queued at the menu board. Mr. Weaver also noted designated location for overflow queuing near the pumps should there be more than nine (9) vehicles, noting signage would be installed directing customers. Chief Warchol expressed concern of traffic backing up onto public ways (similar to Providence Road near Plummers Corner). Chief Warchol noted he did not want to create a similar situation.

Jack Gillon, Traffic Engineer of Gillon Associates reviewed with the Safety Committee his evaluation of the site and traffic study for the drive-thru. Mr. Gillon cited a number of examples in and around metro Boston (locations with much higher traffic volumes). Mr. Gillon shared with the Committee a couple of tables regarding vehicle queues for drive-thru facilities, noting the site off North Main Street is anticipated (per his traffic model) to have approximately 48 vehicles per hour. The nine (9) vehicle queue is good for the 95th percentile and will not be an issue of backing up onto any of the public ways. Mr. Gillon suggested installing (paint markings) a “*do not block the block*” in the event additional queue overflow is necessary. Mr. Bedigian asked about the hours of operation of the proposed Dunkin Donuts. Mr. Gingras indicate the hours to be 5AM to midnight, noting the Dunkin Donuts will not have any tables inside. Mr. Weaver noted the exit onto North Main Street would remain *right turn only* and the curb-cut on Main Street would be *in only* and primarily used for delivery of gasoline.

The Committee reviewed potential alternatives to the proposed curb-cuts and turning movements in and out of the site. As a result of such review it was determined modifying access or reducing access would potentially have a greater negative impact on the residential side streets Crescent Street and Arcade Street. Mr. Shuris expressed concern with vehicles turning left into the site from North Main Street. Mr. Gillon explained that the sightlines for this turning movement is favorable and should not be a concern, noting the recently revised intersection of North & Main Street will help slow vehicle traffic within this location.

After some general discussion concerning the abandoned curb-cut (existing driveway access for barber shop) the Committee concluded its review. Upon motion duly made (Murray) and

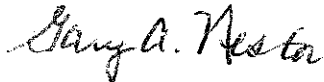
seconded (Bechtholdt) the Safety Committee voted (5-2) to approve the site proposal as presented. Mr. Shuris and Chief Warchol voted not to support.

Update on Intersection of Providence Road and School Street (continued from 12/4/13)

Mr. Shuris explained the work was to be done by the State but delayed to this year. Mr. Shuris noted they replaced some existing stop signs; still need to do the pavement markings on School Street and near Upton Road.

Having no additional business the Safety Committee adjourned its meeting of January 15, 2014.

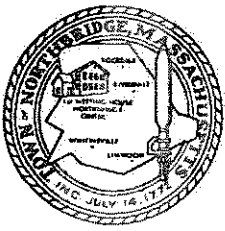
Very truly yours,



Gary Nestor
Chairman Northbridge Safety Committee
Northbridge Fire Chief

/las

cc: Northbridge Town Clerk
Northbridge Town Manager
Lt. Timothy Labrie
Jennifer Rice, 35 Carpenter Road
John Hughes, 6 Pleasant Street
Kathleen Charbonneau, 6 Pleasant Street
Roland Guilbeaut, 467 School Street
Norman Gamarche, Guerriere and Halnon
John Crawford



Town of Northbridge

Fire Department

193 Main Street
Whitinsville, MA 01588
(508) 234-8448

Gary A. Nestor
Fire Chief

January 20, 2014

To: Mr. Theodore D. Kozak, Town Manager

From: Gary A. Nestor, Fire Chief

Subject: Fire Department Report

RECEIVED
JAN 28 2014
Northbridge Town Manager

This is a summary of the fire department activity from July 1, 2013 through December 31, 2013. The fire department responded to 398 fire emergencies, 893 ambulance emergencies, 292 non-emergency calls for service, and visited the schools to conduct SAFE classes 23 times. In addition to this, fire prevention activities accounted for 311 inspections, 245 permits issued, and collection of \$ 8,080.00 in permit fees. Of the 893 ambulance emergencies, there were 471 ALS calls and the ambulance service collected \$ 319,996.51.

During this period we had 7 structure fires in which 7 buildings were damaged, 2 motor vehicle fires, and 27 outside fires. The fire losses to the affected properties will exceed \$ 500,000.00. This brings the fire loss total to over \$1,500,000.00 for 2013. We responded to fires in other communities 12 times under our mutual aid agreements, and received mutual aid for fire and EMS incidents 104 times. The call fire and ambulance payroll for this period was \$ 47,612.83.

The Emergency Management department has approximately 20 volunteers and the team members are currently meeting on a monthly basis for training. The volunteers assisted the fire department with the fireworks display and cleanup. They have taken training in preparations for Pandemics, weather related incidents, and other types of emergencies. It is hoped that for future emergencies the volunteers can be used to assist other town departments.

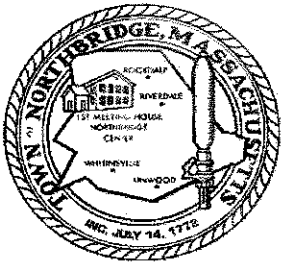
The department continues to move forward with the dispatch consolidation project. Meetings have been held with the various vendors and consultants. Radio equipment and software updates have been ordered. Installation should begin sometime during the month of March.

Letters have been sent to the property owners who are on the municipal alarm system. The anticipated date for the discontinuation of the service is September 1, 2014. If anyone needs additional time for the conversion we will work with the individual.

We have begun the process of moving the Emergency Management office to fire department headquarters. Due to parking restrictions at the present location and the need to train more volunteers, we feel this is better for the organization. This project will be completed by the end of February.

The department continues to seek out and apply for the various grants available to local communities at the State and Federal level. In the past, the grants have been beneficial in helping to provide the training and equipment necessary for the department to continue with the programs and better serve the public.

"Smoke Detectors Save Lives"



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: October 09, 2013

To: Mr. Theodore D. Kozak, Town Manager
Northbridge Board of Selectmen

From: R. Gary Bechtholdt II, Town Planner 

RE: **QUARTERLY REPORT (JULY-SEPTEMBER 2013)**
Community Planning & Development Office

COPY

Please accept this as the Community Planning & Development's quarterly report for July-September 2013. Provided below is a summation of projects, applications, meetings, and initiatives considered.

RESIDENTIAL SUBDIVISIONS

The Camelot –Home construction continues to progress with seventeen (17) homes completed or under construction with the potential of an additional six (6) building permits pending. The Planning Board approved an amendment to the project phasing allowing for five (5) additional house lots to be included in Phase I of the development. Developer shall work with the Sewer Superintendent in addressing known concerns specific to the sewer pump station installed within the subdivision.

Carpenter Estates –Planning Board considered and granted a construction change to allow developer to design and employ Low Impact Development techniques to address stormwater within a portion of the approved subdivision development. As part of its consideration the Planning Board solicited input from JH Engineering Group (consulting engineer), the Conservation Commission and the Department of Public Works. Low Impact Development (LID) is a stormwater management option where stormwater is collected on site, filtered through vegetation and recharged into the ground; where appropriate a more natural alternative to conventional stormwater collection systems.

Farnum Circle & Green Meadow Court –Subdivisions are incomplete and/or remain unaccepted public ways; the Planning Board may look to review and revisit these developments after the Fall Annual Town Meeting.

Hemlock Estates/Pine Knoll –The senior living development known as Pine Knoll is complete/built-out; fifteen (15) of the thirty-one (31) single-family house lots have also been developed or under construction. Developer is to provide the Planning Board with an updated status report/construction schedule regarding remaining phase(s) and current outstanding issues. Developer shall work with the Sewer Superintendent in addressing known concerns specific to the sewer pump station installed within the subdivision.

Hillside Garden Estates –Due to the developer's continued lack of response and failure to address concerns the Planning Board issued directive to withhold sign-off on future building permits until such time the developer addresses known outstanding issues; includes abandoned waterline services; roadway construction; streetlights; etc. Six (6) of the nine (9) single-family house lots have been developed (site may also includes a potential retreat lot). Developer recently contacted Whitinsville Water Company regarding abandoned services and plans to meet with the Planning Board in October to review outstanding concerns and seek permission to develop one of the remaining house lots.

Presidential Farms -Construction continues within Phase III & IV; developer shall work with the Planning Board concerning required playground & bikeway/walking path improvements or provide for suitable alternative(s) prior to commencement of Phase V.

Shining Rock Golf Community -Majority of the lot development has been completed; home construction on Shining Rock Drive (remaining portion) and Fairway Drive is ongoing; foundation permits for the 14-townhouse units have been issued; with building construction of the 5-plex underway. Norwood Bank continues to oversee construction of homes on Shining Rock Drive.

ANR PLANS

The Planning Board approved three (3) ANR plans; with an additional application withdrawn.

SITE DEVELOPMENTS

Ashton Place –Redevelopment of property (formerly Northbridge Nursing Home) is nearing substantial completion; eleven (11) of the 23-apartment units have been issued occupancy permits. Planning Board and members of the Zoning Board conducted a site visit earlier this quarter and seemed very pleased with the work to date.

Linwood Mill Lofts –Developer met with Safety Committee (July 17, 2013) to review potential pedestrian crosswalk locations on Linwood Avenue. DPW –Highway Superintendent and Director of Public Works are to provide developer with guidance documents and town specifications, after which the Safety Committee will revisit proposal; at this time still awaiting input from the DPW.

Marston Heights –Planning Board met with developer and residents of the private development (Quarry Road/Edmond Circle) located within the Hills at Whitinsville subdivision to review ongoing outstanding issues specific to site development plan. As a result of meeting(s) developer addressed a number of concerns; Planning Board and developer mutually agreed to set a date of November 12, 2013 to complete remaining punchlist items, after which Planning Board shall contact the Building Inspector/Zoning Enforcement Officer regarding potential zoning violations of the site development approval.

Osterman Commence Park –Planning Board issued Special Permit [Planned Business Development] and Site Development Plan approvals [Phase 1 & 2] for subject property located off Church Street Extension. Planned Business Development (PBD) will include a ±4,600 LF roadway (private drive); ±26.4 acres of dedicated open space; and ±206,500 square-feet of building space at build-out; Phase 1 includes ±1,575 LF of roadway from Church Street Extension, a ±24,000 SF Medical office building and a ±12,000 SF Office

building; Phase 2 includes $\pm 1,2750$ LF of roadway (wetland/resource crossing). Reference is made to Planning Board Certificate of Approval dated July 31, 2013 and Special Permit Decision [01-SPP-2013].

St. Camillus Health Center –Planning Board issued Site Development Approval (July 31, 2013) for addition of eight (8) parking spaces, landscaping and restriping of existing parking area; original application was reduced in scope and longer includes additional parking to the rear of the property. Planning Board is awaiting receipt of revised plan and narrative from Applicant/Engineer.

Self-Storage Units - Planning Board issued Site Development Approval (August 14, 2013) for construction of a $\pm 2,500$ square-foot self-storage units to be sited on abutting parcel of 546 Providence Road (Harbro).

ZONING AMENDMENTS

Large-Scale Solar Photovoltaic Installation –Planning Board conducted public hearing (September 17, 2013) pursuant to Mass General Laws Chapter 40A Section 5; upon taking public testimony Board voted (4-0) to support and recommend zoning amendment article(s), noting provision would provide the town with clear and concise procedures for siting facilities in the future. Presently large-scale solar may be considered a power plant permitted within the industrial zones however no formal review or approval process established. Planning Board also voted its support to permit such use within the Industrial-1 & Industrial-2 as well as the Business-3 Zoning District.

MEDICAL MARIJUANA TREATMENT CENTERS

Since the adoption of a temporary zoning moratorium (2013 Spring Annual Town Meeting) the Community Planning & Development office has been working with the Board of Health Administrator in reviewing Department of Public Health (DPH) regulations as well as potential land use and other local regulations; multiple meetings have been held with the Town Manager, Building Inspector and Police Chief to discuss next steps. A follow-up meeting is scheduled for October to review (draft) model bylaws offered by Town Counsel. Initial discussions have been had with the Board of Health and Planning Board; a zoning amendment establishing land use provisions and siting of potential treatment centers will be considered at the 2014 Spring Annual Town Meeting.

OPEN SPACE & RECREATION PLAN UPDATE

The Community Planning & Development office continues to assist the Planning Board and the Ad-hoc update committee on updating the town's 2002 Open Space & Recreation Plan. The OSRP update shall help facilitate future preservation and protection of Northbridge's natural/historic landscapes; improve and expand recreation opportunities; as well as identify priority land for habitat and water resource protection. Updating the plan will provide the town with the means to assess existing inventory, identify potential improvements and expansions; maintain and enhance community character; and promote the preservation and management of land for wildlife habitat, water quality and public recreation.

COMMUNITY PRESERVATION ACT (CPA)

The Planning Board has had informal discussion regarding potential public outreach specific to local adoption considerations of the Community Preservation Act (CPA). The CPA may be adopted by ballot

referendum, where a percentage (up to 3%) is surcharged on local property tax; CPA funds (with a match from the state) may be used for open space protection, historic preservation, affordable housing and (now) outdoor recreation.

TOWN HALL RESTORATION PROJECT

Over the past several months the Community Planning & Development office has overseen and administered the Massachusetts Historical Commissions Mass Preservation Projects Fund (MPPF –Round 18), a state matching-grant awarded to Northbridge (\$45,000.00) for the Town Hall window restoration. A webpage devoted to track the Town Hall Restoration project was created by the Planning office earlier this year and will remain available online for the public to view. A Project Completion Report was submitted to Mass Historical Commission in July 2013; full reimbursement of the grant funds have been received by the town.

WASTEWATER SYSTEMS 20-YEAR CAPITAL IMPROVEMENT PLAN

Community Planning & Development provided comprehensive commentary to CDM-Smith regarding the town's (draft) Wastewater Systems 20-year Capital Improvement Plan. As noted in review memorandum issued, comments intended to assist layperson in understanding final report and how it may be used by local officials and others when funding for potential capital improvements are to be considered.

COMMUNITY DEVELOPMENT BLOCK GRANT –DISASTER RECOVERY

In August 2013, the Department of Housing & Community Development (DHCD) announced potential disaster recovery funding as part of its Community Development Block Grant Program (CDBG-DR) /US Department of Housing & Urban Development; CDBG-DR funds may be applied only for specific disaster recovery-related purposes which resulted from five (5) eligible FEMA Disaster Declarations (2011-2012). In working with the Whittin Community Center and CMRPC (regional planning agency) the Town of Northbridge may apply for funds to assist in the acquisition and rehabilitation of buildings; specifically relocate the Rockdale Youth Center from the floodplain to the St. Peter Parish Building #3. At this time DHCD has not issued application or guidelines, once finalized additional information will be provided.

MASS DOWNTOWN INITIATIVE PROGRAM (MDI) –TECHNICAL ASSISTANCE GRANT

The Community Planning & Development office is considering application submittal to the Department of Housing & Community Development for its Technical Assistance program under the Massachusetts Downtown Initiative (MDI), where up to \$10,000 in consultant services may be awarded. In talking with the Town Manager, the Planning office may solicit interest from the owner of the Whittin Machine Works (formerly) also known as the Shop to scope a program to prepare an Economic Development Strategy for the mill complex: may include existing conditions assessment; evaluation of tenant space; parking and land use analysis, as well as identify potential marketing for tenant; business start-up and incubator space. The application deadline is November 15, 2013; as discussions progress and scope defined additional information will be provided.

DEPARTMENT HEAD MEETINGS

- None

PLANNING BOARD MEETINGS

The Planning Board met six (6) times during this quarter; all approved meeting minutes of the Planning Board are posted on the town's website:

- July 09, 2013 (approved)
- July 23, 2013 (approved)
- August 13, 2013 (approved)
- August 27, 2013 (approved)
- September 10, 2013 (approved)
- September 17, 2013 (approved)

PLANNING BOARD SITE VISITS

The Planning Board conducted two (2) site visits during this quarter: Ashton Place and Camelot.

PLANNING BOARD VACANCY

By joint-appointment of the Planning Board and Board of Selectmen Mark Key was selected to fill the Planning Board vacancy created as result of the resignation of Edward Palmer; Mr. Key's appointment shall run until the next scheduled election (May 2014).

OPEN SPACE & RECREATION PLAN UPDATE COMMITTEE MEETINGS

The Open Space & Recreation Plan Update Committee (Ad-hoc) met three (3) times during this quarter:

- July 09, 2013; July 23, 2013 & September 12, 2013

SAFETY COMMITTEE MEETINGS

The Safety Committee met twice during this quarter; including a site visit at the Balmer School concerning traffic pattern concerns at the site driveway and along Crescent Street:

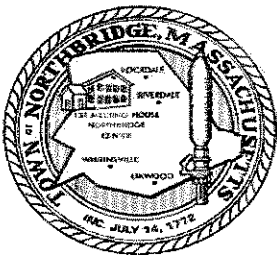
- July 17, 2013 & July 23, 2013

BOARD OF SELECTMEN MEETINGS

- September 30, 2013 –Zoning Amendment Article(s) Large-Scale Solar Photovoltaic Installation

If you should require additional information or have any questions please contact the Community Planning & Development office.

Cc: Planning Board /File



COMMUNITY PLANNING & DEVELOPMENT

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7 Main Street Whitinsville, MA 01588
Phone: (508) 234.2447 Fax: (508) 234.0814
gbechtholdt@northbridgemass.org

MEMORANDUM

Date: January 13, 2014

TO: MR. THEODORE D. KOZAK, TOWN MANAGER
-with copy to the Northbridge Board of Selectmen

From: R. Gary Bechtholdt II, Town Planner

RE: QUARTERLY REPORT (OCTOBER-DECEMBER 2013)
Community Planning & Development Office

Please accept this as the Community Planning & Development's quarterly report for October-December 2013. Provided below is a summation of projects, applications, meetings, and initiatives considered.

RESIDENTIAL SUBDIVISIONS

The Camelot* –Home construction continues with approximately twenty (20) homes completed or under construction (Phase 1 -as revised); the Developer (J&F Marinella) has secured the construction of ways and utilities in the amount of \$373,755.75 (for Phase 1); a punchlist & construction estimate describing remaining work (Phase 1) has been prepared by the Planning Board's consulting engineering (JH Engineering Group, LLC). Developer shall work with the Sewer Superintendent in addressing known concerns specific to the sewer pump station installed within the subdivision.

Carpenter Estates* –Planning Board is awaiting receipt of revised definitive plan set for endorsement (to be recorded at the Worcester Registry of Deeds) illustrating construction change(s) which includes low impact development techniques for stormwater management; construction has yet to commence within the subdivision development (18-lots); with only a frontage lot (single-family home) along Carpenter Estates completed within the last 2 to 3 years. At its meeting in November Planning Board voted to release original Covenant and established new Covenant detailing changes (LID stormwater) and revised lot layouts.

Farnum Circle & Green Meadow Court –Subdivisions are incomplete and/or remain unaccepted public ways; Planning Board may look to review and work with the developers to readying roadways for acceptance next year.

Hemlock Estates/Pine Knoll* –The senior living development known as Pine Knoll is complete/built-out; fifteen (15) of the thirty-one (31) single-family house lots have also been developed or under construction. Developer is to provide the Planning Board with an updated status report/construction schedule regarding remaining phase(s) and current outstanding issues. Developer shall work with the Sewer Superintendent in addressing known concerns specific to the sewer pump station installed within the subdivision.

Hillside Garden Estates* –Developer has addressed concerns specific to the abandoned waterline services the Planning Board allowed for building permit application sign-off for all lots released from the Covenant; seven (7) house lots have been development or under construction.

Presidential Farms* -Construction continues within Phase III & IV; developer shall work with the Planning Board concerning required playground & bikeway/walking path improvements or provide for suitable alternative(s) prior to commencement of Phase V.

Shining Rock Golf Community* -Majority of lot development has been completed; home construction on Shining Rock Drive and Fairway Drive remains ongoing; Norwood Cooperative Bank recently conveyed remaining house lots on Shining Rock Drive to Elite Home Builders LLC (BK 51655 PG 107). Foundations for the 14-townhouse units on Fairway Drive are in, with construction of the 5-plex nearing completion.

Leonardo Estates –Planning Board received definitive plan submittal for 18-lot single family subdivision to be located off Highland Street (former Bikes property); pursuant to Mass General Laws the Planning Board shall hold a public hearing to consider application at its meeting of January 07, 2014; the Planning Board has engaged the services of JH Engineering Group, LLC for consulting services.

**Northbridge continues to see an increase in housing /residential build-out (population growth); of the six (6) active subdivisions (noted with asterisks above) a total of 435 housing units have been permitted with approximately 138-units yet to be constructed (does not include 75-units in Linwood Mill Lofts and those approved/not constructed or expired).*

Snow Plowing/Sanding –Communication was sent (October 2013) to all active subdivision developments (developers) requesting they provide DPW –Highway with name and contact information for those responsible for snow plowing/sanding. In the event of a storm-related emergency the DPW shall coordinate with the contractor(s) and/or bill the developer accordingly, if and when municipal services are provided.

ANR PLANS

The Planning Board reviewed and approved two (2) ANR plans during this quarter.

SITE DEVELOPMENTS

Ashton Place –Redevelopment of property (formerly Northbridge Nursing Home) is nearing completion; the project constructed in 3 phases (Phase I 8-units, Phase II 9-units & Phase III 6-units) now have twelve (12) of the 23-apartment units issued occupancy permits. As noted last quarter, the Planning Board and members of the Zoning Board conducted a site visit earlier this quarter and seemed very pleased with the work to date.

Linwood Mill Lofts –Developer met with Safety Committee (July 17, 2013) to review potential pedestrian crosswalk locations on Linwood Avenue. DPW –Highway Superintendent and Director of Public Works are to provide developer with guidance documents and town specifications, after which the Safety Committee will revisit proposal; at this time still awaiting input from the DPW.

Marston Heights –The Planning Board released (12/10/2013) the performance surety held for the private development known as Marston Heights (condo lot #2 w/in the Hills @ Whitinsville); as the developer completed necessary and required improvements to the satisfaction of the Planning Board. At its meeting of December 10, 2013, residents in attendance expressed their appreciation of the developer completing improvements within the development; residents also acknowledged and thanked the Board for their time and commitment to follow-through.

Osterman Commence Park –Planning Board issued Special Permit [Planned Business Development] and Site Development Plan approvals [Phase 1 & 2] for subject property located off Church Street Extension. Planned Business Development (PBD) will include a $\pm 4,600$ LF roadway (private drive); ± 26.4 acres of dedicated open space; and $\pm 206,500$ square-feet of building space at build-out; Phase 1 includes $\pm 1,575$ LF of roadway from Church Street Extension, a $\pm 24,000$ SF Medical office building and a $\pm 12,000$ SF Office building; Phase 2 includes $\pm 1,2750$ LF of roadway (wetland/resource crossing). Reference is made to Planning Board Certificate of Approval dated July 31, 2013 and Special Permit Decision [01-SPP-2013]. Phase 1 private drive installed; foundation in for first building (medical office).

St. Camillus Health Center –Planning Board issued Site Development Approval (July 31, 2013) for addition of eight (8) parking spaces, landscaping and restriping of existing parking area; original application was reduced in scope and longer includes additional parking to the rear of the property. The parking and required landscaping are (screening) has been installed.

Self-Storage Units - Planning Board issued Site Development Approval (August 14, 2013) for construction of a $\pm 2,500$ square-foot self-storage units to be sited on abutting parcel of 546 Providence Road (Harbro).

4 & 16 North Main Street –Applicant/Engineer met with the Safety Committee (December 2013) to review (conceptual plan); planned modification showing a proposed drive-thru (Dunkin Donuts) to include gas service station and convenience store; original site plan approval included gas station, convenience store and garage/maintenance facility. New proposal received Special Permit from the Zoning Board and site plan review approval from the Planning Board. Safety Committee approved conceptual layout as presented with the understanding an alternative circulation plan (vehicle queuing) will be explored in greater detail as part of a formal submittal/review.

ZONING AMENDMENTS

Large-Scale Solar Photovoltaic Installation –Fall Town Meeting (2013) action approved adoption of zoning amendment article(s) to permit Large-scale solar photovoltaic installations within the town's Industrial and Business-Three Zoning Districts; certification/approval of same received from the State Attorney General –commentary includes follow-up discussion with Town Counsel regarding certain aspects of the bylaw regulation.

Expand Business-One Zoning District –Planning Board conducted public hearing (December 10, 2013) pursuant to Mass General Laws Chapter 40A Section 5; upon taking public testimony the Board voted (4-0-1 [Gaudette abstained]) to support and recommend zoning amendment article (Art. 1); the purpose of the zoning amendment is to extend the Business-One Zoning District to include the subject property

formerly known as the China Pacific restaurant (a non-conforming use). The property is currently zoned industrial; changing the zone to business would allow for a new restaurant to locate there.

Amend Zoning Section 173-27 [Off-street parking, loading and landscaping standards] -Planning Board conducted public hearing (December 10, 2013) pursuant to Mass General Laws Chapter 40A Section 5; upon taking public testimony the Board voted (5-0) to support and recommend zoning amendment article (art. 2); the purpose of the zoning amendment is to provide zoning relief and flexibility for retail and service uses in buildings constructed prior to November 07, 1967.

MEDICAL MARIJUANA TREATMENT CENTERS

Since the adoption of a temporary zoning moratorium (2013 Spring Annual Town Meeting) the Community Planning & Development office has been working with the Board of Health Administrator in reviewing Department of Public Health (DPH) regulations as well as potential land use and other local regulations; multiple meetings have been held with the Town Manager, Building Inspector and Police Chief to discuss next steps. Town Counsel has offered a (draft) model bylaw for review and consideration; zoning amendment establishing land use provisions and siting of potential treatment centers will be considered at the 2014 Spring Annual Town Meeting. The Pioneer Valley Planning Commission (one of the state's other regional planning agency) recently presented a model bylaw –this too shall be reviewed by the various municipal departments and Planning Board as part of Northbridge's consideration for adopting local zoning.

OPEN SPACE & RECREATION PLAN UPDATE

The Community Planning & Development office continues to assist the Planning Board and the Ad-hoc update committee on updating the town's 2002 Open Space & Recreation Plan. The OSRP update shall help facilitate future preservation and protection of Northbridge's natural/historic landscapes; improve and expand recreation opportunities; as well as identify priority land for habitat and water resource protection. Updating the plan will provide the town with the means to assess existing inventory, identify potential improvements and expansions; maintain and enhance community character; and promote the preservation and management of land for wildlife habitat, water quality and public recreation. The Open Space & Recreation Plan Update Committee met the first Tuesday of each month (October, November & December). The Planning office is working with Matt Franz, GIS Analyst (CMRPC) in preparing the required maps. The update committee is drafting a survey/questionnaire which is planned to be distributed at the Special Town Meeting (January 14, 2014) as well as available online.

COMMUNITY DEVELOPMENT BLOCK GRANT –DISASTER RECOVERY

Town received CDBG –Disaster Recovery grant funds (in the amount of \$601,654) from US Department of Housing & Urban Development (FEMA Disaster Declarations); project scope to include relocating Rockdale Youth Center (RYC) from Floodplain and the rehabilitation of St. Peter Parish Building #3 for the RYC; grant program to be administered through DHCD –Department of Housing & Community Development; with project to be administered locally through the Community Planning & Development Office with assistance from Central Massachusetts Planning Commission (CMRPC).

MASS DOWNTOWN INITIATIVE PROGRAM (MDI) –TECHNICAL ASSISTANCE GRANT

The Community Planning & Development office submitted Technical Assistance grant application to the Department of Housing & Community Development under its Massachusetts Downtown Initiative (MDI) program; for up to \$10,000 in consultant services. The Technical Assistance grant will help assess tenant space & amenities (general assessment) of Whitin Machine Works for the purpose of attracting & marketing new users, as well as, evaluate land use & local zoning codes of the Northbridge Zoning Bylaw for the purpose of identifying new zoning provisions for manufacturing, bio-tech & other emerging technologies (expand permitted uses within Industrial zone). The zoning assessment will provide the town with a template to initiate an update, modernization of its Use Definitions and Table of Use Regulations; promoting economic development within the downtown (Whitin Machine Works) and other similarly zoned properties.

MUNIMAPPER

Municipal Mapper (MuniMapper) is a mapping tool created by the Office of Geographic Information Systems, in cooperation with MassGIS, the Town of Northbridge and Central Massachusetts Regional Planning Commission. The Northbridge MuniMapper provides online access to a selection of map information from the state's repository and local data; this viewer provides access to basemaps; tax-parcels; zoning; wetland resource areas, query tool, etc. A link from the town's webpage is accessible from the Community Planning & Development site as well as from the town's homepage.

DEPARTMENT HEAD MEETINGS

- November 27, 2013 –topics of discussion included: Fiscal Year 2015 budgets (level-fund); 5-year Capital Plan (inclusion requests); Computer usage policy (acknowledgement of receipt); & third-party vendor for payroll, etc.

PLANNING BOARD MEETINGS

The Planning Board met three (3) times during this quarter; all approved meeting minutes of the Planning Board are posted on the town's website: October 08, 2013 (approved); November 12, 2013 (approved); & December 10, 2013 (draft).

2013 FALL ANNUAL TOWN MEETING

- October 22, 2013 –zoning petition articles Article #9 & Article #10 Large-Scale Solar Photovoltaic Installations/Facilities (-see Zoning Amendments above).

TECHNICAL REVIEW MEETINGS

The Community Planning & Development Office hosted two (2) Technical Review meetings during this quarter; both meetings were specific to Leonardo Estates, a proposed definitive subdivision for 18 single-family house lots to be located off Highland Street. A Technical Review is an informal meeting which

offers an opportunity for the applicant and or his/her engineering to meet with the various municipal department staff to review a development proposal.

OPEN SPACE & RECREATION PLAN UPDATE COMMITTEE MEETINGS

The Open Space & Recreation Plan Update (Ad-hoc) Committee met three (3) times during this quarter:

- October 08, 2013; November 12, 2013 & December 10, 2013

SAFETY COMMITTEE MEETINGS

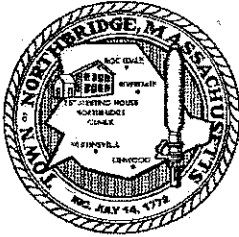
The Safety Committee met once during the quarter –December 04, 2013

BOARD OF SELECTMEN MEETINGS

- November 18, 2013 –Special Town Meeting discussion (China Pacific Restaurant, etc);
- December 16, 2013 –CDBG Disaster Recovery grant (Rockdale Youth Center Relocation Project)

If you should require additional information or have any questions please contact the Community Planning & Development office.

Cc: Planning Board
/File



Town of Northbridge Department of Public Works

11 Fletcher Street, P.O. Box 88

Whitinsville, Massachusetts 01588-0088

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

James Shuris, P.E., MBA
Director of Public Works

MEMORANDUM

RECEIVED

JAN 23 2014

Northbridge Town Manager

Date: 27 January 2014
RE: Department of Public Works
(July 2013 through December 2013)
To: Theodore D. Kozak, Town Manager
From: James Shuris, P.E., MBA
Director of Public Works

ADMINISTRATION – ENGINEERING – HIGHWAY:

- Year 2013 “No Road Left Behind” Program: Castle Hill Estates Micro-Surfacing and Reclamation/Road Resurfacing and Sidewalk Improvements for portions of Goldthwaite Road and No. Main Street.
- DPW Redevelopment Project: The option to remain at 11 Fletcher Street location with a scaled-down version at a “reasonable cost” is being considered.
- Summer, Fall and Winter Activities: Leaf pick-up (6,835 bags); catch basin cleaning, brush maintenance, street sweeping, pavement markings, mowing/mulching/trimming of the town public ways, commons, memorials, cemeteries, playgrounds and fields; road and sidewalk maintenance/improvements were completed. Ongoing work remains road patching and pothole maintenance); and snow and ice activities remain in progress. Five (5) snow/ice events as of 31 December 2013 with 16-inches of total snow accumulation.
- Sutton Street TIP Project: The final design, permits and right-of-way authorizations were completed on time to allow MassDOT to solicit competitive construction bids. MassDOT received seven (7) bids for this

work and a contract was awarded to A.F. Amorello & Sons, Inc in the amount of \$7,003,961.92. This work is expected to commence early next year, and will continue for two (2) construction seasons.

- Ross Rajotte Bridge: The bridge was opened-up for 2-way vehicular and sidewalk pedestrian travel in November 2013. The off-road ancillary retaining wall work is scheduled to be completed before the Spring of 2014.
- Douglas Road Bridge: Construction activities are progressing on schedule and the temporary bridge (including a sidewalk) are in-place to allow 2-way vehicular travel. Work is scheduled to be completed at the end of the 2014 construction season.
- National Grid (Double Poles): A total of 33-double poles existed in November 2013. The DPW Director Shuris facilitated ongoing meetings with the utility companies to manage/reduce the number of double poles. As of 21 January 2014 the double poles were reduced to 26. We will continue to monitor progress.

SEWER:

- Solids Handling Upgrade Project (\$ 1.2M): The project was completed within budget and on schedule. As expected, this project improved sludge handling, storage and disposal (9,000 gallons/day sludge loads were reduced from a frequency of 7-days/week to only 4-days/week).
- NPDES: The Massachusetts Environmental Protection Agency (MAEPA) issued a new Discharge Permit on 13 July 2013, and the town is currently working to meet these new discharge requirements.
- Comprehensive Wastewater Management Plan (CWMP): CDM-SMITH, Inc. completed the first phase of the Comprehensive Waste Water Management Plan (CMWWP) to include several key elements: sewer capacity determination; sewer system mapping; prioritized capital project planning; and to provide an outline for future maintenance repairs and/or expansion of our aging sanitary sewage system.

WATER:

- Leak Detection - WWC conducts a complete "town-wide" water leak detection survey annually. A leak detection firm with specialized equipment comes in and checks every foot of pipe in the system. When leaks are found they are repaired immediately or the property owner is notified if on private property. The 2013 Leak Detection Survey completed in July found eleven (11) small leaks (all at fire hydrants) estimated at 37,440 gallons per day, or 13.44 million gallons per year (an estimated savings of <\$24,152/year>). There were no water main and/or service leaks. All were repaired.

- Unaccounted for Water: The Town has aggressively pursued system leaks and unaccounted for water was 14% in 2012. An update will be made available in March 2014 when the ASR is submitted to DEP.
- WWC's \$1.5M Filtration Plant: This filtering remains online resulting in greatly improved water quality.
- WWC's Town Master Water Plan: The Plan includes a 20-year capital improvement budget which is used as a tool to coordinate our roads program. NOTE: Proposed work (w/o timeline) Hill Street – Benson Road to Sunset Drive (i.e. replace 8-inch with 12-inch to Hill Street Tank).
- Water Meters: Both the Town and WWC's system water meters are at the end of their useful life and are in need of replacement. Through a competitive bid process, WWC selected Sensus Meters, Inc. as a vendor using a fixed network meter systems (i.e. no need to physically read the meters – they will be read from a remote central communications tower). This system will provide more accurate measurements of water consumption, allow meters to be read in a fraction of the current time, and will provide a more efficient/informed customer feedback concerning water consumption.

AD HOC FIELDS COMMITTEE UPDATE

The Ad Hoc Fields Committee was established to research the conditions of the town's playgrounds and athletic facilities. The fields that were looked at were as follows:

- 1) Linwood Ballfields
- 2) Vail Field Ballfields
- 3) Rockdale Foundation & American Legion Ballfields
- 4) Riverdale Playground
- 5) Plummer's Playground
- 6) Northbridge High School Fields behind the new H.S.
and Lasell Field

The Committee listed the top five Priorities for these facilities and they were as follows:

- 1) Irrigation
- 2) Field Reconstruction
- 3) Maintenance
- 4) Vandalism
- 5) Parking

Irrigation being listed number one is one of the most necessary elements for maintaining a good structure of grass for all of our baseball diamonds, soccer fields and football fields.

The following fields had irrigation and/or water lines onto them. They are:

- 1) Lasell Field & the fields behind the new H.S (full)
- 2) Rockdale Foundation & American Legion Fields (water line & sprinkler system on Little League Baseball Diamond only)
- 3) Vail Field (2 water lines), Linwood Ballfields, Riverdale & Plummer's Park Playgrounds(Nothing)

In order to have a viable grass surface to play on, it is necessary to have a sprinkler system on our fields in order to water these fields and to maintain the growth of grass on these fields. Between play and lack of rain water creates well worn patterns and a lack of density of the grasses on these fields eventually leading to a poor quality of grass and soil texture. Both the Rockdale Fields and the Linwood Ballfields are prime examples of this situation.

Field Reconstruction listed as number 2 includes field maintenance such as Aeration, Overseeding and loaming along with fertilization and insecticide applications are other examples of maintaining all our fields. The Rockdale Fields have been undergoing a special program by the Playground & Recreation Committee this past season in order to facilitate a stronger and more viable base to it's playing surfaces. Riverdale Field, Linwood Field and Plummer's Playground desperately needs a water line brought in along with full sprinkler systems in order to provide viable playing surfaces. Vail Field has two water lines going through it. One being provided by the former Whitin Machine Works when the original Vail Field Baseball Diamond and Grandstands and bathroom facilities were built and the other when the Balmer School was built goes through by the Little League diamond and outfield of the former WMW Baseball Field.

Maintenance being listed as number 3 in our priorities could have easily been either # 1 or # 2 as it appears from Town League Officers that full time maintenance is lacking on all of our fields. The DPW mows the grasses on all of our town fields while the School Maintenance Department mows the grasses at Lasell Field and the Athletic Fields behind the new High School. During the summer, daily maintenance needs to be addressed on all of our baseball diamonds on the town fields and at the baseball diamond at Lasell Field. Currently, several of the town leagues do some maintenance after their ballgames but it not enough to ensure safe play for these leagues. Improper soils have been applied to many of these baseball diamonds and without a proper sprinkler system to wet down the infield skins prior to the start of any baseball game leaves the skin to become over-dried and dusty and causes deep holes at certain locations surrounding the bases on these fields. It was agreed upon by the committee members that a full time maintenance and parks department was necessary in order to maintain these facilities and/or to reconstruct them as necessary. The DPW only maintains the grass portions of these fields and have never maintained the skins on any infield portion of any baseball diamond. A full time parks department under the leadership of the DPW and under the leadership of an experience baseball and turf individual could help maintain these facilities and over time could save the town thousands of dollars from entire reconstructions of these ballfields. Vail Field was recently reconstructed approximately five years ago costing the Playground and Recreation Committee \$12,000 to only to see the result physically washed away by storm waters and runoff from the Vail Field parking lot and of which the

Town's DPW management has discussed repairs and resolutions for nearly two years now and with nothing being corrected, the problem still exists. The playing surface at the baseball diamond is off nearly three feet off from 1st base to 3rd base and runners from home plate have to run uphill to first base if they get a hit. This field will necessitate mayor reconstruction which may cost the town hundreds of thousands of dollars in order to bring it into a safe playing condition. Currently, the Northbridge Babe Ruth League who has used the field for years has been unable to play there as being ruled unsafe for play by League Umpires and visiting officials, causing many of the games being rescheduled or cancelled. If a game is rescheduled, the League tries to go to the Lasell Field baseball diamond or has to go to the visiting team's home field.

Along with Maintenance, the Northbridge Playground and Recreation recently completed major repairs to the chain-link fences surrounding our fields and entire playgrounds. New sections of fence were installed at various fields including batting warm-up boxes in order to make games safer when a player is warming up before it's their time to bat. This past spring, a young girl was struck in the head when she accidentally walked into another girl warming up. Fortunately she never received a laceration but was bruised and was never knocked out although she was taken to the hospital as a precaution. Vandalism continues to be one of the biggest reason for maintenance costs from break-ins to concession stands and obscene painting on these structures. Roofing shingles being torn off the dugout roofs and in one case, the sprinkler system being destroyed at the Little League Baseball Field which necessitated bringing all of the control boxes into the new concession stand at the Rockdale Fields and a large section of chain-link fence at the back of the Balmer School Playground being cut down. Lastly, parking is another huge concern as Pop Warner Football and the Town Soccer League's continue to draw the largest amount of players and viewers to their games. Currently, the parking lot at the Riverdale Field is vastly undersized and needs to be corrected. This maybe a job for the DPW as it is on Town property and cutting down the trees and bringing in fill to enlarge it could be done by them. The parking lot above the new high school is only available to the disabled with the proper handicap placards and for the elderly; it necessitates a drop-off system with the driver coming back down to the school parking lot. Currently, Vail Field is handling the overflow of parking for Pop Warner Football in both the Field parking lot and the Balmer School parking lot. When they were at the Legion Fields, the overflow from the parking lot was absorbed on the town streets surrounding the fields.

Also discussed by the committee was the need for a large flat field consisting of artificial turf that would handle the Town's Soccer League and Lacrosse Leagues and Pop Warner Football. Having such a field could save wear and tear on our current fields such as the outfields of the baseball and softball fields behind the new High School. The Town can no longer afford to continue this practice allowing different leagues to use different fields for different sports as the fields are intended for use. Included in this discussion was the need for outdoor tennis courts of which the town has none of it's own. Outside of the three tennis courts at the Whittin Community Center, the High School desperately needs outdoor tennis courts for their tennis team and for the use by town residents and/or their children.

The Linwood Basketball Courts will soon need to be resurfaced and then repainted and new foul lines will have to be repainted. This will necessitate removing the current surface and/or resurfacing over the current surface. There are currently large cracks throughout the current surface which could lead to a broken ankle and/or a severely sprained ankle of which several had occurred this past season. Sprained only, none broken.

TOWN MANAGER'S REPORT – January 27, 2014

1) Mass. Municipal Association Annual Meeting & Trade Show: Attended the Annual Trade Show meeting in Boston including various workshops and other functions.

2) Tax Title Property Auction: Announced that tax title properties are being auctioned by the Treasurer/Collector's office on the proposed date - Friday, March 14, 2014 at Noontime. Properties being auctioned: 1) 2094 Quaker Street, Northbridge, 2) 84 Border Street, Whitinsville, and 3) C Street, Whitinsville.

3) Real Estate Tax Due Date: Announced that Real Estate Taxes are due on February 1, 2014, but because it's a Saturday, property taxes will not be due until Monday, February 3, 2014.

4) Ross Rajotte Bridge Update: James Shuris, DPW Director, contacted the state about the ongoing work on the Ross Rajotte Bridge and was told that the work should be completed this April.

5) Northbridge Memorial Town Hall – Mass. Historical Commission Preservation Award: Mentioned that the Town has applied for this year's 2014 Mass. Historical Preservation Award for the Northbridge Town Hall and is looking for the Board's support.

6) Worcester Regional Transit Authority Bus Service Schedule: Announced that he received notice that the proposed change to Route B is being postponed indefinitely and that the original schedule will remain in effect until further notice.



January 21, 2014

Kimberly A. Yargeau
Treasurer/Collector
Town of Northbridge
7 Main St
Whitinsville, MA 015881

**RE: TAX LIEN PROPERTY AUCTIONS
TOWN OF NORTHBRIDGE, MA
PROPOSED DATE – FRIDAY - MARCH 14, 2014 AT 12:00 PM**

Dear Kim:

Thank you for contacting Sullivan & Sullivan Auctioneers, LLC (S & S) to conduct Tax Lien Property Auctions for three properties on behalf of the Town of Northbridge, MA. As discussed, we will be selling the properties free and clear of all liens at public auction. We will be working with our own company attorney to work out any logistics related to the auction.

Our marketing will include newspaper and internet exposure, including email flyers sent directly to our exclusive list of over 2,000 subscribers along with Northbridge residents, which will be provided by your office. We will work to generate as much interest as possible to sell the properties for as much as possible at the Public Auction. All advertising would be subject to your review & approval.

CONDUCT OF THE AUCTION

Properties will be sold subject to confirmation, so that we can meet and exceed what is owed to the Town of Northbridge. Our attention grabber would be "Low Reserves". The auctions will be conducted ballroom style in a designated room at Town Hall in Northbridge, MA. Properties will be sold subject to confirmation by the Town Treasurer or the Custodian of Tax Possessions

NEWSPAPER ADVERTISING

Boston Herald – Sunday (Feb 23 & March 2)
Worcester Telegram & Gazette – Sunday (Feb 16, 23 & March 2)
Milford Daily News – Saturday (Feb 20, 27 & March 7)
Blackstone Valley Tribune – Friday Publication (Feb 14, 21 & 28)
Additional teaser ads will also be run the weekend before the auction

The display ads will be designed to showcase the three subject properties & auction details.
Print advertising would be in the \$3,500 range.

INTERNET MARKETING

The auction will be featured on our home page complete with pictures, a full description, copy of the advertisement, terms of sale, directions to the property and any other pertinent information available. We will also include property information prospectus for interested parties to download.

AUCTION ALERT ANNOUNCEMENT

We will send out e-mail auction announcements to our exclusive & extensive list of auction attendees and investors. Once you have engaged our services, we would immediately send out a "Save the Date" alert announcing the upcoming auctions. Reminders would then be sent out on a weekly basis as a reminder for the auctions. We will also send out direct mailers in the form of a black & white flyer to the extensive abutters list. The list would be supplied by the Town of Northbridge.

PROPERTY INFORMATION PROSPECTUS

We will create a property prospectus containing all relative information about the auction and the properties for any prospective buyer to evaluate in preparation of the auction. This will be made available to download from our auction website.

SIGNAGE

We will place an auction sign at each property including the date, time & location of the auction along with our contact information.

PROPERTY INSPECTIONS


Once we have determined the condition & liability factor, we can suggest open houses or not.

TERMS OF SALE

We will set the buyer's premium at 7%, which will cover Sullivan & Sullivan's agreed upon compensation. In order to register and bid at the auction, a \$5,000 bank treasurer check will be required to be presented on the day of the auction. The successful bidder will then endorse the check over to the Town of Northbridge with the balance due in 45 days. We will also assist and help the Town's attorney prepare the purchase & sale agreements for the successful bidders to sign.

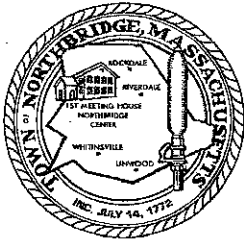
In the unlikely event the properties do not sell at auction or if the auction(s) get cancelled or withdrawn, or if the 7% buyer's premium for a property is less than \$500, we will charge the minimum fee of \$500 per property.

If you need any further information, please feel free to give our office a call or email us. If this is acceptable to you, please sign & send back to me; we look forward to working with you.



Marianne F. Sullivan
President
Sullivan & Sullivan Auctioneers, LLC

Kimberly A. Yargeau
Treasurer/Collector
Town of Northbridge



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
January 22, 2014

Brona Simon, Executive Director & State Historic Preservation Officer
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, MA 02125

RE: 2014 MHC PRESERVATION AWARD -NOMINATION
Northbridge Memorial Town Hall

Dear Executive Director Simon:

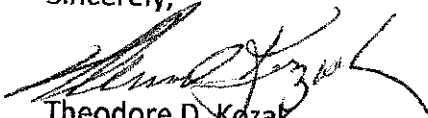
On behalf of the Northbridge Board of Selectmen I am pleased to offer my support in the nomination of the Northbridge Memorial Town Hall for this year's 2014 Massachusetts Historic Preservation Award. As you may know the Town Hall has undergone significant repairs and restoration work over the last 16-months. The work completed includes brick repointing, wood work, exterior painting and the restoration of its original historic windows; some 78 double-hung in total.

In 2012 (Spring Annual Town Meeting) the sum of \$635,000.00 of municipal funds were allocated for the Town Hall Restoration Project; later that year the town was also fortunate to receive additional grant funds from the Massachusetts Historic Commission (MPPF -Round 18) the amount of \$45,000 to support the window restoration work specifically.

The restoration work was made possible by the overwhelming support of town residents, whom acknowledged the historical significance of the Town Hall and recognized civic pride as a priority, during a time of fiscal constraints and uncertainty. Today, the Northbridge Memorial Town Hall is once again a positive contributor to the Whitinsville Historic District and serves as a visual reminder for its residents and visitors alike the appreciation and achievement.

The Board of Selectmen supports the nomination of the Northbridge Memorial Town Hall for this year's preservation award and hopes MHC views the restoration work worthy of such recognition.

Sincerely,


Theodore D. Kozak
Northbridge Town Manager

Cc: /File