

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL**

**June 24, 2013 AT 7:00 P.M.**

**A. Presentation: Patrick Slaney - Certificate of Special Recognition in recognition of his graduation from Mass. Maritime Academy and being commissioned as a Second Lieutenant in the Army National Guard 125<sup>th</sup> Quartermaster Company**

## PLEDGE OF ALLEGIANCE

## I. APPROVAL OF MINUTES

**B. 1) May 20, 2013**

2) June 10, 2013 [Executive Session]

## II. PUBLIC HEARINGS

### III. APPOINTMENTS/RESIGNATIONS:

**By the Town Manager:**

**C. 1) 2013 Annual Reappointments/Vote to affirm [listing enclosed in agenda packet]**

**By the Selectmen:**

**2) 2013 Annual Reappointments/Vote to approve [listing enclosed in agenda packet]**

### 3) Cultural Council/Mary Barlow

### Resignation:

#### 4) Council on Aging/Winifred Sears

#### IV. CITIZENS' COMMENTS/INPUT

## V. DECISIONS

**D. Dog Warrant/Vote to approve and authorize Chairman to sign**

E. Fall Annual Town Meeting [October 22, 2013]/Vote to close the warrant Friday, August 23, 2013 at Noon

### **F. Lease of St. Patrick's Property for School Department Purposes (Portable Trailers)**

### G. FY '13 Year End Budget Transfers

**H. Mill House Wine & Spirits, Inc., 670 Linwood Ave., Linwood/Application for KENO License**

**I. Wastewater Treatment Plant Sludge Upgrade Project/Vote to sign and approve notes**

## VI. DISCUSSIONS

**J. Departmental Updates/Present:** Doreen Cedrone, Town Clerk, James Sheehan, Building Inspector, Kelly Bol, Senior Center Director, Neil Vaidya, Town Accountant, and Kimberly Yargeau, Treasurer/Collector.

**K. Worcester County Selectmen's Association/Invitation to join the Association**

## VII. TOWN MANAGER'S REPORT

**L. 1) Donation of furniture by Unibank**

## 2) Whitinsville Christian School Sign

### 3) Emergency Management Training Session

#### 4) Town Hall Update

### 5) Building, Planning & Construction Committee Meeting

### 6) Fourth of July Fireworks

## 7) Town Manager Goals & Objectives

## VIII. SELECTMEN'S CONCERNS

THIS AGENDA IS SUBJECT TO CHANGE

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION**

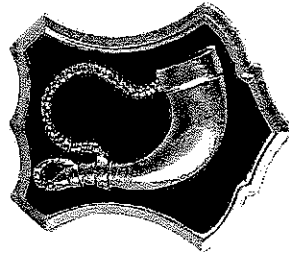
- 1) Under M.G.L. Chapter 30A, S21 #6 To consider the purchase, exchange, lease or value of real property

# CERTIFICATE OF SPECIAL RECOGNITION

*Presented To:*

**PATRICK WILLIAM SLANEY**

*In recognition of your graduation from Massachusetts Maritime Academy  
and in honor of your being commissioned as a Second Lieutenant in the  
Massachusetts Army National Guard  
125<sup>th</sup> Quartermaster Company*



Northbridge Board of Selectmen



Daniel J. Nolan, Chairman



Thomas J. Melia, Vice Chairman



James R. Marzec



Charles Ampagoomian, Jr.



James J. Athanas

*Issued this 22<sup>nd</sup> day of June, in the Year of Our Lord, Two Thousand Thirteen*

**Board of Selectmen's Meeting  
May 20, 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. Ampagoomian, Athanas, and Melia. **Also Present:** Theodore D. Kozak, Town Manager. Selectman Marzec was absent and it is duly noted.

The Pledge of Allegiance was recited by those present.

**Approval of Minutes. April 8, 2013** –A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the April 8, 2013 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan. **April 22, 2013** –A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the April 22, 2013 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan. **May 7, 2013 [Spring Annual Town Meeting]**–A motion/Mr. Athanas, seconded/Mr. Ampagoomian to approve the May 7, 2013 Spring Annual Town Meeting minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Appointment/By the Board of Selectmen. Zoning Board of Appeals [Associate Member]/Randy Kibbe. Present: Thomas Hansson, Chairman of the Zoning Board of Appeals and Randy Kibbe.** Mr. Kibbe announced that he has been a resident of Northbridge for twelve years and is currently a full-time software engineer. He also mentioned that he is a real estate developer and with his background he feels he will be a good fit for the Zoning Board of Appeals. Chairman Hansson mentioned that Mr. Kibbe will be a great asset and is very well qualified and looks forward to him joining their team. A motion/Mr. Melia, seconded/Mr. Ampagoomian to appoint Randy Kibbe to the Zoning Board of Appeals as an Associate Member. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan. **Resignation/By the Board of Selectmen. Conservation Commission/Cheryl Peckham.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the resignation of Cheryl Peckham from the Conservation Commission and send her a letter of appreciation for dedicating her service to the Town. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Citizens' Comments/Input.**

A motion/Mr. Athanas, seconded/Mr. Ampagoomian to move Item J School Based Health Center from discussion to the first item in decision. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**School Based Health Center/Present: Karen Kittredge, School Committee Member, Nancy Spitulnik, School Superintendent & Craig Maxim, Family Continuity Representative.** Ms. Kittredge provided a PowerPoint presentation and mentioned that the Northbridge Public School District has been working with the Uxbridge School District and Family Continuity Program to develop a School Based Mental Health Program at the Northbridge High School. She explained that there is a need for mental health services in the school and announced that there are 35 School Based Health Centers in Massachusetts alone and one being, the Blackstone Valley Vocational Technical School. The program would allow parents to sign up their high school student(s) to receive in-school counseling services and the center will provide care in a student's school to keep students healthy physically and emotionally. By promoting healthy students, children are better able to attend school and be attentive in class. Ms. Kittredge explained that the School Based Health Centers work together with families' primary care providers, and local pediatricians are supportive of School Based Health Centers. She also mentioned that eventually they hope to develop a School Based Health Center that would provide simple medical services to high school students. Ms. Kittredge stated they have developed a short survey are looking for input from parents to help them determine the needs of physical and mental health in the district. Ms. Kittredge stated that they are just looking for the Board of Selectmen to support this program and keeping

them abreast of what the program entails. Dr. Nancy Spitulnik, Superintendent of Schools, mentioned that they currently have some mental services in place such as a School Adjustment Counselor who handles some counseling. Dr. Spitulnik agrees that there is a huge need for mental health services in town and then thanked Family Continuity and Mr. Maxim for stepping forward and being willing to sponsor this service. The Selectmen are all in favor of supporting this program.

**Special State Election Warrant [June 25, 2013].** A motion/Mr. Melia, seconded/Mr. Ampagoomian to sign the Special State Election Warrant [June 25, 2013]. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Armenian Apostolic Church/Request permission to hang a banner over Church Street from August 4, 2013 to August 18, 2013 to advertise their Annual Picnic to be held on Sunday, August 18, 2013.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to grant permission to the Armenian Apostolic Church to hang a banner over Church Street from August 4th to August 18th to advertise their Annual Picnic to be held on Sunday, August 18, 2013. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Northbridge Fire Department/Request permission to hang a banner over Church Street from June 16, 2013 to June 30, 2013 to advertise their annual Fourth of July Fireworks Event schedule for Friday, June 28, 2013.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to grant permission to the Northbridge Fire Department to hang a banner over Church Street from June 16th to June 30th to advertise their annual Fourth of July Fireworks Event scheduled for Friday, June 28, 2013, on the Northbridge Middle School grounds. Vote yes/Messrs. Ampagoomian, Athanas, Nolan and Melia.

**Blackstone Valley Pop Warner Football & Cheerleading [Doreen Malkasian]/Request permission to conduct a "boot drive" on Saturday, June 15, 2013 from 9:00 A.M. to 12:00 P.M., [Rain Date: June 16, 2013] at Memorial Square.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to grant permission to the Blackstone Valley Pop Warner to conduct a "boot drive" on Saturday, June 15, 2013 from 9 AM to 12 PM subject to the Town's Boot Drive policy. Vote yes/Messrs. Ampagoomian, Athanas, Nolan and Melia.

**Conservation Commission/Requests permission to use Elsa Mason Conservation Trust Fund monies to buy some gravel for the parking area at the community gardens.** Present: William Dausey, Conservation Commission and Stuart DeJong. Mr. DeJong mentioned that they have extra gardeners this year and it's starting to get crowded, so he explained by grading back certain areas and putting gravel down this would expand the amount of space they have to park. Mr. Dausey announced that the Conservation Commission's approval of this request was unanimous. Selectman Ampagoomian suggested paving the area in the future with the interest earned. A motion/Mr. Melia, seconded/Mr. Ampagoomian to grant permission to the Conservation Commission to utilize \$1000.00 of the Elsa Mason Conservation Trust fund monies to buy some gravel for the parking area at the community gardens. Roll call vote: Mr. Athanas/yes, Mr. Melia/yes, Mr. Ampagoomian/yes, and Mr. Nolan/yes.

**Blackstone Valley Regional Recycling Center License Agreement.** Town Manager Kozak informed the Board that this is an annual license agreement with the Blackstone Valley Regional Recycling Center and recommended the Board sign the agreement for another year at their next meeting. Chairman Nolan asked if there was a cost or financial risk to the town and Town Manager Kozak responded there is no risk or cost to the Town.

**Lease Agreements: Rockdale Village Foundation, Oliver Ashton Post #343.** Town Manager Kozak mentioned that the Rockdale Village Foundation & Oliver Ashton Post #343 lease agreements are up and need to be renewed. Copies of the agreements have been given to Mr. Harry Berkowitz for his board to

review. Selectman Ampagoomian asked Town Manager Kozak to correct the Rockdale Village Foundation lease agreement because it still has Mr. Charles Lachapelle's name on it, who was a member of the Rockdale Village Foundation but has since passed away. Town Manager Kozak announced that he will have someone in the office make the following change and have a corrected lease agreement for their next meeting. Both lease agreements will be placed on the next Board of Selectmen's Meeting agenda, under decisions.

**Annual Town Election [May 21, 2013]/Ballot Question.** Town Manager Kozak reminded everyone that tomorrow is the Annual Town Election and there will be a ballot question for one-time capital exclusion. He mentioned that at Town Meeting there were four articles that passed; three articles were for vehicles [Bucket truck for the Fire Department, Medium Duty Dump Truck with Swap Body & Plow and Accessories, and a Back Hoe and Accessories for the Highway Department] and one article is for the School Department for the installation of safety & security items. Town Manager Kozak announced that its one ballot question combined with four articles, totaling \$623,000.00. Dr. Nancy Spitulnik, Superintendent of Schools, briefly discussed the School Department article for the installation of safety and security items. Dr. Spitulnik mentioned that due to the Newtown, Connecticut shooting they have put in place district and school safety committees. She explained that each committee has made recommendations, toured their school and grounds, formed their own safety teams, and looked at their safety issues. She mentioned that they took all the suggestions and recommendations and came up with a list of items that they felt they needed to put in place in order to increase the safety of the students and staff. Dr. Spitulnik mentioned they are looking at four items: 1) safe school door hardware – upgrade door locks, 2) key card security system; 3) update and install additional security cameras; and 4) install security film for both the Balmer & Middle School cafeteria windows. She reiterated that these items are needed to enhance the safety and security of our students and staff. Town Manager Kozak mentioned that the capital exclusion is a one-time increase to the average taxpayer [\$118.00 or \$29.50 a quarter]. The Board of Selectmen unanimously supports this one-time capital exclusion.

**Northbridge Housing Authority/Act to Regionalize Housing Authorities – Present: John Shannahan, Chairman of the Northbridge Housing Authority & Shelley Buma, Committee Member.** The Board of Selectmen voiced their opposition to a state bill filed by Governor Deval Patrick earlier this year that would consolidate local housing authorities into a handful of regional authorities. The Northbridge Housing Authority members John Shannahan and Shelley Buma explained the proposed bill and asked that Selectmen support a reform proposal that would still result in cost-efficiency but also preserve local decision-making. Governor Patrick's proposal, which was filed in January, would consolidate the 240 local housing authorities across the state in six regional ones. Mr. Shannahan explained that each regional authority would have "full operational and financial control over the entire state and federal public housing portfolio." Mr. Shannahan mentioned that local control would shift from current executive directors and board of commissioners of local authorities to regional boards appointed by the governor, who would select a single executive director to manage the regional portfolio. This proposal would have a major negative impact on our residents and the ability to locally respond to their needs. The reform proposal that the Northbridge Housing Authority sought support of, introduced by the Mass. chapter of the National Association of Housing and Redevelopment Officials, would use both a regional and local approach. Local housing authorities would collaborate to streamline housing services to low-income families and seniors, but each community would retain their board of commissioners who would maintain local governance. Mr. Shannahan and Ms. Buma stated that Senator Michael Moore, Senator Richard Moore, and Representative George N. Peterson support this reform approach. Ms. Buma stated "it's a no-brainer", and you certainly won't be lone soldiers in your opposition to regionalization. Mr. Shannahan stated their biggest concern is that the proposed bill would negatively affect the residents of Northbridge and their needs would be met by a much larger authority – most likely in Worcester. Selectman Ampagoomian stated that he supported the reform idea, and compared the governor's proposal to a time when welfare programs, once handled at a local level, came under state control. Selectman

Ampagoomian mentioned when it was handled by the town, they knew who their community was and they knew their families and their needs, the same way the Housing Authority does now. Selectman Athanas said that while he saw how some regionalization could improve cost effectiveness, he felt housing is something that should be kept local. He stated that he thinks this would really be a detriment to our community and services. Selectman Melia said that since the bill was filed by Governor Patrick he had gotten at least three phone calls from Northbridge residents who were opposed to regionalization and stated that he's not a fan of making government bigger. Chairman Nolan said he had heard opposition from constituents and feared that not enough people were aware of the proposal. He also felt that it could pass and "years down the road, people will say how did this happen"? He then added that people are outraged and the fact that news doesn't get out tells me this is a bigger issue. The board unanimously voted to send a letter stating their opposition to regionalization and their support of the MassNahro reform bill to the state. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to move Item L – Northbridge Housing Authority/Act to Regionalize Housing Authorities from discussion to decision. Roll Call Vote: Mr. Athanas/Yes, Mr. Melia/Yes, Mr. Ampagoomian/Yes and Mr. Nolan/Yes. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to support the new reform and send a letter of support. Vote yes/Messrs. Athanas, Ampagoomian, Melia and Nolan.

**Town Manager's Evaluation.** Chairman Nolan discussed the Town Manager's evaluation. Chairman Nolan mentioned that the Board of Selectmen each filled out a performance evaluation form on the Town Manager in which there were 8 criteria they had to rate the Town Manager on. They used the following scale: 1) Unsatisfactory – Is not meeting the minimum standards of the position of Town Manager; 2) Needs Improvement – Is meeting the requirements of the Manager's role, but improvement is needed to move an issue forward; 3) Satisfactory – Is meeting the requirements of the Manager's role; 4) Above Satisfactory – Understands the issues and is addressing the same; 5) Outstanding – Clearly exceeds what is required and expected by the Board. After a brief discussion regarding the evaluation structure of the Town Manager, Chairman Nolan announced the Selectmen gave the Town Manager an overall rating of 3.6g. Chairman Nolan announced the Town Manager's Goals and Objectives will be discussed at a future meeting.

**Town Manager's Report/ 1) Sen. Michael Moore & Sen. Richard Moore:** Announced that Senators Michael Moore & Richard Moore will be attending the next Board of Selectmen's Meeting on June 10, 2013, to discuss the state budget. Town Manager Kozak announced that the house ways and means came out with a preliminary budget which indicated a reduction in local aid. **2) Dental Plan Proposal:** Currently working with the Health Insurance Advisor and the Insurance Advisory Committee on an employee voluntary dental plan. After reviewing several companies we have agreed on the Altus Dental Plan and meetings with employees will begin shortly. **3) Fire Department Spaghetti Supper:** Attended the annual Northbridge Fire Department spaghetti supper. The dinner was very well attended and the proceeds go towards the 4<sup>th</sup> of July fireworks. He also commended Tom and Kathy Valdivia and the firemen for all their hard work in making the spaghetti dinner a success. **4) Worcester Regional Transit Authority Bus Survey:** Reminded everyone that the bus survey can be found at the following locations: Library, Senior Center, Treasurer/Collector's Office, and the town's website. Please return the survey to any of the aforementioned locations. **5) Memorial Day Activities:** Announced that the Northbridge Veterans' Council will be conducting their Memorial Day Parade on Monday, May 27, 2013, at 10 A.M., beginning at Pine Grove Cemetery and ending at the Memorial Town Common. The American Legion Veterans will be holding a Memorial Day ceremony at the American Legion in Rockdale on May 27, 2013, at 11:30 AM. The Northbridge High School Band will be there as well as student/guest speakers. **6)** Announced the Council on Aging will be holding an Open House on Sunday, June 2, 2013, from 2PM to 4 PM. All residents are welcomed to attend.

**Selectmen's Concerns.** Selectman Athanas/Announced the election is tomorrow and polls are open

from 7 AM to 8 PM. He mentioned he is running for Selectman again, but in case he doesn't get re-elected he wanted to thank the residents of Northbridge for giving him the opportunity to serve and noted that he has enjoyed his time as Selectman. **Selectman Ampagoomian**/Mentioned Plummer's Corner, left turn, Church Street heading towards the center of town, DPW facility, Fire Station facility, Memorial Square traffic lights, Sutton Street project, the Great Hall, Town Hall windows, Municipal Building and Maintenance Programs. He then mentioned that he is also up for re-election and noted that he has enjoyed his time serving as Selectman for the Town of Northbridge and hopes the residents of Northbridge re-elect him for Selectman. **Selectman Melia** 1) Mentioned that a representative came in to discuss trash and recycling and because of this he received a phone call from Mr. Tom Berkowitz asking for an opportunity to come in and explain their recycling process. He offered to give the Selectman and Town Manager a tour of his facility. 2) Roads are in tough shape and suggested having an additional roads program to use Chapter 90 funds and looking at a capital proposal next year. Chairman Nolan explained that he was asked by Selectman Marzec to mention a few items this evening. He noted that several of the items are directed toward the DPW Director, who is not at the meeting. That being said, he asked Town Manager Kozak if he could answer Selectman Marzec's questions; 1) Asked which roads will be worked on this summer and when will the work begin. Town Manager Kozak mentioned the roads are in rough shape and Mr. Shuris has earmarked so much money for the roads program. He then noted that Mr. Shuris has bids out now for some of the work to be done. Town Manager Kozak mentioned that he'll have Mr. Shuris come to the next Selectmen's meeting to provide them with an update on the roads. 2) Asked when the hydrant flushing would be completed and Town Manager Kozak advised that the flushing would be completed on Wednesday, May 22, 2013.

**Executive Session.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss the strategy with respect to contract negotiations –and to reconvene in open session. Chairman Nolan then declared that an open meeting may have a detrimental effect on the bargaining position of the body. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Athanas/Yes and Mr. Nolan/Yes.



**Open Session Adjourned: 8:22 P.M.**

**Executive Session Convened: 8:27 P.M.**

**Executive Session Adjourned: 8:42 P.M.**

**Return to Open Session: 8:43 P.M.**

The Board returned to open session to make the following votes:

A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the following changes to the Town Manager's contract: 1) a one-year contract extension to June 30, 2015; 2) a 2% salary increase retroactive to January 1, 2013; and 3) his disability insurance payment payable by the Town of Northbridge will become part of his salary effective July 1, 2013. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

A motion/Mr. Ampagoomian, seconded/Mr. Melia to adjourn the open session. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Meeting Adjourned: 8:45 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**May 20, 2013**

**I. APPROVAL OF MINUTES**

**A.** 1) Copy of April 8, 2013 minutes. 2) Copy of April 22, 2013 minutes. 3) Copy of May 7, 2013 Spring Annual Town Meeting minutes.

**II. PUBLIC HEARING:**

**None.**

**III. APPOINTMENTS/By the Board of Selectmen:**

**B.** 1) Randy Kibbe's Talent Bank Application.  
2) Copy of Cheryl Peckham's resignation letter.

**IV. CITIZENS' COMMENTS/INPUT**

**None.**

**V. DECISIONS**

**C.** Copy of Special State Election Warrant [June 25, 2013].

**D.** Copy of email from Peter Bedigian requesting permission to hang a banner over Church Street.

**E.** Northbridge Fire Department – Copy of letter dated April 29, 2013 requesting permission to hang a banner over Church Street.

**F.** Blackstone Valley Pop Warner Football & Cheerleading – 1) Copy of letter dated May 10, 2013, requesting approval to conduct a "Boot Drive" on June 15, 2013. 2) Copy of response from Walter Warchol, Police Chief. 3) Copy of response from James Shuris, DPW Director.

**G.** Conservation Commission - 1) Copy of memo from Barbara Kinney regarding Elsa Mason Maintenance. 2) Copy of email from Rob VanMeter. 3) Copy of email from Barbara Kinney regarding permission to use Elsa Mason Conservation Trust fund monies. 4) Copy of letter from Neil Vaidya, Town Accountant.

**VI. DISCUSSIONS**

**H.** Copy of Blackstone Valley Regional Recycling Center license agreement.

**I.** 1) Copy of Rockdale Village Foundation license agreement; 2) Copy of Oliver Ashton Post #343 license agreement.

**J.** Copy of PowerPoint presentation on School Based Health Center.

**K.** Copy of memo on Annual Town Election/Ballot Questions.

**L.** Copy of letter from the Northbridge Housing Authority.

**M.** Town Manager's Evaluation – No documentation

**VII. TOWN MANAGER'S REPORT**

**N.** 1) Sen. Michael Moore & Sen. Richard Moore – **No documentation.**

2) Dental Plan Proposal – **No documentation.**

3) Fire Department Spaghetti Supper – **No documentation.**

4) Worcester Regional Transit Authority Bus Survey – **No documentation.**

5) Memorial Day Activities – **No documentation.**

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

**IX. ITEMS FOR FUTURE AGENDA- No documentation**

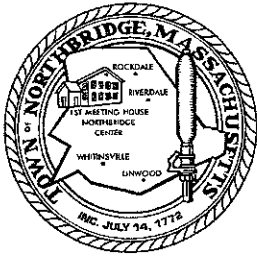
**X. CORRESPONDENCE- No documentation**

**XI. EXECUTIVE SESSION-None**

2013 Annual Reappointments

A	B	C	D	E	F	G	H	I	J
1	Name	Address 1	City, ST, ZIP	Committee	Term	Due to Expire	Expiration	Appdt. By	Salutation
2	REPLY	SELECTMEN'S APPTS. (PLEASE VOTE TO APPROVE)							
3	YES	Kopelman & Paige, P.C.	101 Arch Street, 12th Fl.	Town Counsel	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Leonard:
4	YES	Walter Convent	115 Prescott Road	Board of Assessors	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Convent:
5	No response	Christopher Cella	36 Samuel Drive	Board of Health	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Cella:
6	NO	William Dausey	47 Spruce Street	Blackstone River and Canal Comm.	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Dausey:
7	YES	Ronald White	88 N. Main Street	Building, Planning & Construction Comm.	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. White:
8	NO	Jeffrey Ellis	529 Linwood Avenue	Cable Advisory Committee	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Ellis:
9	YES	Ronald Guillaume	287 Rumonowski Drive	Cable Advisory Committee	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Guillaume:
10	No response	James Hackett	230 Kelly Road	Conservation Commission	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Hackett:
11	YES	John Brown	96 Church Avenue	Conservation Commission	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Bradley:
12	No response	Terence Bradley	360 Quaker Street	Council on Aging	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Ms. Sweeney:
13	YES	Carole Sweeney	63 School Street, #205	Council on Aging	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Ms. Searns:
14	NO	Winifred Sears	159 Mendon Road	Council on Aging	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Ms. Rebecchi:
15	YES	Marie Rebecchi	151 Heritage Drive	Council on Aging	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Ms. Morrissette:
16	No response	Beverly Morrissette	63 School Street	Cultural Council	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Ms. Dolber:
17	No response	Angela Dolber	15 Spring Street	Cultural Council	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Lawson:
18	YES	Peter Lawson	187 School Street	Emergency Management Agency	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Chief Nestor:
19	YES	Gary Nestor	7 Main Street	Emergency Management Agency	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. West:
20	YES	Richard West	132 Swift Road	Green Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Shuris:
21	NO	James Shuris	7 Main Street	Green Committee [School Comm. Rep.]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Ms. Cannon:
22	No response	Alicia Cannon	271 Marston Road	Green Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Marzec:
23	No response	James Marzec	7 Main Street	Historical Commission	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Warchol:
24	YES	Kenneth Warchol	372 Cooper Road	Historical Commission	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. O'Neill:
25	YES	Dan O'Neill	25 Leland Road	Industrial Dev. Finance Auth. & Comm.	5-yr. Term	June 30, 2013	6/30/2018	Board of Selectmen	Dear Mr. Houlihan:
26	No response	Brian Houlihan	19 Olivia Drive	Industrial Dev. Finance Auth. & Comm.	5-yr. Term	June 30, 2013	6/30/2018	Board of Selectmen	Dear Mr. McGowan:
27	YES	William McGowan	159 Olivia Drive	Personnel Board	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Mimmo:
28	NO	Peter Mimmo	30 Green Meadow Court	Playground & Recreation Commission	3-yr. Term	June 30, 2013	6/30/2016	Board of Selectmen	Dear Mr. Scichlone:
29	YES	David Scichlone	2586 Providence Road	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Chief Warchol:
30	YES	Walter Warchol	7 Main Street	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Ms. Gawlik:
31	No response	Julie Gawlik	c/o 87 Linwood Avenue	Safety Committee/School Dept. Rep.	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Bedigian:
32	YES	Peter Bedigian	25 Kempton Rd.	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Shuris:
33	YES	James Shuris	7 Main Street	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Chief Nestor:
34	YES	Gary Bedchold	7 Main Street	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Bechtold:
35	YES	Gary Bechtold	7 Main Street	Safety Committee	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Sheehan:
36	No response	James Sheehan	7 Main Street	Safety Committee/Alternate	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Van Meter:
37	No response	Robert Van Meter	7 Main Street	Safety Committee/Member at Large	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Murray:
38	YES	George Murray	43 Spruce Street	Zoning Board of Appeals	5-yr. Term	June 30, 2013	6/30/2018	Board of Selectmen	Dear Mr. Hanson:
39	YES	Thomas Hanson	24 Michael Lane	Zoning Board of Appeals/Assoc. Member	2-yr. Term	June 30, 2013	6/30/2015	Board of Selectmen	Dear Mr. Hartmann:
40	No response	Harold Hartmann	534 Church Street	Ad Hoc Fields Committee [School Dept.]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Richards:
41	YES	Allan Richards	c/o 87 Linwood Avenue	Ad Hoc Fields Committee [School Dept.]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Halacy:
42	YES	Paul Halacy	c/o 87 Linwood Avenue	Ad Hoc Fields Committee [School Dept.]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Ms. Livingston:
43	YES	Selena Livingston	c/o 87 Linwood Avenue	Ad Hoc Fields Committee [BOS]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Marzed:
44	No response	James Marzed	7 Main Street	Ad Hoc Fields Committee [Play & Rec.]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Parker:
45	No response	Robert Parker	7 Main Street	Ad Hoc Fields Committee [WCS]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Shurfs:
46	NO	James Shurfs	7 Main Street	Ad Hoc Fields Committee [H.S. Student]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Krygman:
47	NO	Len Krygman	279 Linwood Avenue	Ad Hoc Fields Committee [At Large]	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Ryan:
48	YES	Jake Ryan	c/o 87 Linwood Avenue	Animal Control Officer	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Doldorfan:
49	YES	John Doldorfan	24 Willow Street	Animal Control Officer	1-yr. Term	June 30, 2013	6/30/2014	Board of Selectmen	Dear Mr. Chauvin:
50	No response	Dan Chauvin	181 Providence Road	Wiring Inspector	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Wallis:
51	No response	Richard A. Wallis	72 North Street	Asst. Wiring Inspector	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Duhamel:
52	YES	George A. Duhamel	27 Tanager Drive	Fence Viewer	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Sheehan:
53	YES	James Sheehan	7 Main Street	Fence Viewer	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. LaTour:
54	No response	Dennis LaTour	88 Linwood Avenue	Gas & Plumbing Inspector	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Wiersma:
55	YES	Larry P. Wiersma	21 Torrey Road	Asst. Gas & Plumbing Inspector	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Harper:
56	No response	Peter B. Harper	84 Stoney Brook Drive	Parking Clerk	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Wheeler:
57	YES	Robert E. Wheeler	25 Third Street	Lockup Officer	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Chief Warchol:
58	YES	Walter J. Warchol	7 Main Street	Sealer of Weights & Measures	1-yr. Term	June 30, 2013	6/30/2014	Town Manager	Dear Mr. Sakin:
59	YES	Walker J. Warchol	1 Ford Lane		1-yr. Term	June 30, 2013	6/30/2014	Town Manager	
60	YES	Louis H. Sakin			1-yr. Term	June 30, 2013	6/30/2014	Town Manager	

C.1+2.



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](http://www.northbridgemass.org)

**MEMORANDUM**

**Date:** June 6, 2013

**To:** Board of Assessors ✓  
Board of Health ✓  
Board of Registrars  
Building, Planning & Construction Committee ✓  
Cable Advisory Committee ✓  
Conservation Commission ✓  
Council on Aging ✓  
Disability Commission  
Historical Commission ✓  
Playground & Recreation Commission  
Safety Committee  
Zoning Board of Appeals ✓

**From:** Sharon L. Susienka, Exec. Asst. to the Town Manager *SLS*

**Subject:** Attendance Records of Members to be considered for Reappointment

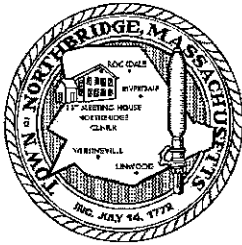
As part of the above process, the Board of Selectmen requests you provide them with attendance records of those members who may be considered for reappointment. As such, the attendance records should consist of the total number of regular and special meetings held by your committee/commission during the most recent term of the individual and the number of meetings that he/she was able to attend.

Please provide this information to me **no later than June 19, 2013**, as the reappointments are scheduled to go before the Board of Selectmen on Monday, June 24, 2013.

Thank you for your cooperation in this matter.

c: Board of Selectmen

✓



# Town of Northbridge Board of Assessors

Town Hall, 7 Main Street

Whitinsville, Massachusetts 01588-2210

(508) 234-2740

## MEMORANDUM

Date: June 19, 2013

TO: Sharon Susienka, Assistant Town Manager

FROM: Robert Fitzgerald, Assessor

Re: Attendance Records of Board Members

Sharon:

Walter Convent, a Board of Assessors member, was unable to attend only three meetings over a three year appointment period. The Board met twenty-two times during that period. Mr. Convent indicated his desire to continue for an additional three year term to expire 6/30/2016. The other Northbridge Board of Assessor members also indicated their desire to retain his services as well.

As a valued member of the Board of Assessors, we hope the Board of Selectmen will reappoint Mr. Convent as a member of the Board of Assessors.

  
Robert Fitzgerald

Northbridge Assessors

Cc: Northbridge Board of Assessors, Denis LaTour, Chairman



TOWN OF NORTHBRIDGE  
**BOARD OF HEALTH**

Aldrich School Town Hall Annex - 14 Hill Street  
Whitinsville, MA 01588  
Phone# (508) 234-3272 Fax# (508) 234-0821

**MEMORANDUM**

June 12, 2013

To: Sharon L. Susienka, Executive Assistant to the Town Manager

From: Jeanne M. Gniadek, Board of Health Administrator *jmg*

Subject: Attendance Record of Members to be considered for Reappointment

As you have requested, our records indicate that since the most recent appointment of **Christopher A. Cella** to the Board of Health on June 30, 2010, the Board has held 35 Regular Meetings, 1 Special Meeting, and conducted 1 Site Walk for a total of 37 Meetings.

Of these 37 meetings Mr. Cella was noted as absent for six (6) of these meetings.

If you should have any questions or require additional information, please feel free to contact this office.

/jmg

Ron White — July 1, 2010 — June 30, 2013  
TOTAL # of meetings = 53

July 1, 2010  
Aug. 5, 2010  
Aug 19, 2010  
Sept. 16, 2010  
Aug 26, 2010  
Oct. 7, 2010  
Oct 21, 2010  
Oct. 26, 2010  
Nov. 4, 2010  
Dec 2, 2010

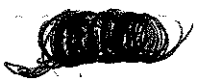
Jan. 6, 2011  
Jan 20, 2011  
Feb 9, 2011  
Feb 17, 2011  
Mar. 3, 2011  
Mar. 17, 2011  
April 7, 2011  
April 21, 2011  
May 12, 2011  
May 26, 2011  
June 2, 2011  
June 16, 2011  
June 30, 2011

total 23

Aug 4, 2011  
Aug 18, 2011  
Sept. 1, 2011  
Sept 15, 2011  
Oct 6, 2011  
Oct 24, 2011  
Nov 17, 2011  
Dec 6, 2011  
Jan 19, 2012  
Jan 24, 2012  
Feb. 2, 2012  
Feb. 23, 2012

March 1, 2012  
March 15, 2012  
March 27, 2012  
Apr. 5, 2012  
Apr 26, 2012

total 17





July 12, 2012

Aug. 2, 2012

Aug 30, 2012

Sept, 13, 2012

Oct 4, 2012

Nov. 1, 2012

Nov. 15, 2012

Dec 6, 2012

Jan 3, 2013

Jan 17, 2013

Jan 31, 2013

Feb. 7, 2013

Feb. 21, 2013

total 13

Ron White - July 1, 2010 - June 30, 2013

Total # of meetings held: 53

✓

## Sharon Susienka

---

**From:** berkyl01@charter.net  
**Sent:** Friday, June 07, 2013 2:30 PM  
**To:** ssusienka@northbridgemass.org  
**Cc:** berkyl01@charter.net; Charlie; Donna Town Hall; Jim Cable Advisory; Linda Asst Town Clerk; NCTV-11; Ron G; Sharon Town Mng; Town Clerk; tkozak@northbridgemass.org; Troy  
**Subject:** Re: Attendance Records for Board Members

Sharon

Ronald Guillaume and James Hackett have made all scheduled and special meetings of the Cable Advisory Committee during their appointment time on the board. You can remove Jeffrey Ellis from the board as he does not want to serve any longer or be reappointed. A copy of this email is being sent to the board and the Assistant Town Clerk for filing.

Harry Berkowiz  
Chairman  
Cable Advisory

-----Original Message-----

**From:** Sharon Susienka  
**Date:** 6/6/2013 4:35:14 PM  
**To:** [rfitzgerald@northbridgemass.org](mailto:rfitzgerald@northbridgemass.org); [jgniadek@northbridgemass.org](mailto:jgniadek@northbridgemass.org); [dcedrone@northbridgemass.org](mailto:dcedrone@northbridgemass.org); [sbrouwer@northbridgemass.org](mailto:sbrouwer@northbridgemass.org); [berkyl01@charter.net](mailto:berkyl01@charter.net); [bkiney@northbridgemass.org](mailto:bkiney@northbridgemass.org); 'Kelly Bol'; 'KENNETH WARCHOL'; 'Dave Scichilone'; [gnestor@northbridgemass.org](mailto:gnestor@northbridgemass.org); [bouillette@northbridgemass.org](mailto:bouillette@northbridgemass.org)  
**Subject:** Attendance Records for Board Members

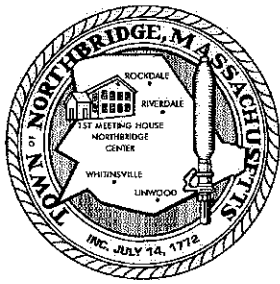
Hi everyone:

This is my annual request for attendance records for Board members who are up for reappointment, which can be found on the excel document attached. Please provide me the information for your particular board members no later than June 19<sup>th</sup>. Should you have any questions, let me know.

Thank you.

*Sharon L. Susienka*

*Exec. Asst. to the Town Manager*




**TOWN OF NORTHBRIDGE**  
**CONSERVATION COMMISSION**

7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Telephone (508) 234-0817  
Fax (508) 234-0814

**MEMORANDUM**

TO: Theodore D. Kozak  
Town Manager

FROM: Barbara Kinney, Administrative Assistant   
Northbridge Conservation Commission

DATE: June 18, 2013

RE: Attendance Records of Members Eligible for Reappointment

---

The members who are eligible for reappointment and their attendance records are as follows:

NAME	TERM DATE START	TOTAL MEETINGS	MEETINGS PRESENT
Terence Bradley	July 1, 2010	52	26
John Brown	May 23, 2011	36	31

Please let me know if there is anything else you need.

TO: Theodore Kozak, Town Manager  
FROM: Kelly Bol, Senior Center Director  
DATE: June 19, 2013  
RE: Attendance Records of COA Board Members

*# of meetings  
held = 28*

Attendance records for COA members whose terms are expiring as of 6/30/13 are as follows:

<u>NAME</u>	<u>TERM BEGAN</u>	<u>ABSENCES</u>	<u># OF MEETINGS</u>
Carole Sweeney	October 15, 2012	1	9
Marie Rebecchi	July 1, 2010	1	28
Beverly Morrissette	July 1, 2010	2	28

All three of these individuals have been dedicated members of the COA Board and would like to renew for new terms. It is hoped that the Board of Selectmen will recognize the commitments that they have made to the town of Northbridge and will approve their reappointment to the Council on Aging.

If you need any further information concerning these individuals please feel free to contact Ted Haringa, COA Chairman at 508-234-3513 or myself at the Senior Center.

Sincerely,

Kelly Bol, Director  
Northbridge Senior Center

✓

**Sharon Susienka**

---

**Subject:** RE: Attendance Records

**From:** Sharon Susienka [mailto:ssusienka@northbridgemass.org]  
**Sent:** Tuesday, June 11, 2013 12:22 PM  
**To:** 'KENNETH WARCHOL'  
**Subject:** Attendance Records

**HISTORIC COMMISSION ATTENDANCE RECORDS**

Hi Ken:

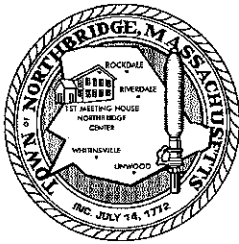
I received your voicemail message about the attendance records. What you gave me verbally is fine.

Ken W. = 21 out of 21 meetings

Dan O. = 19/21 meeting.

Thanks!

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



## TOWN OF NORTHBRIDGE

ZONING BOARD OF APPEALS  
Aldrich School Town Hall Annex  
14 Hill Street  
Whitinsville, MA 01588  
(508) 234-0819  
Fax# (508) 234-0821



### ***MEMORANDUM***

**To:** Sharon L. Susienka, Exec. Asst. to the Town Manager  
**From:** Brenda M. Ouillette, Administrative Assistant *BMO*  
**Subject:** Attendance Records for Reappointment  
**Date:** June 14, 2013

---

In response to your memo dated June 6, 2013 the attendance records are as follows:

***Thomas Hansson has attended 38 of the 39 scheduled meetings held during his most recent term from July 1, 2008 to present. Mr. Hansson has served on the Board since 1995.***

***Harold Hartmann has attended 9 of the 17 scheduled meetings held during his most recent term from July 1, 2011 to present. Mr. Hartmann has served on the Board since 1998.***

If you should need additional information please feel free to contact me.

Cc: Thomas Hansson, Chairman  
Harold Hartmann

## Sharon Susienka

---

**From:** Sharon Susienka [ssusienka@northbridgemass.org]  
**Sent:** Thursday, June 06, 2013 4:35 PM  
**To:** 'rfitzgerald@northbridgemass.org'; 'igniadek@northbridgemass.org';  
'dcedrone@northbridgemass.org'; 'sbrouwer@northbridgemass.org'; 'berkyo1@charter.net';  
'bkinney@northbridgemass.org'; 'Kelly Bol'; 'KENNETH WARCHOL'; 'Dave Scichilone';  
'gnestor@northbridgemass.org'; 'bouillette@northbridgemass.org'  
**Subject:** Attendance Records for Board Members  
**Attachments:** Attendance Record Request.pdf; Annual ReAppointments2013.xls

Hi everyone:

This is my annual request for attendance records for Board members who are up for reappointment, which can be found on the excel document attached. Please provide me the information for your particular board members no later than June 19<sup>th</sup>. Should you have any questions, let me know.

Thank you.

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

2/21/13 { CC: Cult. Council  
Host. Comm.  
C.3.

## TALENT BANK APPLICATION

please return to:

BOARD OF SELECTMEN  
Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

Pursuant to Town bylaw §4-209 (Eligibility for service), you must be a registered voter in order to serve. per Town Clerk's office, yes.

Date: 2/24/2013

Name Mary Barlow  
P. O. Box \_\_\_\_\_  
Home Address 1035 Hill Street Tel. 508 769 8134  
Business \_\_\_\_\_  
Address Whit, MA 01588 Tel. \_\_\_\_\_  
Current Occupation/Title Writer  
Education B.S. Communications, Clark University  
Governmental, Civic & Community Activities None

Charitable & Educational Activities Former Chair Dev. Committee,  
Families First, Rhode Island; Member of Rhode  
Island Health Literacy Project  
Town Committees or Offices None

I am interested in the following Committees: Cultural Council  
Historical Commission

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. N/A



Mary Barlas ?  
NAME:

PRECINCT#

Town of Northbridge

ADDRESS: 1035 Hill St.  
Whitinsville, MA

Telephone Home:

Office:

508 769 8134 same

Present Interest or business affiliation (dates, places)

### COMMITTEE INTEREST

Indicate Committee preference

1. Cultural Council
2. Historical Commission
3. .
4. Short term projects
5. Interest in serving where needed

Date  
App't

COMMITTEE

Term  
Expired

I have attached  
a copy of my resume.

Experience-volunteer, social service, business (dates, places)

Please see my resume.

Special skills and education (be specific)

Writing, communications, creative collaboration  
and development.

How experience relates to particular committee interest

I work on literary projects during my free  
time & believe the arts can inform and  
enlighten communities, making them better  
places to live and grow in.

Please check the Annual Town Report for a complete listing of Committees and Committee reports, their appointive authorities, and terms of office.

ADDITIONAL COMMENTS:

Mail completed card to:

Northbridge Town Hall  
Office of the Town Manager  
7 Main Street  
Whitinsville, MA 01588

---

Mary Barlow, Senior-Level Writer  
1035 Hill Street  
Whitinsville, MA 01588  
(508)-769-8134 – [mary.barlow@verizon.net](mailto:mary.barlow@verizon.net)  
<http://marybarlow.writersresidence.com/>

## SUMMARY OF QUALIFICATIONS

- ❑ Global healthcare communications
- ❑ Patients, physicians, employers, B2B
- ❑ Digital communications/social media
- ❑ Communications strategy/planning
- ❑ Articles, blogs, brochures, reports, white papers, case studies, thought leadership
- ❑ Feature and news writing
- ❑ Interview & research skills
- ❑ Various style guides, including AMA, AP, MLS, and Chicago Manual of Style
- ❑ Concept, design, and layout process
- ❑ Account/project management
- ❑ Problem solving/situational leadership
- ❑ Ability to meet tight deadlines and rigorous medical reviews
- ❑ Communications strategy/planning for local and worldwide campaigns
- ❑ Interpersonal communications

## PROFESSIONAL EXPERIENCE

### 06/10 to 12/12      **Copywriter, Strategist, Account Management Consultant**

As a full-time consultant, Mary is producing and editing marketing, ad copy, patient education, consumer health, B2B, and thought leadership communications, as well as articles, case studies, speeches, and video. Media include digital and print for patients, consumers, businesses, physicians, nonprofits, as well as other industry leaders. Develops business strategies and communications plans, incorporates them into messaging, and drives audiences to content via targeted channels. Handles all aspects of projects and account management from start to finish, including interviewing, researching, editing, and managing client review process. Produces clean, compelling copy on time; available to work on-site, right along with teams or off-site, independently. Clients include Warhaftig Associates Inc., New York, NY (healthcare ad agency); UMass Memorial Medical Center, Worcester, MA (hospital), McKesson Health Solutions, Auburndale, MA (healthcare IT), Ximedica, Providence, RI (medical devices), PerkinElmer, Waltham, MA (medical and environmental health), BBK Worldwide, Newton, MA (patient recruitment for clinical trials); and Karr Printing, Foxboro, Ma (ad agency).

---

11/02 – 06/10

### **Blue Cross & Blue Shield of Rhode Island (BCBSRI)**

**444 Westminster Street**

**Providence, Rhode Island**

### **Copy Manager & Senior Copywriter**

Worked within agency-model department, writing consumer health and patient education information, ad copy, business-to-business communications, newsletters and letters for physicians and other health care providers, public relations materials on health policy for stakeholders, and employee communications. Wrote magazine articles for BCBSRI's *Choices* magazine, as well as speeches, ad copy, annual reports, literature on health care reform, company brochures, direct mail, presentations, benefit summaries, health literature, and technical instructions. Also wrote digital media/Web content for BCBSRI.com and corporate intranet. Researched, drafted, and managed projects with no supervision to ensure they met or exceeded standards and deadlines. Helped formulate communications strategies and messages for employee, customer, and other stakeholder audiences. Collaborated with design team. Mentored copy team and edited other

writers' work to ensure accuracy, proper messaging, and consistency.

---

**11/00 - 11/02**

**Stonebridge Press  
Southbridge, Massachusetts  
Staff Writer**

Writer and reporter for Blackstone Valley Tribune newspaper, which has a circulation of approximately 40,000 readers in the Northbridge, Douglas, and Uxbridge Massachusetts area. Reported on a diverse range of events from local politics to human interest. Continually researched information to bring readers accurate and interesting stories. Topics included current and historical events, biographies, human interest, and columns. Duties included conducting interviews, researching, writing, and proofreading.

---

**6/00 - 11/00**

**Freelance Correspondent**

Contracted with the Worcester Telegram and Gazette in Worcester, Massachusetts for freelance reporting. Wrote feature articles on a diverse range of topics.

---

**2/94 - 4/00**

**Stay-at-Home Mom**

Constructively managed small, active lives to cultivate politeness, respect, good manners, healthy bodies, bright minds, and overall nobility.

---

**8/81 - 2/94**

**Aetna Health Plans  
Tewksbury, Massachusetts  
Quality Manager**

(10/89 - 2/94)

Responsible for day-to-day operations of the Corporate Audit and Training Department. Served as manager to all new employees, as well as nine technical trainer and auditors. Overall responsibility for training new and existing employees on medical terminology; medical, health care industry, and insurance concepts; as well as CPT and ICD coding for claims processing and customer service. Designed and wrote instructional material, including a training manual for image technology. Oversaw compliance, including more than 4,000 monthly audits performed to ensure quality and detect fraud.

**EDUCATION & PROFESSIONAL AFFILIATIONS**

**Bachelor of Science in Professional Communications**

magna cum laude

Clark University, Worcester MA

- Member of Phi Theta Kappa National Honor Society
  - Massachusetts Health Council – Member
  - American Medical Writers Association (AMWA) – Member
  - Families First Rhode Island – Board of Directors Member, Chair, Development Com
  - Rhode Island Health Literacy Project – Former Committee Member
- 

**REFERENCES**

Furnished upon request – Also see referrals on [CV and LinkedIn Profile](#)

See writing samples at

C.4.

RECEIVED

JUN 18 2013

Northbridge Town Manager

June 14, 2013

Mr. Theodore D. Kozak  
Town Manager  
Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

Dear Mr. Kozak:

Please accept my resignation from the Council on Aging, effective June 30, 2013.

I have been on the board since September 24, 2007, when I was appointed to fulfill an unexpired term of a Board Member, which has been a most rewarding experience. During my period of service I have gained far more than I have given. I found it particularly rewarding to continue as a Volunteer Medical Driver for out of town appointments.

However, due to recent medical issues, I do not feel that I can continue to serve as a board member. I would like to offer to serve as an Associate Member, if the Chairman and Board wish to have me continue in this capacity.

The recent Open House was an outstanding success, thanks to the work of Kelly, Jennine, staff and volunteers.

I wish the Council on Aging all the best in the years to come.

Respectfully submitted,

*Winnie Sears*

Winnie Sears  
159 Mendon Road  
Northbridge, MA 01534

Cc: Theodore Haringa, Chairman  
Cc: Kelly Bol, Director

Att: 1

D.

COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
WORCESTER COUNTY, SS

To: Animal Control Officer for the Town of Northbridge

WARRANT

In the name of the Commonwealth of Massachusetts, you are hereby required to proceed forthwith to seek out, catch and confine all dogs within said town not duly licensed, collared or harnessed, and tagged, according to the provisions of MGL's C. 140, S. 151A, and you are further required to make and enter a complaint against the owner or keeper of every such dog, and to kill or cause to be killed by methods of execution other than gunshot except in case of emergency, T-61, so-called, a euthanasia solution not under the control of the Federal Drug Enforcement Administration, unless by a veterinarian, succinylcholine choline, any drugs that have a curariform-like action, electrocution, or any other method which causes an unnecessarily cruel death each such dog which after being detained for a period of ten days, shall not then have been duly licensed, collared or harnessed, and tagged, except that any male or any spayed female dog not found to be diseased may be made available for adoption for not less than three dollars, and you shall keep an account of any such adoption and forthwith pay over the money to the Town Treasurer/Collector. Before delivery of any dog so adopted you shall require the purchaser to show identification and to register and procure a license and tag for such dog from the Town Clerk of the town where the dog is to be kept, in accordance with the provisions of MGL's C. 140, S. 137.

Hereof fail not, and make due return of this warrant with your doings therein, on or before the first day of October next, on or before the first day of January next, and on or before the first of April next, and at the expiration of your term of office, stating the number of dogs caught, confined and/or killed, or adopted, and the names of the owners or keepers thereof, and whether all unlicensed dogs in said town have been caught, confined and/or killed, or adopted and the names of persons against whom complaints have been made under the provisions of said MGL C. 140, and whether complaints have been made and entered against all the persons who have failed to comply with the provisions of said MGL C. 140.

Given under my hand and seal at Northbridge aforesaid the 24th day of June 2013.

---

Daniel J. Nolan, Chairman  
Northbridge Board of Selectmen

**ITME E: FALL ANNUAL TOWN MEETING/VOTE TO  
CLOSE WARRANT 8/23/13 @ NOON**

**MOTION:**

**A MOTION TO CLOSE THE WARRANT FOR THE  
FALL ANNUAL TOWN MEETING ON FRIDAY,  
AUGUST 23, 2013 AT NOON.**

COMMERCIAL LEASE

1. **PARTIES.** **Roman Catholic Bishop of Worcester by St. Patrick's Church**, Whitinsville, Town of Northbridge MA, a parish of the Diocese of Worcester, LESSOR, does hereby lease to **Town of Northbridge**, LESSEE, the following described premises:

2. **PREMISES.** A portion of the land on the easterly side of Cross Street, adjacent to the existing Primary School on Cross Street, Whitinsville, Town of Northbridge, Massachusetts, being a portion of the southerly end of Lot A as shown on a plan entitled, "Land in Northbridge, Mass, owned by Roman Catholic Bishop of Worcester," recorded in the Worcester District Registry of Deeds, in plan book 395, plan 19, to accommodate temporary modular classrooms as shown on the attached sketch drawn by Dixon Salo Architects, Inc. dated March 28, 2000, and made a part hereof

3. **TERM.** The term of this lease is five (5) years, commencing July 1, 2013 and ending June 30, 2018

4. **RENT.** The LESSEE shall pay to the LESSOR rent at the following rate:

- a. \$25,000.00 for the period from July 1, 2013 — June 30, 2014
- b. \$25,500.00 for the period from July 1, 2014 — June 30, 2015
- c. \$26,000.00 for the period from July 1, 2015 — June 30, 2016
- d. \$26,500.00 for the period from July 1, 2016 — June 30, 2017
- e. \$27,000.00 for the period from July 1, 2017 — June 30, 2018

Rent is payable in advance by July 30<sup>th</sup> of each year.

5. **SECURITY DEPOSIT.** None.

6. **RENT ADJUSTMENTS.** None

7. **UTILITIES.** None

8. **USE OF PREMISES.** The LESSEE shall use the premises only for the purpose of placing temporary modular classrooms on the land.

9. **COMPLIANCE WITH LAWS.** No trade or occupation shall be conducted in the leased premises or use made thereof which will be unlawful, improper, noisy or offensive or contrary to any law or any municipal by-law or ordinance.

10. **FIRE INSURANCE.** The LESSEE will be responsible for fire insurance coverage.

11. **MAINTENANCE.** The LESSEE will be responsible for the maintenance of the property.

12. **ASSIGNMENT.** The LESSEE may not assign this lease or sublet or grant any concession or license to use the premises or any part thereof without the prior written consent of the LESSOR.

13. **SUBORDINATION.** This lease shall be subject and subordinate to any and all mortgages, deeds of trust and other instruments in the nature of a mortgage, now or at any time hereafter, a lien or liens on the property of which the leased premises are a part and the LESSEE shall, when requested, promptly execute and deliver such written instruments as shall be necessary to show the subordination of this lease to said mortgages, deeds of trust or other such instruments in the nature of the mortgage.

14. **LESSOR'S ACCESS.** N/A

15. **INDEMNIFICATION AND LIABILITY.** The LESSEE shall save the LESSOR harmless from all loss or damage resulting from neglect in not removing snow and ice from the roof of the building or from the sidewalks bordering upon the premises or by any nuisance made or suffered on the premises, unless such loss is caused by the neglect of the LESSOR. The removal of snow and ice from the sidewalks bordering upon the premises and the adjacent parking lot shall be LESSEE's responsibility.

16. **LESSEE'S LIABILITY INSURANCE.** The LESSEE shall maintain with respect to the leased premises and the property of which the leased premises are part comprehensive public liability insurance in the amount of \_\_\_\_\_ with property damage insurance in limits of insurance for other similar structures in responsible companies qualified to do business in Massachusetts and in good standing therein insuring the LESSOR as well as LESSEE against injury to persons or damage to property as provided. The LESSEE shall deposit with the LESSOR certificates for such insurance at or prior to the commencement of the term, and thereafter within thirty (30) days prior to the expiration of any such policies. All such insurance certificates shall provide that such policies shall not be cancelled without at least 10 days prior written notice to each assured named therein.

17. **FIRE, CASUALTY, EMINENT DOMAIN.** Should a substantial portion of the premises or of the property of which they are a part be substantially damaged by fire or other casualty, or be taken by eminent domain, the LESSOR may elect to terminate this lease. When such fire, casualty, or taking renders the leased premises substantially unsuitable for their intended use, a just and proportionate abatement of rent shall be made, and the LESSEE may elect to terminate this lease.

The LESSOR reserves all rights arising out of any taking by eminent domain. The Lessee assigns all such right to the Lessor.

18. **DEFAULT.** In the event that:



a. The LESSEE shall default in the payment of any installment of rent or other sum herein specified and such default shall continue for ten (10) days after written notice thereof; or

b. The LESSEE shall default in the observance or performance of any other of the LESSEE's covenants, agreements, or obligations hereunder and such default shall not be corrected within thirty (30) days after written notice thereof the LESSOR shall have the right thereafter, while such default continues, to re-enter and take complete possession of the leased premises, to declare the term of this lease ended, and remove the LESSEE's effects without prejudice to any remedies which might be otherwise used for arrears of rent or other default. The LESSEE shall indemnify the LESSOR against all loss of rent and other payments which the LESSOR may incur by reason of such termination during the residue of this term. If the LESSEE shall default, after reasonable notice thereof, in the observance or performance of any conditions or covenants on LESSEE's part to be observed or performed under or by virtue of any of the provisions in any article of this lease, the LESSOR, without being under any obligation to do so and without thereby waiving such default, may remedy such default for the account and at the expense of the LESSEE. If the LESSOR makes any expenditures or incur any obligations for the payment of money in connection therewith, including but not limited to reasonable attorney's fees in instituting, prosecuting or defending any actions or proceeding such sums paid or obligations insured, with interest at the rate of twelve (12) per cent per annum and costs, shall be paid to the LESSOR by the LESSEE as additional rent.

19. **NOTICE.** Any notice from the LESSOR to the LESSEE relating to the leased premises or to the occupancy thereof, shall be deemed duly served, if left at the leased premises addressed to the LESSEE, or if mailed to the leased premises, registered or certified mail, return receipt requested, postage prepaid, addressed to the LESSEE. Any notice from the LESSEE to the LESSOR relating to the leased premises or to the occupancy thereof, shall be deemed duly served, if mailed to the LESSOR by registered or certified mail, return receipt requested, postage prepaid, addressed to the LESSOR.

20. **SURRENDER.** The LESSEE shall at the expiration or other termination of this lease remove all LESSEE's goods and effects from the leased premises, improvements, including but not limited to the modular classrooms, and any supporting structures. LESSEE shall deliver to the LESSOR the leased premises in good condition, damage by fire or other casualty only excepted. In the event of the LESSEE's failure to remove any of LESSEE's property from the premises, LESSOR, without liability to LESSEE for loss or damage thereto and at the sole risk of LESSEE, may remove any goods, effects, improvements, modular classrooms and any supporting structures, all at LESSEE's expense.

21. **BROKERAGE.** N/A

22. **OTHER PROVISIONS.** N/A

23. The parties, by their authorized representatives signing this lease, hereby represent and warrant to each other that each of said representatives is duly authorized to sign this lease on behalf of the party to be bound thereby and to bind that party to the terms hereof.

IN WITNESS WHEREOF, the parties hereto set their hands and seals this       day of July, 2013.

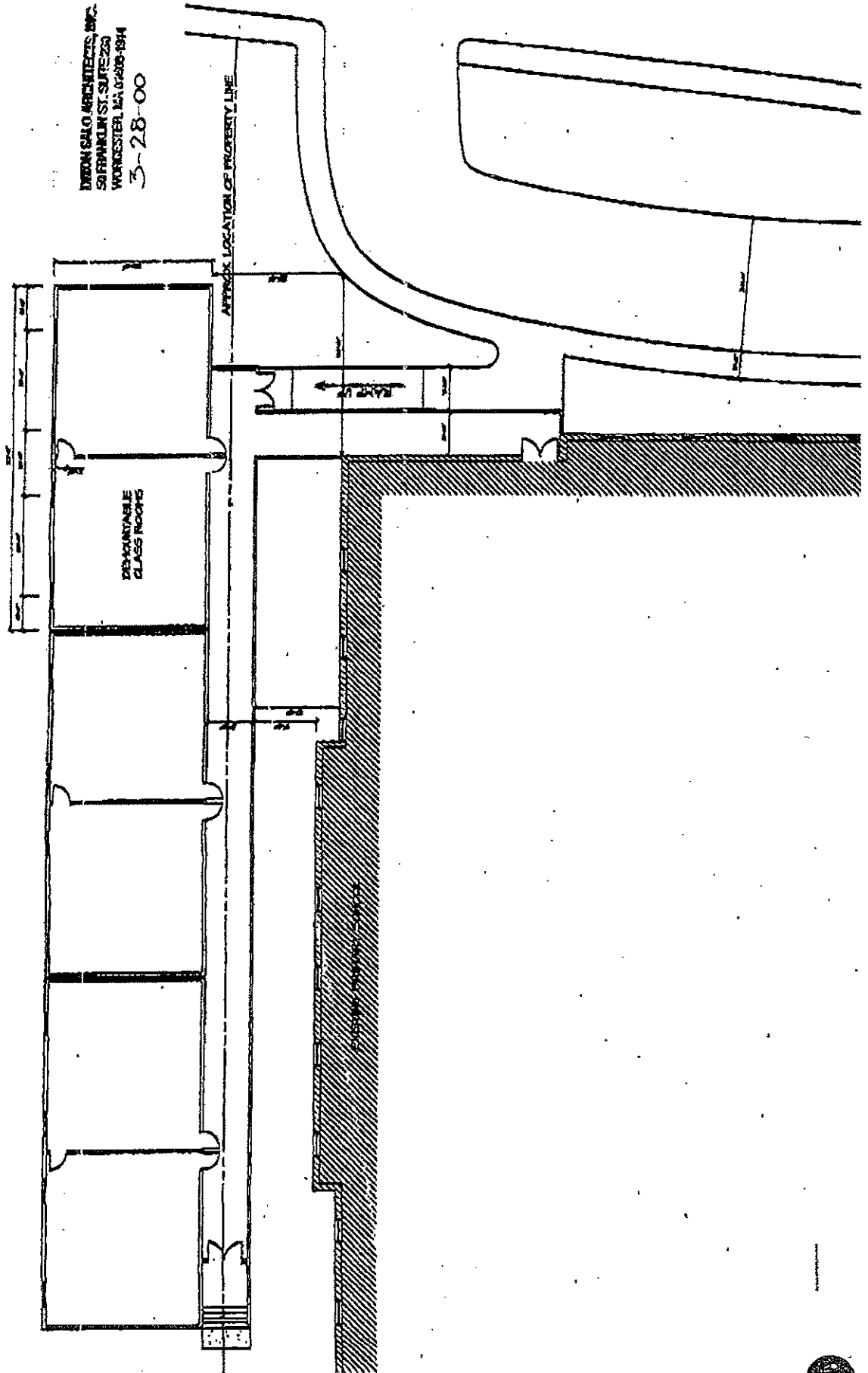
Town of Northbridge, Lessee

Roman Catholic Bishop of Worcester, by  
St. Patrick's Church, a parish of the  
Diocese of Worcester, Lessor

By: \_\_\_\_\_  
Its authorized representative

By: \_\_\_\_\_  
Its authorized representative

EDWIN CALO ARCHITECTS, INC.  
50 FRANKLIN ST. SUITE 200  
WORCESTER, MA 01608-1844  
3-28-00



H.

**Massachusetts State Lottery Commission**

60 Columbian Street  
Braintree, Massachusetts 02184-1738

Licensing Fax: (781) 849-5656

STEVEN GROSSMAN  
Treasurer and Receiver General

PAUL R. STERNBURG  
Executive Director

June 12, 2013

Town of Northbridge  
Board of Selectmen  
Memorial Square  
Northbridge, MA 01588

Dear Sir/Madam:

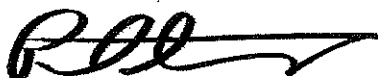
The Massachusetts State Lottery is offering existing, non-pouring agents our KENO To Go game, a transaction which is identical to the already existing on-line games, such as Megabucks and Mass Cash. At this time, the Lottery is not providing agents with a KENO monitor as part of this program.

In accordance with M.G.L. c 10, section 27A, as amended, you are hereby notified that the following existing agent(s) in your community will be sent an application and agreement to sell the KENO To Go product:

MILL HOUSE WINE & SPIRITS  
670 LINWOOD AVENUE  
LINWOOD, MA 01525

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

Sincerely,



Paul R. Sternburg  
Executive Director

Certified Mail – Return Receipt Requested:  
7005 1820 0006 3754 4301

Note: If there is no  
objection by the Board  
there is no vote required.  
Sharon

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

VOTED: To award the sale of \$800,000 Bond Anticipation Notes dated June 28, 2013 payable June 27, 2014 to Unibank at a rate of 0.55%

---

UNIBANK 80000028700615

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
ANTICIPATION SERIAL LOAN  
WASTEWATER**

No. 1223-1

\$800,000.00

Date of Issue: June 28, 2013

This Note is exempt from Taxation in Massachusetts

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

EIGHT HUNDRED THOUSAND (\$800,000.00) DOLLARS

on June 27, 2014, with interest at the rate of 0.55 percent per annum, payable at maturity calculated on the basis of a numerator using 30 days and a denominator using a 360 day year (30/360).

Countersigned and approved:

By: \_\_\_\_\_  
Treasurer

( Town Seal )

( to be )

(Affixed Here)

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

\_\_\_\_\_, 2013

\_\_\_\_\_  
Selectmen and a majority thereof

\_\_\_\_\_  
Town Clerk

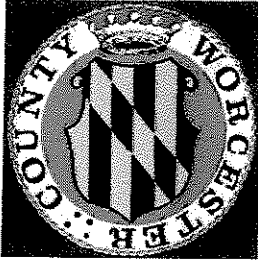
THE COMMONWEALTH OF MASSACHUSETTS, DEPARTMENT OF REVENUE, BOSTON

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

\_\_\_\_\_  
Director of Accounts

6/24 BOS Agenda

6/14/13 SC: BOS  
K.



# Worcester County Selectmen's Association

Executive Board

RECEIVED

Brian J. Patacchiola, Treasurer

June 14 2013

Email: [bpatacchiola@sterling-ma.gov](mailto:bpatacchiola@sterling-ma.gov)

Northbridge Town Manager

Board of Selectmen  
Town Hall  
7 Main Street  
Northbridge, MA 01588

Dear Northbridge Board of Selectmen,

It is with great pleasure that the Worcester County Selectmen's Association announces its first official meeting. On June 20<sup>th</sup> at 6:30 pm in the Sturbridge Town Hall, the Worcester County Selectmen's Association will be welcoming new municipalities. We encourage participation by all Selectmen, both veterans and those of you who are newly elected.

At the June 20<sup>th</sup> meeting, Selectmen Kathleen Walker of Charlton, President of our organization, will give a history of its inception and discuss future goals. There will be a Selectmen's roundtable. Following the roundtable there will be a surprise guest speaker who will discuss issues important to your municipality.

The Worcester County Selectmen's Association was founded in order for selectmen to network with colleagues and share ideas. It is no secret that all towns face similar issues, whether they are 9c cuts from the Governor, trying to build a senior center, or how to effectively handle demanding constituents. As two minds are better than one, so too is a county of towns and communities. As selectmen you are responsible for carrying out what is best for your town. The Worcester County Selectmen's Association recognizes that in central mass, there are commonalties running through this entire region. Working together is proven to be the most effective way to get things done. Furthermore, the Commonwealths political future is unknown. Lieutenant Governor Murray has resigned from his office. In so doing, Worcester Counties lost its largest advocate. The Worcester County Selectmen's Association in needed now more than ever! We will try to make the Legislator and Governor remember that most of the state exists west of Rt. 128.

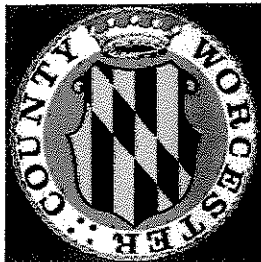
The annual dues are \$50 per Town no matter how many selectmen in your Town. One vote per Town; only one board member per Town may vote. If that member is unable to, then an alternate can vote in his or her stead.

All selectmen are able and welcome to participate in the Association functions, events and meetings. Interested? Please fill out the attached form and mail it to the listed address. Thank you for your time and consideration in joining the Worcester County Selectmen's Association, and will look forward to meeting you at the June 20<sup>th</sup> meeting.

Sincerely,

Brian J. Patacchiola, Treasurer

Worcester County Selectmen's Association Executive Board



# Worcester County Selectmen's Association

Executive Board

Brian J. Patacchiola, Treasurer

Email: [bpatacchiola@sterling-ma.gov](mailto:bpatacchiola@sterling-ma.gov)

Please make your \$50 check payable to:  
*The Worcester County Selectmen's Association*

Please mail to:  
Brian Patacchiola, Treasurer  
Worcester County Selectmen's Association  
1 Park Street  
Sterling, MA 01564

VOTING MEMBER NAME \_\_\_\_\_

TOWN \_\_\_\_\_

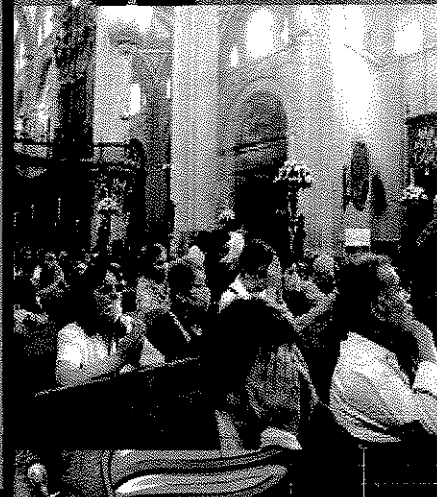
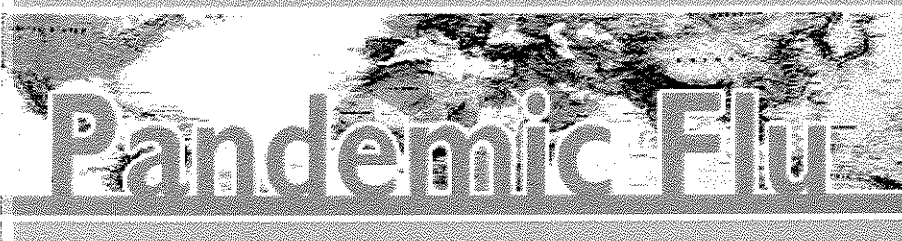
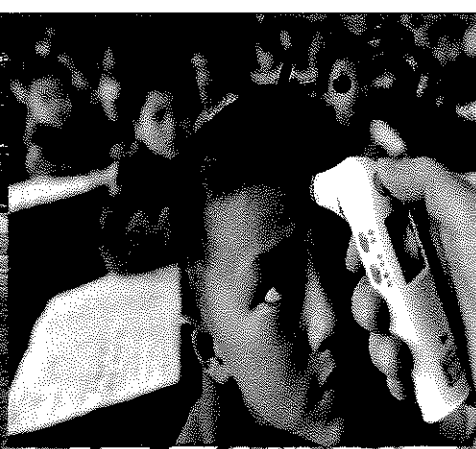
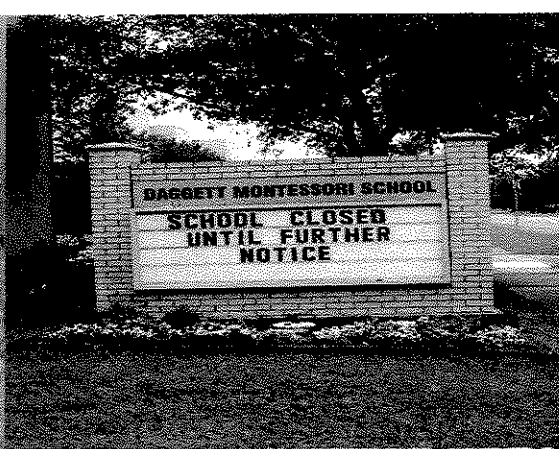
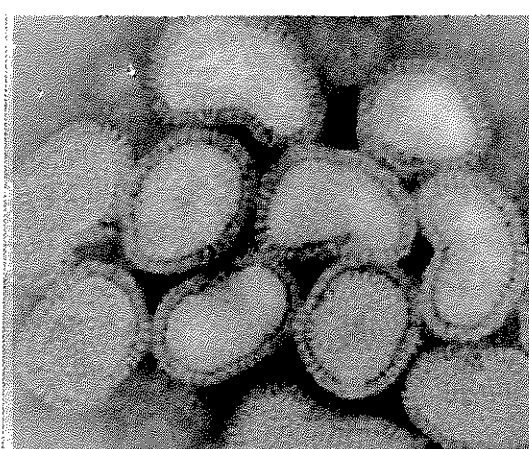
email \_\_\_\_\_

phone \_\_\_\_\_

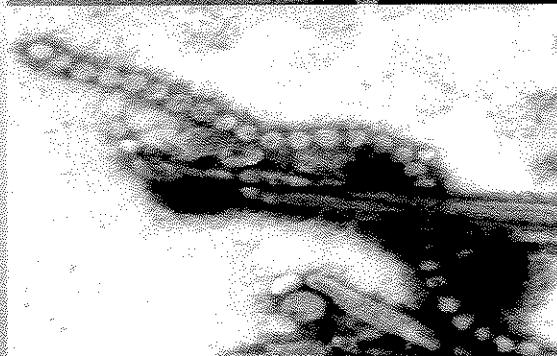
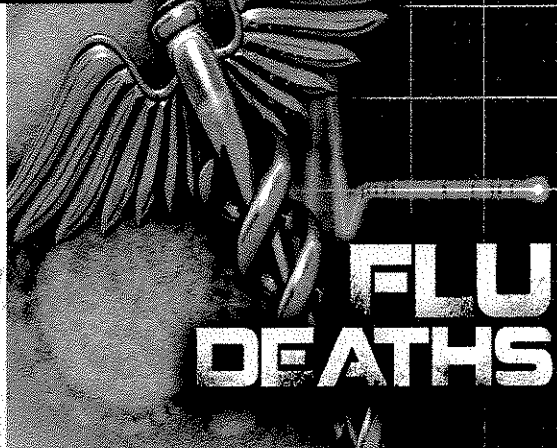
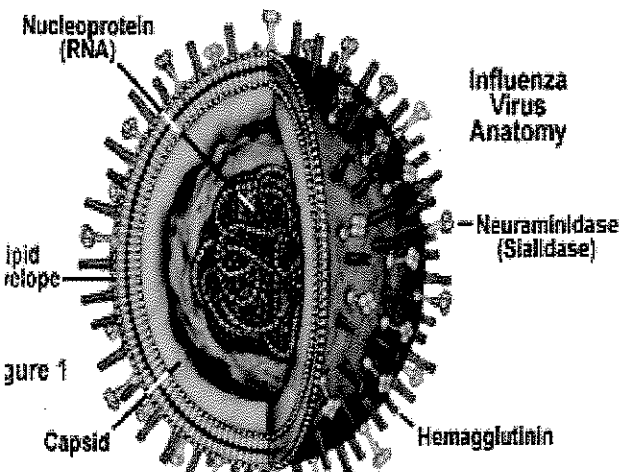
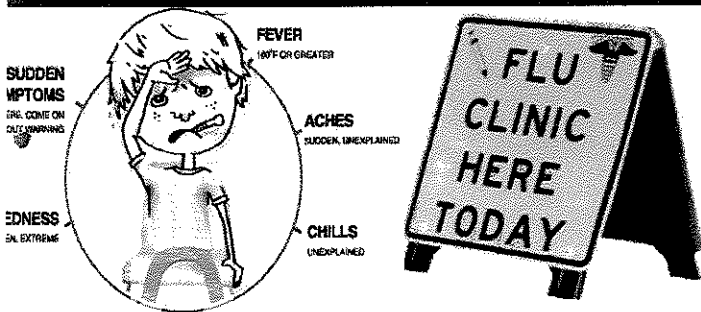


## TOWN MANAGER'S REPORT – JUNE 24, 2013

- 1) **Donation of furniture by Unibank:** Announced Unibank donated the following furniture to the Highway Department: (3) oak desks, (2) hutches/cases, and, (2) credenzas with draws.
- 2) **Whitinsville Christian School Sign:** Mentioned that the Whitinsville Christian School requested the DPW to place another sign at the end of Quaker Street (near Upton line) noting their Basketball State Championship.
- 3) **Emergency Management Training Session:** Attended the Emergency Management Table-Top exercise on flu pandemic events. This training session was put on by Mark Widner, which included individuals from various departments, surrounding towns and state agencies.
- 4) **Town Hall Update:** Windows have been installed and we are now awaiting completion of work for storm and basement windows.
- 5) **Building, Planning & Construction Committee Meeting:** Attended meeting for updates on various projects. A representative from Central Mass Regional Planning Commission met with the committee to discuss the future charette session.
- 6) **Fourth of July Fireworks:** The Fire Department will be holding their annual 4<sup>th</sup> of July Fireworks at the Northbridge Middle School on Friday, June 28, 2013, beginning at 6 PM.
- 7) **Town Manager Goals & Objectives:** Enclosed are the goals and objectives that the Town Manager and Chairman of the Board of Selectmen prepared. Suggestions came from all Board members and the Town Manager.



*Town of Northbridge  
Flu Pandemic Exercise  
Participant Guide  
And  
Situation Manual (SitMan)  
June 19<sup>th</sup> 2013*



# Exercise Information

Date: June 19<sup>th</sup> 2013

Time: 9:00 a.m. to 12:00 p.m.

Location: Northbridge Office of Emergency Management  
21 Piedmont Street Whitinsville, MA. 01588

## Table-Top Exercise Schedule

Activity	Time
Registration	8:30 a.m. – 9:00 a.m.
Welcome and Opening Statements	9:00 a.m. – 9:10 a.m.
Review of Exercise Scenario and Objectives	9:10 a.m. – 9:20 p.m.
Exercise Inject Discussions	9:20 a.m. – 11:35 a.m.
Exercise Hot-Wash Review	11:40 a.m. – 11:55 a.m.
Exercise Evaluation	11:55 a.m. – 12:00 p.m.
Adjourn	12:00 p.m.

## Exercise Contact Information:

### Emergency Manager

Chief Gary Nestor  
193 Main Street  
Whitinsville, MA. 01588  
Phone: 508-234-8448  
Fax: 508-234-3682

### Deputy Emergency Manager

Richard West  
21 Piedmont Street  
Whitinsville, MA. 01588  
Phone: 508-234-9979  
Fax: 508-234-9519

### Exercise Coordinator/Director

Mark Widner  
21 Piedmont Street  
Whitinsville, MA. 01588  
Phone: 913-269-0168  
Fax: 508-234-9519

### Exercise Evaluators

John Letscher – Dave Jessing  
21 Piedmont Street  
Whitinsville, MA. 01588  
Phone: 508-234-9979  
Fax: 508-234-9519