

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
December 4, 2023 at 7:00 PM**

NORTHBRIDGE TOWN CLERK
LINDA S. ZYWIEH

23 NOV 30 PM 2:49

RECEIVED

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES / None

II. PUBLIC HEARING / None

III. APPOINTMENTS:

A. By the Board of Selectmen/Vote to appoint: Kendell Chilton, Economic Development Committee / **Present:** Bill Davis, Chairman – Economic Dev. Committee

B. By the Town Manager/Vote to Affirm: Thomas Parente, DPW Superintendent [Eff. 1.1.24] / **Present:** Jamie Luchini, DPW Director

C. RESIGNATIONS: Joan McManus, Council on Aging / Vote to Accept

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS:

D. 2024 Miscellaneous License Renewals [Common Victualler, Class I, Class II, Class III, Automatic Amusement Devices, Weekday Entertainment, Sunday Entertainment, etc.]/Vote to approve subject to the payment of all monies due the Town

E. 2024 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town

VI. DISCUSSIONS

F. Linda Zywieh, Town Clerk / Discuss 2024 early voting and vote by mail

G. Town Manager Annual Review Process

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

Town Clerk: 2 Hard copies

Web: Post time-stamped copy



Per Town Clerk's Office: October 31, 2023
(date)

X Registered Non-Registered

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.

Date: November 15, 2023

Name Kendell Chilton

P. O. Box N/A

Home Address 261 N Main St., Whitinsville, MA 01588

Email Address kendell.chilton@gmail.com

Telephone 508-481-0038 Cell 508-630-5237

Business Chilton Boston Properties, LLC

Address 261 N Main St., Whitinsville, MA 01588 Tel. 508-630-5237

Current Occupation/Title N/A

Former CTO, VP, Futurewei Technologies

Education Master of Software Engineering, Bachelor of Computer Science,

Bachelor of Electrical Engineering

Governmental, Civic & Community Activities Former EMA Radio Operator, Marlborough;

Charitable & Educational Activities Former member of the Board of Trustees, Geneva College

Town Committees or Offices Former member of the Northbridge Republican Town Committee

I am interested in the following Committees: Economic Development, Planning

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. None

NAME: Kendell Chilton

PRECINCT# 3

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- | | |
|-----------------------------------|----|
| 1. Economic Development Committee | 4. |
| 2. Planning | 5. |
| 3. | 6. |

Present interest or business affiliation (dates, places)

Chilton Boston Properties, LLC (since 2020)
Part time teacher, Christian Gospel Church in Worcester (since 2017)

Experience: Volunteer, social service, business (dates, places)

CTO, VP - Futurewei Technologies (2019-2023, Framingham, MA)
Distinguished Engineer, Director of Strategic Development - Infinidat (2015-2018, Waltham, MA)
Distinguished Engineer, Lead Technologist - EMC (1992-2015, Hopkinton, MA)
Board of Trustees, member – Geneva College (2008-2011, Beaver Falls, PA)
Radio Operator - Marlborough Emergency Management (1989-1992, Marlborough, MA)
Engineering VP, COO - VM Manufacturing (1990-1992, Marlborough, MA)
Design Engineer – Data General (1988-1990, Westborough, MA)
Electrician – Thompson Electric (1983-1988, New Brighton, PA)
Construction supervisor – Chilton & Son Home Construction (1980-1988)

Special skills and education (be specific)

- Engineering, technology, technology business, business strategy, market development
- Understanding of technology markets and businesses
 - Formulation of successful business and product strategies
- Team Management
- Proven leader, team builder, and motivator
 - Educator and personnel management
 - Project management experience and skills

How experience relates to particular committee interest

1. Direct knowledge of what businesses want and need to succeed in the town and what might attract them to our town, bringing income to the community
2. A history of working with customers to collect requirements and construct a vision that can lead to making Northbridge a more attractive place to live,
3. Experience in developing strategies and plans, then managing their implementation,
4. Growing several companies, like EMC, Infinidat, and Huawei (Futurewei's customer) provides experience that can be applied to the economic development of the town
5. Experience in working with limited budgets to provide short term gains and long term success
6. Knowledge regarding real estate development

ADDITIONAL COMMENTS:

Resume available, if desired

Mail completed form to: Northbridge Town Hall
Office of the Town Manager
7 Main Street
Whitinsville, MA 01588



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

**Adam D. Gaudette
Town Manager**

MEMORANDUM

DATE: December 4, 2023
TO: Board of Selectmen
FROM: Adam D. Gaudette, Town Manager
SUBJECT: Appointment of Thomas Parente as Highway Superintendent

This letter is to inform you that Thomas Parente has been selected for appointment to the position Highway Superintendent with the Town of Northbridge Department of Public Works Highway Division effective January 1, 2024.

Background: Mr. Parente first began his employment with the Town of Northbridge in 2014 for the DPW Sewer Division as a Wastewater Treatment Plant Operator. In 2017, he left to pursue a Wastewater Treatment Plant position with the Town of Milford where he remained until early 2023. In April of 2023, Mr. Parente was re-hired by the Town of Northbridge as the DPW Secretary and has excelled in all aspects of that position. With his vast amount of job knowledge, skills and experience, he is very capable of performing the role of Superintendent. As such, I respectfully request the Board of Selectmen support the appointment of Thomas Parente as Highway Superintendent.

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

Very truly yours,

Adam D. Gaudette
Town Manager

ADG/sls



Town of Northbridge Department of Public Works

11 Fletcher Street, P.O. Box 88

Whitinsville, Massachusetts 01588-0088

Tel. No. (508) 234-3581 – Email: Jluchini@northbridgemass.org

Jamie Luchini
Director of Public works

MEMORANDUM

Date: October 20, 2023

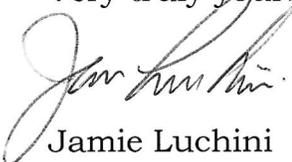
RE: Thomas Parente – Probationary Employment

To: Adam Gaudette
Town Manager

Adam,

Thomas Parente's performance exceeded expectations during his six-month probationary period. He has been a welcome addition to our team. His knowledge of every facet of what we do here has been a tremendous help. He has taken steady leaps being involved in what we do in this office directing the Highway Division of the DPW. I feel he has stepped above what his current employee status is and feel that he is capable of much more. That is why I am recommending Thomas Parente to fill our vacant Highway Superintendent's position, effective upon Selectmen appointment. I believe he will be a great addition at this position to help with the ever increasing responsibilities of this Department.

Very truly yours,


Jamie Luchini

THOMAS PARENTE

23 Pleasant Street Milford, MA 01757 - 774-573-7368
tomahawk.1973@hotmail.com

EXPERIENCE

February 2017 – Present

OPERATOR – MILFORD WASTEWATER TREATMENT PLANT, MILFORD, MA

Executed duties to insure proper operation of wastewater treatment plant. Maintained pumps and equipment at plant and various pump stations. Worked rotating weekends and on-call to ensure pump stations are operational. Assisted in the lab, updated inventory, maintained the grounds at plant and pump stations.

December 2014 – January 2017

OPERATOR – NORTHBRIDGE DPW – SEWER DIVISION, NORTHBRIDGE, MA

Executed duties to insure proper operations of SBR treatment plant. Maintained equipment at plant and pump stations. Performed maintenance of sewer lines with Vector truck consisting of jetting and vacuuming. Knowledge of Scada system. Worked rotating weekends and on call, also assisted Highway Department during inclement weather for plowing, sanding and dispatch operations.

June 2009 – November 2014

LIGHT EQUIPMENT OPERATOR, MILFORD PARK DEPARTMENT, MILFORD, MA

Maintained grounds of numerous parks, schools, Council on Aging, Police Station and Town Hall. Measured and painted fields for sporting events. Reported to Highway Department (Nov. 1st – April 1st) to assist with plowing, sanding and dispatch operations.

EDUCATION

May 1995

ASSOCIATES DEGREE OF SCIENCE, NEW ENGLAND INSTITUTE OF TECHNOLOGY

Studied Business, Building Construction and Cabinetmaking

SKILLS/LICENSES

- Massachusetts Class B Commercial Driver's License
- Massachusetts Class 2A/1C Hoisting License
- Massachusetts Grade 4 Municipal Wastewater License
- Loader, Sweeper, Sidewalk Tractor Operator
- Excellent communication and dispatch experience
- Detail oriented with excellent organizational skills
- Proficient in Excel, Microsoft Word and all types of office equipment

APPLICATION FOR EMPLOYMENT

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

ALL APPLICATIONS TO BE RETURNED TO THE TOWN MANAGER'S OFFICE

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application: 3/6/23

Position(s) Applied For: DPW Clerk/Secretary

Referral Sources: Advertisement Friend Relative Walk-In
 Employment Agency Other:

Name: PARENTE Thomas Michael
Last First Middle

Address: 23 Pleasant St. Milford MA 01757
Number Street City State Zip Code

Telephone: (774) 573-7368
Area Code

If employed and you are under 18, can you furnish a work permit? Yes No

Have you filed an application here before? Yes No If yes give date: OCT./NOV. 2014

Have you ever been employed here before? Yes No If yes give date: DEC. 2014

Are you employed now? Yes No May we contact your present employer? Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment). Yes No

On what date would you be available for work? April 1, 2023

Are you available to work Full Time Part Time Shift Work Temporary

Are you on a lay-off and subject to recall? Yes No

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

Town of Milford -

1. Employer: Sewer Dept. Address: 230 So. Main St

City: Hopedale State: MA Zip: 01747 Phone: 508-473-2054

Supervisor: John Mainini Reason for Leaving: Better Opportunity

Dates Employed: from: 2/2017 to: Present Work Performed: Operator

2. Employer: Town of Northbridge DPW - Sewer Address: 644 Providence Rd
City: Northbridge State: MA Zip: 01588 Phone: _____
Supervisor: MARK KURAS Reason for Leaving: Better Opportunity
Dates Employed: from: 12/2014 to: 1/2017 Work Performed: Treatment Plant
and pumping station operator.

3. Employer: Town of Milford Park Dept Address: 52 MAIN ST.
City: Milford State: MA Zip: 01757 Phone: _____
Supervisor: Michael Bresciani Reason for Leaving: Better Opportunity
Dates Employed: from: 6/2009 to: 11/2014 Work Performed: Maintained
various parks & fields. Reported to Highway Dept to assist with
plowing operations (dispatcher, answered phones, various clerical
duties)

4. Employer: Milford Water Co Address: Dilla St.
City: Milford State: MA Zip: 01757 Phone: 508-473-5118
Supervisor: Henry Papuga Reason for Leaving: Better Opportunity
Dates Employed: from: 12/2008 to: 5/2009 Work Performed: Repaired and/or
replaced water mains & services. Repaired & installed
water meters.

5. Employer: Vernon Grove Cemetery Address: Vernon Street
City: Milford State: MA Zip: 01757 Phone: _____
Supervisor: Jerry TAFT Reason for Leaving: Laid off during winter season
Dates Employed: from: 3/2008 to: 12/2008 Work Performed: Maintained
grounds, mark out cemetery lots for burials.

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

^{Milford}
 Assisted Hwy Surveyor as temporary Dept. Clerk, performed various office duties (computer, phones, payroll, accts rec & payable, tracking employee entitlements, etc)

EDUCATION:

	High School	College/University	Graduate/Profession
School Name:	Milford School System	Quinsigamond & Worcester State	New England Institute of Technology
Years Completed: (Circle)	1 2 3 (4)	1 (2) 3 4	1 (2) 3 4 or more
Diploma/Degree	High School Diploma	Business	Assoc. of Science
Describe Course of Study:	Business Courses		Building Constr./ Cabinet Making
Describe specialized training, apprenticeship, skills, and/or extracurricular activities			
Honors Received:			

State any additional information you feel may be helpful to us in considering your application:

Detail Oriented, familiar w/municipal practices, computer knowledge, interpersonal and communication skills, dispatch experience

List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans:

MASSACHUSETTS MASON

Give name, address, and telephone number of three (3) references (who are not related to you)

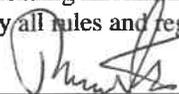
1. Will Kingkade Woodridge Rd - Milford 508-328-0006
2. Josh Lioce Highland St. - Milford 508-962-2909
3. Brian Arajo Haven Way - Hopedale 508-234-5061

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Company.



Signature of Applicant

3-6-2023

Date

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Northbridge to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Northbridge any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Northbridge's use only.

I hereby voluntarily release, Discharge and exonerate the Town of Northbridge, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Northbridge.

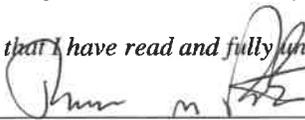
I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature



Date:

3-6-2023

"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, genderl orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

APPLICANT DATA RECORD

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.

(Please Print)

Date: 3/6/2023 Position Applied For: DPW Clerk / Secretary
Referral Source: Advertisement Friend Relative Walk-In
 Employment Agency Other: _____

Name: PARENTE Thomas Michael
Address: 23 Pleasant St. Milford MA 01757
Telephone: (774) 573-7368
Number Street City Zip

FOR HUMAN RESOURCES DEPARTMENT USE ONLY

Position(s) applied for is open: Yes No
Arrange Interview: Yes No
Employed: Yes No

Position(s) considered for: _____

Remarks: _____

Date of employment: _____

Job Title: _____ Salary: _____ Department: _____

Signature: _____ Date: _____

Notes:

September 1, 2023

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



Dear Board of Selectmen:

It is with regret that I hereby submit my resignation from the Northbridge Council on Aging effective immediately.

I was pleased to be able to assist the Senior Center staff and fellow COA members in offering the best services possible for the seniors of Northbridge.

Sincerely,

Joan McManus

Cc: Adam Gaudette, Town Manager
Northbridge Council on Aging Board
Kelly Bol, Senior Center Director

2024 Annual License Renewals

Establishment	Manager/Owner	License Type
Expires January 1, 2024 - Class I Used Car Dealer License - \$ 50		
Whitehorse Truck & Trailer & Service & Sales, LLC	Mr. Ryan Rudy	Class I - Trailers Only
Expires January 1, 2024 - Class II Used Car Dealer License - \$ 50		
4K's Auto Exports LLC	Mr. Abdul Kafal	Class II - Used Car Dealer License
Claude Elias dba Elias Motors	Mr. Claude Elias	Class II - Used Car Dealer License
Crothers Tire Co. & Auto Sales	Mr. Thomas Crothers	Class II - Used Car Dealer License
Harbro Sales & Service, Inc.	Mr. Paul T. Hare	Class II - Used Car Dealer License
J & S Motors, Inc.	Mr. Kurt VandenAkker	Class II - Used Car Dealer License
Jonathan Shenian d/b/a Cappy's Automotive	Mr. Jonathan Shenian	Class II - Used Car Dealer License
Kearns Collision Repair, Inc.	Mr. Thomas F. Colonair,	Class II - Used Car Dealer License
Perry Sales & Service Inc.	Ms. Aimee Rossetti	Class II - Used Car Dealer License
R.E.N. Sales & Service, Inc	Mr. Robert E. Nydam	Class II - Used Car Dealer License
Robert Miller dba Grinding Gears Garage	Mr. Robert Miller	Class II - Used Car Dealer License
Pace Automotive, Inc. dba Pace Auto Service	Mr. Sean Pace	Class II - Used Car Dealer License
Robert Garrigan	Mr. Robert Garrigan	Class II - Used Car Dealer License
Zeus Gas Station DBA Valley Gas	Mr. Samih Younes	Class II - Used Car Dealer License
Expires January 1, 2024 - Class III Used Car Dealer License - \$ 50		
Brian Hanley dba Northbridge Salvage		
Expires Decemeber 31, 2023- Automatic Amusement Devices License - \$ 100 (Juke Box \$30)		
MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Automatic Amusement Devices License
MSM Management, Inc. dba Sparetime Recreation	Mr. Mark Moon	(25) Automatic Amusement Devices License
National Entertainment Network	Ms. Tina Chavez	(12) Auto. Amusement Devices License
National Entertainment Network	Ms. Tina Chavez	(1) Auto. Amusement Devices License
SD Briere L.L.C dba Valley Pub	Mrs. Stephanie Briere	Auto. Amuse. Dev. License [Juke Box]
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	(1) Auto. Amuse Device Lic. [JukeBox]
Expires Decemeber 31, 2023 - Common Victualler's License - \$20		
481 Yogi Convience Store, Inc. d/b/a Highland Farms	Mr. Govind Patel	Common Victualler's License
Crystal Gas, Inc.	Mr. Mark El Houssan	Common Victualler's License
Cumberland Farms, Inc. #6682	Attn: Licensing Dept.	Common Victualler's License
D & Ng, Inc. dba King Jade	Mr. Nathan Ng	Common Victualler's License
Dimple A. Desai, Inc. dba Subway #35002 [Walmart]	Ms. Dimple A. Desai	Common Victualler's License
Dimple A. Desai, Inc. dba Subway of Whitinsville	Ms. Dimple A. Desai	Common Victualler's License
Donna Picard dba Masion de Manger	Ms. Donna Picard	Common Victualler's License
Douglaspak Inc. dba Arcade Package Store	Mr. Chanjay Amin	Common Victualler's License
Dufficy Enterprises, Inc dba Domino's Pizza	Mr. Jeff Dufficy	Common Victualler's License
Emperors Garden, LLC dba New China Pacific	Ms. Jinny Chen	Common Victualler's License
Fresh Brewed Inc., dba Dunkin Donuts	Ms. Barbara Denesowicz	Common Victualler's License
George Drosidas dba Village House of Pizza	Mr. George Drosidas	Common Victualler's License
George Marston Whitin Community Center	Mr. Heather Elster	Common Victualler's License
Harry's Famous Pizza	Mr. Odisefs Tsimogianni	Common Victualler's License
HEMA Investment, Inc. dba New Ultramart Convenience Store	Mr. Manish Patel	Common Victualler's License
JMJ Endeavors d/b/a Pirates Cove	Mr. Eric Audette	Common Victualler's License
JSC Management Group, LLC dba Burger King	Ms. Cremilda Neves	Common Victualler's License
Jyoti Enterprises, Inc. dba Gary's Variety	Mr. Harshad Patel	Common Victualler's License
Kyoto of Whitinsville, LLC	Mr. Thien Phan	Common Victualler's License
Luxury Foods, Inc. dba Divine Thai	Ms. Achara Weydt	Common Victualler's License
Mina's Food Inc. dba Vera's Mini Mart	Mr. Ashraf Youssef	Common Victualler's License

2024 Annual License Renewals

Expires Decemeber 31, 2023 - Common Victualler's License - \$20

MK Pizza, Inc. dba Northbridge House of Pizza	Mr. Maged Fakhry	Common Victualler's License
MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Common Victualler's License
Moon Management, Inc dba The Neighborhood Kitchen	Mrs. Lisa Moon	Common Victualler's License
MSM Management, Inc. dba Sparetime Recreation	Mr. Mark Moon	Common Victualler's License
Mumford Knights of Columbus Corp. #365	Mr. John Masterson	Common Victualler's License
Niyas Corporation dba Mill House Wine and Spirits	Mr. Mehul Patel	Common Victualler's License
Northbridge Donuts Inc. dba Dunkin Donuts	Mr. Thomas Denesowicz	Common Victualler's License
On A Roll Food Truck	Mr. Randy Ross	Common Victualler's License
Paulette Ruth dba The Valley Café	Ms. Paulette Ruth	Common Victualler's License
Prem Shri Sai Inc. dba 1 Quickstop Convenience	Ms. Neena Jain	Common Victualler's License
Purgatory Beer Company, LLC	Mr. Kevin Mulvehill	Common Victualler's License
RASU Jumbo Donuts dba Jumbo Donuts	Ms. Anita Mathema	Common Victualler's License
S & C Coffee, Inc dba Stephanie's Daily Grind	Mr. Charles Ganiman	Common Victualler's License
SD Briere L.L.C dba Valley Pub	Ms. Stephaine Briere	Common Victualler's License
Selia Corp. dba McDonald's Restaurant	Mr. Joseph Spadea	Common Victualler's License
Speedway, LLC dba Speedway #2415	Ms. Rachael Ingham	Common Victualler's License
SR Golf Club, LLC	Mr. Louis Papadellis	Common Victualler's License
SSJP Holdings, LLC dba Reunion	Mr. Sargon Hanna	Common Victualler's License
The 87 Diner	Ms. Margaret Gagner	Common Victualler's License
The Green Plate, LLC	Ms. Danielle Desrosiers	Common Victualler's License
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Common Victualler's License
Therecka, Inc dba The Grill	Mr. William Therecka	Common Victualler's License
Twins Nutrition, LLC dba Twins Nutrition	Ms. Christina Pare	Common Victualler's License
USRS 786, Inc dba Village Variety	Mr. Rashid Ali	Common Victualler's License
West End Creamery	Mr. Greg VandenAkker	Common Victualler's License
Whitinsville Gas and Market, LLC	Mr. Tarik Yatim	Common Victualler's License
Whitinsville Golf Club	Ms. Kimberly Martin	Common Victualler's License
Whitinsville New England Pizza, Inc	Mr. Shenouda Besada	Common Victualler's License
Xforce, LLC dba Friendly Fine Wine & Spirits	Ms. Anita Patel	Common Victualler's License

Expires Decemeber 31, 2023 - Entertainment License - \$20

D & Ng, Inc. dba King Jade	Mr. Nathan Ng	Entertainment License
Donna Picard dba Masion de Manger	Ms. Donna Picard	Entertainment License
Emperors Garden, LLC dba New China Pacific	Ms. Jinny Chen	Entertainment License
MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Entertainment License
MSM Management, Inc dba Sparetime Recreation	Mr. Mark Moon	Entertainment License
Open Sky Community Services, Inc.	Ms. Cristi Collari	Entertainment License
Purgatory Beer Company	Mr. Kevin Mullvehill	Entertainment License
SD Briere L.L.C dba Valley Pub	Ms. Stephaine Briere	Entertainment License
SR Golf Club, LLC	Mr. Louis Papadellis	Entertainment License
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Entertainment License

Expires Decemeber 31, 2022 - Sunday Entertainment Lic

Alternatives Unlimited, Inc.	Ms. Cristi Collari	Sunday Entertainment
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Sunday Entertainment [Juke Box]

2024 Liquor License Renewals

E.

Establishment	Address	License Type
<i>Expires December 31, 2023 All Alcohol Common Vic- \$1,150</i>		
D and Ng, Inc. / King Jade Resturaunt	1229 Providence Road	All Alcohol Common Vic.
Emperors Garden, LLC d/b/a New China Pacific	683 Linwood Ave.	All Alcohol Common Vic.
Kyoto of Whitinsville, LLC	185 Church Street Unit 16-4	All Alcohol Common Vic.
Luxury Foods, Inc. dba Divine Thai	123 Church Street	All Alcohol Common Vic.
MLJJ, Inc. d/b/a The Gray Barn	c/o 63 Deer Track Court	All Alcohol Common Vic.
The Philo Group Inc., dba The Rock	2043 Providence Road	All Alcohol Common Vic.
Therecka, Inc. d/b/a Grille 122	91 Providence Road	All Alcohol Common Vic.
SSJP Holdings, LLC dba Reunion	1227 Providence Road	All Alcohol Common Vic.
<i>Expires December 31, 2023 All Alcohol Gen. on Premises - \$1,150</i>		
SD Briere L.L.C. dba Valley Pub	40 Plummer Ave.	All Alcohol Gen. on Premises
SR Golf Club, LLC dba Shinning Rock Golf Club	91 Clubhouse Lane	All Alcohol Gen. on Premises
<i>Expires December 31, 2023 Club License - All Alcohol - \$1,050</i>		
Mumford Knights of Columbus Corp. 365	77 Prescott Road	Club License - All Alcohol
Whitinsville Golf Club, Inc.	179 Fletcher Street	Club License - All Alcohol
<i>Expires December 31, 2023 Package Store - All Alcohol - \$1,150</i>		
Douglaspak, Inc. dba Arcade Package Store	185 Church Street Unit 16-6	Package Store - All Alcohol
Xforce, LLC dba Friendly Fine Wine & Spirits	1167 Providence Road Unit 7	Package Store - All Alcohol
Jyoti Enterprises, Inc. dba Gary's Variety	2201 Providence Road	Package Store - All Alcohol
Niyas Corporation dba Mill House Wine and Spirits	670 Linwood Avenue	Package Store - All Alcohol
<i>Expires December 31, 2023 Package Store - Wines & Malt - \$1,000</i>		
481 Yogi Convenience Store Inc. dba Highland Farms	218 Church Street	Package Store - Wines & Malt
Crystal Gas, Inc	175 Church Street	Package Store - Wines & Malt
Mina's Foods Inc. dba Vera's Mini Mart	One Plummers Corner	Package Store - Wines & Malt
Prem Shri Sai, Inc., dba 1 Quickstop Convenience	206 N. Main Street	Package Store - Wines & Malt
USRS786, Inc. dba Village Variety, LLC	84 Border Street	Package Store - Wines & Malt
<i>Expires December 31, 2023 Wine & Malt Common Vic. - \$1,000</i>		
George Drosidas dba Village House of Pizza	191 N. Main Street	Wine & Malt Common Vic.
MSM Management, Inc. dba Sparetime Recreation	117 Church Street	Wine & Malt Common Vic.
<i>Expires December 31, 2023 Farmer Brewery Pouring Permit - \$1,000</i>		
Purgatory Beer Company, LLC	670 Linwood Ave., Bldg C 111A	Farmer Brewery Pouring Permit
<i>Expires December 31, 2023 Bring Your Own Bottle -No fee</i>		
Donna Picard dba Masion De Manger	670 Linwood Ave.	BYOB (LLA License -Not issued through the ABCC)



Adam D. Gaudette
Town Manager

TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
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SELECTMEN'S GOALS FOR THE TOWN MANAGER

January 1, 2023 through December 31, 2023

1) Budget Preparation for FY2024

Oversee the budget development process for FY2024 by working with Department Managers to provide budget materials for analysis by the Board of Selectmen and Finance Committee, in order to produce a “balanced budget” for adoption at the Annual Town Meeting on May 2, 2023 as well as any ballot questions for the Annual Election on May 17, 2023. The Town Manager will also incorporate the following within his Budget Preparation in an effort to protect and enhance the financial health of the Town:

- Capital Improvements Planning and Budgeting
- School Department Funding
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- Free Cash and Stabilization
- Seek out and apply for Grants and other sources of revenue to supplement appropriations
- Continue to utilize fiscal discipline, identify areas of savings, and promote transparency

Town Manager's Summary of Accomplishments:

- o Spearheaded the FY2024 **Budget Development Process** starting with discussing Budget Goals with the Board of Selectmen in December 2022 and carrying through to the Spring Annual Town Meeting (SATM) on May 2, 2023; also coordinated the preparation of the **SATM Warrant** that included budgetary items, capital planning, housekeeping, etc.
- o Established Budget Development goals for Department Managers to apply to budget and capital request submissions along with coordinating the 5-year Capital Plan update. Met regularly with **Department Managers and the Finance Committee** throughout the Budget Development Process including the distribution of materials and presentations, at the Finance Committee Public Meeting.
- o Obtained Town Meeting adoption of a “**Balanced Budget**” in the amount of \$52,789,577 which equated to a 2.02% increase (\$1,048,680) in spending, despite the challenges of a \$209,366 (3.07%) increase in Health Insurance Premiums, \$78,939 (3.84%) increase in Retirement costs, and a \$206,000 deficit in Snow & Ice.

- o Met with the **School Department** (NPS) and communicated the Town's financial position and the ability to fund school department needs. The approved budget for NPS included a 2.02 % increase (\$512,600), matching available % revenues. In addition, \$293,775 was approved for NPS Capital Spending (Doors/Frames, Intercom and Clock systems, Gym Floor refinishing, and Capital Space Needs Studies).
- o Updated the **5-year Capital Plan** working with Department Managers and gaining approval from the Building, Planning, and Construction Committee. Also, established the FY2024 **Capital Plan for adoption at the Annual Town Meeting**, which addressed projects including equipment purchases, building renovations, and infrastructure projects through the use of \$2,306,644 in Free Cash, \$193,775 from Building Maintenance, \$1,813 from Pine Grove Cemetery Trust, \$60,000 from Water Retained Earnings, \$517,000 from Sewer Retained Earnings, and \$115,846 from leftover capital purchases.
- o Negotiated the **Health Insurance premium renewal rate**, which resulted in a 3.07% renewal premium rate increase as well as negotiating 0% increase from the Town's Dental provider and adding a vision plan. Also sat on the Strategic Health Group Insurance Executive Board, which is our self-insured group insurance program.
- o As far as **Financial Position**, the Town maintained its **AA+ bond rating** (was increased in 2021) for relative borrowings that took place this past year. In May 2023, the Town Meeting voters approved transferring \$100,000 in Free Cash as well as moved Health Insurance Stabilization into General Stabilization, leaving the Town with its **highest ever amount of Stabilization Reserve** at approximately \$3.6 Million or 6.45% of operating budget. The Town Meeting also approved the Omnibus Budget for FY2024 that only utilized \$250,000 in Free Cash towards the budget, which is down from the \$783,000 when I started in 2017. Finally, in November of this year, the MADOR certified the Town's FY2024 Free Cash at \$3,715,129, or 6.58% of its operating budget, the **highest amount ever certified in the Town's history**.
- o Coordinated the **Fall Annual Town Meeting** along with necessary budget amendments that also required presentations/approvals to the Finance Committee and Board of Selectmen.
- o **Grants/Other Funding Sources:** In order to supplement Town Meeting appropriations for operations and project funding, Town Staff was successful applying and being awarded the following grants:
 - **Capital Budget Earmarks** (Town Manager/Public Safety/NPS): Working with our Legislators, we again were awarded **\$25,000** in earmarks in the State's FY2024 Budget for public safety upgrades in 2023/2024.
 - **Conservation Commission:**
 - ❖ Northbridge is the representative for the multi-town (Douglas, Northbridge, Sutton and Uxbridge) MVP 2.0 grant that is being administered by CMRPC. Below is a list of information pertaining to the grant.
 - Total award is **\$290,000** to split amongst the 4 communities;
 - First phase is to develop a core team (including paid community liaisons) that will develop and implement climate change resilience measures within the watershed of the Mumford River;
 - Phase 2 will be to develop a pilot project within each town that will provide community resilience;

- Phase 3 will be the implementation of and assessment of the pilot project, each Town will receive **\$45,000** of funding to implement the project.
- ❖ Currently Phase 1 is ongoing. Note that there is no required match from the Town.
- **Council on Aging:**
 - ❖ Annual EOEI State Formula grant **\$56,924**.
 - ❖ Cultural Council grants, info has not been released yet.
- **DPW/Highway Department:**
 - ❖ MVP (Municipal Vulnerability Preparedness) Grant from the State Executive Office of Energy and Environmental Affairs -**\$402,627.00** – for “Flood Resilience and Water Quality Protection through Better Causeway and Green Infrastructure Design.”
- **Fire Department:**
 - ❖ **DFS Firefighter Safety Equipment Grant** **Received \$15,381**
This grant was used to purchase a 2nd washer extractor for cleaning fire gear. We were also able to purchase wildland firefighting coats for all firefighters. We were also able to purchase 4 sets of ballistic vests with helmets.
 - ❖ **EMPG Grant** **Received \$4,600**
This grant was used to purchase wildland fire equipment and wildland helmets for each firefighter.
 - ❖ **SAFE Grant** **Received \$5,281**
This grant is used to fund fire education classes for school age children.
 - ❖ **Senior SAFE** **Received \$ 2,680**
This grant is used to fund fire safety education classes for senior citizens.
 - ❖ **Public Safety Earmark** **Received \$12,500**
This grant was used to purchase a piece of rescue equipment.
 - ❖ **AFG Grant** **Applied for \$60,000- Not-funded**
Applied for mobile computers and software for apparatus.
 - ❖ **SAFER Grant** **Applied for \$1,700,000- Not-funded**
 - Applied for 6 more firefighter/Paramedics to be funded for next 3 years.
- **Planning:**
 - ❖ **Green Communities Grant Program** – Northbridge was awarded **\$89,916.00** in GC grant funds as part of DOER’s 2022 Competitive Round (eligible for up to \$100K). Projects funded included remaining LED lighting upgrades at Northbridge High School & ongoing HVAC Univent Demand Controls at the High School. Planning submitted 2023 Competitive Round - Block 2 application in the amount of **\$191,385.00** (eligible for up to \$200K) for additional HVAC Univent Demand Controls at High School. GC grant-funds have become very competitive (since 2019) coupled with eligibility requirements specific to more stringent standards for DOER’s (town adopted) Fuel-Efficient Vehicle Policy.
 - ❖ **Community Development Block Grant (CDBG)** – Planning continues to administer CDBG funds (**\$800,000.00**) awarded to Northbridge for FY2020, where project funding shall be expended by December 2023 - to remain eligible for next round of CDBG. HOUSING REHABILITATION PROGRAM is nearing conclusion w/two properties remaining to be completed; in total 11 properties (14 units) benefited; approximately 20 properties remain on waiting list for future HRP consideration (TBD). SLUM & BLIGHT INVENTORY reports (SBI) for New Village & Rockdale neighborhood Target Areas have been approved by State (EOHLC) & shall remain valid through October 31, 2033. CHURCH AVENUE ROADWAY & INFRASTRUCTURE IMPROVEMENT

PLAN DRAWINGS (Rockdale Target Area) are underway (Turning Point Engineering) w/deliverables due mid-December. *Due to COVID pandemic, release of FY2020 CDBG funds was delayed. Town may be eligible & may apply for FY2024 CDBG Funds (up to **\$950,000.00**) for additional Housing Rehabilitation & construction costs for Church Avenue project (multiple phases). FY2024 CDBG applications due March 2024

- ❖ **Municipal Vulnerability Preparedness Program (MVP)** – Community Planning assisting Department of Public Works & Conservation Commission on 2023 MVP Action Grant (**\$190,000.00±**) for Carpenter Reservoir Watershed (Carpenter Rd & Main St causeways). David Pickart, Conservation Agent overseeing MVP 2.0 regional initiative on behalf of Northridge with Douglas, Sutton, Uxbridge, & CMRPC.

- **Police Department:**

- ❖ State 911 Training Grant: **\$17,619.16.**
- ❖ State 911 Department-Support & Incentive Grant: **\$54,688.00.**
- ❖ Municipal Road Safety Grant: **\$27,212.25.**
- ❖ Defibrillator Grant - **\$2,500.00** (awaiting award announcement).

2) **Fire Station Building Project**

Oversee the Fire Station Construction process; providing support to the Building, Planning, and Construction Committee (BPCC), and working in conjunction with the Owner's Project Manager (CHA) and the Architectural Consultant (TGAS), along with the Fire Chief and his staff. Required tasks of the design development phase include:

- The Town Manager will attend weekly design meetings and construction meetings as he is available.
- The Town Manager will coordinate BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review.
- The Town Manager will regularly communicate aspects of the construction process to the Board of Selectmen, Finance Committee, and residents, including informational relative to project costs.
- The Town Manager will work closely with the Fire Chief and his staff on any design changes; coordinating with the OPM and Architect.
- The Town Manager will work closely with the Design Team to oversee and coordinate the payment and change order process for the BPCC review.

Town Manager's Summary of Accomplishments:

- Coordinated all BPCC meeting agendas, meeting documents, and presentation materials for the Committee during the review period.
- Provided regular updates to the Board of Selectmen and Finance Committee regarding the project budget and plan development, forwarding relative presentation documents.
- Processed FOIA (Freedom of Information Requests) regarding bid process from trade unions.
- Coordinated abutter issues as they arose.

- Coordinated Builder's Risk Insurance Extension with General Liability provider (MIIA).
 - Participated in Weekly Conference Calls on Mondays with the Design Team.
 - Participated in Weekly Construction Site Visit Meetings on Thursdays with Design Team, GC, and relevant subs.
 - Reviewed and processed all Project Invoices and maintained Budget Tracking/Reconciliation for the BPCC.
 - Worked with the Fire Chief, BPCC, management and construction teams on project coordination, change orders, special work schedules, etc.
 - Project is nearing completion as discussion surrounding Substantial Completion/Punch List/Move in date has begun.
-

3) **American Rescue Plan Act (ARPA) Project Coordination**

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. This law provides resources through the new Coronavirus Local Fiscal Recovery Fund (CLRF) to local governments to respond to the public health emergency caused by COVID-19. These funds are administered by the US Department of the Treasury and in Massachusetts with assistance from the Executive Office of Administration and Finance (A&F).

The Town of Northbridge is set to receive \$1,745,767 in "Direct Local Care" and \$3,239,700 in "County Reallocation" funds for a total of \$4,985,467. Funds must be expended by December 2024 and do not require Town Meeting Appropriation.

The Town Manager previously completed the staff and non-profit project application process as well as obtaining support from the Board of Selectmen and the Finance Committee for the Town's recommended ARPA plan.

The Town Manager will coordinate project implementation and the following suggested tasks:

- The Town Manager will oversee project reporting by the Town Accountant to the Department of the Treasury.
- The Town Manager will ensure proper procurement procedures.
- The Town Manager will ensure that prevailing wage regulations are followed.
- The Town Manager will meet with staff and nonprofit representatives as needed to ensure compliance and success.

Town Manager's Summary of Accomplishments:

- Continue to follow the adopted Final Rule by Congress and the installation of Guidelines by the Department of Treasury for administering Local ARPA Funds.
- Responsible for the oversight of project reporting by the Town Accountant to the Department of the Treasury.
- Along with the Town Accountant, review project submittals (invoices, budget and/or program changes) for compliance.

➤ **Project Status:**

COMPLETE:

- **Board of Health COVID Test Kits Supply Purchase (\$30,000)**
- **BVT LPKF ProtoMat Milling System (\$28,320)**
- **Council on Aging Van (\$60,000)**
- **Fire Department Organizational Strategic Plan (\$32,500)**
- **Fire Department Staff Mental Health Program (\$25,000)**
- **Fire Dept and Police Dept Premium Pay (\$30,000)**
- **Library Laptops, Book Bike, Self-Checkout System (\$9,475)**
- **NPS Student Chromebooks (\$78,750)**
- **Town Clerk Voting Box/Poll Pads (\$10,400)**
- **Whitin Community Center Gymnasium Renovations (\$632,661)**

ONGOING:

- **BV Chamber Electronics/Expansion/Teachers (\$188,65)** 3-year program.
 - **Family Continuity Mental Health Services \$372,411** 3-year program.
 - **BVRNHC Staff for Programming (\$90,000)** 3-year program.
 - **Valley Cast (Open Sky) Staff for Programming (\$90,000)** 3-year program.
 - **Whitin Community Center Scholarships (\$75,000)** 3-year program.
 - **Fire Department Radio System Infrastructure (\$1,000,000)** RFP to be advertised soon.
 - **Highway Department Stormwater Management (\$150,000)** Leland Road project ongoing.
 - **Mumford Riverwalk Boardwalk (\$400,000.00)**
Project is under contract -JPB Construction, Inc. (General Contractor) & York Bridge Concepts (Subcontractor); project has received local approval (Conservation Commission); construction start date for March/April 2024 w/anticipated completion date of April/May 2024. In addition to ARPA funds the sum of \$200K has also been earmarked from the Stone Hill Development (monetary gift/payment in lieu of affordable units). Survey work (Feldman Geospatial) & Owners Project Manager (Turning Point Engineering) paid via Stone Hill Dev. *No ARPA Funds have been expended at this time.* Contacted work totals \$571,200.00.
 - **Signage & Wayfinding Program (\$00.00)**
ARPA funds originally allocated for signage & wayfinding (\$40K) have been re-programmed for the Rockdale Pocket Park.
 - **Rockdale Pocket Park (\$65,000.00)**
Park layout has been reviewed/approved by Safety Committee (& Conservation Commission); IFB -Invitation for Bids for construction has been prepared & will be advertised in late February 2024 for project start date of early Spring 2024. In addition to ARPA Funds the sum of \$50K has also been earmarked from Stone Hill Development (monetary gift/payment in lieu of affordable units). Survey work (Allen Engineering & Associates, Inc.) & Landscape Architect (AEA) paid from Stone Hill Dev. *No ARPA Funds have been expended at this time.*
 - **Historic Whitinsville Walking Tour Brochure (\$5,000.00)**
Planning had been in contact with members of the Northbridge Historical Commission (Ken Warchol & Christine Johnson) regarding (re)design & printing of Self-Guided Tour pamphlets. In preparing this communication, Planning
 - **Whitin Community Center Town Hall Annex Child Care Project (\$1,000,000)** OPM and Architect hired. Schematic Design Development underway.
 - **Whitin Community Center playground/tennis court renovations (\$362,717)** Hasn't started yet.
-

4) **Linwood Basketball Courts, Bleachers, Playground and Lights Project**

Oversee the Linwood Courts Project process, working with the Playground and Recreation Committee, and along with the DPW Director, serve as the Town's Project Manager, coordinating the efforts of the Designer, Activitas.

- Required tasks include: a) coordinating programming with Playground and Recreation Committee b) concept design development, c) materials alternatives, d) development cost analysis, e) permitting, f) project bid specifications, g) contractor bids and award, h) construction, and i) construction monitoring and project close-out.
- The Town Manager will coordinate presentations by Activitas with the Parks and Recreation Committee and resident users.
- The Town Manager will also incorporate a review and comment process on all the potential costs associated with project development with the Playground and Recreation Committee.

Town Manager's Summary of Accomplishments:

- Coordinated Playground & Recreation Meetings assisting with agendas, required votes, architect and contractor contract administration (review change orders, invoices), meeting materials, etc.
- Coordinated along with the OPM the project cost analysis, permitting, project bid specifications, contractor bids and award, construction meetings, and construction monitoring and project close-out.
- Provided regular updates to the Board of Selectmen and Finance Committee regarding the project budget and plan development, forwarding relative presentation documents.
- Participated in any necessary Conference Calls with the Design Team, GC, Playground & Recreation, and DPW.
- Participated in any necessary Construction Site Visit Meetings Design Team, GC, Playground & Recreation, and DPW.
- Reviewed and processed all Project Invoices and maintained Budget Tracking/Reconciliation for the Playground & Recreation Committee.
- Worked with the DPW Director and construction teams on project coordination, change orders, special work schedules, etc.
- Current status is substantially complete. The General Contractor is working through punch list items, including installing benches which are on back-order.

5) **Cable Franchise Agreement Renewal**

Oversee the Spectrum Cable Franchise Agreement Renewal process, working with the Cable Advisory Committee, and along with the NCTV staff and Board of Directors.

- Required tasks include: a) evaluating capital and operating needs for PEG access with Cable Advisory Committee b) coordinating local, legal counsel oversight, and c) coordinating renewal process with the MA Department of Public Utilities ;
- The Town Manager will attend monthly Cable Advisory Committee Meetings, as well as

attend and coordinate the required statutory public hearing for the renewal;

- The Town Manager will coordinate the franchise agreement review and comment process with Counsel and the Committee as well as regularly provide updates to the Board of Selectmen throughout the process.

Town Manager's Summary of Accomplishments:

- Met with the Cable Advisory Committee and staff to discuss capital and operating needs for the Franchise Agreement Renewal.
- Coordinated the hiring of William Hewig, Attorney at KP Law to assist the Cable Advisory Committee with negotiations and hearings for the Spectrum Franchise Agreement Renewal.
- Attended periodic monthly meetings of the Cable Advisory Committee at the Cable Studio to discuss negotiations with Spectrum.
- Ran periodic Zoom meetings for the Cable Advisory Committee for their remote negotiations discussions.
- Attended the first Cable Advisory Committee Public Hearing in the Town Hall Selectmen's Room.
- Provided regular updates to the Board of Selectmen via weekly reports.
- Coordinated communications between KP Law and Spectrum as it relates to negotiations and draft Renewal Agreements.
- Currently awaiting Spectrum's approval of the final draft of the Renewal.

**PERFORMANCE EVALUATION
TOWN MANAGER
JANUARY 1, 2023 – JANUARY 1, 2024**

- 5. **Outstanding** - Clearly exceeds what is required and expected by the Board
- 4. **Above Satisfactory** - Understands the issues and is addressing the same
- 3. **Satisfactory** - Is meeting the requirements of the Manager's role
- 2. **Needs Improvement** - Is meeting the requirements of the Manager's role, but improvement is needed to move an issue forward
- 1. **Unsatisfactory** - Is not meeting the minimum standards of the position of Town Manager

1. BUDGETARY/FINANCIAL ADMINISTRATION - Reports and projects the financial condition; management practices and policies are designed to maintain (or achieve) a sound financial condition; carries out Charter requirements for budget development and oversight.

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

2. PERSONNEL ADMINISTRATION - Is the Manager an effective supervisor when it comes to the employees and department heads and in your opinion develops good employer/employee relations.

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

3. PUBLIC RELATIONS - Has the Manager served the citizens of the Town? Has he listened to their issues and/or complaints and has he resolved these request(s) in a timely manner?

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

4. INTERACTION WITH THE BOARD - Do you feel the Manager has communicated well with members of the Board in all issues concerning the Town?

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

5. EMPLOYEE AND LABOR RELATIONS - The Manager is responsible for negotiating all union contracts involving town employees when it comes to wages, hours and other terms and conditions of employment including those of non-union employees. Considering that the Manager has dealt with almost every Union and all non-union employees during the fiscal year has the Manager represented the Town well in these situations?

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

6. STAFF DEVELOPMENT - Effectively assigns work to others; provides sufficient information to keep the employees productive, motivated and part of the team.

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

7. INTERGOVERNMENTAL - Effectively coordinates activities with other municipalities, state and federal agencies.

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

8. GOAL/PERFORMANCE ATTAINMENT - Considering resources available, is progressing with Fiscal Year goals.

___5 Outstanding ___4 Above Satisfactory ___3 Satisfactory ___2 Needs Improvement ___1 Unsatisfactory

Comment: _____

