

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
August 12, 2013 AT 7:00 P.M.**

Joint meeting with the Trustees of Soldier's Memorials

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

- A. 1) June 10, 2013 2) June 24, 2013 3) July 8, 2013

II. PUBLIC HEARINGS

III. APPOINTMENTS

By the Board of Selectmen:

- B. 1) Election Workers** (Democrat, Republican, and Unenrolled)/Vote to appoint
2) Central Mass. Regional Planning Commission: 1) Second Delegate 2) Alternate
3) 2013 Annual Reappointment(s): James Hackett, Cable Advisory Comm.; Devin Stevens, Ad Hoc Fields Comm.
[H.S. Student Rep.]

By Joint Appointment with the Trustees of Soldiers' Memorials:

- 4) James Gallagher** [Non-Veteran position]

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

- C.** Past & Present Etc. [Richard Clark]/Application for a Junk Dealer's License
D. Sewer Abatement Appeal [Janet & Richard Diehl]
E. Operation Graduation [Selena Livingston]/Request permission to conduct a "boot drive" on Saturday, September 28, 2013 from 9:00 A.M. to 1:00 P.M. @ Memorial and Oviaan Squares
F. St. Camillus Health Center [Bonnie Dryden]/1) Requests a Charity Wine License for their 8th annual fundraising event to be held Friday, September 20, 2013 from 6 PM to 10 PM. 2) Request permission to hang a banner across Church Street from September 15, 2013 through September 22, 2013 to advertise their annual Evening at the Mansion Wine Tasting Event.
G. Riverdale Cemetery Deed/Carol Lewis – Lot #2
H. Northbridge Fire Department/Request permission to conduct a "Fill the Boot" drive for Muscular Dystrophy Association on Saturday, August 31, 2013 from 9:00 A.M. to 12:00 P.M., at Memorial Square
I. Safety Committee Minutes [July 23, 2013]/Vote to accept recommendations
J. Worcester County Selectmen's Association/Invitation to join the Association
K. Gilmore Drive [Acceptance of Easement Deed]/Vote to accept
L. Ashton Place LLC – License Agreement
M. Fall Annual Town Meeting [October 22, 2013]/Vote to place articles on warrant

VI. DISCUSSIONS

- N.** Taxpayer Request Letter

VII. TOWN MANAGER'S REPORT

- O. 1) Central Homeland Security Equipment**
2) Planning Board Vacancy
3) School Committee Vacancy
4) Sutton Street Reconstruction Update
5) Bridges Update

VIII. SELECTMEN'S CONCERNS

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
- 2) Under M.G.L. Chapter 30A, S21 #3 To discuss strategy with respect to contract negotiations

**Board of Selectmen's Meeting
June 10, 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, Marzec, Athanas, and Melia. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

Reorganization of the Board of Selectmen:

Town Manager Kozak announced that he would proceed with the reorganization of the Board and polled the Board of Selectmen for **Nominations for Chairman:** A motion/Mr. Ampagoomian, seconded/Mr. Melia to nominate Daniel Nolan as Chairman of the Board of Selectmen. Mr. Kozak asked if there were any further nominations. There being none, he closed nominations and asked for a vote on the nomination of Selectman Nolan for Chairperson. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes, Mr. Nolan/Yes, Mr. Marzec/Yes, and Mr. Athanas/Yes. Mr. Nolan then assumed the Chair. Chairman Nolan called for **Nominations for Vice-Chairman:** A motion/Mr. Melia, seconded/Mr. Athanas to nominate Charles Ampagoomian as Vice-Chairman of the Board of Selectmen. Chairman Nolan asked if there were any further nominations. There being none, he closed nominations and asked for a vote on the nomination of Selectman Ampagoomian as Vice Chair. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes, Mr. Nolan/Yes, Mr. Marzec/Yes, and Mr. Athanas/Yes. Chairman Nolan called for **Nominations for Clerk:** A motion/Mr. Ampagoomian, seconded/Mr. Melia to nominate James Athanas as Clerk of the Board of Selectmen. Chairman Nolan asked if there were any further nominations. There being none, he closed nominations and asked for a vote on the nomination of Selectman Athanas as Clerk. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes, Mr. Nolan/Yes, Mr. Marzec/Yes, and Mr. Athanas/Yes.

Approval of Minutes. May 6, 2013 –A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the May 6, 2013 minutes as presented with the readings omitted. Vote yes/Unanimous. **May 20, 2013 [Executive Session]**—A motion/Mr. Athanas, seconded/Mr. Ampagoomian to approve but not release the May 20, 2013 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Melia, Athanas and Nolan. Abstain/Mr. Marzec.

Public Hearing/7:05 P.M. National Grid and Verizon New England – Petition for Joint or Identical Pole Locations on Beane's Lane. Plan No. 14278205, dated May 10, 2013. Installation of two new poles. Present: Crystal Tognazzi, National Grid and Tom Blicharz, Verizon New England. Chairman Nolan read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the public hearing. Vote yes/Unanimous. Chairman Nolan announced that all abutters have been notified of tonight's public hearing. Mr. Nolan asked if anyone was present for National Grid and/or Verizon to come forward. Ms. Crystal Tognazzi introduced herself and stated that she was the representative from National Grid and that National Grid is petitioning for a Joint or Identical Pole Location on Beane's Lane, in order to provide Cumberland Farms with a new three phase electrical service. Chairman Nolan asked if anyone had any questions or concerns. Chairman Nolan asked if there are any abutters present that wish to speak on this matter to please come forward. Wilfred Dineen, 2227 ½ Providence Road, asked the location of the poles and Ms. Tognazzi explained that both poles would be set on the road side. Ms. Tognazzi also stated that all residents being fed from those lines will be notified prior to the poles being installed in case of an outage. Town Manager Kozak asked Ms. Tognazzi to send the DPW Director an email so he can post it on cable. Selectman Ampagoomian asked if there was an existing pole there already and Ms. Tognazzi replied no. There being no further questions or comments, a motion/Mr. Melia, seconded/Mr. Marzec to close the public hearing. Roll Call Vote: Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Nolan/Yes. Selectman Ampagoomian

asked Ms. Tognazzi why the double poles have not been removed yet and asked for assistance to get them removed. She will discuss with Bob Russell and get back to the town. A motion/Mr. Melia, seconded/Mr. Athanas to approve the joint pole petition of National Grid and Verizon New England, Inc., to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary to be owned and used in common by your petitioners, in the following public way or ways: Petition for Joint or Identical Pole Location on Beane's Lane. Proposed location of new Joint Owned Pole on Public property. Pole 2-50 and joint-owned Pole 2-51 in order to provide Cumberland Farms with a new three phase electrical service. Vote yes/Unanimous. Town Manager Kozak asked Mr. Blicharz of Verizon New England, if Verizon would be bringing FIOS to Northbridge. Mr. Blicharz mentioned that Verizon has terminated the placement of FIOS to any new communities

Appointment/By the Town Manager. Police Department Civilian Dispatcher/Michael R. Choquette. Present: Walter Warchol, Chief of Police. Chief Warchol asked the Board of Selectmen to affirm the Town Manager's appointment and then mentioned that Mr. Choquette replaced Jack Inger, who recently left to pursue other endeavors. Mr. Choquette is highly qualified and will be an asset to the department. A motion/Mr. Melia, seconded/Mr. Ampagoomian to affirm the appointment of Michael R. Choquette, Civilian Dispatcher. Vote yes/Unanimous. Selectman Melia asked that a letter be sent to Mr. Jack Inger for his long time service to the Town.

Citizens' Comments/Input. State Budget/Present: Sen. Michael Moore & Sen. Richard Moore – will be arriving @ 7:30 P.M. The Senator's will be arriving later so the Board of Selectmen will continue on with their meeting until they arrive.

Partial Release of Certificate Not to Encumber/Corey – 538 Cooper Road, Northbridge. Present: Attorney Faith Lane, Lane & Hamer. Attorney Lane advised the Board that she represents the Corey's on Cooper Road and that her clients deeded a vacant piece of their land to their son. Attorney Lane mentioned that her clients, The Corey's, hired her to draw up a deed and get the partial release from their lender from A 1997 mortgage. She went on to explain that she requested from Jennifer Dulmaine, a former Town Employee, in the Community Development Department a partial release of the Certificate Not To Encumber relating to a housing Rehabilitation Program from July 1, 2004, amended on June 14, 2015. Attorney Lane stated that she prepared the partial release for Jennifer Dulmaine, who in turn brought it to a Selectmen's meeting on June 5, 2006, which they signed and approved the release. The deed to the Corey's son was recorded on June 7, 2006, and subsequently their son built a home and mortgaged the premises several times apparently without any title problem surfacing. It has recently come to light that there was a second Certificate Not To Encumber dated June 2, 2005, which neither Jennifer Dulmaine nor Attorney Lane aware of (most likely because of the closeness in date to the amendment). Attorney Lane also mentioned that since the acreage was only a portion of Richard and Janice Corey's property on which they lived, the Town's Certificate Not To Encumber was still in place as to their remaining property. She stated that it would not have made sense to partially release one certificate without the other and if you review the previous minutes, of June 5, 2006, it would be evident that there was no intention to keep this 1.02 acre lot, now known as 552 Cooper Road, under any Certificate Not To Encumber. She asked the Selectmen to approve the partial release for that June 2, 2005 Certificate Not To Encumber, which matches the language in the earlier release given June 5, 2006. Town Manager Kozak recommends the Board of Selectmen release the lien. A motion/Mr. Athanas, seconded/Mr. Melia to approve the Partial Release of Certificate Not To Encumber dated June 2, 2005 for Richard and Janice Corey. Vote yes/Unanimous

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. A motion/Mr. Marzec, seconded/Mr.

Ampagoomian to sign the Blackstone Valley Regional Recycling Center License Agreement for another year. Vote yes/Unanimous.

Lease Agreements: Rockdale Village Foundation, Oliver Ashton Post #343. Town Manager Kozak informed the Board that this is an annual lease agreement with the Rockdale Village Foundation and Oliver Ashton Post #343 and recommended the Board sign the lease agreements for another year. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the Rockdale Village Foundation lease agreement for another year. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the Oliver Ashton Post #343 lease agreement for another year. Vote yes/Unanimous.

Northbridge Youth Soccer Association/Request permission to hang a banner over Church Street from July 21, 2013 through August 4, 2013 to advertise the 3v3 Annual Soccer Tournament to be held on August 10th & 11th. A motion/Mr. Marzec, seconded/Mr. Athanas to grant permission to the Northbridge Youth Soccer Association to hang a banner over Church Street from July 21, 2013 through August 4, 2013 to advertise the 3v3 Annual Soccer Tournament to be held on August 10, 2013 and August 11, 2013. Vote yes/Unanimous.

Mill House Wine & Spirits, Inc. [Alexis Giannopoulos]/Application for Common Victualler's License. Present: Attorney Robert Knapik & Alexis Giannopoulos, Manager. A motion/Mr. Melia, seconded/Mr. Athanas to approve the Mill House Wine & Spirits, Inc. [Alexis Giannopoulos, Mgr.] application for Common Victualler's License located at 670 Linwood Ave., Whitinsville, MA. Vote yes/Unanimous.

FY 2012 Audit/Present: Tim Harrison, Borgatti Harrison & Co. & Neil Vaidya, Town Accountant. Mr. Harrison provided the Board of Selectmen with an overview of the results of the FY'12 audit and prior year recommendations. He began the presentation by speaking about the OMB Circular A-133 Report, which deals with Compliance with Laws and Regulations, Review of Internal Controls and Compliance as they relate to Federal expenditures. He announced that there were no findings and that during FY 2012, the Town spent about \$1.5 million dollars in federal money. That being said, Mr. Harrison went on to the Basic Financial Statements and mentioned there were no findings. He then turned to the Management letter where he touched on the following items: **Prior Year Recommendations: Improve Internal Controls Over Treasurers' Cash** – Mr. Harrison recommends the Town Treasurer begin preparing monthly bank reconciliations for the payroll and vendor checking accounts and, if need be, obtain training on how to perform this important treasury function. **Current Year Recommendations: 1) Prepare to Implement GASB Statement 68** – Mr. Harrison recommends the Town begin planning for the implementation of GASB Statement 68 by gaining an understanding of the new requirements and ensuring that the Town's applicable portion of the retirement system's unfunded liability is audited and available for inclusion in the financial statements. Mr. Harrison stated that they will be monitoring best practices for implementing this standard across the state and country and will provide guidance in the upcoming year(s). **2) Tax Title Accounts** – Mr. Harrison recommends that the Tax Collector follow Massachusetts General Laws regarding the recording of tax liens on uncollected real estate taxes every year. The other advantage to the Town for doing this besides securing the eventual collection of the past due taxes is that MGL allows interest charged while in tax title at a higher rate than the rate that is allowed while just a regular account receivable. **3) Review and Update Existing Financial Policies** – Mr. Harrison recommends that the Town review existing written financial policies and update if necessary and also determine which policies have not been written and prepare those for the Board of Selectmen approval. He suggests that the Town have formal written policies for free cash, stabilization, investment guidelines for trust funds and stabilization funds, investment guidelines for general funds and other funds, and debt policy. Selectman Melia stated that he is concerned with the Tax Title Accounts and asked why nothing has been done in three years. Mr. Harrison explained it wasn't mentioned prior because the Treasurer/Collector was new and there is a learning curve. He suggested

training for the Treasurer/Collector. Ms. Kimberly Yargeau addressed the Board by advising them that during the first two years of working for the town there was no money in the budget to advertise and make the takings. She also mentioned that one of her staff members was working on the takings but has since resigned. Mr. Harrison explained that any monies spent for the takings [any associated costs] such as legal fees and advertising would eventually come back to the town. The complete Management Letter can be found on file in the Town Manager's Office.

Citizens' Comments/Input. State Budget/Present: Sen. Michael Moore & Sen. Richard Moore.

Chairman Nolan welcomed Senator Michael Moore and Senator Richard Moore to Northbridge. Senator Richard Moore advised the Board that the last time they spoke was because of the concerns with the Rockdale Bridge. He mentioned that they [Rep. George Peterson, Sen. Michael Moore & Sen. Richard Moore] sent a letter to the Highway Administrator looking for answers as to why the bridge was at a standstill. Senator Richard Moore explained that the response for the delay was because of an unforeseen subsurface ledge condition in the river and needed to have someone redesign of the excavation support system. He then noted that he received notice that the opening of two-way traffic in Rockdale should begin in September. On another note, Senator Richard Moore mentioned that the Senate and House have both passed their versions of the budget and doesn't feel there are any significant differences between the two budgets. He thinks the budget will be back for final enactment within the next two to three weeks. Senator Michael Moore discussed the local aid numbers by saying that they started the budget process with a 1.2 billion dollar budget gap that they needed to close and by the end of the budget the senate budget totaled 33.989 billion dollars. He then mentioned that Chapter 70 funding was increased by the House by 15 million dollars and then stated that the circuit breaker account was fully funded. Senator Michael Moore advised the Board of Selectmen to send a letter of support to the Conference Committee advocating for the higher numbers. Selectman Athanas asked if the Chapter 90 funds to the Town of Northbridge would be increased and Senator Michael Moore replied that it would increase about 50% but until the conference committee is worked out its hard to say what the percentages will be. Selectman Ampagoomian asked whether they'll know the budget numbers before or after June 30, 2013 and Senator Michael Moore replied before June 30, 2013. Selectman Ampagoomian asked if there would be any increases in grants for municipalities to apply for building police and fire stations. Senator Michael Moore stated that the Municipal Regionalization and Efficiencies grants program was increased by 10 million dollars and Senator Richard Moore then explained that the state is in no position to be able to fund anymore. Selectman Marzec asked if there were any movements on the senate side or on the legislative side regarding unfunded mandates for the school, such as, no child left behind and special education budgets. Senator Richard Moore explained that the examples Selectman Marzec provided are for Congressman McGovern or Senator Warren to handle because they are federal mandates. Town Manager Kozak asked about the cost of transportation to the Norfolk Agricultural School and getting assistance for the schools. Senator Richard Moore explained that the Department of Education is in the process of setting up a reimbursement process for cities and towns. Town Manager Kozak discussed how the Town of Northbridge was suppose to receive around \$80,000.00 in unrestricted aid but received about half of that and is hoping that the senate and others support the House version and restore the unrestricted aid. Senator Michael Moore suggested sending a letter to the Conference Committee to fight for the money and Town Manager Kozak replied that he would send a letter.

Departmental Updates/Present: Walter Warchol, Police Chief, Gary Nestor, Fire Chief, James Shuris, DPW Director, and R. Gary Bechtholdt, Town Planner. Town Manager Kozak mentioned that the following Department Heads were present to provide updates on their accomplishments, budget projections and their future needs. The above Department Heads provided their departmental updates covering the period of January 1st through May 31st. A copy of the department head's quarterly report can be found in the minute's book in the Town Manager's Office.

Town Manager's Report/1) Memorial Day Ceremony: Attended the activities in Whitinsville and at the American Legion. There was a very good turnout and the music and speakers were excellent. **2) Summer Concert Series:** Alternatives will be holding the Summer Concert Series beginning Friday, June 28, 2013, from 6 PM to 8 PM., prior to the Northbridge Fourth of July fireworks celebration. Concerts will then be held every Thursday evening from 6 PM to 8 PM until September 10th. **3) Whitinsville Social Library Summer Program:** Announced that June 15th is a Family Day Celebration of the Library Building's 100th Year & the beginning of the Summer Reading Kickoff program. **4) Town Hall Windows/Update:** The contractor has begun installing replacement windows on the second floor. Work should be completed by the end of June. Town Manager Kozak mentioned that the lower windows were not part of the grant program but will be done. **5) Lease of St. Patrick's Property for School Department Purposes (Portable Trailers):** The renewal of the contract is being finalized by the School Department and will be presented to the School Committee at their next meeting. The item will be placed on the next Selectmen's agenda [June 24, 2013]. **6) Pine Grove Cemetery:** The Town was approached by a trustee of the Pine Grove Cemetery Association to inquire if the Town would be interested in obtaining the Pine Grove Cemetery property & assets. Recently, James Shuris and I conducted a tour of the facility with one of the trustees to see the property layout. It is a beautiful piece of property with an office, garage and equipment. It includes 10 acres of land that is undeveloped, with ample room for expansion. Mr. Shuris and Town Manager Kozak asked the trustees for information regarding the property layout, equipment and other assets. I recommend that we do an analysis to determine the potential for the town to obtain the property. **7) Town Manager Goals and Objectives:** Requested the Board to propose three to four goals in FY 14, for the Town Manager. Please give the information to the Chairman of the Board who will review and prioritize them with the Town Manager. **8)** Announced that there is a non-veteran opening on the Trustees of Soldiers' Memorials and will require a joint meeting of the Board of Selectmen and Trustees of Soldiers' Memorials to fill the vacancy. He recommended posting the vacancy and accepting applications until June 28th. He mentioned a joint meeting of the Board of Selectmen and Trustees of Soldiers' Memorials will take place sometime July to fill the vacancy.

Selectmen's Concerns. Selectman Ampagoomian 1) Asked if the Building, Planning and Construction Committee could look at the current Fire Station facility. **2)** Asked Town Manager Kozak if there could be a section on the Town's website to place "Municipal Projects" where all the projects going on could be listed and updated weekly for residents to view. **3)** Mentioned taking another look at a new fire station and DPW facility. **4)** Congratulated Jay Athanas for being re-elected to the Board and thanked the residents of Northbridge for re-electing him. **Selectman Athanas)** Congratulated Selectman Ampagoomian on being re-appointed to the Board and thanked the residents for re-electing him to the Board. He then thanked everyone for going out to vote. **Selectman Marzec 1)** Trash recycling. **2)** Open Space & Field Space Issue. **3)** Mentioned that he saw an article referencing restaurants and a .75% tax increase and this is something the Northbridge Board of Selectmen chose not to do. He then suggested using this money for economic purposes and reconnecting with the Blackstone Valley Chamber of Commerce. He also suggested that the Selectmen meet with business owners to find out how things are going and assist them with staying open and allowing them to grow.

Executive Session. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to go into Executive Session under M.G.L. Chapter 30A, S. 21#6 - To consider the purchase, exchange, lease or value of real property –and not 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.

Meeting Adjourned: 9:36 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

June 10, 2013

A. Re-Organization of the Board of Selectmen. No documentation.

I. APPROVAL OF MINUTES

B. 1) Copy of May 6, 2013 minutes. **2)** Copy of May 20, 2013 Executive Session minutes.
[Removed from backup documentation as they have not been released by Board of Selectmen]

II. PUBLIC HEARING

C. 1) Copy of public hearing notice. **2)** Copy of National Grid & Verizon petition. **3)** Copy of pole petition drawing. **4)** Copy of abutter's list. **5)** Copy of memo to assessor's office.

III. APPOINTMENTS/By the Board of Selectmen

D. 1) Copy of letter from Walter Warchol, Police Chief, regarding new dispatcher hire. **2)** Copy of Michael R. Choquette's resume.

IV. CITIZENS' COMMENTS/INPUT

E. No documentation.

V. DECISIONS

F. 1) Copy of letter from Lane & Hamer re: 538 Cooper Road, Northbridge. **2)** Copy of Partial Release of Certificate Not To Encumber. **3)** Copy of Exhibit A. **4)** Copy of Certificate Not to Encumber. **5)** Copy of Board of Selectmen minutes dated June 5, 2006. **6)** Copy of Certificate Not to Encumber. **7)** Copy of Amendment to Certificate Not to Encumber. **8)** Copy of Partial Release of Certificate Not to Encumber.

G. Copy of Blackstone Valley Regional Recycling Center license agreement.

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

I. Copy of email from Craig Mahoney requesting permission to hang a banner over Church Street to advertise their annual Soccer 3v3 Tournament/Festival.

J. Mill House Wine & Spirits, Inc. **1)** Copy of application for common victualler license. **2)** Copy of license. **3)** Copy of license routing slip's from Department Heads.

VI. DISCUSSIONS

K. Departmental Updates **1)** Copy of Quarterly Report's from Fire Department, Department of Public Works and Community Planning & Development.

L. Copy of FY 2012 Audit

VII. TOWN MANAGER'S REPORT

M. 1) Memorial Day Ceremony – **No documentation.**

2) Summer Concert Series – **Copy of 2013 Summer Concert Series**

3) Whitinsville Social Library Summer Program – **Copy of programs.**

4) Town Hall Windows/Update – **No documentation.**

5) Lease of St. Patrick's Property for School Department Purposes (Portable Trailers) – **No documentation.**

6) Pine Grove Cemetery – **No documentation.**

7) Town Manager Goals and Objectives – **No documentation.**

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA- No documentation

X. CORRESPONDENCE- No documentation

XI. EXECUTIVE SESSION-None

**Board of Selectmen's Meeting
June 24, 2013**

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

The Pledge of Allegiance was recited by those present.

Chairman Nolan announced that due to audio problems the presentation for Patrick Slaney's Certificate of Recognition will take place later in the meeting.

Approval of Minutes. May 20, 2013 –A motion/Mr. Melia, seconded/Mr. Athanas to approve the May 20, 2013 minutes as presented with the readings omitted. Vote yes/Messrs. Melia, Athanas and Nolan. Abstain/Mr. Marzec. **June 10, 2013 [Executive Session]**–A motion/Mr. Athanas, seconded/Mr. Marzec to approve but not release the June 10, 2013 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

Appointments/By the Town Manager. Town Manager's 2013 Annual Reappointments/Vote to Affirm [listing enclosed in agenda packet]. A motion/Mr. Melia, seconded/Mr. Marzec to affirm the Town Manager's 2013 Annual Reappointments as indicated on the list provided in the agenda packets. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. **Board of Selectmen's 2013 Annual Reappointments/Vote to approve [listing enclosed in agenda packet].** All individuals who did not respond to their reappointment letter will not be reappointed this evening. If they wish to be reappointed they will need to turn in their paperwork and will then be placed on a future Board of Selectmen's agenda for reappointment. A motion/Mr. Melia, seconded/Mr. Marzec to approve the Board of Selectmen's 2013 Annual Reappointments, who responded yes, as indicated on the list provided in the agenda packets. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. [a copy of the reappointments will be on file in the Town Manager's Office] **Cultural Council/Mary Barlow** - A motion/Mr. Marzec, seconded/Mr. Melia to appoint Mary Barlow to the Cultural Council. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. **Resignation: Council on Aging/Winifred Sears.** A motion/Mr. Marzec, seconded/Mr. Melia to accept the resignation of Winifred Sears from the Council on Aging and send a letter of appreciation. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

Citizens' Comments/Input. None.

Dog Warrant/Vote to approve and authorize Chairman to sign. Present: Police Chief Walter Warchol. Chief Warchol respectfully requested that the Board of Selectmen approve and authorize the Chairman Nolan to sign the dog warrant thereby giving the Animal Control Officer statutory powers for the upcoming year. A motion/Mr. Melia, seconded/Mr. Marzec to authorize Chairman Nolan to sign the dog warrant as requested by Chief Warchol. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

Fall Annual Town Meeting [October 22, 2013]/Vote to close the warrant on Friday, August 23, 2013 at Noon. A motion/Mr. Marzec, seconded/Mr. Melia to close the warrant for the Fall Annual Town Meeting, on Friday, August 23, 2013 at Noon. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

Lease of St. Patrick's Property for School Department Purposes (Portable Trailers). Present: Melissa Walker. Ms. Walker mentioned that the commercial lease with the Roman Catholic Bishop of Worcester by St. Patrick's Church is due to expire on June 30, 2013 and the school requested a new 5-year lease. She explained that rent for Year 1 is the same \$25,000.00, and then it will go up \$500/year for the next four years. A motion/Mr. Melia, seconded/Mr. Marzec to approve the commercial lease of St.

Patrick's Property for School Department purposes (portable trailers). Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

FY '13 Year End Budget Transfers. Present: Neil Vaidya, Town Accountant. Neil Vaidya, Town Accountant, announced that there are a few FY '13 end-of-year transfers needed to keep departments from being negative in their accounts. 1) A motion/Mr. Melia, seconded/Mr. Marzec to approve the transfer of \$1,000.00 from the Town Clerk's Salaries & Wages Account 01001610-511000 to the Town Clerk's Elections and Registrations Account 01001610-578000. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 2) A motion/Mr. Melia, seconded/Mr. Marzec to approve the transfer of \$5,000.00 from the Police Department Salaries & Wages Account 01002100-511000 to the Police Department Supplies Account 01002100-542000. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 3) A motion/Mr. Melia, seconded/Mr. Marzec to approve the transfer of \$3,000.00 from the Assessor's Department Salaries & Wages Account 01001410-511000 to the Fire Department Salaries & Wages Account 01002200-511000. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 4) A motion/Mr. Melia, seconded/Mr. Marzec to transfer \$4,000.00 from the Landfill Analysis Professional & Technical Account 01004330-530000 to the Fire Department's Professional & Technical Account 01002200-534000. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 5) A motion/Mr. Melia, seconded/Mr. Marzec to transfer \$11,297.00 from the DPW Highway Division Salaries & Wages Account 01004200-511000 to the Education-Trade School Account 01003500-532100. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 6) A motion/Mr. Melia, seconded/Mr. Marzec to transfer \$14,703.00 from the DPW Highway Division Salaries & Wages Account 01004200-511000 to the DPW Highway Division Repairs & Maintenance Account 01004200-524001. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan. 7) A motion/Mr. Melia, seconded/Mr. Marzec to transfer \$40,000.00 from the Employee Benefits Non-Departmental Employer Insurance Benefits Account 01009100-517000 to the Employee Benefits Non-Departmental Medicare-Employer Portion Account 01009100-517001. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

Mill House Wine & Spirits, Inc. [Alexis Giannopoulos]/Application for KENO License. Town Manager Kozak informed the Board that no action needs to be taken on this matter unless the Board chooses not to allow "Keno" at the above mentioned establishment. If that is the case then the Board has 21 days to notify the State Lottery Commission of its opinion. There being no further discussion, no motion is needed for this item because the Board of Selectmen support the "KENO" license application for Mill House Wine & Spirits, Inc.

Wastewater Treatment Plant Sludge Upgrade Project. A motion/Mr. Marzec, seconded/Mr. Melia to sign and approve the notes for the Wastewater Treatment Plant Sludge Upgrade Project. Vote yes/Messrs. Athanas, Marzec, Melia and Nolan.

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 125th Quartermaster Company. Chairman Nolan presented Patrick Slaney with a Certificate of Recognition from the Board of Selectmen.

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. Town Manager Kozak mentioned that the following Department Heads were present to provide updates on their accomplishments, budget projections and their future needs. The above Department Heads provided their departmental updates covering the period of January 1st through May 31st. A copy of the department head's quarterly report can be found in the minute's book in the Town Manager's Office.

Worcester County Selectmen's Association/Invitation to join the Association. Chairman Nolan explained that a letter came in the mail asking the Selectmen to join the Worcester County Selectmen's Association. The annual dues are \$50.00 per Town no matter how many Selectmen in the Town. One vote per Town; only one board member per Town may vote and if that member is unable to, then an alternate can vote in his or her stead. The Selectmen agreed to discuss this matter at their next Board of Selectmen's Meeting on July 15, 2013, when Selectman Ampagoomian returns.

Town Manager's Report/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 4th of July Fireworks at the Northbridge Middle School on Friday, June 28, 2013, beginning at 6 PM. Donations are welcomed. **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.

Selectmen's Concerns. Selectman Athanas 1) Mentioned that there is a flag down in the water at Arcade Pond and asked if the Veteran's office should be notified. Town Manager Kozak will advise the Veteran's Office so he can check it out. **2)** Asked who is responsible for trees hanging over wires that are on private property but are on the edge of the road. Town Manager advised that homeowners can contact National Grid. **Selectman Marzec 1)** Asked about the Town's website and if there are any ideas, issues or improvements needing to be done to it. **2)** Any updates on street sweeping and roads projects. **3)** Status of installing gas lines in town and is there any interest from townspeople to add gas. **4)** Due to businesses closing in town, should letters be sent to business owners asking if there is something the Town can do to help them out. **5)** Stated that he is on the Fields Adhoc Committee and they are preparing for a meeting to discuss their updates and concerns. **Selectman Melia 1)** Double Pole issue on Hill Street near Benson Road. **2)** Mentioned a large pot hole on Church Street, near Koopman's Lumber, that needs to be filled in. **3)** Status of Sutton Street Project and Town Manager Kozak replied there is no schedule yet and is due to be advertised any day. This project will take about two years to be completed and will be starting hopefully in the fall. **4)** Status of Douglas Road Bridge because there hasn't been any activity. Town manager Kozak replied that he would look into it and get back to him. **5)** Offered his condolences to the families of Rose Gonynor Murray, Neil Leardi, and Dorothy Benoit.

Executive Session. A motion/Mr. Nolan, seconded/Mr. Athanas to go into Executive Session under M.G.L. Chapter 30A, S. 21#6 - To consider the purchase, exchange, lease or value of real property –and not 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. Marzec/Yes; Mr. Athanas/Yes and Mr. Nolan/Yes.

Meeting Adjourned: 7:50 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

June 24, 2013

A. Copy of Patrick Slaney Certificate of Special Recognition.

I. APPROVAL OF MINUTES

B. 1) Copy of May 20, 2013 minutes. 2) Copy of June 10, 2013 Executive Session minutes.
[Removed from backup documentation as they have not been released by Board of Selectmen]

II. PUBLIC HEARING

None.

III. APPOINTMENTS/By the Board of Selectmen

C. 1) Copy of Town Manager's 2013 Annual Reappointments & Board of Selectmen's 2013 Annual Reappointments. 2) Copy of attendance records. 3) Copy of Mary Barlow's Talent Bank Application & resume. 4) Copy of Winifred Sears resignation letter.

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

D. Copy of dog warrant.

E. Copy of Fall Annual Town Meeting Warrant motion.

F. Copy of map & lease agreement between the School and Roman Catholic Bishop of Worcester by St. Patrick's Church.

G. Copy of End of Year Transfers from the Town Accountant.

H. Copy of letter from the Massachusetts State Lottery Commission regarding Mill House Wine & Spirits, Inc. request for a KENO license.

I. Copy of bond anticipation notes for the Wastewater Treatment Plant Sludge Upgrade.

VI. DISCUSSIONS

J. Departmental Updates - No quarterly reports from Town Clerk, Building Inspector, Council On Aging, Town Accountant and Treasurer/Collector

L. Copy of letter from the Worcester County Selectmen's Association.

VII. TOWN MANAGER'S REPORT

M. 1) Donation of furniture by Unibank – No documentation.

2) Whitinsville Christian School Sign – No documentation

3) Emergency Management Training Session – Copy of program.

4) Town Hall/Update – No documentation.

5) Building, Planning & Construction Committee Meeting – No documentation.

6) Fourth of July Fireworks – No documentation.

7) Town Manager Goals and Objectives – No documentation.

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA- No documentation

X. CORRESPONDENCE- No documentation

XI. EXECUTIVE SESSION-Copy of confidentiality and non-disclosure agreement.

**Board of Selectmen's Meeting
July 08, 2013**

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

The Pledge of Allegiance was recited by those present.

Approval of Minutes. June 24, 2013 [Executive Session]—A motion/Mr. Melia, seconded/Mr. Marzec to approve but not release the June 24, 2013 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Marzec, Melia and Nolan. Abstain/Mr. Ampagoomian.

Appointments/By the Town Manager. Board of Selectmen's 2013 Annual Reappointments/Vote to approve. A motion/Mr. Marzec, seconded/Mr. Melia to approve the Board of Selectmen's 2013 Annual Reappointments who responded yes, Terence Bradley, Conservation Commission, Angela Dolber, Cultural Council, James Mahoney, Disability Commission, Jon Frieswick, Disability Commission, Randi Zanca, Green Committee [School Committee Rep]. Vote yes/Messrs. Ampagoomian, Marzec, Melia and Nolan. **Cultural Council/Gretchen Tucker** – Ms. Angela Dolber mentioned that Ms. Tucker will be a great fit to the Cultural Council. Ms. Tucker provided a brief description of her background and mentioned that she is very interested in being appointed to the Cultural Council. After a brief question and answer period, a motion/Mr. Marzec, seconded/Mr. Melia to appoint Gretchen Tucker to the Cultural Council. Vote yes/Messrs. Ampagoomian, Marzec, Melia and Nolan.

Citizens' Comments/Input. None.

Re-authorize Bonds for Sutton Street Sewer Repair. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the sale of \$311,000 bond anticipation notes dated July 19, 2012 payable June 27, 2014 to Unibank at a rate of 0.60%. Vote yes/Messrs. Ampagoomian, Marzec, Melia and Nolan.

School Committee Vacancy. Present: Timothy Doiron. Mr. Doiron mentioned that Alicia Cannon resigned from the School Committee effective June 30, 2013 and per Mass. General Law they need to notify the Board of Selectmen of the vacancy. Selectman Marzec asked if the School Committee vacancy can wait until September versus now. Mr. Doiron stated that there is not a lot going on during the summer. Town Manager Kozak mentioned that they can post a vacancy on cable and the town's website and hold a joint meeting in September. The Board of Selectmen agreed to post the school committee vacancy and will accept talent bank applications until Friday, August 30th at Noon time. A motion/Mr. Marzec, seconded/Mr. Melia to post the vacancy and accept talent bank applications until August 30th at Noon time. Vote yes/Messrs. Ampagoomian, Marzec, Melia and Nolan. It was also decided to hold a joint meeting of the Board of Selectmen and School Committee at 7 PM on Tuesday, September 10, 2013 at the High School.

School Based Health Center. A motion/Mr. Ampagoomian, seconded/Mr. Melia to sign the letter of support for the School Based Health Center. Vote yes/Messrs. Ampagoomian, Melia, Marzec and Nolan.

Ash Street. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to sign the Ash Street Easement Deed as authorized at the Spring Annual Town Meeting. Vote yes/Messrs. Ampagoomian, Melia, Marzec and Nolan.

July 15, 2013 Selectmen's Meeting. A motion/Mr. Ampagoomian, seconded/Mr. Melia to cancel the July 15, 2013 Board of Selectmen's Meeting. Vote yes/Messrs. Ampagoomian, Marzec, Melia and

Nolan.

Town Manager's Report. None

Selectmen's Concerns. Selectman Melia announced that Harbro Car Sales is celebrating their 40th Anniversary and congratulated them.

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

Meeting Adjourned: 7:29 P.M.

Respectfully submitted,

James Athanas, Clerk

/dmg

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING – OPEN SESSION

July 8, 2013

I. APPROVAL OF MINUTES

A. Copy of June 24, 2013 Executive Session minutes. [Removed from backup documentation as they have not been released by Board of Selectmen]

II. PUBLIC HEARING

None.

III. APPOINTMENTS/By the Board of Selectmen

B. 1) No documentation. 2) Copy of Gretchen Tucker's Talent Bank Application.

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

C. Copy of bond anticipation notes for the Sutton Street Sewer Repair.

D. Copy of letter from Tim Doiron notifying the Town Manager and Board of Selectmen of School Committee vacancy.

E. Copy of letter of support for School Based Health Center.

F. Copy of Ash Street Easement Deed.

VI. DISCUSSIONS

None

VII. TOWN MANAGER'S REPORT

None

VIII. SELECTMEN'S CONCERNS - No documentation

IX. ITEMS FOR FUTURE AGENDA- No documentation

X. CORRESPONDENCE- No documentation

XI. EXECUTIVE SESSION

TOWN OF NORTHBRIDGE

List of Election Officials - UNENROLLED

Submitted to Board of Selectmen August 12, 2013

| Unenrolled | | | | |
|------------|-----------|--------------------|-------|------------------------------|
| Anderson | Joy | 446 Main St | 01588 | Election worker |
| Anderson | Robert | 446 Main St | 01588 | Election worker |
| Bishop | Marlene | 309 Hill St | 01588 | Election worker |
| Blizard | Gordon | 41 Spruce St | 01534 | Election worker |
| Brochu | Robert | 98 Ivy Lane | 01588 | Election worker/deputy clerk |
| Brouillard | John | 139 Cooper Rd | 01534 | Clerk/deputy warden |
| Brouwer | Susan | 14 Lea Ave | 01534 | Election worker |
| Buurma | Kathleen | 194 Cooper Rd | 01534 | Election worker |
| Convent | Lois | 115 Prescott St. | 01588 | Clerk/deputy warden |
| Dennis | Lisa | 48 Water St | 01588 | Election worker |
| DiPalma | Phyllis | 8 Sprague St | 01534 | Election worker |
| Duquette | Constance | 30 Walker St | 01588 | Election worker |
| Duquette | Leon | 30 Walker St | 01588 | Election worker |
| Durso | Steve | 549 Hill St | 01588 | Election worker |
| Ferrar | Pamela | 306 Jessica Way | 01534 | Election worker |
| Forgit | Denise | 136 Mendon Rd | 01588 | Election worker |
| Gagnon | Elizabeth | 21 Stoney Brook Dr | 01588 | Election worker |
| Gallagher | Joyce | 153 Heritage Dr | 01588 | Election worker |
| Gauthier | Deborah | 388 Providence Rd | 01588 | Election worker |
| Gelin | Susie | 53 D St | 01588 | Election worker |
| Grassi | Christina | 105 School Park | 01525 | Election worker |
| Green | Susan | 118 Clubhouse Lane | 01534 | Election worker |
| Haas | Anne | 253 Swift Road | 01588 | Election worker |
| Hoover | Diana | 426 Fowler Rd | 01534 | Election worker |
| Houde | Linda | 64 Jefferson Ave | 01534 | Teller/election worker |
| Ingham | Janet | 308 Purgatory Rd | 01588 | Election worker |
| Kuik | Phyllis | 299 North Main St | 01588 | Election worker |
| LaVigne | Faye | 21 Gill Court | 01588 | Election worker |
| LeBlanc | Jeanne | 18 Del Ray Gardens | 01588 | Election worker |

B.1.

TOWN OF NORTHBRIDGE

List of Election Officials - UNENROLLED

Submitted to Board of Selectmen August 12, 2013

| | | | | |
|--------------|-----------|--------------------|-------|------------------------|
| Malkasian | Claire | 57 Prospect St | 01588 | Election worker |
| Malo | Cecile | 1256 Hill Street | 01588 | Election worker |
| McKinney | Alan | 67 Fowler Ave | 01534 | Election worker |
| Melia | Joanne | 63 Heritage Dr | 01588 | Election worker |
| Mello | William | 8 Sprague St | 01534 | Election worker |
| Michniewicz | Kathleen | 59 Mahoney Ln | 01534 | Election worker |
| Miedema | Kathleen | 84 Kerry Ln | 01588 | Election worker |
| Mioduszewski | Daniel | 48 Ivy Ln | 01588 | Warden |
| Murray | George | 43 Spruce St | 01534 | Teller/election worker |
| Murray | Janyce | 18 Heritage Dr | 01588 | Election worker |
| Nigro | Dianne | 42 Shining Rock Dr | 01534 | Election worker |
| Ouillette | Gerald | 763 Providence Rd | 01588 | Warden |
| Paine | Carroll | 151 Fowler Rd | 01534 | Election worker |
| Piper | David | 343 Linwood Ave | 01588 | Teller/election worker |
| Potenza | Patricia | 12 Linkside Ct | 01534 | Election worker |
| Roy | Kathy | 107 Goldthwaite Rd | 01588 | Election worker |
| Rutkiewicz | Lorraine | 382 Mendon Rd | 01588 | Election worker |
| Sasseville | Maria | 217 Jefferson Ave | 01534 | Teller/election worker |
| Saucier | Elizabeth | 89 Mason Rd | 01588 | Election worker |
| Sears | Winifred | 159 Mendon Rd | 01534 | Election worker |
| Smith | Linda | 129 Fletcher St | 01588 | Election worker |
| Susienka | Sharon | 1467 Hill St | 01588 | Teller/election worker |
| Todd | Andrew | 26 Carpenter Rd | 01588 | Teller/election worker |
| Vandenakker | Joanne | 393 Purgatory Rd | 01588 | Election worker |
| Warren | Catherine | 293 Linwood Ave | 01588 | Election worker |
| Woodbury | Brandie | 272 Church Street | 01588 | Election worker |

TOWN OF NORTHBRIDGE

List of Election Officials - REPUBLICANS

Submitted to the Board of Selectmen August 12, 2013

| Republicans | | | | | |
|--------------|-----------|------------------|-------|------------------------------|--|
| Aldrich | Elizabeth | 25 Cottage St | 01588 | Clerk/deputy warden | |
| Anderson | Steven | 61 Freedoms Way | 01534 | Election worker | |
| Berkowitz | Harry | 294 Benson Rd | 01545 | Election worker | |
| Blair | Lucille | 693 School St | 01534 | Clerk | |
| Bloem | Helena | 335 Purgatory Rd | 01588 | Warden | |
| Boudreau | Ruth | 677 Fowler Rd | 01534 | Election worker | |
| Carse | James | 52 Arrowhead Ave | 01534 | Election worker | |
| Daly | Daniel | 127 Lovelace Ln | 01534 | Teller/election worker | |
| Ferguson | Lisa | 770 Samuel Dr | 01588 | Election worker | |
| Frieswick | Bruce | 32 Highland St | 01588 | Election worker | |
| Furrey | James | 173 East St | 01588 | Election worker | |
| Gosselin | Donna | 308 Cooper Rd | 01534 | Teller/election worker | |
| Haagsma | Sandra | 192 Mason Rd | 01588 | Election worker | |
| Jorritsma | Florence | 1076 Hill St | 01588 | Election worker | |
| Koopman | Priscilla | 1 Wolfe Hill Rd | 01534 | Election worker | |
| Lemoine | Barbara | 733 Highland St | 01534 | Election worker | |
| Letscher | John | 146 Jon Cir | 01588 | Election worker | |
| Lewis | Susan | 10 Edmonds Cir | 01588 | Election worker | |
| Meagher | Jill | 826 Samuel Dr | 01588 | Election worker | |
| Newton | Neil | 21 Spruce St | 01534 | Election worker | |
| Norris (Sr.) | Thomas | 170 Morgan Rd | 01588 | Election worker | |
| Papazian | Rose Mary | 508 Church St | 01588 | Election worker | |
| Pietruszka | Thomas | 320 Moon Hill Rd | 01534 | Election worker | |
| Stefano | Ciro | 364 Samuel Dr | 01588 | Election worker | |
| Taylor | Chelsea | 608 Church St | 01588 | Election worker | |
| VanderBaan | Kathryn | 71 Swift Road | 01588 | Election worker | |
| Woeller | Laura | 68 Theresa Cir | 01588 | Election worker/deputy clerk | |

TOWN OF NORTHBRIDGE

List of Election Officials - DEMOCRATS

Submitted to the Board of Selectmen August 12, 2013

| Democrats | | | | |
|-----------|-----------|--------------------|-------|-------------------------------|
| Arbuckle | John | 82 Fairlawn St | 01588 | Election worker |
| Armstrong | Shirley | 558 Sutton St | 01534 | Election worker |
| Briand | Maureen | 158 Linwood Ave | 01588 | Election worker/deputy clerk |
| Cota | Carolyn | 17 Douglas Rd #309 | 01588 | Election worker |
| D'Amato | Linda | 63 Gill Ct. | 01588 | Election worker |
| DeForest | Mary | 94 Mason Rd | 01588 | Election worker |
| DeForest | Wayne | 94 Mason Rd | 01588 | Election worker |
| DeJordy | Mary | 1759 Providence Rd | 01534 | Election worker |
| Dufault | Lorraine | 81 Providence Rd | 01525 | Election worker |
| Ells | Lisa | 92 Linwood Ave | 01588 | Election worker |
| Feen | Elizabeth | 89 Sullivan Dr | 01588 | Election worker |
| Fregeau | Suzanne | 5 Summit St | 01588 | Election worker |
| Gould | Jeanne | 308 Hill St | 01588 | Election worker |
| Heney | Shirley | 32 Elston Ave | 01534 | Election worker |
| Howe | Melanie | 15 Linkside Ct | 01534 | Election worker |
| Joubert | Kathleen | 37 High St | 01588 | Election worker |
| Kuras | Evelyn | 1282 Quaker St | 01534 | Election worker/deputy clerk |
| LaBelle | Colleen | 2724 Providence Rd | 01534 | Election worker |
| LeCour | Pauline | 698 Highland St | 01534 | Election worker |
| McCowan | Dennis | 456 Fletcher St | 01588 | Teller/election worker |
| McCowan | Paula | 456 Fletcher St | 01588 | Teller/election worker |
| Nowlan | Elaine | 63 School St | 01534 | Election worker/deputy warden |
| O'Brien | Ann | 18 Gill Court | 01588 | Warden |
| Peloquin | Joseph | 38 Gelinas Ave | 01534 | Election worker |
| Wood | Anne | 16 Erica Dr | 01588 | Election worker |



Lawrence B. Adams Executive Director
Community Development
Mary Ellen Blunt Transportation
Janet Pierce Regional Services and
Business Manager
Howard Drobner Commission Chair

Celebrating Fifty Years of Service - 1963-2013

RECEIVED

JUL 15 2013

Northbridge Town Manager

TO: Chairperson, Northbridge Board of Selectmen
FROM: Lawrence B. Adams, Executive Director
DATE: July 5, 2013

RE: Appointment of the Board of Selectmen's Delegates and Alternate to the Central
Massachusetts Regional Planning Commission for FY '14

CMRPC's mission is fourfold: (1) addressing growth and development issues that extend beyond community boundaries, (2) maintaining the district's certification for federal transportation improvement funds, (3) providing technical knowledge and resources to assist local government in addressing specific land use, economic or environmental problems resulting from growth or decline, and (4) building strong working relationships with member communities, state and federal officials as well as the area's legislative representatives. Under the new District Local Technical Assistance Program (DLTA), we are increasingly providing assistance for sub-regional cooperation and service delivery. On a community planning level, CMRPC has provided direct technical assistance to more than two dozen communities in addition to the ever present regional initiatives. In addition, we have worked with numerous communities to generate GIS maps and data, develop Open Space Plan, develop Master Plan elements and a long list of other projects. Homeland Security programs for our region are administered through CMRPC. We work to bring millions of dollars in grant funds into our member communities every year.

Delegates and Alternates are a vital link with your planning commission that enables us to deliver support services, to compete for discretionary grant funds, to identify community needs in transportation and land use and to foster sub-regional cooperation through shared services and procurement. Communities with active delegates and alternates fare better in receiving a return on your investment than those who fail to communicate local needs or to link up with our programs. In these financially challenging times, it is critical both for the Commission and for your community to maintain this link.

Representation on the Central Massachusetts Regional Planning Commission (CMRPC) is weighted by population for each community in the district. Your community is entitled to three delegates and one alternate. The first delegate and third delegate are appointed by the Planning Board (one must be a member of the Planning Board and the other need only be a resident of the community). ***The second delegate and the alternate are appointed by the Board of Selectmen or the Town Manager. Your appointees need only to be residents of your community.***

According to our records, the current Board of Selectmen's delegate is Charles Ampagoomian, Jr and the Alternate James Marzec. During the past fiscal year, Mr. Ampagoomian has attended none of the Commission's four Quarterly meetings, and Mr. Marzec has attended none.

Representation on CMRPC is weighted by population for each community in the district. Through its delegates, your community has the opportunity to receive direct benefits and shape public policy in a real and tangible way through participation in the various committees established to implement these core focus areas.

Please indicate in your return email, the name of the appointees, including his/her mailing addresses, phone numbers (home, or cell and work). The completed information should be returned to Dianna Provencher at dprovencher@cmrpc.org or the enclosed self-addressed stamped envelope soon as possible. Equally important, *please encourage your delegates and alternates to participate in CMRPC's programs so that we may have a mutually beneficial relationship.*

Please note our Quarterly Meeting dates for Fiscal Year 2014 are as follows:

- *September 12, 2013*
- *November 14, 2013*
- *January 9, 2014*
- *March 13, 2014*

The Annual Meeting is tentatively scheduled for June 12, 2014.

Thank you in advance for your participation and support. If you have any questions, please phone me directly at the Commission's office, 508.459.3318.



DATE: July 5, 2013

SUBJECT: Naming of Board of Selectmen Delegate and Alternate for FY '14

TOWN: Northbridge

Please complete this form and return it in the enclosed envelope to the Central Massachusetts Regional Planning Commission. Thank you.

Board of Selectmen Delegate:

Reappoint _____ Appoint _____

Name _____

Address: _____

Telephone _____ Home

_____ Work

E-Mail Address _____

(This information is required since all meeting notices are sent via e-mail)

Board of Selectmen Alternate

Reappoint _____ Appoint _____

Name _____

Address: _____

Telephone _____ Home

_____ Work

E-Mail Address _____

(This information is required since all meeting notices are sent via e-mail)

BOS Agenda
8/12/13

B.4.

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Trustees of Soldiers' Memorial

To: Board of Selectman

We are in need of a new member. Jeff Allard resigned. We need a new non veteran. We have a resume from Jim Gallagher for that position. I know Jim and recommend him. He would do an outstanding job. I have enclosed his resume and also a proposal by Ken Trajanowski. The board has read the proposal and find it acceptable.

Chairman of Trustees

Thomas Farley

James S. Gallagher

153 Heritage Drive – Whitinsville, MA 01588-2361
TEL: 508 234-6927 – E-Mail: Gallagher_27027@msn.com

Trustees of
Soldiers' Memorial

Professional Summary

A detailed oriented Business Systems Analyst, Software Engineer and Industrial Engineer with a proven track record of providing solutions for both information work flow and system process inefficiencies. Acquired extensive understanding of the Construction, Computer Financial software and Manufacturing industry systems. Acquired extensive communication skills with the User community, developed systems requirements, solved application systems problems, performed computer programming and unit & system testing. Conducted user seminars that were well received. Extensive use of case tools in developing data flow diagrams and identifying both informal and formal process flows including database structural needs. A team player with demonstrated ability to manage others. Programmed in a variety of languages.

Business & Computer Skills

Business: Analytical, System Development Life Cycle Methodology, Budget/Schedule, Conducted Seminars

Computer Hardware: IBM, S/390, and 4341, IBM Compatible desktops

Computer Software: IBM OS JCL, ANSI COBOL, CICS/TSO, VSAM, IBM WebSphere Web Enabled Host-on-Demand v5.05 and Screen Customizer v2.05, IBI WebFOCUS v5.2, Java Script, Text Editor, FileAid, Xpediter/TSO, The Visible Analyst Workbench, Case, Easytrieve, dBaseIII, MS Project, Lotus Smart Suite, RPG II, Word Perfect, Parvalet, Microsoft Office including Word, Excel and PowerPoint.

Computer Operating Systems: IBM's Z/OS, OS/VS1, MVS & OS/MVS, Millennium 3.0.3, Windows 95/98/Me/2000, TCP/IP Protocol

Experience

Retired 2004 and began work in Accounting and Treasurer duties for the following:

- Whitinsville - Blackstone Valley United Methodist Church Treasurer for the Board of Trustees
- Shrewsbury - Frohsinn Club Treasurer
- Whitinsville - Friends of Northbridge Elders Treasurer
- Whitinsville - President - Friends of Northbridge Elders

Geac Computer Systems, Inc, Southborough, MA

Senior Application Expert

1998 – 2003 Reported to the Project Manager:

- Designed, wrote and executed extensive Unit & System Test Plans for former McCormick & Dodge Domestic & International Back Office Mainframe Systems including Accounts Payable (AP), Purchase Order (PO) and General Ledger (GL) Applications for Millennium based multi region environments.
- Coordinated, executed and conducted backups for MVS batch testing runs for the Testing staff.
- Designed and wrote User documentation for enhancements added to the systems.
- Designed, programmed and unit & system tested GUI AP, PO & GL data entry screens using IBM's WebSphere Host-on-Demand and Screen Customizer software applications.
- Designed, programmed and unit & system tested GUI application Reports within the Information Builders, Inc 'IBI' WebFOCUS MRE environment for PO, AP, GL, AR financial application systems.
- Supported Geac customers on the AP application.
- Received multiple Performance And Teamwork 'PAT' awards from peers and senior development management for outstanding contributions to the success of projects.
- Programmed customer reports, conducted presentations, and conducted Beta testing at customer site.

Perini Corporation, Framingham, MA

Systems Analyst

1990 – 1998 Report to the I.S. Manager:

- Received **Perini Extraordinary Achievement Award** for superior performance in applications training, supporting, and processing corrective transactions for project management personnel.
- Designed / conducted exemplary Job Costing training workshops enabling 500+ project management personnel to be more productive in the use of this system.
- Identified conversion information requirements for batch mainframe system to integrated construction software on an AS/400 platform. Supported users and wrote User's Manual on the Equipment System.

James S. Gallagher

153 Heritage Drive – Whitinsville, MA 01588-2361

TEL: 508 234-6927 – E-Mail: Gallagher_27027@msn.com

- Designed, programmed and implemented a PC based Worker's Compensation Labor Reporting system eliminating manual reporting of over 300 craft personnel weekly work hours.
- Developed Payroll information requirements avoiding a \$250k upgrade of existing Cyborg System.
- Designed P&L Equipment Reporting System enabling project managers to determine profitability.
- Supported applications for Accounts Payable, Subcontract Control (PO), Job Costing, Equipment Management, and PC based Scheduling, Estimating, & Field Site Project Management Systems.

James S. Gallagher

Systems and Programming Manager 1986 – 1990 Reported to I.S. Manager and managed three Programmer Analysts.

Coordinated new systems development. Budgeted, scheduled and monitored project progress. Assessed staff performance and related development and training needs for staff and Accounts Payable, Subcontract, Equipment, and Payroll Systems personnel. Accomplishments included:

- Installed numerous Payroll, Accounts Payable & Job Cost System Releases on time and within budget providing reporting functions previously performed manually.

Programmer Analyst and Project Leader 1980 – 1986 Reported to Systems and Programming Manager. Planned, budgeted, scheduled and directed Programmer Analysts in designing & building front-end screens. Designed mainframe & interface modifications including forms for a Corporate Accounts Payable System written in ANSI COBOL on a IBM 4341 VS1 Operating System using VSAM. Programmed, tested, installed using Panvalet source library procedures and trained users. System implemented on time and \$10k under budget. Major implementation accomplishments achieved:

- Shifted accounting resources from manually typing checks to timely and productive invoice data entry.
- Reduced A/P closing cycle from weeks to three days and mechanized the check reconciliation process.
- Provided A/P interfaces to Job Cost & G/L, and Audit Trail reports eliminating manual transactions.
- Built IBM OS JCL restore procedures to enhance application support analyst's efficiency.
- Wrote a well received Accounts Payable User's Manual providing for efficient support reference.
- Redesigned Job Cost PC based system to allow user friendly processing and improved reporting.
- Designed & implemented a Subcontract System integrated with a COBOL based P/O Module.
- Coordinated four programmer analysts, developed user consensus & requirements, provided program specifications, provided support, trained users, and documented all modifications.
- Wrote Job Costing User's Workshop manual and conducted training seminars for user community.

Reed Rolled Thread Die Company, Holden, Ma.

Systems Analyst 1971 – 1980 Reported to I.S. Manager.

Accomplishments included:

- Shortened order cycle time to production by 50% to five days for standard product lines.
- Provided functional requirements and specifications for a CAD system and coordinated programming effort with Worcester PolyTech students resulting in a one week turnaround cycle savings.
- Designed and programmed a customer order tracking & inquiry system using IBM's CICS via the TSO editor that reduced cycle time to minutes in determining order status within the manufacturing process.
- Designed and programmed Billing & Payroll system edit programs written in ANSI COBOL and RPG II using structured programming techniques that eliminated data entry processing errors.

Education

Nichols College - Magna Cum Laude 1997

BS Business Administration in Management Information Systems

Worcester Junior College - Cum Laude 1971

AA in Industrial Engineering

Other Technical Training:

Information Builders, Inc WebFOCUS Developing reports – 11/02

IBM Web-to-Host Integration using Host-on-Demand and Screen Customizer – 06/01

Mid Range Computing, Inc. - AS/400 Operations & Report Writer - 1997

Primavera Systems, Inc. - Project Scheduler (P3) - 11/93 and Project Administration (Expedition) - 10/91

Learning Tree International - Relational Database Management Systems - 1992

CSC Partners, Inc. - Systems Development Methodology and Life Cycle - 1989

AGC Supervisors Training Program - Changes, Claims & Negotiations - 1988, - Leadership & Motivation - 1988 and Project Management - 1987

Decision Planning Corp. - Cost/Schedule Control Systems - 1985

University of Lowell Continuing Education - Construction Cost Estimating & Bidding - 1984

IBM - CICS programming and Systems Analysis - 1972

508-365-7695
Phone: C.

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

APPLICATION FOR JUNK DEALER'S LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto
(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

Richard Clark Past + Present etc

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: [Junk Dealer's License]

Provide details below:

TO: Open Antique Store

GIVE LOCATION BY STREET AND NUMBER:

AT: 670 Linwood Ave Whitensville MA

in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

Richard Clark
(Signature of Applicant)

Print Name: Richard Clark

Address: 1167 Main St

City: Whitensville

State, Zip: MA 01588

Received: July 26, 2013 @ 9:30 A.M.
(Date) (Time)

Date License Granted



The Commonwealth of Massachusetts
Department of Industrial Accidents
Office of Investigations
600 Washington Street
Boston, MA 02111
www.mass.gov/dia

FORM MUST BE FILLED
OUT COMPLETELY

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Past + Present, etc

Address: 670 Linwood Ave

City/State/Zip: Whitinsville MA Phone #: 508 365 7695

Are you an employer? Check the appropriate box:

1. ☐ I am a employer with _____ employees (full and/ or part-time).*
2. ☒ I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

5. ☒ Retail
6. ☐ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other _____

*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

**If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.

Insurance Company Name: <no employees>

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.

Signature: [Signature] Date: 7-26-13

Phone #: 808 365 7695

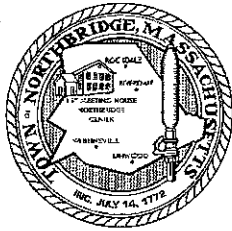
Official use only. Do not write in this area, to be completed by city or town official.

City or Town: Northbridge Permit/License # _____

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office
6. Other _____

Contact Person: _____ Phone #: 508-234-2095



TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN CLERK
TOWN HALL - 7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588

DOREEN A. CEDRONE
TOWN CLERK

AREA CODE 508-234-2001

BUSINESS CERTIFICATE

Fee: \$25.00

Date 7-26-13

IN CONFORMITY WITH THE PROVISIONS OF CHAPTER ONE HUNDRED AND TEN, SECTION FIVE OF THE GENERAL LAWS, AS AMENDED, THE UNDERSIGNED HEREBY DECLARE(S) THAT A BUSINESS IS CONDUCTED UNDER THE TITLE OF

PAST & PRESENT ECT
AT 670 Linwood Ave
(Address)

BY THE FOLLOWING NAMED PERSON(S): (Include corporate name and title, if corporate office)

| Full Name | Residence and Telephone |
|----------------------|--|
| <u>Richard Clark</u> | <u>1167 main st 508 365 7695</u> <u>Whitinsville MA</u> |

SIGNATURES:

Richard Clark

On July 26, 2013 the above named person(s) personally appeared before me and made oath that the foregoing statements are true.

Doreen A. Cedrone
Town Clerk, Assistant Town Clerk, Other

OR - This certificate has been Notarized as follows:

County:
State:

ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED _____ (name of document signer/s), PROVED TO ME THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION, WHICH WAS _____

_____, TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SIGNED ABOVE, AND WHO SWORE OR AFFIRMED TO ME THAT THE CONTENTS OF THE DOCUMENT ARE TRUTHFUL AND ACCURATE TO THE BEST OF HIS/HER OR THEIR KNOWLEDGE AND BELIEF.

(Official signature and Seal of Notary) Commission Expires _____

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 AND CHAPTER 110, SECTION 5 OF MASSACHUSETTS GENERAL LAWS, BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER. A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING, RETIRING, OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

COPIES OF SUCH CERTIFICATES SHALL BE AVAILABLE AT THE ADDRESS AT WHICH SUCH BUSINESS IS CONDUCTED AND SHALL BE FURNISHED ON REQUEST DURING REGULAR BUSINESS HOURS TO ANY PERSON WHO HAS PURCHASED GOODS OR SERVICES FROM SUCH BUSINESS. VIOLATIONS ARE SUBJECT TO FINE OF NOT MORE THAT THREE HUNDRED DOLLARS (\$300) FOR EACH MONTH DURING WHICH SUCH VIOLATION CONTINUES.

CERTIFICATE EXPIRES 2017 (Four (4) yrs from effective date)

MEMO

Date: 7-26-13

TO: James Sheehan, Inspector of Buildings/Zoning Agent
FROM: Doreen A. Cedrone, Town Clerk
RE: Business Certificate Request

Name: Richard Clark
Address: 1167 Main St Whitinsville MA
Telephone: 508 365 7695

Has requested the issuance of a Business Certificate for a business located at:

670 Linwood Ave Whitinsville.

For the following purpose:

Antique store

Please review and state your opinion

I have reviewed the attached Business Application and have determined the following:

☒ Approved ☐ NOT Approved
Retail allowed

James Sheehan
Inspector of Buildings/Zoning Agent

Date

7-29-13

C.

License Type: Junk Dealer's License

Please sign off and return the slip to the Town Manager's Office or offer comments via email to dgosselin@northbridgemass.org or ssusienka@northbridgemass.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

No Board of Health issues/concerns. No food permitted at this establishment.

Jeanne M. Gniadek

7-26-13



ASSESSORS:

TREASURER/COLLECTOR:

Excise

Water / Sewer

Personal property

Other

Real estate

Please sign off and return the slip to the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org or ssusienka@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

*Approved
Retail allowed*

7-29-13

J. Threlkeld

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

*Please sign off and return the slip to the Town Manager's Office or offer
comments via email to dgosselin@northbridgema.org or
ssusienka@northbridgema.org. Thanks!!*

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

N/A

Richard D. Kinney

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

*Please sign off and return the slip to the Town Manager's Office or offer
comments via email to dgosselin@northbridgemass.org or
ssusienka@northbridgemass.org. Thanks!!*

| |
|--|
| BOARD OF SELECTMEN LICENSE ROUTING SLIP |
|--|

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS: 670 Linwood Av. Is owned by Linwood Mills, LLC

No issues with Richard Clark - tenant. Robert Fitzgerald

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

*Please sign off and return the slip to the Town Manager's Office or offer
comments via email to dgosselin@northbridgema.org or
ssusienka@northbridgema.org. Thanks!!*

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT:

COMMENTS:

SIGNATURE:

PLANNING:

N/A - per DIVG INSP R. Doug Ballew

POLICE:

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org or ssusienka@northbridgema.org. Thanks!!

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING:

POLICE:

OK

W. J. Waulaf

FIRE:

BUILDING/ZONING:

CONSERVATION:

HEALTH:

Water

Trash

Other

ASSESSORS:

TREASURER/COLLECTOR:

Excise

Personal property

Real estate

Water / Sewer

Other

*Please sign off and return the slip to the Town Manager's Office or offer
comments via email to dgosselin@northbridgema.org or
ssusienka@northbridgema.org. Thanks!!*

**BOARD OF SELECTMEN
LICENSE ROUTING SLIP**

Business: Past & Present Etc.

Applicant: Richard Clark

Address: 670 Linwood Avenue, Whitinsville, MA 01588

License Type: Junk Dealer's License

DEPARTMENT: _____ **COMMENTS:** _____ **SIGNATURE:** _____
PLANNING: _____

POLICE: _____

FIRE:

The fire department will conduct a fire safety inspection prior to opening - Gary A. Nestor - Fire Chief 7/26/13 *gan*

BUILDING/ZONING: _____

CONSERVATION: _____

HEALTH:

Water

Trash

Other

ASSESSORS: _____

TREASURER/COLLECTOR:

Excise

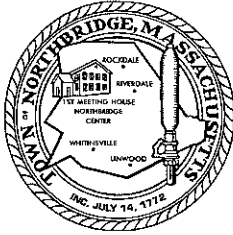
Personal property

Real estate

Water / Sewer

Other

Please sign off and return the slip to the Town Manager's Office or offer comments via email to dgosselin@northbridgema.org or ssusienka@northbridgema.org. Thanks!!



Mark F. Kuras
Superintendent

Town of Northbridge

Department of Public Works

Sewer Division, Town Hall, 7 Main Street
Whitinsville, Massachusetts 01588

Phone: 508-234-2154

Fax: 508-234-0809

Wastewater Treatment Plant located at 644 Providence Road

Date 6-25-13

Subject: Sewer Abatement 139 Upton st. Disapproval.

Janet Diehl

46 Erik st.

Merrimack NH 03054

The Sewer usage rates are for usage of 800 cubic feet or less per quarter is \$60.50

At the time they still had access to use it. The policy is if the water was shut off there would not be access, and the Bill would be \$0.00

For this reason I have Disapproved the request for an abatement of \$60.50

Thank You

Mark Kuras

Town of Northbridge

DPW Wastewater Superintendent.

Mark Kuras

*Ted - I think this has
to go on the agenda
See attached "Code".*

MARK K:

- Pls follow up on Richard & Janet Diehl
- This - and - let's discuss.
- I received this letter 6/17/2013.

June 9, 2013
Board of Selectman & Town Manager
Town of Northbridge
7 Main St.
Whitinsville, MA 01588

THX,

J 17 JUN 2013

RECEIVED
JUN 17 2013
Northbridge Town Manager

Dear Board,

I am writing to request an appeal from the board of selectman. I have previously requested a partial abatements on my 3/31 and 5/29 water/sewer bill for the reason that the the billing is based on usage and we had no usage.

Two months have passed since my first request for abatement of the 3/31 bill and I have not received an official response from the water/sewer department, but did speak with Mark Kuras at the end of May who told me verbally it would not be approved. I have since received a second bill dated 5/29 and am submitting the required abatement form for 5/29 enclosed with this letter. Both bills have been paid in full and on time.

I am only requesting an abatement of the usage portion of the bill. I am not requesting an abatement of the service fee as it covers the metering charge, connection and other maintenance and administrative costs. I understand that there are some overhead costs to be borne and I am quite willing to pay a reasonable service charge to cover a share. However, the additional sewer fee is based on usage, and we had none. There is no waste water flowing to the treatment plant and no burden on the system. There is no actual processing cost to the town.

The billing rates where changed some time ago to be based on winter water usage instead of current water usage. It was communicated that this was to prevent high summer water users such as pool owners from paying usage fees on waste water that did not enter the system. It is only equitable for other non-users of the sewer system to receive equal treatment.

The town receives \$247.80 per year (\$61.95/quarter) in service fees for water/sewer services on an unoccupied home. An additional charge of \$242.00/year (\$60.50/quarter) for non-use is unreasonable and inequitable.

We appreciate your consideration of our appeal and await your response.

Sincerely yours,



Janet Diehl



Town of Northbridge, Massachusetts

Application for Utility Abatement

ABATEMENT
FORM FOR
MAY BILL

INSTRUCTIONS: Please type or legibly print all information. Attach any documentation that supports the abatement request. Sign, date and submit to: Office of the Town Manager, Town Hall, 7 Main Street, Whitinsville, MA 01588. Applications must be received within 30 calendar days of the billing date of the disputed bill. For additional information, see Northbridge Town Code Chapter 198A Utility Abatement Requests. For assistance in completing this form contact Northbridge DPW at 508-234-3581.

Name of Applicant: RICHARD DIEHL Application Number: _____
(Leave Blank)

Mailing Address: 46 ERIK ST
MERRIMACK, NH 03054

Telephone Number: 603-943-5712

Utility Abatement Requested for (Check appropriate block) Water: ☐ Sewer: ☒

Location and description of property served by the utility: 139 UPTON ST
NORTHBRIDGE, MA 01534

Account #: 37-0824-90 Date of Bill: 5/29/13 Billing period from 3/26 to 5/29/13

Amount of Bill: \$ 60.50 Amount of Abatement Requested: \$ 60.50 *

Reasons for Abatement Request: NO USAGE - Please see Appeal letter
AND OTHER DOCUMENTS FOR FULL DETAILS.
(Use additional pages and/or attach supporting documents if needed.)

Subscribed this 9 day of June 2013 under penalties of perjury.

Signature of Applicant: Richard W. Diehl

Do not write below this line

Reviewed by: Mark Kuras Date of Review: 6-19-13

Comments: 800 cubic feet or less is \$60.50 per quarter

| | | |
|---|-----------------|---|
| Action Taken: <u>Approved</u> | Amount \$ _____ | <input checked="" type="checkbox"/> Disapproved |
| Approval/Disapproval Signature: <u>Mark Kuras</u> | | Date: <u>6-19-13</u> |

* Please SEND CHECK INSTEAD OF CREDITING ACCOUNT

TOWN OF NORTHBRIDGE
SEWER SYSTEM

SCHEDULE OF RATES FOR SEWER SERVICES
QUARTERLY BILLING CYCLE

Effective Date: April 1, 2010

WINTER QUARTER BILLING RATES FOR SINGLE FAMILY RESIDENCES ONLY

The rates for sewer services for single family residences only will be:

| | |
|--|----------|
| For usage of 800 cubic feet or less per quarter | \$ 60.50 |
| For the first 900 to 2,000 cubic feet used or fraction thereof | \$ 89.18 |
| For each additional 100 cubic feet thereafter | \$ 6.25 |

Each single family sewer service shall be billed according the above rate schedule. Quarterly usage shall be determined using 100-percent of the winter quarter metered water consumption to arrive at sewer usage. The winter quarter is defined as the water billing cycles ending in the months of January, February and March of each calendar year. Each customer's winter quarter water consumption shall be the basis for sewer service charges for the three remaining billing cycles of the calendar year.

Sewer system customers who do not have metered water service shall be billed \$89.18 per quarter unless they can provide definitive proof that their quarterly usage is 800 cubic feet or less per quarter.

New sewer customers or customers who do not have an established winter quarter water consumption record shall be billed \$89.18 per quarter until winter quarter water consumption has been established.

QUARTERLY BILLING RATES FOR OTHER THAN SINGLE FAMILY RESIDENCES

The rates for all sewer services that are not single family residences will be:

| | |
|--|----------|
| For usage of 800 cubic feet or less per quarter | \$ 60.50 |
| For the first 900 to 2,000 cubic feet used or fraction thereof | \$ 89.18 |
| For each additional 100 cubic feet thereafter | \$ 6.25 |

Each sewer service not serving a single family residence shall be billed in accordance with the above rate schedule. Quarterly usage shall be determined using 100-percent of the actual quarterly metered water consumption figure to arrive at sewer usage.

CONNECTION FEES FOR NEW SERVICES

A connection fee for a new service connection to Residential, Commercial or Industrial premises will be charged by the Northbridge Sewer System at the time application is made for service, as follows:

| <u>Type of Connection</u> | <u>Fee</u> |
|---|--------------------|
| Existing single family residence | \$ 924.00 |
| Existing multi family residence (first unit) | 924.00 |
| Each additional existing unit | 528.00 |
| New single family residence | 7,920.00 |
| New multi family residence (first unit) | 7,920.00 |
| Each additional unit | 6,600.00 |
| Commercial or Industrial (minimum) | 9,240.00 |
| Commercial or Industrial (whichever is greater) | 462.00 per fixture |

The term "fixture" as used above is defined as: water closets, urinals, lavatories, service sinks, laundry sinks, washing machines, dishwashers, garbage disposal units, etc.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS**

Chapter 198A, UTILITY ABATEMENT REQUESTS

[HISTORY: Adopted by the Board of Selectmen of the Town of Northbridge 7-9-2001; amended 8-30-2004, 7-11-2005; 9-8-2009; and 4-12-2010. Subsequent amendments noted where applicable.]

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-1. Filing of abatement requests; valid
complaints.**

§ 198A-1. Filing of abatement requests; valid complaints.

Any customer of the Northbridge water system or sanitary sewer system may file an abatement request if he or she believes that the amount charged on the utility bill is in error by reason of incorrect readings, disruption of service, miscalculation of bill or other similar reason. Beginning with all sewer bills issued after July 1, 2009, the Town has adopted a winter quarter billing policy for all sewer bills. On March 22, 2010 the Board of Selectmen amended the winter quarter billing policy so that it applies only to single family residences. All other categories of sewer customers will be billed using actual water consumption for each billing quarter. All sewer bills for single family residences will be based on the customer's winter quarter water consumption, therefore sewer abatement requests for lawn watering, garden irrigation, pool maintenance and similar outdoor usages will not be accepted. Abatement requests will not be considered when filed to dispute the utility rate being used to calculate the utility bill.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-2. Required information; timeframe for filing;
burden of proof.**

§ 198A-2. Required information; timeframe for filing; burden of proof.

Abatement requests must be received by the Town within 30 calendar days of the billing date of the bill being disputed on a form approved by the Board of Selectmen. Application forms may be

obtained from the Town Manager's Office, Treasurer-Collector's Office, Department of Public Works or on the Town of Northbridge website at www.northbridgemass.org/dpwforms.htm. Applications received more than 30 days after the billing date are untimely submissions and will be returned without action. The request must state the reason for the abatement request and the amount of abatement being requested. The burden of proof for the abatement shall rest upon the applicant. The abatement request must include adequate information that will support the applicant's request. Some examples include previous utility bills indicating different meter readings, evidence of mathematical errors in computing charges, evidence of faulty meters, etc.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-3. Submittal and investigation of request.**

§ 198A-3. Submittal and investigation of request.

Abatement requests will be submitted to the Town Manager's office and immediately forwarded to the Department of Public Works (the Department) for investigation and review. The written determination of the Department on the disposition of the abatement request will normally be completed and returned to the applicant within calendar 30 days of receipt of the abatement request. The Department is authorized to approve, modify, or reject the request of the applicant or take any other action deemed appropriate in disposition of the abatement request. The Department will notify the applicant in writing of their determination.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-4. Placement of request on Selectmen's
agenda.**

§ 198A-4. Placement of request on Selectmen's agenda.

In the event that the applicant disputes the decision of the Department, the applicant may appeal the decision in writing to the Board of Selectmen. The applicant's appeal must provide specific evidence in support of his/her position in disputing the decision of the Department. At the next regularly scheduled Selectmen's meeting after receipt of the applicant's written appeal, the Chairman of the Board of Selectmen will place the abatement request appeal on their agenda and will so notify the applicant. The Selectmen will review the abatement request appeal, allowing the applicant to speak to the issue, and the determination of the Department of Public Works. The Board of Selectmen will then render a final decision on the applicant's appeal.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-5. Resolution of request.**

§ 198A-5. Resolution of request.

The Board of Selectmen may resolve the abatement request appeal on the basis of the applicant's position, the Department's determination, some combination thereof, or on any other basis as deemed appropriate by the Board. The Board may also table the matter to a future meeting should it require additional time to make a decision or require additional information, but in no event will a final decision be delayed longer than 30 days after the matter has first been heard by the Selectmen.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-6. Payment of disputed amount.**

§ 198A-6. Payment of disputed amount.

To prevent the issuance of late notices and the assessment of interest charges, applicants must make timely payment of their utility bills. It is not necessary for the abatement applicant to pay the disputed amount pending the decision of the Department of Public Works; any undisputed amount, however, shall be paid when due. Before applying for an abatement, applicants should contact the Department of Public Works at 508-234-3581 to obtain information on minimum payments that must be submitted to prevent issuances of late notices. Should the decision of the Department not be in favor of the applicant or should the amount of the abatement that is approved be less than the amount requested, the applicant will be required to pay any interest charges that may have accrued on the disputed balance.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-7. Nonpayment of outstanding bills.**

§ 198A-7. Nonpayment of outstanding bills.

Although it is the policy of the Board of Selectmen to use discontinuance of service as its preferred method of requiring payment of outstanding utility bills, in certain situations liens may be placed on the real estate where the service is provided pursuant to MGL C. 40, §§ 42A

through 42E (water) or MGL C. 83, §§ 16A through 16E (sewer). The owner of the real estate has a right to request an abatement of the amount of the lien as allowed in the before-mentioned statutes and, to the extent possible, the Board of Selectmen will utilize the procedures outlined in this policy in deciding the abatement request.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-8. Applicability.**

§ 198A-8. Applicability.

This policy is effective seven days after adoption by the Board of Selectmen and is applicable to all water and sewer bills issued by the Town of Northbridge with a billing date more than seven days after the adoption of this policy.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / § 198A-9. Assistance with filing applications.**

§ 198A-9. Assistance with filing applications.

Applicants may contact the Northbridge Department of Public Works (DPW) at 508-234-3581 to obtain assistance in filing an application. Contact with the DPW does not relieve applicants of their responsibility to make timely payments of the undisputed billing amount or of the requirement to file an application within thirty days of the billing date.

**CODE OF THE TOWN OF NORTHBRIDGE MASSACHUSETTS, v12 Updated
12-01-2010 / DIVISION 3 Selectmen's Regulations / Chapter 198A, UTILITY
ABATEMENT REQUESTS / Application for Utility Abatement**

E.

Donna Gosselin

From: Donna Gosselin <dgosselin@northbridgemass.org>
Sent: Thursday, August 08, 2013 9:59 AM
To: 'Selena Livingston'
Cc: wwarchol@northbridgemass.org; James Shuris (jshuris@northbridgemass.org)
Subject: RE: Board of Selectman Agenda for Boot Drive
Attachments: PolicyReBootDrives.doc

Hi Selena - Once I receive a response from Chief Warchol and James Shuris, DPW Director, I will place this item on a future Board of Selectmen's agenda. I have attached a copy of the boot drive policy for you to review. Have a good day.
Donna

From: Selena Livingston [mailto:dwliving_14221@yahoo.com]
Sent: Tuesday, August 06, 2013 10:36 AM
To: dgosselin@northbridgemass.org
Subject: Re: Board of Selectman Agenda for Boot Drive

Hi Donna,

I'm sorry I haven't gotten back to you. I have been out of town and will be until this Friday.

The date is September 28th from 9 am to 1 pm at the intersections of ~~Plummer Corners~~ and the Town Square Memorial intersection.

If you need anything else, please let me know.

Thank you,

Selena

From: Donna Gosselin <dgosselin@northbridgemass.org>
To: 'Selena Livingston' <dwliving_14221@yahoo.com>
Sent: Monday, July 22, 2013 9:06 AM
Subject: RE: Board of Selectman Agenda for Boot Drive

Good morning Selena – In order for me to place you on an agenda, I need to know the place, time and date of your boot drive. Please advise. Thank you.

From: Selena Livingston [mailto:dwliving_14221@yahoo.com]
Sent: Saturday, July 20, 2013 11:28 AM
To: dgosselin@northbridgemass.org
Subject: Board of Selectman Agenda for Boot Drive

Hi Donna,

I just received the date for Homecoming so I need to get on the BOS agenda so we can do our boot drive. The date for Homecoming is September 28th.


Thanks so much!

Police Chief
Response

Donna Gosselin

From: Walter Warchol <wwarchol@northbridgemass.org>
Sent: Thursday, August 08, 2013 1:52 PM
To: dgosselin@northbridgemass.org
Subject: RE: Board of Selectman Agenda for Boot Drive

Donna:

 I do not have a problem with the boot drive as long as they follow the proper procedures in the policy. Also, the only locations are Memorial Square & Ovia Square. Plummer's Corner is not an allowed location because of safety issues.

Chief

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Thursday, August 08, 2013 9:59 AM
To: 'Selena Livingston'
Cc: wwarchol@northbridgemass.org; James Shuris
Subject: RE: Board of Selectman Agenda for Boot Drive

Hi Selena - Once I receive a response from Chief Warchol and James Shuris, DPW Director, I will place this item on a future Board of Selectmen's agenda. I have attached a copy of the boot drive policy for you to review. Have a good day.
Donna

From: Selena Livingston [mailto:dwliving_14221@yahoo.com]
Sent: Tuesday, August 06, 2013 10:36 AM
To: dgosselin@northbridgemass.org
Subject: Re: Board of Selectman Agenda for Boot Drive

Hi Donna,

I'm sorry I haven't gotten back to you. I have been out of town and will be until this Friday.

The date is September 28th from 9 am to 1 pm at the intersections of Plummer Corners and the Town Square Memorial intersection.

If you need anything else, please let me know.

Thank you,

Selena

From: Donna Gosselin <dgosselin@northbridgemass.org>
To: 'Selena Livingston' <dwliving_14221@yahoo.com>
Sent: Monday, July 22, 2013 9:06 AM
Subject: RE: Board of Selectman Agenda for Boot Drive

Good morning Selena – In order for me to place you on an agenda, I need to know the place, time and date of your boot drive. Please advise. Thank you.

Donna Gosselin

From: James Shuris <jshuris@northbridgemass.org>
Sent: Friday, August 09, 2013 8:31 AM
To: dgosselin@northbridgemass.org; 'Selena Livingston'
Cc: wwarchol@northbridgemass.org
Subject: RE: Board of Selectman Agenda for Boot Drive

Donna:

Sounds like a great event. Other than assuring that the public ways are kept clean and not disturbed/damaged – the Department of Public Works has no concerns. However, Plummer's Corner is a "state-owned" road and may need the applicant to approach MassDOT. MassDOT's telephone number is (508) 929-3800.

Jim Shuris

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Thursday, August 08, 2013 9:59 AM
To: 'Selena Livingston'
Cc: wwarchol@northbridgemass.org; James Shuris
Subject: RE: Board of Selectman Agenda for Boot Drive

Hi Selena - Once I receive a response from Chief Warchol and James Shuris, DPW Director, I will place this item on a future Board of Selectmen's agenda. I have attached a copy of the boot drive policy for you to review. Have a good day.
 Donna

From: Selena Livingston [mailto:dwliving_14221@yahoo.com]
Sent: Tuesday, August 06, 2013 10:36 AM
To: dgosselin@northbridgemass.org
Subject: Re: Board of Selectman Agenda for Boot Drive

Hi Donna,

I'm sorry I haven't gotten back to you. I have been out of town and will be until this Friday.

The date is September 28th from 9 am to 1 pm at the intersections of Plummer Corners and the Town Square Memorial intersection.

If you need anything else, please let me know.

Thank you,

Selena

From: Donna Gosselin <dgosselin@northbridgemass.org>
To: 'Selena Livingston' <dwliving_14221@yahoo.com>
Sent: Monday, July 22, 2013 9:06 AM
Subject: RE: Board of Selectman Agenda for Boot Drive

August 12th Agenda

F.



**St. Camillus
Health Center**

RECEIVED

JUL 19 2013

Northbridge Town Manager

July 9, 2013

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

To Whom It May Concern:

I am writing to request a Charity Wine License for our 8th Annual Evening at the Mansion Wine Tasting which will be held September 20, 2013. This fundraiser will be held at St. Camillus in the Fr. Turci Manor from 6-10 p.m. This has become our major event of the year and the money raised will allow us to continue to make the necessary improvements that will positively impact the lives of our residents.

In addition, I would like to request permission for the Fire Department to hang a banner across Church Street for the two weeks prior to the event. 9/15 - 9/22nd

• no conflict • ok

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

Sincerely,

William J. Graves
Administrator

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

447 Hill Street Whitinsville, Massachusetts 01588

Phone: (508) 234-7306 Fax: (508) 234-7597

www.StCamillus.com

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION
MONETARY TRANSMITTAL FORM

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE
LOCAL LICENSING AUTHORITY.

REVENUE CODE: RETA

CHECK PAYABLE TO ABCC OR COMMONWEALTH OF MA:

NO FEE

IF USED EPAY, CONFIRMATION NUMBER:

A.B.C.C. LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY):

CHARITY NAME:

St Camillus Health Center, Inc.

ADDRESS:

447 Hill St

CITY/TOWN:

Whitinsville

STATE

MA

ZIP CODE

01588

TRANSACTION TYPE (Please check all relevant transactions):

- ☐ Change of Hours
☐ Change of DBA
☒ Charity Wine License

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL
FORM ALONG WITH THE CHECK, COMPLETED APPLICATION, AND
SUPPORTING DOCUMENTS TO:

ALCOHOLIC BEVERAGES CONTROL COMMISSION
P. O. BOX 3396
BOSTON, MA 02241-3396

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

Charity Wine License Application

1. Qualified Charity Applicant Information:

| | | | | | |
|-----------------------|----------------------------------|-------------|--------------|----------|-------|
| Name of Applicant: | St. Camillus Health Center, Inc. | | | | |
| Contact Person | Bonnie Dryden | | | | |
| Address of Applicant: | 447 Hill St. | City/Town: | Whitinsville | State | MA |
| | | | | Zip Code | 01588 |
| Phone Number: | 508 234 7306 | Fax Number: | 508 234 7597 | | |

NOTE: 1. Attach Certificate of Good Standing from the Secretary of the Commonwealth
2. Attach a copy of the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office (Certificate must be current to the date of the event)

2. Type of License Requested:

| | | |
|--|---|---|
| <input checked="" type="checkbox"/> Charity Wine Pouring License | <input type="checkbox"/> Charity Wine Auction License | <input type="checkbox"/> Charity Wine Partnership License |
|--|---|---|

*Donated Wine Only

3. Event Information:

| | | |
|-------------------|--------------------|--|
| Date(s) of Event: | September 20, 2013 | |
|-------------------|--------------------|--|

These events are only permitted at one of the locations specified below. Please check the one that applies.

| | |
|--|-----------------------------------|
| <input type="checkbox"/> Address of Applicant's Corporate Headquarters: | |
| <input type="checkbox"/> Address of Applicant's Usual Place of Business: | |
| <input checked="" type="checkbox"/> Address of Licensee: | 447 Hill St Whitinsville MA 01588 |

| | | | |
|-------------------|----------------------------|----------------|--|
| Name of Licensee: | St. Camillus Health Center | ABCC License # | |
|-------------------|----------------------------|----------------|--|

*Attach letter of consent from Licensee

Describe Area to be Licensed:

Mansion attached to Nursing home

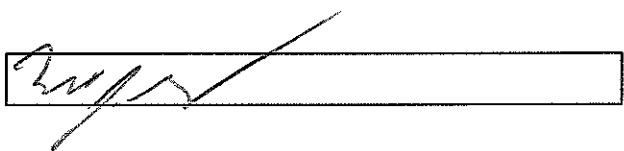
If additional space is needed, please use the last page

4. Who Donated Wine:

| Name | Donated |
|---------------------------|---------|
| Friendly Discount Liquors | Wine |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate; I hereby acknowledge I have read and understand the attached conditions.

Signature:



Date

7/10/13



***St. Camillus
Health Center***

July 10, 2013

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

To Whom It May Concern:

Attached please find the Certificate of Good Standing from the Secretary of the Commonwealth and the Certificate of Solicitation from the Public Charities Division of the MA Attorney General's Office as required documentation for the Charity Wine License application. Please note that the Certificate of Solicitation has expired. We do not have a current certificate because our auditors have not yet filed our 2012 Form 990 or Form PC. They have requested an extension of time to file as evidenced by the attached extension approvals from the Internal Revenue Service. Please accept the extension approvals in lieu of the current Certificate of Solicitation as the Form PC is filed the same time as the Form 990.

Thank you.

Sincerely,

William Graves
Administrator

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

447 Hill Street Whitinsville, Massachusetts 01588

Phone: (508) 234-7306 Fax: (508) 234-7597

www.StCamillus.com



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

December 5, 2012

TO WHOM IT MAY CONCERN:

I hereby certify that according to the records of this office

ST. CAMILLUS HEALTH CENTER, INC.

is a domestic corporation organized on **January 3, 1969 (Chapter 180)**.

I further certify that there are no proceedings presently pending under the Massachusetts General Laws Chapter 180 section 26 A, for revocation of the charter of said corporation; that the State Secretary has not received notice of dissolution of the corporation pursuant to Massachusetts General Laws, Chapter 180, Section 11, 11A, or 11B; that said corporation has filed all annual reports, and paid all fees with respect to such reports, and so far as appears of record said corporation has legal existence and is in good standing with this office.

In testimony of which,

I have hereunto affixed the

Great Seal of the Commonwealth

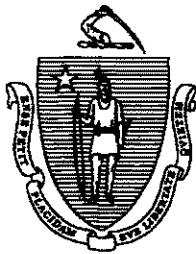
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth



Processed By nem



The Commonwealth of Massachusetts
Secretary of the Commonwealth
State House, Boston, Massachusetts 02133

William Francis Galvin
Secretary of the
Commonwealth

December 10, 2012

TO WHOM IT MAY CONCERN:

I hereby certify that according to records in this office, **ST. CAMILLUS HOSPITAL, INC.**
was incorporated under the General Laws of this Commonwealth on **January 3, 1969 (Chapter 180)**.

I also certify that in Articles of Amendment filed here **May 31, 1988**, the name of said corporation was
changed to: **ST. CAMILLUS HEALTH CARE CENTER, INC.**

I further certify that in Articles of Amendment filed here **August 11, 1988**, the name of said corporation
was changed to: **ST. CAMILLUS NURSING HOME, INC**

I also certify that in Articles of Amendment filed here **June 1, 1998**, the name of said corporation was
changed to: **ST. CAMILLUS HEALTH CENTER, INC.**

I further certify that Restated Articles of Organization of the corporation were filed here pursuant to
General Laws, Chapter 180, Section 7 on **January 16, 2002**, (which also include other lawful provisions) and that
from and after the effective date the Restated Articles of Organization shall be deemed for all purposes to have
superseded the original Articles of Organization and amendments and shall constitute the Articles of Organization of
the corporation.

I also certify that the following amendments to the Restated Articles of Organization appear of record here,
namely:

Articles of Amendment
Articles of Amendment

filed
filed

April 18, 2002
May 29, 2003

I further certify that no other amendments to the Restated Articles of Organization appear of record here
and said corporation still has legal existence.

I also certify that a Certificate of Change of Directors or Officers filed here on **December 7, 2012**, , the
Officers and Directors are listed as follows:

SEE ATTACHED

In testimony of which,

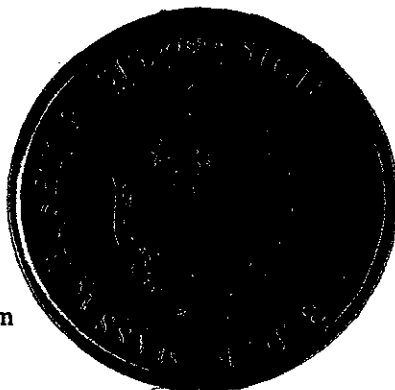
I have hereunto affixed the

Great Seal of the Commonwealth

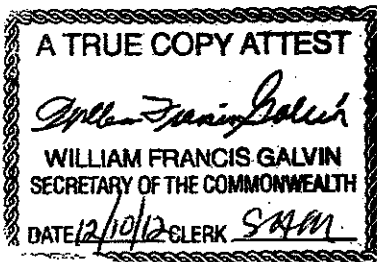
on the date first above written.

William Francis Galvin

Secretary of the Commonwealth



Processed By:sam



FEDERAL IDENTIFICATION
NO. 04-2446420

The Commonwealth of Massachusetts

William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-1512

CERTIFICATE OF CHANGE OF DIRECTORS OR OFFICERS OF NON-PROFIT CORPORATIONS (General Laws, Chapter 180, Section 6D)

I, Sandra Godfrey, *Clerk / *Assistant Clerk

of St. Camillus Health Center, Inc.
(Exact name of corporation)

having a principal office at 447 Hill Street, Whitinsville, MA 01588
(Street address of corporation in Massachusetts)

certify that pursuant to General Laws, Chapter 180, Section 6D, a change in the directors and/or the president, treasurer and/or clerk of said corporation has been made and that the name, residential address, and expiration of term of each director and the president, treasurer and clerk are as follows:

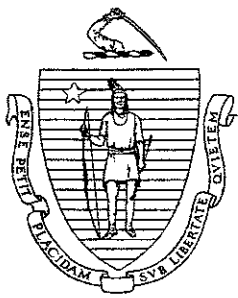
| | NAME | RESIDENTIAL ADDRESS | EXPIRATION OF TERM OF OFFICE |
|--------------------|--------------------|--------------------------------------|------------------------------|
| President: | William Graves | 20 Reservoir Drive, Ludlow, MA 01588 | Until Successor is Elected |
| Treasurer: | Mark Wickstrom | 110 Hecla St. Uxbridge, MA 01569 | Until Successor is Elected |
| Clerk: | Sandra Godfrey | 39 Cedar Street, Douglas, MA 01516 | Until Successor is Elected |
| **Assistant Clerk: | | | Elected |
| Directors: | William Graves | Same as Above | Until Successor is Elected |
| | Mark Wickstrom | Same as Above | Until Successor is Elected |
| | Sandra Godfrey | Same as Above | Until Successor is Elected |
| | Joseph Cove | 14 Glendale Rd., Uxbridge, MA | Elected |
| | Fr. Paul O'Connell | 18 Summer St., Shrewsbury, MA | Until Successor is Elected |
| | Richard Buma | 42 Congress St., Milford, MA | Elected |

SIGNED UNDER THE PENALTIES OF PERJURY, this 4th day of December, 20 12.

Sandra M. Godfrey, *Clerk / *Assistant Clerk

*Delete the inapplicable words.

**Please provide the name and residential address of the assistant clerk if he/she is executing this certificate of change.



MARTHA COAKLEY
ATTORNEY GENERAL

THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF THE ATTORNEY GENERAL
ONE ASHBURTON PLACE
BOSTON, MASSACHUSETTS 02108

(617) 727-2200
(617) 727-4765 TTY
www.mass.gov/ago

ST. CAMILLUS HEALTH CENTER, INC.
447 Hill Street
Whitinsville, MA 01588

Certificate for Solicitation

This certificate has been issued to the organization listed below because it is current in its filings with the Attorney General's Division of Non-Profit Organizations/Public Charities. This registration in no manner constitutes endorsement or approval by the Commonwealth of Massachusetts of the named organization.

Name of organization: ST. CAMILLUS HEALTH CENTER, INC.
Certificate End Date: 05/15/2013
Attorney General's Account Number: 007872

Issued By
The Division of Non-Profit Organizations/Public Charities
Business and Labor Bureau



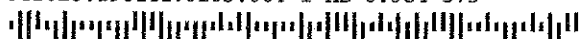
201324 003727
Department of the Treasury
Internal Revenue Service
Ogden UT 84201

01588 IRS USE ONLY

29404-145-71762-3 A0139206 211A
042446420 TE 3

For assistance, call:
1-877-829-5500
FAX 801-620-5670
Notice Number: CP211A
Date: July 1, 2013

042023.198141.0165.004 1 AB 0.384 373



Taxpayer Identification Number:
04-2446420
Tax Form: 990T
Tax Period: December 31, 2012

ST CAMILLUS HEALTH CENTER INC
447 HILL ST
WHITINSVILLE MA 01588-1016

APPLICATION FOR EXTENSION OF TIME TO FILE AN EXEMPT ORGANIZATION RETURN - APPROVED

We received and approved your Form 8868, Application for Extension of Time to File an Exempt Organization Return, for the return (form) and tax period identified above. Your extended due date to file your return is **November 15, 2013**.

When it's time to file your Form 990, 990-EZ, 990-PF or 1120-POL, you should consider filing electronically. Electronic filing is the fastest, easiest and most accurate way to file your return. For more information, visit the Charities and Nonprofit web at www.irs.gov/eo. This site will provide information about:

- The type of returns that can be filed electronically,
- approved e-File providers, and
- if you are required to file electronically.

If you have any questions, please call us at the number shown above, or you may write us at the address shown at the top of this letter.



Department of the Treasury
Internal Revenue Service
Ogden UT 84201

For assistance, call:

1-877-829-5500

FAX 801-620-5670

Notice Number: CP211A

Date: June 3, 2013

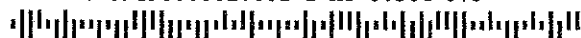
Taxpayer Identification Number:

04-2446420

Tax Form: 990

Tax Period: December 31, 2012

000420.189498.0002.001 1 AT 0.384 373



ST CAMILLUS HEALTH CENTER INC
447 HILL ST
WHITINSVILLE MA 01588-1016

000420

APPLICATION FOR EXTENSION OF TIME TO FILE AN EXEMPT ORGANIZATION RETURN - APPROVED

We received and approved your Form 8868, Application for Extension of Time to File an Exempt Organization Return, for the return (form) and tax period identified above. Your extended due date to file your return is **August 15, 2013**.

When it's time to file your Form 990, 990-EZ, 990-PF or 1120-POL, you should consider filing electronically. Electronic filing is the fastest, easiest and most accurate way to file your return. For more information, visit the Charities and Nonprofit web at www.irs.gov/eo. This site will provide information about:

- The type of returns that can be filed electronically,
- approved e-File providers, and
- if you are required to file electronically.

If you have any questions, please call us at the number shown above, or you may write us at the address shown at the top of this letter.

G

Know all Men by These Presents,

That the Trustees of the Riverdale Cemetery, in the Town of Northbridge, in the County of Worcester and State of Massachusetts, in consideration of Eight Hundred and 00/100 Dollars, paid to them by Carol A. Lewis of 15 Paul Place, Whitinsville, MA the receipt of which is hereby acknowledged, do sell and convey to said Carol A. Lewis Lot No. 2 (2 graves) situated on the way called Hemlock Ave. in the Riverdale Cemetery, and the sole and exclusive right of burial of the dead therein, subject to the following by-laws for the regulation and government of said Cemetery; viz:

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

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

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

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

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

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

IN WITNESS WHEREOF, the said Town of Northbridge hath caused these presents to be signed and sealed by the Trustees, this _____ day of _____ in the year of our Lord ~~xxxxxx~~ xxxxxx and Two Thousand Thirteen.

Signed, Sealed and delivered in presence of

_____ } TRUSTEES

COMMONWEALTH OF MASSACHUSETTS

WORCESTER, SS. _____ 19____

Personally appeared _____ and acknowledged this instrument to be his free act and deed.

Before me,

Notary Public

TOWN OF NORTHBRIDGE

I hereby certify that the foregoing Deed has been received, entered and recorded in this office in the Book provided for that purpose, being Book No. 2 and page No. 89

Town Clerk

Northbridge Fire Department
193 Main Street, PO Box 13
Whitinsville, Massachusetts

Board of Selectmen
Town of Northbridge
7 Main Street
Whitinsville, Massachusetts

July 9, 2013

Greetings:

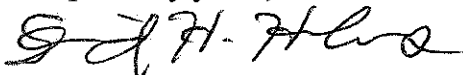
The members of the Northbridge Fire Department would like to request your permission to conduct a "Fill the Boot" drive for Muscular Dystrophy. We would like to conduct the drive on Saturday, August 31, 2013 from 9:00 am to 12:00 pm, at Memorial Square.

We have a copy of the Town's "Boot Drive" policy, to which we will adhere. We will be using only off-duty personnel.

All the proceeds of the drive will benefit the Muscular Dystrophy Association, which will be holding its annual telethon on Labor Day weekend. As you know, the MDA funds research into the causes and cures of a wide range of neuromuscular diseases, as well as providing support to those in the community who suffer from these diseases.

Our boot drives in the past have been very successful, and we thank you for your past support. Working together, we hope to continue our success. Thank you.

Respectfully yours,



David H. Holmes,
Lieutenant, NFD

Aug 12th Agenda
H. 7/9/13 { cc: Alice
Daw
please respond.
Thx
Donna
RECEIVED
JUL 09 2013
Northbridge Town Manager

Donna Gosselin

Police Chief
Response

From: Walter Warchol [wwarchol@northbridgemass.org]
Sent: Thursday, July 11, 2013 1:37 PM
To: dgosselin@northbridgemass.org
Subject: Fire Dept. boot drive

Donna:

I have no problem with the Fire Department conducting a boot drive on 8/31/13. They have conducted boot drives before and we have never encountered a problem with their agency.

Chief Warchol

Walter J. Warchol
Chief of Police
Northbridge Police Department
1 Hope Street
Whitinsville, MA 01588
508-234-6211
fax 508-234-9021

=

DPW Director
Response

Donna Gosselin

From: James Shuris <jshuris@northbridgemass.org>
Sent: Friday, August 09, 2013 10:45 AM
To: dgosselin@northbridgemass.org
Subject: August 31st Boot Drive at Memorial Square

Donna:

✶ Sounds like a great event. Other than assuring that the public ways are kept clean and not disturbed/damaged – the Department of Public Works has no concerns.

Jim Shuris

From: Donna Gosselin [mailto:dgosselin@northbridgemass.org]
Sent: Friday, August 09, 2013 9:23 AM
To: James Shuris
Subject: Response

Hi Jim – I realized I placed it in your mail bin, not an email. See attached. Thanks

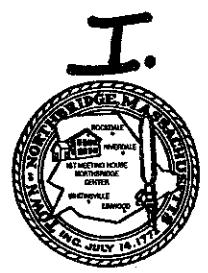
Donna M. Gosselin
Sr. Admin. Asst./Human Resources Asst.
Town of Northbridge
7 Main Street
Whitinsville, MA 01588
P: 508-234-2095
F: 508-234-7640
dgosselin@northbridgemass.org



WALTER J. WARCHOL
CHIEF OF POLICE

TOWN OF NORTHBRIDGE DEPARTMENT OF POLICE

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



TIMOTHY LABRIE
LIEUTENANT

Tuesday –July 23, 2013

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

Balmer School (site visit)–Traffic & safety concerns

Dear Board Members,

The Northbridge Safety Committee met on Tuesday, July 23, 2013 (8:30 AM) at the entrance of the Balmer School driveway (Crescent Street). The following members were present: Chief Nestor, Chief Warchol, George Murray, Gary Bechtholdt, Peter Bedigian, James Shuris and Robert Van Meter. Julie Gawlak did not attend. Melissa Walker, Paul Halacy & Karlene Ross were also in attendance.

The purpose of the meeting (site visit) was to review existing geometry of the Balmer School driveway and Crescent Street sidewalk/roadway, as well as, to observe turning movements in/out of the site.

During the visit a number of vehicles entered and exited the site driveway, arrangements were also made for a school bus to demonstrate the various turning movements in and out of the site.

Paul Halacy and Jim Shuris briefed the Committee on its findings specific to roadway/driveway width, angle of approach and crosswalk locations. Mr. Shuris suggested modifying the traffic by directing vehicular movement out of the site; restricting “right-turn only”. Mr. Shuris also suggested consideration should be made to designate Crescent Street “one-way” between the site driveway and Arcade Street to minimize traffic and pedestrian conflicts. Committee members expressed concerns regarding one-way traffic.

Chief Warchol noted safety concerns appear to have been created as a result of the School Departments decision to no longer accept students into the school at an earlier time. Because of this parent drop-off, school buses and student walkers all convene on school grounds at the same time; causing traffic conflicts and potential safety concerns.

It was noted, as a result of the roadway improvements the travel lanes along Crescent Street have been reduced (narrower streets/wider sidewalks) and the site driveway was also altered. Buses arriving prior to school opening (in the AM) park along Crescent Street; make it difficult for vehicles arriving and exiting the site, as well as students walking to school.

Mr. Murray agreed with Mr. Shuris, suggesting “right-turn only” for vehicles exiting the driveway. Mr. Murray also recommended the school have a crossing-guard (in the AM) to assist students crossing at the pedestrian crosswalk located at site driveway and to have buses access the school via Lake Street. It was

July 23, 2013

noted that the majority of the bus routes currently follow this traffic pattern (21 buses with some 300 -400 students).

Mr. Bedigian agreed with Mr. Murray's suggestions however felt it was important to (re)emphasis the fact that until the school department altered its school opening policy concerns of traffic conflicts and student safety did not appear to be an issue; even after the roadway improvements along Crescent Street were completed. Committee members agreed.

Upon motion duly made (Murray) and seconded (Shuris) the Northbridge Safety Committee recommends the following: (1.) restrict traffic exiting the site driveway to "right-turn only" from 8AM-9AM and 2:15PM-3:15PM; (2.) the school department add a crossing-guard at the site driveway; (3.) the buses be directed to access the school via Lake Street; & (4.) the school explore option of reopening the school earlier to help minimize traffic conflicts and safety concerns.

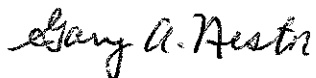
The vote was unanimous (6-0).

Reference is made to email communication from Nancy Spitulnik, School Superintendent received July 10, 2013 and correspondence received from concerned parent.

At this time, Safety Committee members did not feel adjusting the site driveway would adequately address known concerns; as reconfiguring the driveway would also require the relocation of an existing pedestrian crosswalk on Crescent Street.

Having no other business the Safety Committee adjourned its meeting of July 23, 2013 at 9:00 AM.

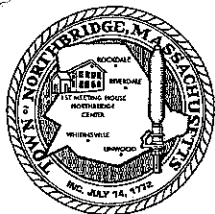
Very truly yours,



Gary Nestor
Chairman Safety Committee
Northbridge Fire Chief

/rgb

Cc: Northbridge Town Clerk
Northbridge Town Manager
Lt. Timothy Labrie
Mellissa Walker
Paul Halacy
Karlene Ross



The Northbridge Public Schools Town of Northbridge

87 Linwood Avenue, Whitinsville, Massachusetts 01588 (508) 234-8156 FAX (508) 234-8469 www.nps.org

Dr. Nancy R. Spitulnik, Superintendent
Robert J. Lynch, Director of Pupil Personnel Services

Dr. Catherine A. Stickney, Assistant Superintendent
Melissa J. Walker, Business Manager

August 7, 2013

Chief Gary Nestor
Chairman Safety Committee
193 Main Street
Whitinsville, MA 01588

Dear Safety Committee,

We appreciate your actions in looking at the traffic problems at Balmer School in regards to student safety. I have received your letter summarizing your site visit to the Balmer School on July 23, 2013, which includes some recommendations for dealing with this issue.

I wanted to highlight some information that we had sent you relating to your recommendations (see attached observation report from April 10, 2013). I also wanted to correct some inaccurate information that was contained in the report.

- It is mentioned that a possible cause of the congestion was the "School Department's decision to no longer accept students into the school at an earlier time." It should be noted that this policy always existed for safety reasons. The schools do not have staff available to supervise students until 10 minutes before the start of the school day. (This is a contractual obligation in the teacher's contract.) The only thing that changed was a stricter enforcement of this policy, which only applied to a handful of parents who had been dropping their children off too early. This has had a minimal impact on the traffic pattern at Balmer School.
- One suggestion from the Safety Committee is to restrict left turns out of the driveway for part or all of the school day. The attached observation from April 10, 2013, states that from the time period of 8:17 to 8:27, only 7 cars turned left out of the parking lot. Only 1 of those cars was delayed, and the delay was approximately 9 seconds. It appears that cars turning left out of the parking lot don't have a substantial impact on the traffic congestion. Before implementing a right-turn only policy, I would suggest doing a further study to see if this would have any impact on the problem.
- Another suggestion from the Safety Committee is to hire a crossing guard. The duties of a crossing guard are to cross students safely, and not to direct traffic. During the April 10th observation, approximately 26 students crossed the driveway entrance, with 19 of these students accompanied by a parent. For the 7 students who crossed on their own, it was observed that "when traffic was present and moving, all vehicles appropriately and safely yielded to the crossing students." At this time, the School Department does not have the funding, nor do we see the need, to hire a crossing guard for what appears to be less than 10

students. (It should be noted that teachers escort the students to the driveway entrance for afternoon dismissal and cross them safely to the other side of the street.)

Given that there was no change in the school opening procedures other than stricter enforcement, and that it appears that instituting a right-turn only policy and adding a crossing guard would have a minimal impact on the traffic patterns and congestion, we need to go back to what the difference is now that is causing more of a concern. The only substantial change has been the width of the driveway entrance following roadway improvements on Crescent Street. Prior to this new construction, it was wide enough for two buses to fit at the entrance, so one bus could be entering the driveway while another bus was exiting the driveway. Because the entrance is now narrower, two buses cannot fit across, which means that either the bus entering or the bus exiting the driveway has to stop farther back to allow the other bus to proceed. This is having a huge impact on the back-up on Crescent Street, as well as in the Balmer driveway and parking lot.

We would be happy to meet with the Safety Committee again to discuss this issue, and explore possible resolutions to the problem of traffic congestion. We would be happy to host a meeting once school reopens so the Committee can observe the traffic patterns in the morning first-hand.

Again, we appreciate all of your time and efforts on behalf of the students and families of the Northbridge Schools.

Sincerely,



Dr. Nancy Spitulnik, Superintendent

cc: Northbridge Board of Selectmen
Northbridge Town Clerk
Northbridge Town Manager
Chief Walter Warchol
Lt. Timothy Labrie
Melissa Walker
Paul Halacy
Karlene Ross

Observation of Crosswalk at Balmer Driveway Entrance

4/10/13

| Students Crossed | Parent Present | Notes |
|------------------|----------------|---------------------------------------|
| 2 | | |
| 1 | Parent | |
| 1 | | No cars |
| 5 | Parent | |
| 1 | | |
| 7 | Parent | Cars were in line waiting, not moving |
| 2 | Parent | Cars were in line waiting, not moving |
| 3 | | Cars were in line waiting, not moving |
| 1 | Parent | |
| 3 | Parent | |

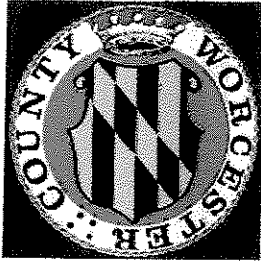
On Wednesday, April 10, 2013 I observed the driveway entrance crosswalk at the Balmer School. While I was present (8:05 – 8:27), approximately 26 students crossed at the crosswalk at the driveway entrance at the Balmer School. All but 7 of these students had adults accompanying them. In all instances observed when traffic was present and moving, all vehicles appropriately and safely yielded to the crossing students.

While observing students crossing the crosswalk, I also noted how many cars turned left out of the Balmer parking lot. From 8:17 on, approximately 7 cars turned left out of the parking lot. Only 1 car was delayed in turning left – the delay was approximately 9 seconds. All other cars were able to turn left in as much time as any car that chose to turn right. Turning left out of the Balmer parking lot did not appear to be an issue on the day I was present.

While only observing the Balmer driveway entrance, not the parent drop off loop or the bus drop off loop, the biggest delay seemed to be the narrowness of the Balmer entrance preventing traffic to flow out when buses were turning in. Busses leaving the parking lot would stop 2 to 3 bus lengths back from the driveway exit when a bus was turning into the parking lot and could not pull forward until the line of traffic moved enough that the bus turning in was properly in its own lane and not in both travel lanes. Also, cars approaching Balmer School and needing to turn left into Balmer School may have played a factor in congestion, but this would need to be observed closer to determine its impact on any delays.

6/14 BOS Agenda

6/14/13 {C: BOS
J.



Worcester County Selectmen's Association

Executive Board

RECEIVED

Brian J. Patacchiola, Treasurer

June 14 2013

Email: 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 20th 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 20th 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.

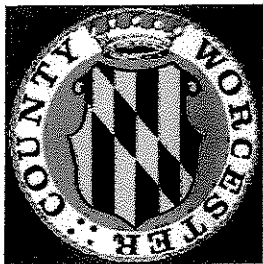
The Worcester County Selectmen's Association was founded in order for selectmen to network with colleagues and share ideas. It is no secret that all towns face similar issues, whether they are 9c cuts from the Governor, trying to build a senior center, or how to effectively handle demanding constituents. 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 20th 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

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 _____



A subsidiary of Millbury Federal Credit Union

Via Overnight Delivery

August 6, 2013



Barbara Kinney, Town Planning Office
Town of Northbridge
14 Hill Street
Whitinsville, MA 01588

Re: Gilmore Drive, Northbridge and Sutton, Massachusetts

Dear Barbara,

Enclosed with this letter is the original Easement Deed concerning property located on Gilmore Drive in Sutton, Massachusetts, executed by Joseph Barbato on behalf of the Millbury Federal Credit Union.

Please call me at (508) 865-8712 with any questions you may have on this matter. Thank you for your assistance.

Very truly yours,

A handwritten signature in cursive script that reads "Paul Crimlisk".

Paul Crimlisk
Senior Vice President

Enclosure

EASEMENT DEED

MILLBURY FEDERAL CREDIT UNION with a principal place of business located at 50 Main Street, Millbury, Massachusetts (herein referred to as "Grantor") for consideration paid and in full consideration of

LESS THAN ONE HUNDRED DOLLARS

GRANTS TO THE TOWN OF NORTHBRIDGE a municipal corporation duly established under the laws of the Commonwealth of Massachusetts, the following easements:

A non-exclusive perpetual easement for the purposes of a public way, together with the attendant customary uses, including, but not limited to, the construction, operation and maintenance of the right-of-way, drainage and utilities in, over, under, through, across, upon and along a certain parcel of land located over the land known as Gilmore Drive, situated in Northbridge, Massachusetts, being more particularly described on the Plan hereinafter referenced, and being more particularly described on Exhibit A attached hereto and made a part hereof.

A non-exclusive perpetual easement on and over the area shown as Drainage Easement Area on the Plan and being more particularly described on Exhibit A attached hereto solely for the purpose of carrying, storing, collecting, draining and flowing surface, subsurface and storm water from any existing point or source to the designated area, to and through the existing drains, pipes, ditches, culverts, dams, basins and similar facilities as existing within the Drainage Easement Area and their replacements from time to time, and any additional related drainage facilities subsequently constructed on the Drainage Easement Area, together with the right to pass and re-pass over so much of the Drainage Easement Area with persons, vehicles and equipment as is reasonably necessary for the purpose of achieving the foregoing.

A non-exclusive perpetual right and easement to pass and re-pass on foot and by vehicle for the purposes of trimming and/or removing all vegetation or any other objects that may obstruct a driver's view at the intersection of Main Street and Gilmore Drive in, through, across and upon the land shown as Sight Distance Easement on the Plan and being more particularly described on Exhibit A attached hereto.

A non-exclusive perpetual right and easement for the purposes of installing, maintaining, modifying, operating, repairing, replacing and relocating below surface or underground sewer infrastructure in, through, under and across the land shown as Sewer Easement on the Plan and being more particularly described on Exhibit A attached hereto, which right shall include the right to pass and re-pass on foot and by vehicle over the said Sewer Easement as is reasonably necessary for the purposes of achieving the foregoing.

Grantee has the right to assign any and all of the rights and easements herein to third parties, including, but not limited to, the Town of Sutton, and further reserves the right to allow the Town of Sutton to exercise the rights and easements created herein.

Gilmore Drive, Northbridge

This transfer does not constitute the sale of all or substantially all of the assets of the Grantor in the Commonwealth of Massachusetts.

Being a portion of the premises described in the Release Deed from Sutton Outlook Ventures, LLC to Millbury Federal Credit Union, dated December 12, 2011, recorded with the Worcester Registry of Deeds in Book 48393, Page 272.

[Signature Page Follows]

{Client Files/26177/0010/01255697.DOC }

IN WITNESS WHEREOF, the said **MILLBURY FEDERAL CREDIT UNION**, has caused these presents to be signed, acknowledged and delivered in its name and behalf by JOSEPH F. BARBATO, hereby duly authorized this 6 day of AUGUST, 2013.

MILLBURY FEDERAL CREDIT UNION

By Joseph F. Barbato

NAME: JOSEPH F. BARBATO

TITLE: PRESIDENT, (CEO AND AUTHORIZED SIGNER

THE COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this 6TH day of AUGUST, 2013, before me, the undersigned notary public, personally appeared JOSEPH F. BARBATO, proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☒ personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as PRESIDENT, CEO AND AUTHORIZED SIGNER of **MILLBURY FEDERAL CREDIT UNION**.

Paul R. Crimlisk

Notary Public

My Commission Expires:

475317/NBRI/0137



PAUL R. CRIMLISK

Notary Public

Commonwealth of Massachusetts

My Commission Expires March 25, 2016

ACCEPTANCE

Acceptance of the foregoing Easement Deed by the Town of Northbridge, acting by and through its duly elected and authorized Board of Selectmen, pursuant to the vote under Article 22 of the May 7, 2013 Spring Annual Town Meeting, a certified copy of which is attached hereto, General Laws Chapter 82, Section 21, and any other authority appertaining is acknowledged.

TOWN OF NORTHBRIDGE
By its Board of Selectmen

Daniel Nolan, Chair

Thomas Melia, Vice Chair

James Marzec, Member

James Athanas, Clerk

Charles Ampagoomian, Member

THE COMMONWEALTH OF MASSACHUSETTS

Worcester, ss.

On this _____ day of _____, 2012, before me, the undersigned notary public, personally appeared Daniel Nolan, Thomas Melia, James Marzec James Athanas and Charles Ampagoomian, proved to me through satisfactory evidence of identification, which was ☐ photographic identification with signature issued by a federal or state governmental agency, ☐ oath or affirmation of a credible witness, ☐ personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose as Selectmen of the Town of Northbridge.

Notary Public
My Commission Expires:

EXHIBIT A

The land known as Gilmore Drive being situated in Sutton and Northbridge Massachusetts being shown as Gilmore Drive (Private – 50' wide) on a plan of land entitled "Road Acceptance Plan" prepared by Andrews Survey and Engineering, Inc. dated September 26, 2012, revised through October 3, 2012, and recorded with the Worcester District Registry of Deeds in Plan Book _____ Plan _____ (the "Plan").

Gilmore Drive, Northbridge

Beginning at a concrete bound on the northerly side line of Main Street and the westerly side line of Gilmore Drive;

Thence northerly by a curve to the right having a radius of 295.00 feet for a distance of 165.23 feet to the town line between Northbridge and Sutton;

Thence N 30° 08' 10" E, 413.04 feet along the said town line to a point on the easterly side line of Gilmore Drive;

Thence southerly by a curve to the right having a radius of 325.00 feet for a distance of 104.04 feet to a concrete bound;

Thence S 28° 34' 22" W, 198.28 feet to a concrete bound;

Thence southerly by a curve to the left having a radius of 245.00 feet for a distance of 170.06 feet to a concrete bound;

Thence southerly and easterly by a curve to the left having a radius of 40.00 feet for a distance of 77.88 feet to a concrete bound at Main Street;

Thence S 57° 10' 49" W, 102.23 feet by Main Street to the point and place of beginning.

Containing 17,138 s.f. of land, more or less.

Drainage Easement

Beginning at a concrete bound on the northerly side of Main Street and the easterly side of Gilmore Drive;

Thence westerly and northerly by a curve to the right having a radius of 40.00 feet for a distance of 77.88 feet to a concrete bound;

Thence northerly by a curve to the right having a radius of 245.00 feet for a distance of 170.06 feet to a concrete bound;

Thence N 28° 34' 22" E, 166.11 feet to an iron pin;
Thence S 61° 25' 38" E, 20.97 feet to an iron pin;
Thence S 15° 22' 23" E, 22.00 feet to an iron pin;
Thence S 74° 37' 37" W, 33.66 feet to an iron pin;
Thence S 28° 34' 22" W, 151.78 feet to an iron pin;
Thence S 23° 19' 26" E, 159.29 feet to an iron pin at Main Street;
Thence S 57° 10' 49" W, 30.95 feet by Main Street to the point and place of beginning.
Containing 12,286 s.f. of land, more or less.

Sight Distance Easement

Beginning at a point S 57° 10' 49" W, 2.59 feet distance from a bound on the westerly side line of Gilmore Drive;

Thence S 57° 10' 49" W, 14.96 feet to a point;

Thence westerly by a curve to the right having a radius of 975.00 feet for a distance of 153.03 feet to a point;

Thence N 62° 21' 17" E, 164.48 feet to an iron pin;

Thence S 37° 26' 24" E, 14.60 feet to the point and place of beginning.

Containing 1,709 s.f. of land, more or less.

Sewer Easement

Beginning at a point on the town line of Northbridge and Sutton;

Thence S 87° 01' 54" E, 34.39 feet to an iron pin at the Providence-Worcester Turnpike;

Thence northerly by a curve to the right having a radius of 880.00 feet for a distance of 64.44 feet to a point, in the town line of Northbridge and Sutton;

Thence S 30° 08' 10" W, 72.40 feet, along said town line, to the point and place of beginning.

Containing 1,082 s.f. of land, more or less.

L.

LAW OFFICE
ST. PIERRE & ST. PIERRE
291 GRAFTON STREET
SHREWSBURY, MASSACHUSETTS 01545-2253

RODERICK A. ST. PIERRE
JASON M. ST. PIERRE

A PROFESSIONAL CORPORATION

TELEPHONE: (508) 842-1000
FACSIMILE: (508) 842-8686
TOLL FREE: (877) 346-9037

July 31, 2013

RECEIVED
AUG 02 2013
Northbridge Town Manager

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

RE: Ashton Place, LLC
2356 Providence Road (a/k/a Route 122), Northbridge, MA

Dear Mr. Kozak:

Per my instructions from Attorney Katherine Lord Klein enclosed please find the License Agreement signed by David Brossi.

I understand you will obtain the Selectman's signatures at the August 12, 2013 meeting. Please forward a copy of the executed License to our office after said meeting.

If you have any questions, please do not hesitate to call.

Thank you.

Yours very truly,

Roderick A. St. Pierre
RAS/pad

LICENSE AGREEMENT

This License Agreement is entered into by **ASHTON PLACE LLC**, a Massachusetts Limited Liability Company, of 15 Juniper Lane, Grafton, Massachusetts 01519 ("Licensor"), the owner of a parcel of land located at 2356 Providence Road (a/k/a Route 122), Northbridge, Massachusetts, described in a deed recorded with the Worcester South Registry of Deeds in Book 49605, Page 63 (the "Property"), and the **TOWN OF NORTHBRIDGE**, acting by and through its Board of Selectmen, having an address of 7 Main Street, Whitinsville, Massachusetts 01588 (the "Town").

Whereas the Licensor has granted to the Whitinsville Water Company an easement (the "Easement") to access the domestic water shut off located at the Property, said Easement recorded with the Worcester South Registry of Deeds in Book _____, Page _____.

Whereas the Licensor is amenable to grant to the Town a non-exclusive license for the purpose of accessing the domestic water shut off located in the Property, in connection with the rights granted to the Whitinsville Water Company pursuant to the Easement as aforementioned.

Now, Therefore, for consideration paid of One Dollar (\$1.00), the Parties agree as follows:

1. Licensor hereby grants to the Town a non-exclusive license to the Property
1. for the purpose of accessing the domestic water shut off, including the right to shut off the water supply as the Town deems necessary or convenient in the sole discretion of the Town together with the right of entry and passage by foot or vehicles for the purpose stated herein and uses incidental thereto.
2. Licensor agrees, for itself and its successors and assigns, not to interfere unreasonably with the rights granted to the Town hereunder.

ALL RIGHTS AND PRIVILEGES HEREIN GRANTED, INCLUDING ALL BENEFITS AND BURDENS, SHALL RUN WITH THE LAND AND SHALL BE BINDING UPON AND INURE TO THE BENEFIT OF THE PARTIES HERETO, THEIR RESPECTIVE SUCCESSORS AND ASSIGNS.

Executed as a sealed instrument this 26th day of July, 2013

LICENSOR:
Ashton Place LLC

By: 

David W. Brossi, Member

TOWN OF NORTHBRIDGE
By Its Board of Selectmen

PLEASE VOTE TO PLACE ARTICLES ON THE FALL ANNUAL TOWN MEETING WARRANT FOR THE FOLLOWING PURPOSES:

- 1) ARTICLE FOR PRIOR YEAR BILLS**
- 2) ARTICLE FOR BUDGET TRANSFERS**
- 3) ARTICLE TO TRANSFER FUNDS TO THE STABILIZATION ACCOUNT**
- 4) ARTICLE TO PROVIDE FUNDING TO RELOCATE THE FIRE DEPARTMENT DISPATCH TO THE POLICE DEPT**
- 5) ONE OR MORE ARTICLES TO ACCEPT PROPERTY AND ASSOCIATED ASSETS AND FUNDS FROM THE TRUSTEES OF PINE GROVE CEMETERY**

7/23/13 { CC: TMR
BoS
N.

July 21, 2013

RECEIVED

JUL 23 2013

Northbridge Town Manager

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

Dear Board of Selectmen,

I believe that it is time for the Board of Selectmen to look into freezing the real estate tax rate for the retired elderly of the town of Northbridge.

The vast majority of the town's elderly are on fixed incomes. This deters them from voting to approve needed school department and town projects. The elderly have few, if anyone, in the school system. Yet, they are asked to vote in the affirmative to increase their taxes when the school budget needs approval, or if Lasell Field is in need of repair. Why would they, or why should they, vote to increase their taxes when they know their income is not increasing along with the taxes?

With that being said, please look into giving the elderly a frozen tax rate. A number of areas have put this in place, and it has benefited everyone involved. The elderly feel free to vote for the needed increases in the education/town budget; because their tax rate cannot be increased. This can be instituted for anyone retired after an age to be determined (example, once retired at 65, the real estate taxes for that home would not increase – ever). The elderly would continue to pay real estate taxes, but the real estate taxes could not be increased.

This is possible, as I have checked with Commonwealth of Massachusetts Attorney General Martha Coakley's office. They stated that the selectmen would need to place this on the town ballot and have the towns' people vote for its approval, or its denial.

Respectfully,



John K. Doldoorian, Sr.
24 Willow Street
Whitinsville, MA 01588
508-234-2632

TOWN MANAGER'S REPORT – AUGUST 12, 2013

- 1) **Central Homeland Security Equipment:** The town received public safety equipment from the Central Homeland Security Region. A copy of the equipment has been included in the Selectmen's packet.
- 2) **Planning Board Vacancy:** Announced that there is a Planning Board vacancy and the deadline for applications is August 30, 2013.
- 3) **School Committee Vacancy:** Announced that there is a School Committee vacancy and the deadline for applications is August 30, 2013.
- 4) **Sutton Street Reconstruction Project:** The project is moving forward and the final construction and easement plans are in progress and being prepared. The bid process will begin soon. The Town Manager's Office is in the process of distributing checks for the various takings.
- 5) **Bridge Update:** The Ross Rajotte Bridge will be closing on Monday, August 19, 2013 through August 20, 2013 and detour signs will be in place. It is now anticipated that work will be completed in November.

Donna Gosselin

From: Ted Kozak [tkozak@northbridgemass.org]
Sent: Monday, July 29, 2013 1:01 PM
To: dgosselin@northbridgemass.org
Subject: FW: Your 2013 Central Homeland Security Equipment Delivery
Attachments: Northbridge IFB.pdf; Northbridge bulbs.pdf; Northbridge1 FAC76.pdf; Northbridge2 FAC76.pdf; Northbridge Batteries.pdf

Please print for my report at the nex BOS meeting

Theodore D. Kozak
Town Manager
P: 508-234-2095
F: 508-234-7640
tkozak@northbridgemass.org

From: John Mauro [<mailto:jmauro@cmrpc.org>]
Sent: Monday, July 29, 2013 11:36 AM
To: tkozak@northbridgemass.org; gnestor@northbridgemass.org
Subject: Your 2013 Central Homeland Security Equipment Delivery

You should be receiving the equipment that your community ordered through the 2013 Central Homeland Security Region *Equipment Distribution* Program.

It is imperative that when the equipment is received that you fill out the lower right hand corner of the Receiving Documents, and return to the completed document(s) to me as soon as possible via scanned email, or fax. **The vendors cannot be paid until we receive the signed Receiving Documents.**

Thanks for your assistance!!!!

John Mauro



Homeland Security Grants
(508) 459-3317

Send all correspondence, forms, packing slips, and invoices to:

Central Massachusetts Homeland Security Region

c/o Metropolitan Area Planning Council
60 Temple Place, Boston, MA 02111
617.451.2770 x2044 Fax: 617.482.7185
e-mail: CMRPC@MAPC.org

RECEIVING DOCUMENT

| | | | |
|---------------|--------------------------------------|----------------|--|
| VENDOR | C & J Equipment | Contact | Chuck Hannoosh channoosk@cjequip.com 978-658-2022 |
| | 188 Main Street Wilmington, MA 01887 | | |

| | | | |
|----------------|--|----------------|---|
| SHIP TO | Northbridge Fire Department 193 Main Street Wiltinsville, MA 01588 | Contact | Gary A. Nestor, Chief gnestor@northbridgemass.org |
| | | | |

| | |
|---|-----------------------|
| MAPC USE ONLY | P.O. NUMBER |
| Date: 2013 Jun 12 | 10CM-255 |
| Grant: SHSP-10 | |
| Investment: Mass Care, Sheltering, and Ev | |
| Sub-Proj: Equipment Procurement | |
| Project: Equipment Distribution | MA Sales Tax Exempt # |
| Sub-Proj #: T.01 | 042-472-296 |
| PJ: FFY10 PJ 2.6 | MAPC Contact |
| Acct Code: 54-17-03 | 0 |
| Proj Code: M0842.00T | |
| Proc. Meth: IFB | |
| Proc/Contr #: CRHSAC10-Equipment Distrib | |

FOB: #N/A

| # | ITEM DESCRIPTION | ITEM # | QUANT. | UNITS | Serial # | Inventory # |
|----|-----------------------------------|--------------|--------|-------|----------|-------------|
| 1 | Shelter Privacy Screen | 09MS-01-SCRN | 2 | ea | | |
| 2 | Large Trailer, Enclosed Equipment | 12TR-00-TEQP | 1 | ea | | |
| 3 | - | - | - | - | | |
| 4 | - | - | - | - | | |
| 5 | - | - | - | - | | |
| 6 | - | - | - | - | | |
| 7 | - | - | - | - | | |
| 8 | - | - | - | - | | |
| 9 | - | - | - | - | | |
| 10 | - | - | - | - | | |

| RECEIVER |
|---|
| <ol style="list-style-type: none"> 1. VERIFY shipment contents match those listed above 2. INSPECT and verify goods received as undamaged 3. DO NOT ACCEPT damaged goods - RETURN them via the shipper 4. NOTE EXCEPTIONS on this form 5. COMPLETE the GREEN highlighted sections 6. SIGN the form and keep a copy 7. SCAN and e-mail or FAX to MAPC [MAIL the original] |

Receipt Confirmation

By signing below, the receiving party asserts that it received the goods listed above (or a portion thereof as indicated) in satisfactory condition on behalf of the "Ship to" party. Report problems to 'MAPC Contact' immediately.

(Print Name; Title)

X

Date:

Use the original of this form to report final or complete shipments.
Report partial shipments on a copy of this form.

Check One Box:

- ☐ This is a COMPLETE SHIPMENT
- ☐ This is a PARTIAL SHIPMENT as noted
- ☐ This is the LAST of a series of partial shipments

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60 Temple Place, Boston, MA 02111
617.451.2770 x2044 Fax: 617.482.7185
e-mail: CMRPC@MAPC.org

RECEIVING DOCUMENT

| | | | |
|---------------|---|----------------|---|
| VENDOR | Concord Electric Supply | Contact | Rick Driscoll Office 508-363-0273 Cell 508-826-6954 |
| | 88 East Central Street Worcester, MA 01605 | | |

| | | | |
|----------------|---|----------------|---|
| SHIP TO | Northbridge Fire Department 193 Main Street Wiltinsville, MA 01588 | Contact | Gary Nestor, Fire Chief (508) 234-8448 |
| | | | |

| | |
|---|-----------------------|
| MAPC USE ONLY | P.O. NUMBER |
| Date: 2013 May 30 | 10CM-157 |
| Grant: SHSP-10 | |
| Investment: Mass Care, Sheltering, and Ev | |
| Sub-Proj: Equipment Procurement | |
| Project: Equipment Distribution | MA Sales Tax Exempt # |
| Sub-Proj #: T.01 | 042-472-296 |
| PJ: FFY10 PJ 2.6 | MAPC Contact |
| Acct Code: 54-17-03 | 0 |
| Proj Code: M0842.00T | |
| Proc. Meth: 3 Quote Process | |
| Proc/Contr #: CHRSAC10-light bulbs | |

FOB: #N/A

| # | ITEM DESCRIPTION | ITEM # | QUANT. | UNITS | Serial # | Inventory # |
|----|--|--------------|--------|-------|----------|-------------|
| 1 | Bulbs for Magnum Light Tower - 1,000 Watt Metal Halide Short Light Bulb CEFCO FMH1000U/BT37 MOG-Clear | 030E-03-LTPA | 2 | ea | | |
| 2 | - | - | - | - | | |
| 3 | - | - | - | - | | |
| 4 | - | - | - | - | | |
| 5 | - | - | - | - | | |
| 6 | - | - | - | - | | |
| 7 | - | - | - | - | | |
| 8 | - | - | - | - | | |
| 9 | - | - | - | - | | |
| 10 | - | - | - | - | | |

| |
|--|
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|--|

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(Print Name; Title)

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e-mail: CMRPC@MAPC.org

RECEIVING DOCUMENT

| | | | |
|---------------|--|----------------|---|
| VENDOR | Grainger, Inc. Quote 33987108 | Contact | Dinna Levy dinna.levy@grainger.com 847-477-0182 |
| | 209 Brooks Street Worcester, MA 01606 | | |

| | | | |
|----------------|--|----------------|--|
| SHIP TO | Northbridge Fire Department 193 Main Street Winterville, MA 01588 | Contact | Gary A. Nestor, Chief gnestor@northbridgemas s.org |
| | | | |

| | |
|---|---|
| MAPC USE ONLY | P.O. NUMBER |
| Date: 2013 May 29 | 10CM-108 |
| Grant: SHSP-10 | |
| Investment: Mass Care, Sheltering, and Ev | |
| Sub-Proj: Equipment Procurement | |
| Project: Equipment Distribution | MA Sales Tax Exempt # 042-472-296 |
| Sub-Proj #: T.01 | MAPC Contact 0 |
| PJ: FFY10 PJ 2.6 | |
| Acct Code: 54-17-03 | |
| Proj Code: M0842.00T | |
| Proc. Meth: State Contract | |
| Proc/Contr #: FAC76 | |

FOB: #N/A

| # | ITEM DESCRIPTION | ITEM # | QUANT. | UNITS | Serial # | Inventory # |
|----|-----------------------------|--------------|--------|-------|----------|-------------|
| 1 | Wheelchair | 09ME-05-GURN | 2 | ea | | |
| 2 | Walker | 09ME-05-GURN | 2 | ea | | |
| 3 | 20' X 30' Tarp | 21GN-00-CCEQ | 5 | ea | | |
| 4 | Collapsible Water Container | 19GN-00-H2OD | 2 | ea | | |
| 5 | Quick Shelter | 09ME-01-SHEL | 3 | ea | | |
| 6 | Cot - Military Style | 09ME-01-COTS | 6 | ea | | |
| 7 | Portable Generator | 10GE-00-GENR | 1 | ea | | |
| 8 | Light Tower | 03OE-03-LPTA | 1 | ea | | |
| 9 | Traffic Cone | 03OE-03-SIGN | 15 | ea | | |
| 10 | GPS Handheld | 04AP-02-DGPS | 2 | ea | | |

| RECEIVER |
|---|
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(Print Name; Title)

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e-mail: CMRPC@MAPC.org

RECEIVING DOCUMENT

| | | | |
|---------------|--|----------------|--|
| VENDOR | Grainger, Inc. Quote 33987108 | Contact | Dinna Levy |
| | 209 Brooks Street Worcester, MA 01606 | | linna.levy@grainger.com 847-477-0182 |

| | | | |
|----------------|--|----------------|--|
| SHIP TO | Northbridge Fire Department 193 Main Street Witsville, MA 01588 | Contact | Gary A. Nestor, Chief |
| | | | gnestor@northbridgemass.org |

| | |
|---|-----------------------|
| MAPC USE ONLY | P.O. NUMBER |
| Date: 2013 May 29 | 10CM-109 |
| Grant: SHSP-10 | |
| Investment: Mass Care, Sheltering, and Evacuation | |
| Sub-Proj: Equipment Procurement | |
| Project: Equipment Distribution | MA Sales Tax Exempt # |
| Sub-Proj #: T.01 | 042-472-296 |
| PJ: FFY10 PJ 2.6 | MAPC Contact |
| Acct Code: 54-17-03 | 0 |
| Proj Code: M0842.00T | |
| Proc. Meth: State Contract | |
| Proc/Contr #: FAC76 | |

FOB: #N/A

| # | ITEM DESCRIPTION | ITEM # | QUANT. | UNITS | Serial # | Inventory # |
|----|---------------------------------|--------------|--------|-------|----------|-------------|
| 1 | A-Frame Barricade (Rail) Part 1 | 14SW-01-WALL | 5 | ea | | |
| 2 | A-Frame Barricade (Legs) Part 2 | 14SW-01-WALL | 5 | pair | | |
| 3 | - | - | - | - | | |
| 4 | - | - | - | - | | |
| 5 | - | - | - | - | | |
| 6 | - | - | - | - | | |
| 7 | - | - | - | - | | |
| 8 | - | - | - | - | | |
| 9 | - | - | - | - | | |
| 10 | - | - | - | - | | |

RECEIVER

1. VERIFY shipment contents match those listed above
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e-mail: CMRPC@MAPC.org

RECEIVING DOCUMENT

| | | | |
|---------------|--|----------------|--|
| VENDOR | Batteries Unlimited | Contact | Frank Groccia |
| | 1000 Grafton Street, Worcester, MA 01604 | | frankgroccia@gmail.com 508-752-8777 |

| | | | |
|----------------|---------------------------------|----------------|-------------------------|
| SHIP TO | Town of Northbridge | Contact | Gary Nestor, Fire Chief |
| | Customer will pick-up at Vendor | | (508) 234-8448 |

| | |
|---|-----------------------|
| MAPC USE ONLY | P.O. NUMBER |
| Date: 2013 May 28 | 10CM-087 |
| Grant: SHSP-10 | |
| Investment: Mass Care, Sheltering, and Ev | |
| Sub-Proj: Equipment Procurement | |
| Project: Equipment Distribution | MA Sales Tax Exempt # |
| Sub-Proj #: T.01 | 042-472-296 |
| PJ: FFY10 PJ 2.6 | MAPC Contact |
| Acct Code: 54-17-03 | 0 |
| Proj Code: M0842.00T | |
| Proc. Meth: 3 Quote Process | |
| Proc/Contr #: CRHSAC10-Back-up Batteries | |

FOB: #N/A

| # | ITEM DESCRIPTION | ITEM # | QUANT. | UNITS | Serial # | Inventory # |
|----|----------------------|--------------|--------|-------|----------|-------------|
| 1 | Battery Part 4D-1000 | 10BC-00-BATT | 2 | ea | | |
| 2 | - | - | - | - | | |
| 3 | - | - | - | - | | |
| 4 | - | - | - | - | | |
| 5 | - | - | - | - | | |
| 6 | - | - | - | - | | |
| 7 | - | - | - | - | | |
| 8 | - | - | - | - | | |
| 9 | - | - | - | - | | |
| 10 | - | - | - | - | | |

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