

**Board of Selectmen's Meeting  
January 10, 2011**

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 6:15 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Ampagoomian, Melia, Nolan and Athanas. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**Executive Session.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 Strategy w/Respect to Collective Bargaining --and to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

Open Session Adjourned: 6:17 P.M.

Executive Session Convened: 6:18 P.M.

Executive Session Adjourned: 6:55 P.M.

Open Session Reconvened: 7:00 P.M.

**Announcement: Knights of Columbus Mumford Council #365 – Massachusetts State Council Soccer Championship.** Chairman Marzec apologized for not announcing this at the last Board of Selectmen's Meeting and wanted everyone to know that the Knights of Columbus Mumford Council #365 had their Massachusetts State Council Soccer Championship at Abington High School in Abington, MA. He mentioned that the following individuals received a trophy and then announced their names: Ty Wollen – received 2<sup>nd</sup> Place, Alexander Alfonso – State Champion, T.J. Mulgrew – 3<sup>rd</sup> Place, Katherine Puda – State Champion and Maeghan Kelly – Third Place. Chairman Marzec also said that he appreciates all the work the Knights of Columbus has done in the community.

**Mr. & Mrs. Burnham Miller – Presentation of an aerial photograph of the Town of Northbridge to Gary Bechtholdt, Town Planner on behalf of the Northbridge Planning Board.** Chairman Marzec held the aerial photograph up to the camera for all the viewers at home to see and then thanked Mr. & Mrs. Burnham Miller for donating the aerial photograph to the Town of Northbridge. Mrs. Miller mentioned that she and her daughter did a lot of research on the Town of Northbridge. They felt it was time to pass it on and have it displayed at the Planning Board office for others to view. Town Planner Gary Bechtholdt thanked Mr. & Mrs. Burnham Miller for donating the aerial photograph to the Northbridge Planning Board and mentioned that it will be displayed at the Town Hall Annex Building.

**Approval of Minutes.**

**December 20, 2010 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 20, 2010 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Melia, Athanas, Ampagoomian and Marzec. Abstain/Mr. Nolan.

**Public Hearing/7:05 P.M. - E. Osterman Gas Service, Inc., 998 Church Street, Northbridge, MA:** Application to install two (2) new aboveground liquefied petroleum gas tanks (LPG) in order to increase the aboveground storage tank capacity from 60,000 gals. to 160,000 gals. Chairman Marzec read aloud the public hearing notice. A motion/Mr. Melia, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Present: Fire Chief Gary Nestor, Director and Maintenance of Osterman Gas David Rudge, President of Osterman Gas Vincent Osterman and Manager of Osterman Gas Timothy Osterman.

Selectman Ampagoomian asked if all studies were completed with DEP, Planning Board, Conservation Commission, Worcester/Providence Railroad, and Blackstone Valley National Heritage Corridor for this application. Town Planner Gary Bechtholdt advised Selectman Ampagoomian that he isn't involved in this process but Building Inspector Jim Sheehan is the contact person. He then mentioned that the Ostermans did meet with the Building Inspector but wasn't sure what was discussed. Mr. Vincent Osterman mentioned that they have outgrown their current facility and are looking to expand their underground storage capacity. Fire Chief Gary Nestor stated that the Ostermans have been in business for over 30 years on Church Street and have never had any significant problems. Town Manager Kozak asked the President of Osterman Gas to advise the residents in town of their tank structure and current safety factors they have in place. Vincent Osterman said that the storage tanks are constructed in accordance with the American Society of Mechanical Engineer standards and that there is a remote shut-off system located right outside their gate by the fire box in the event there is an emergency. Chairman Marzec asked if there would be increased security and Mr. Osterman replied that they have updated almost all of their locations with 24-hour security cameras and they intend to update the Northbridge facility now. Chairman Marzec asked if there are any abutters here tonight who would like to speak. There being none, a motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Melia to grant E. Osterman Gas Service, Inc, 998 Church Street, Northbridge, MA, a license to install two (2) new aboveground liquefied petroleum gas tanks (LPG) in order to increase the aboveground storage tank capacity from 60,000 gals. to 160,000 gals. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen: Local Historic District Study Committee – Paula McCowan/Vote to appoint.** Town Manager Kozak mentioned that Ms. McCowan couldn't attend tonight's meeting because she was ill and then mentioned that the Chairman of the Historical Commission Ken Warchol highly recommends that the Board appoint her to the Local Historic District Study Committee. A motion/Mr. Melia, seconded/Mr. Ampagoomian to appoint Paula McCowan to the Local Historic District Study Committee. Vote yes/Unanimous. Town Manager Kozak mentioned that there is still one more open position for this committee. **By the Town Manager: Inspector of Animals – Kevin Sullivan/Vote to affirm. Present: Kevin Sullivan and Paul McKeon, Chairman of the Board of Health.** Kevin Sullivan, 20 May Street, Blackstone, mentioned that he received his certificate and training as an Animal Inspector through the Animal Control Association of Massachusetts. He is currently the Inspector of Animals for the Towns of Blackstone and Mendon. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to affirm the nomination of Kevin Sullivan as the Inspector of Animals subject to the approval by the State Director of Animals. Vote yes/Unanimous.

**Citizens' Comments/Input.** None

**Gift of aerial photograph from Mr. and Mrs. Burnham Miller/Vote to accept gift on behalf of Planning Board.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the gift of aerial photograph from Mr. and Mrs. Burnham Miller on behalf of the Planning Board. Vote yes/Unanimous.

**School Department [Paul Halacy]/1) Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for W. Edward Balmer School. Present: Paul Halacy.** Mr. Halacy explained that by approving the Statement of Interest this allows the W. Edward Balmer School to be on a list with the State to receive possible funding for renovations and additions. There is no guarantee there will be funding but if the school qualifies there is no obligation by the town to proceed further. Chairman Marzec read the following Statement of Interest aloud: Having convened in an open meeting on January 10, 2011, the Board of Selectmen, in accordance with its charter, by-laws and ordinances has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest dated December 20, 2010 for the **W. Edward Balmer School** located at 21 Crescent Street, Whitinsville, which describes and explains the following deficiencies and

the priority category for which Northbridge may be invited to apply to the Massachusetts School Building Authority in the future:

#5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility,

#7 Replacement of or addition to obsolete buildings in order to provide for a full range of programs consistent with state and approved local requirements,

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits Northbridge to filing an application for funding with the Massachusetts School Building Authority. A motion/Mr. Melia, seconded/Mr. Nolan to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for W. Edward Balmer School. Vote yes/Unanimous.

**2) Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for Northbridge Elementary School.** Mr. Halacy explained that by approving the Statement of Interest this allows the Northbridge Elementary School to be on a list with the State to receive possible funding for renovations and additions. There is no guarantee there will be funding but if the school qualifies there is no obligation by the town to proceed further. Chairman Marzec read the following Statement of Interest aloud: Having convened in an open meeting on January 10, 2011, the Board of Selectmen, in accordance with its charter, by-laws and ordinances has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority a Statement of Interest dated December 20, 2010 for **Northbridge Elementary School** located at 30 Cross Street, Whitinsville, which describes and explains the following deficiencies and the priority category for which Northbridge may be invited to apply to the Massachusetts School Building Authority in the future:

#5 Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility,

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits Northbridge to filing an application for funding with the Massachusetts School Building Authority. A motion/Mr. Ampagoomian, seconded/Mr. Melia to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for Northbridge Elementary School. Vote yes/Unanimous.

**3) Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for Northbridge Middle School.** Mr. Halacy explained that by approving the Statement of Interest this allows the Northbridge Middle School to be on a list with the State to receive possible funding for renovations and additions. There is no guarantee there will be funding but if the school qualifies there is no obligation by the town to proceed further. Chairman Marzec read the following Statement of Interest aloud: Having convened in an open meeting on January 10, 2011, the Board of Selectmen, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest dated December 20, 2010 for Northbridge Middle School located at 171 Linwood Ave., Whitinsville, which

describes and explains the following deficiencies and the priority category for which Northbridge may be invited to apply to the Massachusetts School Building Authority in the future:

#5 replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related cost in a school facility,

and hereby further specifically acknowledges that by submitting this Statement of Interest, the Massachusetts School Building Authority in no way guarantees the acceptance or the approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits Northbridge to filing an application for funding with the Massachusetts School Building Authority. A motion/Mr. Melia, seconded/Mr. Nolan to support the submittal of a Statement of Interest to the Mass. School Building Authority for Northbridge Middle School. Vote yes/Unanimous.

**Spring Annual Town Meeting [May 3, 2011]/Vote to close warrant on Friday, March 18, 2011 at Noon.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the May 3, 2011 Spring Annual Town Meeting Warrant on Friday, March 18, 2011 at Noon. Vote yes/Unanimous.

**Rocky Road Order of Taking/Vote to sign.** Present: Gary Bechtholdt, Town Planner. Mr. Bechtholdt mentioned that the Rocky Road Order of Taking was authorized at the Fall Annual Town Meeting and that he has been working with Town Counsel [Kopelman and Paige] making sure the documentation is in order. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Rocky Road Order of Taking. Vote yes/Unanimous.

**Permitting Guidebook/Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt mentioned that the Permitting Guidebook was one of local tasks that was identified and completed for the 43D – Expedited Permitting Initiatives. This Permitting Guidebook is designed to assist property owners/applicants through the permitting process. The guidebook provides a summary of the various municipal departments/boards involved; the types of permit approvals required and licenses that may be necessary for land-use based projects. He mentioned that funding for the printing of this booklet has been provided through the State's 43D Expedited Permitting Initiative, which was awarded to Northbridge in November/December 2008. An electronic-version of this guidebook will be included on the town's website and available for review within the municipal departments. He also mentioned that there is some money left to print off copies for those who wish to have a hard copy. Town Manager Kozak mentioned that this is a tool that is very valuable for developers and business people who are coming into the community. This guidebook gives them a place to start and know what to expect when building in our community.

**43D Expedited Permitting Initiatives Update/Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt mentioned that the Best Development Practices Guidebook provides assistance to applicants, designers, and reviewers in expediting the permitting process. This guidebook speaks to site planning, erosion control, stormwater, landscape design and gives an idea of preferred site planning, orientation and types of trees that may be best suited for the soil condition. This guidebook has been located on the town's website for several months and he has received a lot of positive feedback on the guidebook. Another initiative that has been worked on was the sewer infrastructure assessment within the Linwood Mill area. In this assessment, the consultant they worked with identified the existing public sewer system within the Linwood area along with the capacity and size of the sewer pipe and what if any improvements would be required. He mentioned that the zoning bylaws are being reviewed now to make sure they are consistent with expediting permitting. Mr. Bechtholdt advised the Board of Selectmen that a grant was received back in 2008 in the amount of \$99,000.00 and the Town purchased MASS GIS software. Two

other projects that are currently being worked on are: 1) evaluating the current sewer system in Sutton within the vicinity of Main Street, Lasell Road, and Oakhurst Road. He mentioned the zoning is in place for economic development but we lack the infrastructure. Mr. Bechtholdt said that a study would need to be done to see what would be required to extend the Sutton sewer into Northbridge. 2) a roadway study in the same vicinity both east and west of 146. He mentioned that they want to support economic development but they don't want to compromise the traffic and circulation of the area.

**Snow Budget/Present: Richard Sasseville, DPW Director.** Mr. Sasseville provided a document for each of the Board members to review. Before Mr. Sasseville started discussing the snow and ice budget, he announced that Town Planner Gary Bechtholdt is a tremendous asset to this community and that he has gone above and beyond his call of duty as Town Planner and noted that the Town is very fortunate to have someone like him. He also stated that this past week he was notified that tests on the Northbridge Water System (water tank on Upton Street) which serves the Rockdale area of town and showed there were coliform bacteria, which is not a health hazard but an indicator of a potential problem. Mr. Sasseville then mentioned that they had follow-up tests done, which confirmed the presence of coliform bacteria again and then chlorine was added to take care of it. Further tests were completed and the problem was gone. There is no need for concern and a notice was placed on the cable system, newspaper, and town's website. Mr. Sasseville mentioned that there was a letter published in a Worcester Telegram-Letter to the Editor that commented on the Town of Northbridge's lack of sanders. He asked that the Selectmen read the article as it pertains to an individual who got stuck on the Route 122 bridge near The Grill. He then stated that this bridge is taken care of by the State Highway Department and that the Police Department did notify him of this situation and in turn the Northbridge DPW did respond and treat the road so the individual could be on his way. Mr. Sasseville reported that the Highway Department takes care of 77 miles of public roads with 5 sanders. That said, he provided a chart which showed what was expended in Fiscal Year 2008, 2009, 2010 and 2011 for snow and ice expenses. The chart showed in FY 2008 the Town spent \$318,164.12, FY 2009 \$421,355.67, FY 2010 \$332,000.31 and so far in FY 2011 \$181,985.27. During a snowstorm, it costs the Town about \$2,000 an hour. Selectman Nolan asked Mr. Sasseville to explain why the snow and ice budget is underfunded. Mr. Sasseville suggested asking the Finance Committee this question. He then stated that this is the only account the state allows the town to deficit spend. They would rather have you underfund this account because if you overfund it you can't take that money back out. Selectman Melia asked how much is in this account and Town Manager Kozak and Mr. Sasseville replied \$75,000.00. Selectman Athanas asked what the Town does when it comes to sidewalks. Mr. Sasseville mentioned that his department concentrates on the high pedestrian areas, business areas, and the school areas. A number of years ago, the Town proposed a bylaw that would require abutting property owners to clear their sidewalks of snow and ice adjacent to their properties but in 2005, the town voted not to impose the requirement. Selectman Nolan asked about the sewer situation on Sutton Street and Mr. Sasseville replied that the contract for repairing the sewer line on Sutton Street has been awarded to the Naughton Construction Company and they will begin on April 4, 2011. Mr. Sasseville said that it is time to buy some new equipment and/or replace some equipment. He informed the Selectmen that he will be looking to appropriate some funds at the Spring Annual Town Meeting for this purpose.

**Town Report Dedication.** Chairman Marzec has suggested that the "In Memoriam" page be placed back in the town's Annual Town Report to honor individuals who have passed away. Chairman Marzec would like to recognize individuals who have served the town in any capacity either on a board and/or committee. The Selectmen have all agreed to reinstate this process going forward. Town Manager Kozak felt it was a good idea to reinstate this and mentioned that guidelines need to be put in place. Selectman Melia suggested placing this item under discussion/decision at their next meeting and this will give someone in the office enough time to conduct some research over the past twelve months to see what they can find out.

**Town Manager's Report.** **1) Grants** – Enclosed is a copy of the various grants that Town Departments have applied for over the past three years including the grant proposals for which we were successful in obtaining funds. **2) Building, Planning and Construction Committee Update** – The committee is seeking bids for repairs to the current DPW facility and negotiating with AECOM, an engineering firm, to conduct the final design layout plans and permitting for a new DPW facility. The committee has also completed their review and recommendations for a 5-year capital plan. **3) Financial Task Force Survey** – The Financial Task Force would like to remind the public that the Town Clerk has included their survey with the census mailing and is asking residents to complete and return it to the Town. The survey is also located on the Town's website. **4) Budget Outlook** – Enclosed in your packets is an overview of the proposed budget for FY 12. He provided two financial worksheets for the Selectmen to review showing a 5 to 10 percent reduction in local aid for non-school items (Chapter 70). **5) 4-Town Group** – Town Manager Kozak mentioned that he met with fellow managers to discuss the idea of having a meeting with a representative from each Town's Board of Selectmen to discuss regional issues. That said, he will be meeting monthly to discuss regionalization within towns. **6) Quinsigamond Community College Update** – Attended the Chamber of Commerce meeting to discuss the progress of the Quinsigamond Community College's Satellite Campus plan. He mentioned they are hoping to receive a \$400,000 grant to help build a satellite campus but now funding might be a problem. They are looking for a campus to be placed in the valley. Town Manager Kozak mentioned that Quinsigamond Community College has applied for a grant for College and Careers Awareness. The grant is for a quarter million dollars and only 6 communities can be awarded one with one being in Worcester County. Northbridge is one of the communities that is part of this grant award. **7) Charter Review Committee Public Hearing** – The committee has conducted a public hearing for their proposed recommendations and will take the information under consideration and prepare article(s) for the Spring Annual Town Meeting. Town Manager Kozak mentioned everyone is welcomed to come to Town Hall to watch the Public Hearing tape and/or they can get copies at Town Hall and on the Town's website.

**Selectmen's Concerns.** **Selectman Ampagoomian 1)** He mentioned that he attended the inaugural for Sheriff Lewis Evangelidis and he looks forward to working with him. He suggested sending Sheriff Evangelidis an invitation to attend one of their Selectmen's meetings to give everyone an opportunity to meet him. **2)** He inquired about the status of the janitorial services in town. Town Manager Kozak said that he is working on this and will share his ideas at a future meeting. **3)** He also mentioned that the Building, Planning and Construction Committee is still working on the DPW Facility but asked if they are still looking into a new Fire Station. Town Manager Kozak mentioned that the location/property is still an issue. **Selectman Athanas 1)** He brought up regionalization and stated that this is a good idea. He asked if Town Manager Kozak has looked into who is retiring and filling those positions with the folks who might lose their job because of regionalizing. **2)** He would like to revisit the building lot size in town to help control the growth in town. Town Manager Kozak asked Mr. Bechtholdt to have his Board review and get back to the Selectmen and Town Manager at a future date. **3)** He asked that everyone fill out the Task Force survey that was sent to them and return it to the Town Clerk's Office. **Selectman Melia 1)** He mentioned that he read in the newspaper that Senator Moore conducted a tour in town and visited different businesses as well as the School Department. He also remarked that Senator Moore visited the Linwood Mills [William and Patty Giannopoulos] and it surprised Selectman Melia to find out that the Giannopoulos' planned on beginning construction in spring of 2011, creating up to 60 new jobs. Town Manager Kozak deferred this to Town Planner Gary Bechtholdt for a response. Mr. Bechtholdt said that Linwood Mills did secure funding from the Mass. Historic Commission and although he wasn't notified officially of the construction beginning in the spring, he knew they were on schedule to proceed forward. **2)** He sent an email to the Safety Committee and carbon copied Town Manager Kozak regarding a complaint pertaining to a school bus stop on Sutton Street and Gendron Street which the parents would like to discuss at a future meeting. **3)** He stated that Town departments are applying for grants on an annual basis and wanted residents to know that some departments are applying for 3 to 4 grants each year. There is a lot of time and effort that goes into these applications. **Chairman Marzec 1)** He asked if it's

time to hire a grant writer for the Town and suggested looking into it for the future. **2)** He mentioned that he has a concern with all the iron that is showing up in the town's water. **3)** He received a note from the Federal Emergency Management Agency that the final Flood Plain elevation determination for the Town of Northbridge is in compliance with Title 44, Chapter 1, Part 147; Section 167-11, of the Code of Regulations has been filed and accepted. Copies are available at Town Hall. **4)** He mentioned that there is a delay in getting the Financial Task Force Survey out and asked how quick can we get the data back? He stated that several people in the community have asked him why the Town is doing this survey and he is concerned with the timing of it and he responded that the survey will help determine what the real issues are and what's going on in town. **5)** He mentioned that he has an issue with all the bumpers stored on Douglas Road and was wondering if we can do something about this because they have increased. He asked for an update of this situation at their next Board meeting.

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

**Meeting Adjourned: 9:26 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**January 10, 2011**

**Announcement: Knights of Columbus Mumford Council #365 – Massachusetts State Council Soccer Championship – Email and photograph dated 12/22/10 from Chairman Marzec to Town Manager Kozak.**

**Mr. and Mrs. Burnham Miller - Presentation of an aerial photograph of the Town of Northbridge to Gary Bechtholdt, Town Planner on behalf of the Northbridge Planning Board by Mr. and Mrs. Burnham Miller.**

#### **APPROVAL OF MINUTES**

**A. 1) Copy of December 20, 2010 Exec. Session Minutes – [Removed from backup documentation as they have not been released by Board of Selectmen]**

**PUBLIC HEARING/7:05 PM – E. Osterman Gas Service, Inc., 998 Church Street, Northbridge, MA:**

**B.** Copy of Application to install two (2) new aboveground liquefied petroleum gas tanks (LPG) in order to increase the aboveground storage tank capacity from 60,000 gals. to 160,000 gals. – **1)** Copy of License.  
**2)** Copy of Telegram and Gazette Public Hearing Notice. **3)** Copy of memorandum dated 12/17/10 to Sheila Brennan, Assistant Assessor, requesting Abutters' List. **4)** Copy of memorandum dated 12/20/10 to Sharon Susienka regarding Abutters' List and Map.

#### **APPOINTMENTS/By the Selectmen:**

**C. 1. Local Historic District Study Committee - Paula McCowan/Vote to appoint – Copy of email dated 12/16/10 stating that Ms. Paula McCowan would like to serve on the Local Historic District Committee.**

#### **By the Town Manager:**

**2.** Animal Inspector – Kevin Sullivan/Vote to Affirm – **1)** Copy of letter dated 12/14/10 from Kevin Sullivan asking to be considered for the Northbridge Animal Inspector position. **2)** Copy of memorandum dated 12/15/10 from the Chairman of the Board of Health Paul McKeon to Town Manager Kozak recommending Mr. Kevin Sullivan for the position of Northbridge Animal Inspector. **3)** Copy of nomination of Inspector of Animals from the Commonwealth of Massachusetts

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**D.** Gift of aerial photograph from Mr. and Mrs. Burnham Miller/Vote to accept gift on behalf of Planning Board – **Aerial photograph**

**E. 1)** School Department [Paul Halacy]/Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for W. Edward Balmer School – Copy of statement.

**2)** School Department [Paul Halacy]/ Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for Northbridge Elementary School - Copy of statement.

**3)** School Department [Paul Halacy]/Vote to authorize the Superintendent of Schools to submit a Statement of Interest to the Mass. School Building Authority for Northbridge Middle School - Copy of statement.

**F.** Spring Annual Town Meeting [May 3, 2011]/ Copy of document template provided to Board members

**G.** Rocky Road Order of Taking

#### **DISCUSSIONS**

**H.** Permitting Guidebook – Copy of Permitting Guidebook

**I.** 43D Expedited Permitting Initiatives Update – No documentation

**J.** Snow Budget – Copy of Snow and Ice Expenses for Fiscal Year 2007-2011

**K.** Town Report Dedication – Copy of "In Memoriam" page from an old Annual Town Report

#### **TOWN MANAGER'S REPORT**



- L.** 1) Grants – Copy of grants a) Fire Department b) Board of Health c) Planning Board d) Northbridge Public Schools e) Library f) Police Department g) Council on Aging  
2) Building, Planning and Construction Committee Update – **No documentation**  
3) Financial Task Force Survey -**No documentation**  
4) Budget Outlook –Copies of FinGroup Worksheets (2) and Copy of Fiscal 2012 Budget Forecast  
5) 4-Town Group – **No documentation**  
6) Quinsigamond Community College Update – Documentation of Agenda dated 1/10/11  
7) Charter Review Committee Public Hearing – **No documentation**

**SELECTMEN’S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
January 24, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**December 20, 2010** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 20, 2010 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia and Marzec. Abstain/Mr. Nolan.

**January 10, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve but not release the January 10, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Resignation: Blackstone River and Canal Commission/April Jacobs.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the resignation of April Jacobs and send a letter thanking her for serving on this commission. Vote yes/Unanimous.

**Citizens' Comments/Input.** \*Mrs. Cynthia Key, 11 Clubhouse Lane, Northbridge, mentioned that with all the snow Mother Nature has dumped on us, we need to come up with a solution to help get people in town to work together and clean up the roads and sidewalks. After speaking with several people, she felt it was time to speak up and say this isn't just the Department of Public Work's problem, this is a town-wide problem and we need some type of solution to prevent this from happening in the future. People need to work together and be respectful neighbors by helping each other out. She mentioned that kids can't walk on the sidewalks and parents are blocking the streets with their vehicles waiting for buses to arrive so their kids aren't standing in a road. We need kids to be safe and with that comes making sure our roads and sidewalks are cleared. We need accountability, patience and assistance. She suggested getting together with the powers to be and have a process/solution put in place when the snow starts falling. Town Manager Kozak said that Shining Rock falls under the developer's jurisdiction and **Mr. John Galvani, Sr. Vice President of Norwood Bank**, would like to update us on the development. Mr. Galvani mentioned that Norwood Bank owns the Shining Rock subdivision excluding the golf course. **Town Planner Gary Bechtholdt** stated that the Planning Board has discussed their concerns with Norwood Bank and Mr. Galvani has informed them that his company will be seeking another plowing vendor. That said, Norwood Bank will be signing a contract tomorrow with a different snow plowing service and someone will be clearing the roads up there immediately. Town Manager Kozak suggested the new contractor contact Richard Sasseville at the Department of Public Works. DPW Director Richard Sasseville stated that the Highway Department never contacts the sub-contractors of developments unless they fail to take the appropriate actions. If the Highway Department is contacted by a resident because their sub-contractor failed to plow their development, then the Highway Department will contact the sub-contractor. Mr. Sasseville stated that in the event of a snowstorm they do not have the manpower or time to call every sub-contractor because they are too busy cleaning up the roads and making them safe for vehicles to pass. \*Mrs. Cynthia Key then mentioned that the protocol should be the developer's responsibility to contact their own sub-contractors as they are the owners of the developments. The burden shouldn't be placed on a department that is already understaffed. Ms. Key continued to speak but it was inaudible.

**Blackstone River Valley National Heritage Corridor, Inc. /Vote to sign a resolution of support for Blackstone National Park.** A motion/Mr. Melia, seconded/Mr. Nolan to sign a resolution of support for Blackstone National Park. Vote yes/Unanimous.

**Daily Bread Bakery and Café [Lindsay McNealy]/Vote to transfer the Common Victualler's License from the Daily Bread Bakery Café [Christopher Sohigian] to the Daily Bread Bakery and Café [Lindsay McNealy]. Present: Lindsay McNealy.** Selectman Melia asked Ms. McNealy about her experience and Ms. McNealy stated that she worked for Christopher Sohigian for three years and for the past year she was the manager and in charge of the place. A motion/Mr. Ampagoomian, seconded/Mr. Melia to transfer the Common Victualler's License from the Daily Bread Bakery Café [Christopher Sohigian] to the Daily Bread Bakery and Café [Lindsay McNealy]. Vote yes/Unanimous.

**Blackstone Management & Consulting [Joe Deliso]/Economic Development.** Mr. Deliso of the Blackstone Valley Economic Council told the Selectmen that the council was specifically formed to work on economic development and economic development issues on a regional basis, targeting the 13 Massachusetts communities that the federal government has designated as Blackstone Valley communities. He mentioned there are still eight (8) regional economic developments councils in the Commonwealth and soon to be nine (9) on the North shore. They have a total of 6 towns that have joined the Regional Economic Development Council and have since formed a Corporation. Their board consists of 6 members from the business community and 6 members from the municipalities. He provided copies to the Selectmen of an Act Relative to Economic Development Reorganization and mentioned that the state senate passed a bill last spring that looked to put a greater emphasis on regional economic development. The state is trying to figure out ways to restructure the way they are spending money in economic development and how to do it more effectively. The senate and house recognize that they are not getting the job done and because there is so much continuous stress on dollars at the state level they are looking to streamline it. Mr. Deliso mentioned that it charges the Massachusetts Office of Business Development [MOBD] to award up to twelve contracts on an annual basis to regional entities. The MOBD will be the spearhead of an effort to funnel more funds to regional economic councils for the purpose of creating more economic development at the ground level. Mr. Deliso informed the Selectmen that any regional organization must consist of the following: 1) more than 10 contiguous towns/cities/municipalities as members, 2) has to have a proven history of doing collaborative work between towns, businesses and colleges, 3) the applicant has received or has commitments to receive substantial financial and in-kind support from both private sources or member municipalities. Mr. Deliso read aloud a letter from Representative George Peterson urging Northbridge to consider being a member in the Blackstone Valley Regional Economic Development Council. Selectman Ampagoomian asked what the cost would be and Mr. Deliso responded that it would cost \$1.00 per resident to a maximum of \$10,000.00. Selectman Melia asked what the town could expect for their \$10,000.00 investment. Mr. Deliso said the money would go towards a sales and marketing department and that the council has goals to raise revenues for the towns that participate, to improve and bring jobs to the area, and to preserve the land and the lifestyle that makes the Blackstone Valley such an attractive place to live. Selectman Nolan mentioned that he would support this but finding the \$10,000.00 every year could be difficult. Selectman Melia suggested placing this item on a future agenda. Mr. Deliso will send an updated agreement to the Town for all to review.

**FEMA – Northbridge Flood Insurance Rate Maps (19P)/Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt mentioned that if the Board would like to review what Northbridge has done locally on Economic Development he would provide them with this information. Mr. Bechtholdt provided an update on the Northbridge Flood Insurance Rate Map and stated it was on the town's website for public review. He mentioned that FEMA [Federal Emergency Management Agency] has notified the town of the final Flood Elevation determination for Northbridge and that it has new base flood elevations. Because of the new base flood elevations, Northbridge is required to satisfy additional requirements

pursuant to Section 1361 of the National Flood Insurance Act of 1968 within six (6) months. That said, he mentioned prior to July 4, 2011, Northbridge is required to adopt or show evidence of adoption of floodplain management regulations that meet the standards of the National Flood Insurance Program. Mr. Bechtholdt stated that the next step is to update our zoning bylaws and the Planning Board feels that the Northbridge Zoning Bylaw section 173-18 [Floodway and Floodplain District] will need to be amended to reference FEMA's re-evaluation of flood hazards in Northbridge. That said, the Planning Board will sponsor a zoning article that will reference the new map and additional documentation at the Spring Annual Town Meeting [May 3, 2011].

**Snow Storm Update/Present: Richard Sasseville, DPW Director.** Town Manager Kozak advised that he asked Mr. Sasseville to come in and provide a storm update since there has been about five storms in the past couple of weeks. With that being said, he mentioned it has taken a toll on the Highway Department from personnel to equipment. We have received numerous complaints, mostly on sidewalks and he wanted the residents in Town to know that they are doing everything possible to make the roads and sidewalks as safe as possible. Mr. Sasseville reported that they had three pieces of equipment to take care of the sidewalks but they are currently down to one as the other two are out of commission. He mentioned that his folks worked all day on Saturday but unfortunately that machine finally gave out and broke down too. He also updated the Board by informing them that they have been using their loader and backhoe to try and knock a lot of the high bankings down and at the same time they have been cleaning up parking lots. He also reported that because of the volume of snow we've had, many of the back roads have gotten very narrow and the trucks don't have the power to push the snow back. He then mentioned that in some areas they used the loader to push the snow back to widen the roads which then caused snow to fall in resident's driveways. That being said, he apologized to the residents in Northbridge. Mr. Sasseville stated that they have expended in their snow and ice budget over \$182,000.00 as of two weeks ago and now estimates that total to be around \$235,000.00. He mentioned one of their main issues right now is fatigue. At times, it is hard to carry on but they are doing the best they can to keep the roads and sidewalks safe. Mr. Sasseville suggested replacing equipment and trucks for the future as everything is getting old. He will be putting together a package for the Town Manager to review and will request it be placed as an article on the Spring Annual Town Meeting. Chairman Marzec mentioned he received several complaints this past storm and asked if there was some miscommunication between the Superintendent of Schools and the Highway Department. He mentioned there is a lot of concern for the safety of the children and the residents travelling the roads. He asked what type of communication goes on between the School Department and Highway Department when a storm occurs. Mr. Sasseville replied that the School Department will contact the Highway Department to see how the roads are and then the School Department makes their decision on whether or not school is cancelled, delayed or open. Mr. Sasseville also informed the Board that they tell the School Department what their concerns and issues are when a storm occurs for example: the last storm they informed the School Department that the sidewalk tractors were out of commission and there would be no way all the sidewalks would be done. He explained to Chairman Marzec that they relay the information to the School Department and it is their decision on whether or not school is cancelled, delayed or open.

**Town Report Dedication.** Chairman Marzec mentioned that after some research it appears the "In Memoriam" page for the Annual Town Report was discontinued when the previous Town Manager left. Town Manager Kozak mentioned that he has some concerns with leaving out names of people in the report and is looking to see if anyone has any ideas to make sure we don't forget anyone especially going forward. Selectman Athanas suggested having individuals complete some type of flyer and submit it to the Town if they are aware of someone passing away. Selectman Melia mentioned that if someone is missed in this year's report, they can be placed in the Annual Town Report the following year. Selectman Ampagoomian suggested reaching out to the community for their help and support with this project. He also mentioned contacting the School Department to see if a student would be willing to help out and assist the town in researching the passing of municipal employees, Boards and/or Committee members for

the annual town report. Town Manager Kozak mentioned that having a committee could be helpful rather than a student assisting in a research project. Selectman Nolan agreed that recognizing people that have passed away and served in a position with the town is a good idea. Selectman Melia feels this project needs to be delegated to someone or a department that can assume the responsibility in making sure it gets completed each year. Town Manager Kozak asked if there should be guidelines and Chairman Marzec suggested going back five to six years to see what the criteria were back then. Selectman Melia suggested calling the former Town Clerk Muriel Barry, as she was the individual who handled this project prior to retiring.

**Town Manager's Report. 1) [MMA] Massachusetts Municipal Association Annual Trade Show Meeting** – Attended the MMA Annual Trade Show Meeting in Boston and listened to a report of the Governor's budget proposal and other items. He mentioned that because of the deficit in the State budget the Governor can't see anything other than a local aid reduction. The Governor is proposing a reduction for all cities and towns of about 7.2%. On a positive note, the Governor is trying to put additional funding into Chapter 70 funds, however, the bad news is that money that was taken out was granted to the schools through federal stimulus money last year and that money won't all be there. There is no federal stimulus money so whatever number we receive for Chapter 70 it won't match what the town and school received last year for Chapter 70. He said the Governor discussed Health Insurance, which really affects everyone's budget. He is looking for towns to take their current plans and compare them to the Group Insurance Commission's Plan [GIC - state program] and if the town's plan can show that monetarily it's cost is equal to or better than the GIC proposal than they would allow the towns to keep what they currently have, and if not, they will make towns join the GIC plan. He noted that the Governor is also hoping to increase by 25% Chapter 90 funds. He mentioned that he attended several workshops on Local Aid, Stormwater Management and Cable Television. **2) Financial Task Force Survey** – He reminded residents that the Financial Task Force Survey has been sent out with the Town Census and would appreciate their responses. **3) Update of Bumpers on Douglas Road** – The Building Inspector James Sheehan has issued an order to remove the bumpers. The owner sent a letter asking for 60 days to comply with this order. **4) Planning Board Meeting on Zoning Issues** – The Planning Board will be meeting on Tuesday, January 25, 2011 @ 7 P.M. and will be discussing By-Right-Siting for Renewable/Alternative Energy Facilities: i.e. Solar and Wind Energy. **5) 4-Town Group Meeting Update** – A letter has been sent to each community to hold a regional meeting with the Town Administrator and a Representative from each Board of Selectmen. **6)** He mentioned that he sent a letter inviting Sheriff Evangelidis to attend a future Board of Selectmen's meeting and Sheriff Evangelidis responded by saying he would attend their February 28, 2011 meeting.

**Selectmen's Concerns. Selectman Ampagoomian 1)** He mentioned that he also attended the MMA Annual Trade Show Meeting and listened to Representative Charlie Murphy, Chairman of the House of Ways and Means, provide encouraging news. **2)** He asked where the money would come from if the Town joins the Blackstone Valley Regional Economic Development Council. Town Manager Kozak mentioned that because of the reductions right now he isn't sure. With the potential shortfall in FY 2012, and if not in FY 2012, than FY 2013, he cannot make any promises that there will be any money to cover this cost. **3) Water coolers within the Municipality** – He asked what the monthly charge is because there was a company at the MMA that provided him with some information that could save the town some money. **Chairman Marzec 1)** Received a note from Chief Walter Warchol asking him to advise citizens that the Police Department has redesigned their website and invite them to view it at [www.northbridgepolice.com](http://www.northbridgepolice.com) and noted that the website was funded by his department. Town Manager Kozak announced that anyone can get to the Police Department's website by the Town's website and clicking on Police Department. **2)** He mentioned that a Northbridge citizen in town by the name of Meghan Riley is doing some charity work called "Operation Suitcase" and thanked her for getting involved at such a young age.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to Litigation --and not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 9:30 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

**\*At their regularly scheduled meeting of March 14, 2011, the Board voted unanimously to amend the January 24, 2011 minutes as follows: Chairman James Marzec requested that under Citizens Comments, the letter "s" be removed from Cynthia Key"s" last name.**

## **LIST OF DOCUMENTATION**

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

**January 24, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of December 20, 2010 Minutes      **2)** Copy of January 10, 2011 Exec. Session Minutes

[Removed from backup documentation as they have not been released by Board of Selectmen]

#### **APPOINTMENTS/RESIGNATIONS:**

**B.1) Resignation: Blackstone River and Canal Commission/April Jacobs** – Copy of resignation letter dated 12/17/2010 from April Jacobs

#### **CITIZENS' COMMENTS/INPUT – No documentation**

#### **DECISIONS**

**C. 1)** Blackstone River Valley National Heritage Corridor, Inc./Vote to sign a resolution of support for the Blackstone National Park – Copy of letter dated 11/4/10 to Chairman James Marzec looking for a resolution of support for the Blackstone National Park.

**D. Daily Bread Bakery and Café** – **1)** Copy of application to transfer Common Victualler's license from Daily Bread Bakery Café to Daily Bread Bakery and Café. **2)** Copy of Common Victualler's License

#### **DISCUSSIONS**

**E. Blackstone Management & Consulting [Joe Deliso]/Economic Development** – **1)** Copy of letter from Representative George N. Peterson, Jr. dated December 15, 2010. **2)** Copy of document dated August 5, 2010 regarding Governor Patrick signs Economic Development Bill into Law. **3)** Copy of Act, Chapter 240, Section 25 (see Senate, No. 2582).

**F. FEMA – Northbridge Flood Insurance Rate Maps** – **1)** Memorandum dated 1/7/10 from Town Planner Gary Bechtholdt. **2)** Copy of Town of Northbridge Zoning Bylaw – Floodway and Floodplain Districts. **3)** Copy of letter dated 1/4/11 from the Federal Emergency Management Agency. **4)** Copy of Billing Code 9110-12-P Department of Homeland Security. **5)** Email dated 1/7/11 from Gary Bechtholdt to Town Manager Kozak on

#### **TOWN MANAGER'S REPORT**

**G. 1)** Recycling Center – **No documentation**

**2)** Financial Task Force Update – **Copy of Northbridge Financial Planning Taskforce Survey**

**3)** Department Head Meeting/Senator Moore -**No documentation**

**4)** Planning Board Meeting -**No documentation**

**5)** Charter Committee Update – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
February 14, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**December 6, 2010** –Selectman Nolan requested to amend the minutes as follows: 1) under Discussions: Dog Walking Policy on Parks and Common, change Whitinsville Town Common to Memorial Park throughout the discussion as this is the proper name. He also requested that under Town Manager's Report, Christmas Lights, change Whitinsville Town Common to Memorial Park. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the December 6, 2010 minutes as amended by Selectman Nolan. Vote yes/Unanimous.

**January 10, 2011** –A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the January 10, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**January 24, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve but not release the January 24, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen: Local Historic District Study Committee [One vacancy]**

**a) Dan O'Neil and b) Shelley Buma/Vote to appoint.** Selectman Nolan advised that at a previously held Board of Selectmen's meeting the Local historic District Study Committee was established as a 5 member board. Tonight he is recommending that the number of members increased from 5 to 7. With that said, Selectman Ampagoomian stated this item should be placed under decisions for a vote. Chairman Marzec then suggested voting on the appointments after a decision is made on changing the number of committee members. Therefore, A motion/Mr. Melia, seconded/Mr. Athanas to move this item to decisions. Vote yes/Messrs. Athanas, Nolan, Melia and Marzec. Vote no/Mr. Ampagoomian. **By the Town Manager: Health Inspector – William Starr/Vote to affirm.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to affirm the appointment of William Starr as Health Inspector. Vote yes/Unanimous.

**Citizens' Comments/Input.** None

**Safety Committee Minutes [January 19, 2011]/Vote to accept recommendations.** Selectman Ampagoomian had concerns with the parking on Pleasant Street and Cross Street. Selectman Nolan mentioned that this was just a follow-up to see how the school was doing with their parking situation. Selectman Nolan responded that he would ask the Safety Committee to look into the Pleasant Street issue. Selectman Melia asked if the complaint was taken care of regarding Sutton Street/Gendron Street. Selectman Nolan mentioned the owner of the land near the bus stop shoveled an area for the kids to stand. A motion/Mr. Melia, seconded/Mr. Ampagoomian to accept the recommendations of the Safety Committee as outlined in the minutes of January 19, 2011. Vote yes/Unanimous.



**Spring Annual Town Election [May 17, 2011]/Vote to place vacancies from elected boards on the Town Election Warrant.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to place the vacancies from the following elected boards: the Trustees of Soldiers Memorials, Redevelopment Authority and School Committee on the Spring Annual Town Election Warrant [May 17, 2011] as requested by Doreen Cedrone, Town Clerk. Vote yes/Unanimous.

**Riverdale Cemetery Deed [Joan and Thayer Oosterman] Lot 1.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Riverdale Cemetery Deed for Joan and Thayer Oosterman. Vote yes/Unanimous.

**Local Historic District Study Committee/Vote to change number of members from 5 to 7.**

Selectman Nolan requested that at a previously held Board of Selectmen's meeting the Board recommended 5 members for this committee and he is now recommending the Board amend that number to 7. Selectman Ampagoomian requested that the number of members remain as is. Mr. Ken Warchol mentioned that he recommends changing the number of members from 5 to 7 and highly recommends that both individuals be appointed this evening. A motion/Mr. Nolan, seconded/Mr. Melia to change the number of committee members from 5 to 7 for the Local Historic District Study Committee. Vote yes/Messrs. Athanas, Nolan, Melia and Marzec. Vote no/Mr. Ampagoomian

Chairman Marzec mentioned that a motion is needed to move from decisions to appointments. A motion/Mr. Nolan, seconded/Mr. Melia to move from decisions to appointments. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen: Local Historic District Study Committee [One vacancy]**

**a) Dan O'Neill and b) Shelley Buma/Vote to appoint.** A motion/Mr. Melia, seconded/Mr. Nolan to appoint Dan O'Neill and Shelley Buma to the Local Historic District Study Committee. Vote yes/Unanimous.

**Annual Town Report – In Memoriam Page.** Chairman Marzec mentioned that a copy of the In Memoriam Report for the Annual Town Report was enclosed in the Selectmen's packet. He thanked the Town Clerk's Office and Town Manager's Office for researching this information. The Town Manager recommended that this information be placed on the Town's website and cable station for residents/public to review in case someone has been missed. He asked the public to contact the Town Manager's Office should they notice someone's name missing. Selectman Ampagoomian suggested that if an employee worked for the Town in any capacity that their name and position be included.

**Green Communities Action Plan – Update (Gary Bechtholdt, Town Planner and James Sheehan, Inspector of Buildings).** Chairman Marzec announced that Gary Bechtholdt will not be present for tonight's meeting. Town Manager Kozak mentioned that he could provide a brief update on the areas that Mr. Bechtholdt was going to discuss this evening. He stated there were five different requirements that the Green Committee has been working on and they are: 1) Expediting Process, 2) Establishing Energy Baselines for all buildings, 3) Procurement of fuel efficient vehicles, 4) As-of-Right Siting for Renewable/Alternative Energy Facilities [wind turbines]. Planning Board Member Barbara Gaudette advised that this is the most contentious item because Northbridge doesn't have many areas that are considered to be high wind locations. This is a concern for the Planning Board because this is one of the criteria that Northbridge would have to complete before they can be eligible for funding. 5) Stretch Code – this is an appendix out of the Massachusetts Building Code and is adopted locally at Town Meetings. Town Manager Kozak mentioned that the Green Committee will continue to work with the Building Inspector and Boards on this issue.

**Town Manager's Report. 1) Town Hall/Town Hall Annex Energy Improvements** – He mentioned the Town Hall and Town Hall Annex Building have received new energy efficient lights, which were partly funded by a grant through National Grid. **2) Winter Update** – The Highway Department is

continuing with the clean-up of snow: 1) downtown businesses 2) widening rural roads 3) reducing snow banks at intersections and 4) cleaning sidewalks. Also, Town and School buildings are having snow removed from flat roofs and unfortunately the DPW's red shed has fallen victim to the weight of the snow. We contacted the town's insurance company and the building was declared a total loss. He also mentioned the Highway Department is already taking care of pot holes. He also asked that residents help dig out fire hydrants and storm drains to help the Fire and Highway Departments out. Any assistance would be greatly appreciated. **3) Planning Board – Town Meeting Articles** – The Planning Board will hold three public hearings on March 8, 2011 on proposed articles for the Spring Annual Town Meeting. Ms. Gaudette mentioned the first one will be at 7:05 PM to consider a zoning amendment article for Section 173-4 [Establishment of Zoning Map] by expanding the Business One Zoning District to include the following parcels: 57, 56 & 55 (Providence Road/Church Street). The second hearing is at 7:15 PM to consider a zoning amendment article for Section 173-12 [Table of Use Regulations] by allowing a "water filter plant" within the residential, business and Industrial Zones by-right (P) and in the Heritage Zone via Special Permit (S). This amendment will allow a water filter plant facility to be constructed in any zone whereas currently such facilities may only be permitted in the industrial zones. The third hearing is at 7:30 PM to consider a zoning amendment article for Section 173-18 [Floodway and Floodplain District] by updating the District Delineation, removing reference to zones A1-A30, amending the base flood elevation and floodway data, and updating the notification of watercourse alteration (addresses). **4) Legislative Breakfasts** – We have received an invitation to attend a legislative breakfast to discuss next year's budget. All are welcomed to attend. It will be held at various locations but the closest one to us is in Westborough on February 18, 2011. Please let me know if you are interested in attending and our office will register you. **5) 4-Town Meeting Update** – Attended a regional dispatch meeting with the consultant to do the study and currently working on a meeting with managers and selectmen to discuss other regional issues. He mentioned instead of four towns being involved there are five and they are as follows: Uxbridge, Northbridge, Sutton, Douglas and Upton. This will take about nine months and the consultant will be going to each community to see and determine how each one operates. The study will be paid for by an E-911 Grant.

**Selectmen's Concerns. Selectman Ampagoomian 1)** He mentioned he was happy to hear that the Whitinsville Water Company was going to build a filtering plant off Carr Street. **2)** He asked Town Manager Kozak to contact Senator Kerry's Office because on today's news they mentioned that Senator Kerry is trying to get the Speaker of the House and President Obama to not cut emergency funding for the Northeast. A letter of support and a possible handout would be nice. **3)** On February 5, 2011, his neighbor's house caught on fire. He personally thanked Sergeant Shawn Heney, Officer Jarrod Woeller, and Officer Brian Collins for their quick response and helping the fire department uncover the fire hydrant. He also thanked the Northbridge Fire Department for their professionalism and quick response. He thanked the Department of Public Works for pushing back the snow banks on Friday night which enabled us to uncover the hydrant. He thanked the Building Inspector James Sheehan for being there to evaluate the damage. He thanked the Towns of Douglas, Uxbridge, Grafton, Upton and Sutton for all their assistance. Lastly, he thanked the handful of neighbors who all helped shovel out the hydrants. **4)** He gave his deepest condolences to Captain Robert Lachapelle on the recent loss of his father, Theodore Lachapelle, who served on the Council on Aging as a Northbridge Firefighter. **Selectman Nolan 1)** Asked if there would be a warrant article at Town Meeting for the Library roof. Town Manager Kozak advised him there would be. **Selectman Melia 1)** He asked if the Selectmen need to vote on being a member of the Blackstone Valley Regional Economic Development Council. **2)** He mentioned a letter that was sent to Representative Peterson's Office from the Town Manager requesting more money for unforeseen expenses and was wondering if this is a wish list or if there was a grant out there. Town Manager Kozak replied that he was asking Senator Moore and Representative Peterson to support legislation for emergency assistance for snow removal of streets and roofs. **3)** He mentioned that he attended the Finance Committee meeting and the School Department presented their budget. It was obvious that the Town Manager's recommended budget and School Superintendent's budget were miles

away. He suggested having the Chairman of the Finance Committee attend their Selectmen's Meetings to provide budget updates and this way residents will have an idea of what the town is up against. Town Manager Kozak mentioned that the Chairman of the Finance Committee has scheduled meetings on March 9<sup>th</sup> and 10<sup>th</sup> with major departments and the School Department. **4)** He said the Financial Task Force Survey results are showing that the number one priority is concern for the roads. The second was a new Fire Station and third was a new Department of Public Works facility. He asked what needs to be done to prepare an article for roads at Town Meeting. Town Manager Kozak advised that it would be very expensive to do all the roads over and then suggested a debt exclusion. **Chairman Marzec 1)** Asked about purchasing a new sidewalk plow. **2)** Noted infrastructure in this town is crumbling and we need to do something about it.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to Litigation and M.G.L. Chapter 30A, S. 21 #3 To discuss strategy w/respect to Collective Bargaining --not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 8:08 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**February 14, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of December 6, 2010 Minutes. **2)** Copy of January 10, 2011 Minutes. **3)** Copy of January 24, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]

#### **APPOINTMENTS/By the Selectmen:**

**B. 1. Local Historic District Study Committee** – Dan O'Neill and Shelley Buma/Vote to appoint – a) Copy of Dan O'Neill's Talent Bank Application. b) Copy of Shelly Buma's Talent Bank Application.

#### **By the Town Manager:**

**2. Health Inspector** – William Starr/Vote to Affirm – **1)** Copy of memorandum dated 1/25/11 from the Chairman of the Board of Health Paul McKeon to Town Manager Kozak recommending Mr. William Starr for the position of Health Inspector. **2)** Copy of letter dated 12/9/10 from William Starr asking to be considered for the Health Inspector position. **3)** Copy of William Starr's resume.

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**C.** Copy of Safety Committee Minutes dated January 24, 2011

**D.** Copy of Memorandum dated February 9, 2011 from Sharon Susienka to the Board of Selectmen regarding Notice of Vacancies. **2)** Copy of Memorandum dated February 9, 2011 from Doreen Cedrone to Sharon Susienka regarding notice of Vacancies.

**E.** Copy of cemetery deed for Joan and Thayer Oosterman

#### **DISCUSSIONS**

**F.** Annual Town Report – Copy of In Memoriam Pages

**G.** Green Communities Action Plan – Copy of plan

#### **TOWN MANAGER'S REPORT**

- H. 1)** Town Hall/Town Hall Annex Energy Improvements - **No documentation**  
**2)** Winter update – **Copy of email dated February 14, 2011 from Richard Sasseville**  
**3)** Planning Board – Town Meeting Articles –**Copy of Public Hearing Notices**  
**4)** Legislative Breakfasts – **Copy of MMA holding spring Legislative Breakfast Meeting**  
**5)** 4-Town Meeting Update – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
February 28, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**February 28, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve but not release the February 28, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Citizens' Comments/Input. Welcome Sheriff Lewis Evangelidis of the Worcester County Sheriff's Department.** Sheriff Evangelidis announced that he is the newly elected sheriff and was sworn in on January 5, 2011. He informed the Board that he enjoys his new position as Sheriff and is extremely excited about the opportunity that he has been given by the people in Worcester County to do this important job. He mentioned with the tough economic times that all the cities and towns are facing, he would like to assist them as much as possible with their Community Service Programs. He then added that he places tremendous value on the programs because it helps rehabilitate inmates by teaching them marketable skills but also because of the dramatic cost savings to local communities. The programs offered are: Preventive Programs, Inmate Work Crews, and Canine Units to assist in crimes and school searches, Reverse 911, Senior Program and the Mobile Command Unit. He informed the Board that his number one priority is public safety and everything he does will impact the communities. That said, he looks forward to helping and working with the Town of Northbridge. The Board of Selectmen thanked Sheriff Evangelidis for coming in this evening and wished him well in his new position.

**Russ Collins, 292 Mason Road, Whitinsville,** mentioned that he is upset that all the playgrounds are locked and that this is unacceptable because the citizens in town paid for them so they should be able to use them. 2) The water system in town is terrible and wants to know who is going to pay for the staining of his porcelain sinks, tubs, clothes, etc. He then stated that the Selectmen are the water commissioners and they need to do something about this because the individual/owner of the Whitinsville Water Company on Lake Street doesn't care.

**Blackstone Valley Regional Economic Development Council Participation/Vote to sign.** Town Manager Kozak asked the Selectmen not to support this program at this time because of the tough economic times the town is facing. All the Selectmen agreed with Town Manager Kozak that this isn't the right time to be spending \$10,000.00 on a program when the Town is looking at tough financial times ahead. A motion/Mr. Ampagoomian, seconded/Mr. Melia not to sign the Blackstone Valley Regional Economic Development Council Participation Agreement for the reason stated above. Vote yes/Unanimous.

**Financial Planning Task Force/Present: Mike Lebrasseur and Alicia Cannon.** Mr. Lebrasseur reported that the Board of Selectmen established the ad-hoc committee to provide better insight to town officials and citizens to improve the decision-making process for financial and resource allocations. That being said, the ad-hoc committee established five objectives: 1) address short-term fiscal situation, 2) create a 3-year forecast for the town, 3) identify financial issues and root causes, 4) prioritize key issues/initiatives/projects facing the town in the next three to five years, 5) improve accessibility of town financial information. Continuing, Mr. Lebrasseur mentioned that his committee met eight times since

September and has reviewed the current budget situation, major costs, revenue projections, and FY12 budget scenario. They created a 3-year forecast, conducted a community survey, compared Northbridge against the neighboring towns and discussed communication opportunities. He mentioned that despite the earlier projections, his committee feels the town can proceed with a level-funded budget in FY12, without an override. He reported the revenues for the town have decreased by \$1.1 million dollars over the past three years and most of it is driven by the reduction in state aid. The school grants grew significantly between FY 09 and FY 11 because of stimulus funds and the use of grant funding is typically limited to a specific service, program or staffing, and is not discretionary revenue available to the town's budget. With that being said, he expects that FY 11 will be the last year of stimulus funds so his committee has not planned or budgeted for any stimulus funding for FY 12. Mr. Lebrasseur provided the Board with the current operating expenses and noted that the Town's budget remains flat; however, fixed expenses such as: healthcare, snow and ice, school choice, state and county charges continue to rise leading to reductions in services or reliance on other one-time revenue sources. He reported that they are seeing the expenses increasing faster than projected revenues and the gap between the Town's appropriation and the School's operating budget is growing requiring greater reliance on the revolving account balances. He advised that in comparison with other towns, Northbridge spends less per capita on municipal services than 7 of the 11 neighboring towns. He then stated that 48% of Northbridge's operating budget is funded by State Aid compared to 32% comparing towns and 71% of Northbridge's School budget is funded by Chapter 70 versus 48% for comparable towns. Compared to other communities, Northbridges tax rate and residential tax burden is the lowest and only three towns generate less tax revenue. Continuing, Mr. Lebrasseur reviewed the Survey Results and Communications Plan with the Board. For further details, please see the powerpoint presentation attached to these minutes.

**Town Manager's FY '12 Proposed Budget Presentation.** Town Manager Kozak provided his FY 2012 proposed budget and noted that he used figures from the Governor's budget proposal. He also stated that it can still change because the legislature hasn't voted on the budget numbers so he might need to make some adjustments before Town Meeting. Town Manager Kozak mentioned that the budget is level funded across the board and the only areas where there were increases were the fixed costs that the town is required to pay for. Overall, the general government number is slightly under-funded by \$54,000.00 and before he adjusts it he wants to see what the legislature budget comes in at. In addition, Education shows an increase of \$209,000.00 because of the increasing cost for Blackstone Valley Regional Vocational Technical and Norfolk County Agricultural High Schools. The other area he is looking to increase is Non-Departmental of \$458,000.00 and this is due to health insurance costs.

**Town Manager's Report.** **1) Legislative Breakfast** – Mr. Kozak attended the MMA Legislative Breakfast to discuss the state's FY 12 budget and other legislative items. He said he had some concerns because the Governor's numbers will probably be the high water mark on what they might actually pass and they are concerned that there might be a bigger deficit issue for the state and may have to come back and review the local aid numbers. They also talked about some aid for local communities to help with the snow and ice deficit. Other topics discussed were the costs for Health Insurance, Governor's proposal, GIC and whether or not it would pass, and Chapter 90 funds. **2) Regional Dispatch Meeting** – The consultant is currently working with various towns on a regional dispatch proposition including a review of our police department location as a possible site. **3) Bridgework Update** – The state is currently accepting bids for the Ross Rajotte Bridge over Route 122 in Rockdale. We are still waiting for design changes for the Douglas Road Bridge and the DPW is working with AECOM on the Sutton Street Bridge. **4) Planning Board Meeting** – This is a reminder that the Planning Board will be holding public hearings on their proposed warrant articles at 7 PM on March 8, 2011, in the Selectmen's Meeting Room. **5) Northbridge Firefighters' Fundraiser** – The firefighters are sponsoring a fund raising program to raise money for much needed equipment. All residents will be receiving donation requests in the mail during the next several weeks. **6) Senior Tax Work-Off Program** – The Town is still looking for more people to sign up and if anyone has an interest to please contact the Town Manager's Office.

**Selectmen's Concerns.** **Selectman Ampagoomian 1)** Asked Town Manager Kozak to ask the DPW Director and Highway Superintendent to provide a list of roads that need to be prepared and a cost to repair them. He also asked for an article to be written for the Spring Annual Town Meeting. **2)** Congratulated the Northbridge High School Basketball Team for winning the Clark Tournament. **Selectman Athanas 1)** Asked for a copy of the study that was done a few years ago on the roads in town. Town Manager Kozak stated he will make a copy for everyone. **Selectman Melia 1)** Asked about the folks who will be retiring shortly and possibly consolidating positions into one and saving money. **2)** He mentioned he is still waiting for an answer on the Health Insurance opt-out incentive and whether or not that could save the town money. He would like to know if this is a possible solution or not. Town Manager Kozak stated that it is being reviewed by the Health Insurance consultant and will be discussing this issue with the insurance advisory committee. **Chairman Marzec 1)** Stated with retirements coming up, the Board needs to think of being proactive with finding candidates for certain positions.

**Items for Future Agenda.** **1)** Town Clerk's Fees **2)** Locking playscape @ Balmer School **3)** Whitinsville Water Company – Discuss water issues and quality.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to Collective Bargaining --not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 8:49 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**February 28, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of February 28, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]

#### **CITIZENS' COMMENTS/INPUT**

**Sheriff Lewis Evangelidis – No documentation**

#### **DECISIONS**

**C.** Copy of Blackstone Valley Regional Economic Development Council Participation Agreement

#### **DISCUSSIONS**

**D.** Copy of Financial Planning Task Force Report to Board of Selectmen

**E. 1)** Copy of Fiscal 11/12 Budget Analysis. **2)** Copy of Town Manager's FY '12 Proposed Budget

#### **TOWN MANAGER'S REPORT**

**F. 1)** Legislative Breakfast- **No documentation**

2) Regional Dispatch Meeting – **No documentation**

3) Bridgework Update – **No documentation**

4) Planning Board Meeting – **No documentation**

5) Northbridge Firefighters' Fundraiser – a) **Copy of news release.** b) **Copy of letter to residents.**

c) **Copy of Lanes Portraits letter to department members.**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**



**Board of Selectmen's Meeting  
March 14, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**January 24, 2011** – Chairman Marzec requested that under Citizens' Comments, the "s" be removed from Cynthia Key's name. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the January 24, 2011 minutes as amended by Chairman James Marzec. Vote yes/Unanimous.

**February 14, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the February 14, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**February 28, 2011 [Executive Session]** –A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve but not release the February 28, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen: Disability Commission: Jonathan Smith/Vote to appoint. Present: Gail Arnold, Vice Chairman of the Disability Commission and Jonathan Smith. Jonathan Smith, 38 Prospect Street, Whitinsville,** introduced himself and mentioned that he has been a resident of Northbridge for over 15 years. He also noted that he is semi-retired and has been in education for over 35 years. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Jonathan Smith to the Disability Commission. Vote yes/Unanimous. **By the Town Manager: Inspector of Animals – Kevin Sullivan/Vote to affirm.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to affirm the nomination of Kevin Sullivan as Inspector of Animals subject to the approval by the State Division of Animal Health. Vote yes/Unanimous.

**Citizens' Comments/Input.** None

**Northbridge Girl Scouts [Tina Keene and Fran Gauthier]/Request permission to use Memorial Park for their Bridging Ceremony on May 6, 2011 from 4 PM to 8 PM.** Selectman Ampagoomian asked Mrs. Keene and Mrs. Gauthier if they were aware of the bylaw for parking cars near Memorial Park. Selectman Nolan asked Mrs. Keene and/or Mrs. Gauthier to explain what the Bridging Ceremony is and Mrs. Keene responded that each year girls that have served two years of a particular level Brownies, Juniors, Cadets and Seniors bridge up/fly up to the next level. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the Northbridge Girl Scouts' request to use Memorial Park for their Bridging Ceremony on May 6, 2011 from 4 PM to 8 PM subject to the approval of the Police Department and the Department of Public Works. Vote yes/Unanimous.

**Mass. Historical Grant Application/Vote to authorize Town Manager and Select Board Chair to execute and sign the Mass. Historical Grant Application and any associated contracts.** Town Manager Kozak mentioned that this is a grant program in which the town can obtain funds to do repair work on Town Hall facilities [windows]. One of the requirements is to hire a consultant to come in and review the work that needs to be done and this would provide us the funds to do this. He asked the Selectmen for their support. Selectman Melia asked that phone calls be made to State Representatives asking them to help the Town out with this grant. A motion/Mr. Ampagoomian, seconded/Mr. Melia to

allow Town Manager Kozak and the Select Board Chair to execute and sign the Mass. Historical Grant application and any associated contracts. Vote yes/Unanimous.

**The Village Congregational Church [Pastor Robert G. Sherwood]/ 1) Request permission to use Memorial Park for their annual Harvest Festival on Saturday, October 1, 2011 from 8:30 AM to 3 PM (Rain date: 10/2/11, from 8:30 AM to 3 PM). 2) Request permission to block Church Street from the front of the church and the intersection of Park Street.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to The Village Congregational Church to use Memorial Park for their annual Harvest Festival to be held on Saturday, October 1, 2011 from 8:30 A.M. to 3 P.M. (Rain Date: Sunday, October 2, 2011 from 8:30 A.M. to 3 P.M.) subject to the approval of the Police Department and the Department of Public Works. Vote yes/Unanimous. **2) Request to block off Church Street from in front of the Church to the intersection of Park Street.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Village Congregational Church to block off Church Street from in front of the Church to the intersection of Park Street. Discussion on the motion: Chairman Marzec asked if the Police Department approved this request and Town Manager Kozak replied that the Police received a copy of the request but didn't receive a response back. Chairman Marzec asked that the motion be amended to include the following language: subject to the approval of the Police Department and Department of Public Works. **Offer to amend the main motion:** A motion/Mr. Melia, seconded/Mr. Ampagoomian to grant permission to the Village Congregational Church to block off Church Street from in front of the Church to the intersection of Park Street subject to the approval of the Police Department and Department of Public Works.. Vote yes/Unanimous.

**Annual Town Election Warrant [May 17, 2011]/ Vote to sign.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Annual Town Election Warrant [May 17, 2011]. Vote yes/ Unanimous.

**Spring Annual Town Meeting [May 3, 2011]/Vote to place articles on the warrant.** Town Manager Kozak read aloud each article and recommended that if anyone has any questions to please ask. **Article 1** – Budget Adjustments, **Article 2** – Water Enterprise [increase appropriation by \$200,000], **Article 3** - \$7,000 to install park benches at parks/common areas, **Article 5** – FY 2012 Sewer Enterprise Operation, **Article 6** – FY 2012 Water Enterprise Operation, **Article 7** – Chapter 90, **Article 8** – Treas./Coll. Compensating Balance Agreement, **Article 12** – Rescission Article (Douglas Road Bridge), **Article 13** – Douglas Road Bridge/Land Takings, **Article 14** - \$460,000 Fire Truck, **Article 15** – Snow Removal Bylaw. Selectman Melia mentioned that he doesn't support this for the following reasons: the wording of the bylaw. He doesn't feel property owners should be responsible for salting and sanding the area, creating an undo hardship to taxpayers. Taxpayers shouldn't have to shovel the sidewalks. Chairman Marzec and Selectman Athanas suggested placing this article on the warrant and letting the taxpayers decide. Selectman Ampagoomian thanked DPW Director Richard Sasseville and the entire Department for doing the best job they could with the old equipment and constant bad weather. He then said he supported this article. Selectman Nolan announced that he does not support this article for reasons already mentioned. **Article 16** - \$225,000 Comprehensive Wastewater Management Plan, **Article 17** – WWTP Sludge Management Equipment. Selectman Ampagoomian asked once this new equipment is installed if it will reduce the amount of sludge that we dispose of (shipped out). DPW Director Richard Sasseville responded it could reduce the frequency of sludge hauling because it could have a higher solid content. **Article 18** – Accept M.G.L. C. 138, S. 33B/ABCC Sunday/Holiday Openings 10:00 AM. Mr. William DeJong, 84 Sherry Street, Whitinsville, President of Whitinsville Golf Club, mentioned that he submitted his letter of interest to the Town and then spoke to Police Chief Walter Warchol to see if he had any problems with the Whitinsville Golf Club opening at 10:00 A.M. on Sundays. **Article 24** – Tractor Lease/Purchase, **Article 25** - \$160,000 (Dump Truck), and **Article 27** – Repair of town roads – Town Manager Kozak mentioned that Mr. Sasseville provided a list of roadways that have high volumes of traffic every day and need repair. Mr. Sasseville stated that these roadways listed have been complained about the most this season. Selectman Melia read aloud the list of roadways in order of magnitude for the

required repairs: Goldthwaite Road - 4800 ft- estimated cost \$1.6 million; Hill Street – 3500 ft – estimated cost \$850,000.00; Mendon Road – 8000 ft – estimated cost \$1, 375,000.00; Douglas Road – 4200 ft – estimated cost \$1,080,000.00; Church Street Extension – 3500 ft – estimated cost \$1,475,000.00; and Quaker Street – 8900 ft - \$2,665,000.00. Selectman Melia then suggested the Town Manager, DPW Director and Selectmen form a plan based on recommending 1 to 2 roads a year because he doesn't feel the taxpayers will support all the roadways. Selectman Ampagoomian suggested placing all the roadways on the warrant for Town Meeting and let the townspeople decide and Selectman Athanas agreed. Selectman Nolan voiced his concerns with asking the taxpayers to support all the roadways. He feels this is way too much and agreed with Selectman Melia to pick just a couple of roadways each year.

**A motion/Mr. Melia, seconded/Mr. Nolan to place all Board of Selectmen articles on the warrant for the Spring Annual Town Meeting [May 3, 2011] with the exception of Article 15 - Snow**

**Removal Bylaw. Discussion on the Motion:** Selectman Ampagoomian suggested all the articles be placed on the warrant. Selectman Nolan said he feels if this bylaw passes it opens a huge can of worms because there are a number of people who live in Florida during the winter months, people who are on vacation when a storm hits and don't have the ability to clean it off and stated he is against this article. Vote yes/Messrs. Melia and Nolan. Vote no/Messrs. Ampagoomian, Athanas and Marzec. **A**

**motion/Mr. Ampagoomian, seconded/Mr. Athanas to place all Board of Selectmen articles on the warrant for the Spring Annual Town Meeting [May 3, 2011]. Vote yes/Messrs. Ampagoomian, Marzec and Athanas. Vote no/Messrs. Melia and Nolan.**

**Town Clerk Fees [Present: Doreen Cedrone, Town Clerk].** Chairman Marzec mentioned that a few citizens approached him regarding the Town Clerk's Fee Schedule. He then read aloud a document that was provided to him by the Town Clerk Doreen Cedrone. In 1990, at a Special Town Meeting, the residents of Northbridge approved a fee of \$5.00 for birth certificates, and in 2006, at an adjourned session of the Fall Annual Town Meeting the residents approved a fee of \$10.00 for birth certificates. Chairman Marzec asked the cost involved for a birth certificate and Town Clerk Doreen Cedrone mentioned the cost is for the special bond paper, toner and time. Selectman Ampagoomian asked if she foresees any other increases to any other fee charges in the near future and Ms. Cedrone responded no. Selectman Melia and Chairman Marzec mentioned that the Town Clerk Doreen Cedrone and Assistant Town Clerk Constance Hills do an excellent job running the Town Clerk's Office.

**Bottle Bill.** Chairman Marzec advised that he received a letter from MASSPIRG regarding the Bottle Bill - Massachusetts Beverage Container Recovery Law of 1982, M.G.L c.94, s321-327. The law imposes a refundable \$.05 deposit on beer and soda containers thus providing a financial incentive for the consumer to return them for recycling. The bill is proposing an update to the law, to expand the kinds of containers covered by that deposit to include water bottles, sport drinks, and similar beverages. He stated that the support of cities and towns is crucial to get this bill through the Legislature. He mentioned it would behoove the Town of Northbridge to support this bill. Selectman Melia agreed to support this bill. Town Manager Kozak suggested placing the Bottle Bill under decisions at their next Board of Selectmen's Meeting [March 28, 2011].

**Firefighters' Fundraiser. Present: Fire Chief Gary Nestor and Firefighter Thomas Valdivia.** Fire Chief Gary Nestor mentioned that it was Firefighter Valdivia's idea to have this fundraiser and the money raised will be used for new equipment such as buying portable equipment for the ambulances and fire trucks. Fire Chief Nestor stated that the items they want to buy are nice to have but are not required. With that being said, these items that they are looking to purchase are items you buy if you have money left over in your budget and because of the difficult times this year there is no money left in the budget to purchase the items. The firefighters would like to buy some of the following items if possible: IO Drill (used to start intravenous fluids), Multi-Gas meter (for Rockdale Fire Station), thermal-imaging camera and Carbon Monoxide Meter. Fire Chief Gary Nestor mentioned that anyone who donates \$25.00 or more will receive a free 8 X 10 color studio portrait to be taken by a professional studio at the Fire

Station. Selectman Melia thanked Fire Chief Gary Nestor and Firefighter Thomas Valdivia for coming to their meeting and explaining what the fundraiser is for and then wished them well in their fundraising endeavor. Selectman Nolan mentioned that he supports their fundraiser and wished them good luck.

**Locking Playscape @ Balmer School [Present: Paul Halacy, Director of Buildings and Grounds & Alicia Cannon, Chairman of Playground and Recreation and Commission Members Louis Bernard and David Ducey].** Mr. Halacy announced that they lock the playscape at Balmer School because of the vandalism that keeps occurring to it. He mentioned the last incident cost over \$3,000.00 because someone poured some type of flammable liquid on the slide and then lit on fire. The time before that someone sprayed obscene graffiti all over the playscape. He mentioned that the school can't afford to keep spending thousands of dollars to repair the vandalism. Ms. Cannon understands that people have concerns with the park being closed but mentioned that there has been a lot of vandalism this year at Balmer/Vail fields. They have the Department of Corrections coming out this spring to help clean up the dug outs and then mentioned that their commission just found out that Linwood Field and Rockdale Field have been vandalized. They can't keep filing insurance claims and have decided to lock the fields and play areas to avoid this from happening. She stated that it is unfortunate that they have to lock the play areas and fields but the Police Department doesn't have enough officers/manpower to keep patrolling them on a frequent basis. Mr. Halacy said his primary concern is they have 600 students that use that facility daily and he would not want them to see what was written on equipment. He spoke to Police Chief Walter Warchol about on posting "no trespassing after dark signs," and asked nearby citizens to keep an eye out to curtail the problem. Selectman Nolan asked what time the school locks the area and Mr. Halacy responded around 5:30 P.M. and then it is opened back up around 6:30 A.M. He then said that during the summer the custodians leave around 3 o'clock and the gates will be locked when they leave.

**Town Manager's Report. 1) Emergency Management Meeting** – Held an emergency management meeting with department heads to review the Town's emergency plan in case there was a need to open a shelter. We will also be having a meeting with representatives from MEMA and Red Cross to go over the steps we have in place for the Town of Northbridge. Selectman Ampagoomian asked if the Emergency Plan can be located on the Town's website and Town Manager Kozak said it could be and he will look into it. **2) Whitinsville Water Company Project** – Spoke to Randy Swigor, Manager of the Whitinsville Water Company regarding his plans for a new filtration facility located in Northbridge. Mr. Swigor is finalizing the plans with his consultant and will present them to his Board in early April. He will follow up with the Town afterwards. **3) Wastewater Treatment Plant/Solar Energy** – A meeting will be held on Tuesday, March 15, 2011, with representatives from Constellation New Energy to explore the possibility of solar installation at the sewer beds. Selectman Ampagoomian asked what percentage of energy reduction these solar panels would provide to the treatment plant and DPW Director Richard Sasseville responded that during the day time it would meet the entire energy demand of the treatment plant but at night we would have to rely on commercial power supply. **4) Snow and Ice Emergency Funds** – Representative George Peterson, Jr. said the House of Representatives is looking into emergency aid for cities and towns to cover some of the costs for snow removal on roads and buildings. He hopes to have more information in April. He mentioned that there were some federal funds that the Governor applied for and awarded to the state but unfortunately Worcester County did not receive any funds.

**Selectmen's Concerns. Selectman Athanas 1)** Asked what the status is with the red shed and Mr. Sasseville replied that the demolition project has gone out for bid and within the next couple weeks he'll have more information after everything is assessed. **2)** Asked if we heard anything about the \$45,000 that was appropriated for the Department of Public Works engineering. Chairman Marzec mentioned that he has spoken to the Chairman of the Building, Planning and Construction Committee and he said things are moving but are moving slowly. **3)** Asked if Town Manager Kozak could invite the Planning Board in to their next meeting to discuss increasing the lot sizes in town. **Selectman Melia 1)** He attended two

Finance Committee meetings in the past several weeks; the first one was the School Department budget and the second one was the Police, Fire and Department of Public Works budgets. He is happy to report that the department heads have been in agreement with the Town Manager's request of submitting a level-funded budget based on the economy of the Town and State. The School Department and Town are still split but he has confidence that some type of compromise will be worked out. **2)** Congratulated the Northbridge High School and Whitinsville Christian School boys basketball teams for winning the District Finals. He also congratulated the Northbridge High School girls basketball team even though they lost in the finals, they had a tremendous year. **3)** Asked about a power outage in Presidential Estates. Mr. Sasseville stated he lost power but doesn't know why. Selectman Athanas mentioned that he contacted National Grid and it was a substation that went at 3:26 AM. **4)** He congratulated the Blackstone Valley Drug Task Force and Northbridge Police Department on their most recent and successful drug investigation and arrests. **Selectman Ampagoomian 1)** Asked Town Manager Kozak what the bond rating is for the Town and Town Manager Kozak stated he would have to look into it and get back to him. **2)** He asked if a letter could be sent to the Lieutenant Governor asking why Worcester County didn't receive any money for snow removal. **3)** He asked if there was any word on the Northbridge Landfill Solar Power and Town Manager Kozak replied that he'll have some information on this in a couple weeks. **4)** He asked Town Manager Kozak to look into how much it cost the town and school department's to shovel the snow off the roofs in town, primarily the Schools. He wants to know the following information: how much per hour did these individuals get paid; did they go out to bid or was it handled individually; and how much money did they actually spend? He also heard that the shovelers did some damage to the Balmer School roof and wants to know who is going to fix the damage that was done. **5)** National Grid – he mentioned there is a new representative for the town and would like for the Town Manager to invite her to a future meeting. **Chairman Marzec 1)** Congratulated Jeanne Gniadek, from the Board of Health for coordinating the Emergency Management Plan. Town Manager Kozak also congratulated Jeanne Gniadek and mentioned that she has done a lot of work organizing and putting this plan together. **2)** Mentioned that baseball season is right around the corner and because of the snow piles that were placed at the Legion they are wondering what can be done to remove them. He stated there is asphalt in the snow piles.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to collective bargaining --not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 9:23 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**March 14, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of January 24, 2011 Minutes. 2) Copy of February 14, 2011 Minutes. 3) Copy of February 28, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]

#### **APPOINTMENTS/By the Selectmen:**

**B. 1) Disability Commission** - Jonathan Smith/Vote to appoint – a) Copy of Jonathan Smith's Talent Bank Application.

#### **By the Town Manager:**

**2.** Inspector of Animals – Kevin Sullivan/Vote to Affirm – **1)** Copy of nomination form from the Commonwealth of Massachusetts.

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**C.** Copy of letter dated March 3, 2011 from the Northbridge Girl Scouts [Tina Keene] requesting permission to use Memorial Park for their Bridging Ceremony on May 6, 2011.

**D. 1)** Emails dated March 3, 2011 from Gary Bechtholdt requesting to place the Mass. Historical Commission Grant Application on the Board of Selectmen's agenda for March 14, 2011. 2) Letter dated March 3, 2011 to Brona Simon at the Mass. Historical Commission. 3) Copy of Mass. Preservation Projects Fund Application – Round 17

**E.** Copy of letter dated March 2, 2011 from the Village Congregational Church [Pastor Robert G. Sherwood] requesting permission to use Memorial Park on October 1, 2011 for their annual Harvest Festival and their request to block off church Street between the front of the church and intersection of Park Street.

**F.** Copy of Annual Town Election Warrant [May 17, 2011].

**G. 1)** Copy of Warrant Articles for Town Meeting. 2) Copy of Memorandum dated March 9, 2011 from DPW Director Richard Sasseville on estimates for Roadway Repair/Reconstruction. 3) Copy of documentation and email dated March 1, 2011 from Richard Sasseville on Pavement Management Study.

#### **DISCUSSIONS**

**H.** Town Clerk Fees – **Copy of document when birth certificate fees increased**

**I.** Bottle Bill – Copy of letter of support dated February 25, 2011 to Chairman James Marzec

**J.** Firefighters' Fundraiser – Copy of news release

**K.** Locking Playscape at Balmer School – **Black and White pictures of graffiti on Playscape from Northbridge Police Department**

#### **TOWN MANAGER'S REPORT**

- L. 1)** Emergency Management Meeting - **No documentation**  
2) Whitinsville Water Company Project – **No documentation**  
3) Wastewater Treatment Plant Solar Energy – **No documentation**  
4) Snow and Ice Emergency Funds – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**BOARD OF SELECTMEN**  
**March 17, 2011**

A meeting of the Board of Selectmen was called to order by Clerk James Athanas at 6:53 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Ampagoomian and Melia. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**APPROVAL OF MINUTES/None**

**PUBLIC HEARING /None**

**APPOINTMENTS/RESIGNATIONS /None**

**CITIZENS' COMMENTS/INPUT/None**

**Spring Annual Town Meeting Warrant/Vote to place articles on warrant.** The Town Manager advised the Board that on Tuesday, he met with Mark Kessler, a consultant from Constellation New Energy, to discuss the placement of solar panels at the Wastewater Treatment Plant, which would generate enough power for the plant. Mr. Kozak informed the Board that they would need to vote to place an article on the warrant in order to lease the land to a private contractor for longer than three (3) years. He also noted that the town would be required to go out to bid for such a project and having the warrant article would give the town the ability to sign an agreement at a later date. There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Melia to place the following article on the Spring Annual Town Meeting Warrant:

To see if the Town will vote to transfer the custody and control of a portion of the Northbridge Wastewater Treatment Plant site located at 644 Providence Road, and shown on Assessors' Map 24 as parcel 126, to the Board of Selectmen for the purpose of lease or other transfer, and to authorize the Board of Selectmen to enter into a lease or transfer agreement for, and take all actions necessary in connection with, the use of such portion of the site for the installation of solar panels and related power generation and distribution equipment; to authorize the Board of Selectmen to enter into a solar power purchase agreement for a term of more than three years, on such terms and conditions as the Selectmen deem in the best interest of the Town; and to authorize the Board of Selectmen to take all actions necessary to administer and implement such power purchase agreement; or take any other action relative thereto. **Vote yes/Messrs. Ampagoomian, Melia and Athanas.**

In addition, Mr. Kozak recommended that the Board vote to place an article on the Spring Annual Town Meeting Warrant so that the Department of Public Works can be reimbursed for the demolition of the red shed that collapsed over the winter at the Department of Public Works yard. A motion/Mr. Ampagoomian, seconded/Mr. Melia to place the following article on the Spring Annual Town Meeting Warrant:

To see if the Town will vote to transfer from fund 15124200 "Receipts Reserved-Insurance Proceeds Highway Department" to Line 21B DPW Highway Division Expenses for the purpose of demolition and debris removal of a failed structure located at the DPW Garage; said funds to be spent under the direction of the Department of Public Works; or take any other action relative thereto. **Vote yes/Messrs. Ampagoomian, Melia and Athanas.**

Continuing, Mr. Kozak recommended that the Board withdraw the Snow Removal Bylaw article because he felt that it warranted further investigation and discussion. With that said, a motion/ Mr. Ampagoomian, seconded Mr. Melia to withdraw the Snow Removal Bylaw article from the draft town meeting warrant. Vote yes/Messrs. Ampagoomian and Melia. Vote no/Mr. Athanas.

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS/None**

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**

**Meeting adjourned: 7:00 PM**

Respectfully submitted,

James J. Athanas, Clerk

s/



## **LIST OF DOCUMENTATION**

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

**March 17, 2011**

**APPROVAL OF MINUTES** – No action

**PUBLIC HEARING** – No action

**APPOINTMENTS/RESIGNATIONS** – No action

**CITIZENS' COMMENTS/INPUT**– No action

#### **DECISIONS**

**A.** Spring Annual Town Meeting Warrant/Vote to place articles on warrant –Copy of two warrant articles to be placed on the warrant.

**DISCUSSIONS**– No action

**TOWN MANAGER'S REPORT**– No action

**SELECTMEN'S CONCERNS**– No action

**ITEMS FOR FUTURE AGENDA**– No action

**CORRESPONDENCE**– No action

**EXECUTIVE SESSION**– No action

**Board of Selectmen's Meeting  
March 28, 2011**

A meeting of the Board of Selectmen was called to order by Chairman Marzec at 6:08 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Ampagoomian, Melia, Nolan and Athanas. **Also Present:** Theodore D. Kozak, Town Manager

The Pledge of Allegiance was recited by those present.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to litigation --and to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

Open Session Adjourned: 6:10PM

Executive Session Convened: 6:11PM

Executive Session Adjourned: 6:28PM

Open Session Reconvened: 7:00PM

**Chairman Marzec had to leave the meeting for a brief time and Vice Chairman Daniel Nolan assumed the Chair.**

Vice Chairman Nolan read aloud a resolution in support of the establishment of "Welcome Home Vietnam Veteran's Day". The Senate Committee on Veterans' Affairs has designated Wednesday, March 30, 2011, as "Welcome Home Vietnam Veterans Day" to honor the return home of our armed service members after serving in Vietnam. Vice Chairman Nolan noted that more than 58,000 members of the United States Armed Forces lost their lives and more than 300,000 were wounded during service in Vietnam.

**Approval of Minutes.**

**March 14, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the March 14, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**March 14, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve but not release the March 14, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**March 17, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the March 17, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Citizens' Comments/Input.** None.

**Safety Committee Minutes [March 16, 2011]/Vote to accept recommendations.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the recommendations of the Safety Committee as outlined in the minutes of March 16, 2011. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Bottle Bill/Vote to sign resolution in support of the Bottle Bill.** A motion/Mr. Melia to sign a resolution in support of the Massachusetts Bottle Bill. No second, motion dies. Town Manager Kozak suggested waiting for Chairman Marzec to return to the meeting to take up this matter and the Board concurred.

**Operation Graduation [Scott Zuidema]/Request to conduct a Boot Drive at Memorial Square on Saturday, April 30, 2011 from 9:00 A.M. to 3:00 P.M.** Present: Scott Zuidema, Representative from Operation Graduation. A motion/Mr. Melia, seconded/Mr. Athanas to approve Operation Graduation's request to hold a Boot Drive at Memorial Square on Saturday, April 30, 2011 from 9:00 AM to 3:00 PM subject to there being adult supervision at all times as recommended by Police Chief Walter Warchol. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Spring Annual Town Meeting [May 3, 2011]/ 1) Vote positions on warrant articles. Present: Sal D'amato, Chairman-Finance Committee.** Mr. Kozak gave a brief overview of each article prior to the Board voting their positions. Mr. D'amato informed the Board of the Finance Committee's vote on each article. **Article 1 [FY '11 Budget Adjustments]** - A motion/Mr. Melia, seconded/Mr. Ampagoomian to take no position on Article 1. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan. The Finance Committee voted to support Article 1.

**Chairman Marzec returned to the meeting and resumed his position as Chair.**

**Article 2 [FY'11 Water Enterprise – increase of \$200,000 for expenses and debt service]** A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 2. Vote yes/Unanimous. The Finance Committee voted to support Article 2. **Article 3 [ FY'12 Omnibus Budget - \$37,777,648]** - A motion/Melia, seconded/Mr. Ampagoomian to take no position on Article 3. Vote yes/Messrs. Melia, Marzec, Nolan and Ampagoomian. Vote no/Mr. Athanas. The Finance Committee voted to support Article 3. **Article 4 [FY'12 Sewer Enterprise – estimated budget \$2,208,359]** - A motion/Mr. Nolan, seconded/Mr. Melia to take no position on Article 4. Vote yes/Unanimous. The Finance Committee voted to support Article 4. **Article 5 [FY '21 Water Enterprise – estimated budget \$1,637,104]** - A motion/Mr. Nolan, seconded/Mr. Melia to take no position on Article 5. Vote yes/Unanimous. The Finance Committee voted to support Article 5. **Article 6 [Authorization to spend FY '12 Chapter 90 funds]** - A motion/ Mr. Nolan, seconded/Mr. Ampagoomian to support Article 6. Vote yes/Unanimous. The Finance Committee voted to support Article 6. **Article 7 [Annual authorization for the Treasurer/Collector to enter into compensating balance agreements]** - A motion/Mr. Nolan, seconded/Mr. Melia to support Article 7. Vote yes/Unanimous. The Finance Committee voted to support Article 7. **Article 8 [Annual reauthorization of their revolving account up to \$20,000]** - A motion/Mr. Nolan, seconded/Mr. Melia to support Article 8. Vote yes/Unanimous. The Finance Committee voted to support Article 8. **Article 9 [Authorizes the expenditure of \$7,000 for park benches made from recycled materials, which amends Article 13 of the May 4, 2010 Town Meeting.** A motion/Mr. Nolan, seconded/Mr. Melia to support Article 9. Vote yes/Unanimous. The Finance Committee voted to support Article 9. **Article 10 [Transfer \$45,095 to be used by the School Dept. for emergency snow removal from school buildings' roofs]** - A motion /Mr. Melia, seconded/Mr. Nolan not to support Article 10. Vote yes/ Unanimous. The Finance Committee voted not to support Article 10. **Article 11 [Transfer of funds up to \$150,000 from Receipts Reserved-Insurance Proceeds for the reconstruction of the front entrance canopy at Balmer School]** - A motion/Mr. Nolan, seconded/Mr. Ampagoomian to support Article 11. Vote yes/Unanimous. The Finance Committee voted to support Article 11. **Article 12 [Rescind Article 7 of the FATM 10/26/10 due to changes in the number of land takings required for the reconstruction of the Douglas Rd. bridge.** **Article 13 below corrects**

**the land takings.]** - A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 12. Vote yes/Unanimous. The Finance Committee voted to support Article 12.

**Article 13 [Acquisition of 2 permanent easements and 8 temporary construction easements for the reconstruction of the Douglas Rd. bridge and payment for same]** - A motion/Mr. Melia, seconded/Mr.

Ampagoomian to support Article 13. Vote yes/Unanimous. The Finance Committee voted to support Article 13.

**Article 14 [\$460,000 for a new Fire Truck contingent upon the passage of a one-time capital outlay expenditure exclusion]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 14. Vote yes/Unanimous. The Finance Committee voted to support Article 14.

**Article 15 [\$225,000 to finance the preparation of a comprehensive wastewater management plan]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 15. Vote yes/Unanimous. The Finance Committee voted to support Article 15.

**Article 16 [Funding for the final design and construction of a project to upgrade the sludge management equipment at the WWTP]** - A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 16. Vote yes/Unanimous. The Finance Committee voted to support Article 16.

**Article 17 [Funding and approval of a lease-purchase contract for a multi-purpose tractor with snow blower, plow, and radio equipment, etc.]** - A motion/Mr. Melia to support Article 17 as presented. No second, motion does not carry. A motion/Mr. Athanas not to support Article 17. No second, motion does not carry. After a lengthy discussion about this article and why it should be part of the capital outlay expenditure exclusion and not funded through the town's operating budget, Selectman Ampagoomian decided to second Mr. Melia's prior motion to support this Article. Vote yes/Messrs. Melia and Ampagoomian. Vote no/Messrs. Athanas, Marzec, and Nolan. Vote is 2-3 not in favor of supporting Article 17. A motion/Mr. Nolan, seconded/Mr. Melia to take no position on Article 17 until the Board's next meeting on April 11<sup>th</sup>. Vote yes/ Unanimous. The Finance Committee voted to support Article 17.

**Article 18 [\$160,000 for a new heavy duty dump truck with snow plow, warning lights and radio, etc. -- contingent upon the passage of a capital outlay expenditure exclusion]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 18. Vote yes/Unanimous. The Finance Committee voted to support Article 18.

**Article 19 [Appropriate a sum of money for road repairs--contingent upon the passage of a debt exclusion].** Mr. Sasseville prepared separate estimates for each of six roads being recommended for repair including a 20% contingency to cover any unknowns. The six roads are: Goldthwaite Road, a portion of Hill Street, a portion of Mendon Road, Douglas Road, and Church Street Extension [from Plummer's Corner to the intersection of Quaker Street] and a portion of Quaker Street [from the intersection of Church Street Extension to the Upton town line]. Selectman Nolan asked which of the six roads needs the most attention and Mr. Sasseville responded Goldthwaite Road. Selectman Melia asked if the Board has to come up with an amount tonight that they want town meeting to consider spending on road repairs and Mr. Kozak responded no. The Town Manager advised that both the roads and equipment are priority items for the town but suggested that the Board come up with some kind of plan for town meeting voters to consider. Mr. Melia then suggested that the Board consider doing one of the longer roads and all equipment requests or two smaller roads and the equipment and then next year do one or two more roads. He felt that going forward with the full project was not a smart idea and that the Town was better off doing these things in smaller increments. Mr. D'amato said the Finance Committee voted to support Article 19 by a 5-2 vote. He also stated that infrastructure has not been done in a long time and though there's never a good time to do such a project, the roads are in deplorable condition. Mr. D'amato indicated that it would cost the average homeowner about \$200 a year for 10 years to do the entire road repair project. Selectman Athanas felt we should put the entire road project before the voters because doing it by piece mail doesn't work. Selectman Ampagoomian said that the voters have the final say on these things and felt that the Board should put the article forward [including the six roads], explain the pros and cons at town meeting and let the voters decide. There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 19. Vote yes/Messrs. Ampagoomian, Marzec and Athanas. Vote no/Messrs. Melia and Nolan. The Finance Committee voted 5-2 in support of Article 19.

**Article 20 [Transfer a sum of money from Receipts Reserved - Insurance Proceeds to the DPW for demolition and debris removal of a structure at the DPW Garage]** - A motion/Mr. Ampagoomian,

seconded/Mr. Nolan to support Article 20. Vote yes/Unanimous. The Finance Committee voted to support Article 20. **Article 21 [Transfer the custody and control of a portion of the WWTP site to the Board of Selectmen for lease or other transfer; to authorize the BOS to enter into a lease or transfer agreement in connection with the installation of solar panels and related power generation and distribution equipment; to authorize the Board to enter a solar power purchase agreement for more than three years]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 21. Vote yes/Unanimous. The Finance Committee voted to support Article 21. **Article 22 [Acceptance of MGL C. 138, S.33B: allows liquor establishments [on premises consumption only] to sell alcoholic beverages between the hrs of 10AM and Noon on Sundays; the last Monday in May; Christmas Day; or the day following when said days occur on a Sunday]** A motion/Mr. Nolan, seconded/Mr. Athanas to support Article 22. Vote yes/Unanimous. The Finance Committee voted to support 6-1 in support of Article 22. **Article 23 [Zoning amendment, which would adopt the revised/updated FEMA Flood Insurance Rate Map for Northbridge; necessary for properties in Northbridge to remain compliant and eligible under the National Flood Insurance Program]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 23. Vote yes/Unanimous. The Finance Committee voted to support Article 23. **Article 24 [Zoning amendment, which would extend the B-1 Zone from Providence Road/Church Street (Plummer's Corner) through to 690 Church Street (Varky's Cleaners). Properties are currently zoned Residential –Three (R-3)]** - A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 24. Vote yes/Unanimous. The Finance Committee voted to support Article 24. **Article 25 [Zoning amendment, which would permit “water filter plant” within all Zoning Districts, where currently such use is only permitted in the Industrial zone. This amendment would assist the Whitinsville Water Company in addressing the elevated levels of iron and manganese in town]** - A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 25. Vote yes/Unanimous. The Finance Committee voted to support Article 25.

**Selectman Melia recused himself from the discussion on Articles 26 and 27 and left the meeting.**

**Article 26 [To increase the benefit paid to the surviving spouses of disabled public retirees from \$6,000 to \$9,000]** –A motion/Mr. Nolan, seconded/Mr. Ampagoomian to support Article 26. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan. The Finance Committee voted to support Article 26. **Article 27 [To increase the COLA Base of retirees pay from \$12,000 to \$14,000]** - A motion/Mr. Athanas, seconded/Mr. Nolan not to support Article 27. Vote yes/Messrs. Athanas, Marzec, Nolan and Ampagoomian. The Finance Committee voted not to support Article 27.

**Selectman Melia returned to the meeting.**

**Article 28 [Funding to perform a forensic inspection, examination, evaluation and assessment of the Library Roof]** - A motion/Mr. Nolan, seconded/Mr. Ampagoomian to support Article 28. Vote yes/Unanimous. The Finance Committee voted to support Article 28. **Article 29 [Proposed Charter amendments: everything not included in Articles 30 and 31]** - A motion/Mr. Melia, seconded/Mr. Nolan to support Article 29. Vote yes/Unanimous. The Finance Committee voted to support Article 29. **Article 30 [Proposed Charter amendment – Article 3, Sections 3-3a, and 3-3b]** - A motion/Mr. Melia, seconded/Mr. Ampagoomian to support Article 30. Vote yes/Unanimous. The Finance Committee voted to support Article 30. **Article 31 [Proposed Charter amendment – Article 8, Section 8-2]** - A motion/Mr. Melia, seconded/Mr. Nolan to support Article 31. Vote yes/Unanimous. The Finance Committee voted to support Article 31.

**Bottle Bill/Vote to sign resolution in support of the Bottle Bill.** Earlier, the Board agreed to take up the Bottle Bill issue when Chairman Marzec was present. That said, a motion/Mr. Melia, seconded/Mr. Marzec to sign a resolution in support of updating the Massachusetts Bottle Bill. **Discussion on the Motion:** Selectman Ampagoomian advised that nothing has been given to the Board regarding the cost

associated with the proposed new bottle bill and said it would drastically affect the merchants who sell the items involved. He then stated that he would like more information on this matter and further stated that he is not in favor of signing a resolution to support the Bottle Bill. Selectman Nolan stated that he is not in favor of supporting this bottle bill either. Vote yes/Messrs. Melia and Marzec. Vote no/Messrs. Athanas, Nolan and Ampagoomian.

**Spring Annual Town Meeting [May 3, 2011]/ 2) Vote to sign warrant upon completion and final review by Town Counsel.** No action taken.

**Lot size for residential property/Present: Janet Dolber, Planning Board Chairman and Board Members: Barbara Gaudette, Ed Palmer and Richard Griggs. Also Present: Town Planner R. Gary Bechtholdt II.** Chairman Marzec asked the Planning Board to discuss the lot sizes for residential property. Ms. Dolber informed the Selectmen that the Planning Board has tried to increase the lot sizes in town. She noted that if you increase the lot size you could end up with the same frontage but a longer lot. Northbridge is one of the few towns that has cluster zoning within it, which she supports because it provides the town with more open space. Ms. Gaudette reiterated that her board has been unsuccessful in trying to increase lot sizes in Northbridge; that the town has the least restrictive zoning in terms of house lots. We also have the most building constraints than other communities due to the character of the land so we are rapidly moving through the areas that are buildable without a lot of major changes. Ms. Gaudette also mentioned that Northbridge has grown a lot over the past 10 years but has since slowed down due to the economy. She noted that if lot sizes were increased, they could encourage developers of major property areas to use the flexible development bylaw, which means you can build on smaller lots and then save the larger portion as open space. However, she is not in favor of requiring lots to be larger than what they are now, which is approximately one acre or 40,000 square feet for parcels zoned Residential – One (R-1). Selectman Athanas advised that it was him who wanted to know about the lot sizes and thought that requiring two acres it would control new growth coming into town. He asked if two acres is more likely to preserve the open space or to control the growth in town. Mr. Bechtholdt advised that Northbridge is fortunate, in that a number of the developers have utilized the flexible development bylaw, which has preserved valuable open space and resource areas, however it's not a tool to reduce the overall build out, it reduces the infrastructure and it allows for smaller lot sizes; thereby providing open space. Mr. Bechtholdt added if the town is looking to reduce the build-out they may look to rezoning property to something other than residential or look to change (increase) the lot area or other bulk area requirements within the Residential Zones. The town needs to be mindful of its sewer capacity and other municipal services and infrastructure; for instance future development along the periphery of town (near the town lines of Mendon, Upton & Sutton) may require additional busing routes for the schools. Mr. Bechtholdt mentioned that the Planning Office has put together a spreadsheet, which details residential developments (planned/approved/etc) and has also mapped out the locations and will provide updated versions to the Board of Selectmen.

**Town Manager's Report. 1) Emergency Management Meeting Update** – Town Manager Kozak held an Emergency Management Meeting with various Department Heads and Representatives from MEMA and the American Red Cross to review our procedures for opening a shelter. He mentioned the American Red Cross has volunteered to conduct a workshop for the Town and provide their recommendations in case a shelter is needed. Volunteers are welcomed to attend. **2) Energy Audit of Town Buildings** – The energy audit has been completed for the Town Hall and Senior Center. The recommendations have been presented to us regarding improvements for energy efficiency. Additional audits will be performed on other town buildings in the near future. **3) Senator Moore's Legislative Meeting** – Senator Moore will be holding a legislative update meeting at Alternatives on April 4, 2011 at 10:30 A.M., which we are all invited to attend. **4) Federal Census Report** – The Federal Census has been completed and issued. It shows that the population in Northbridge has increased 19% over the past 10 years. **5) MEMA Emergency Aid Update** – We received notification from the State that they will try to include Worcester

County in the disaster relief aid from the January storm and we have currently submitted our costs for the storms to MEMA. Selectman Ampagoomian asked Town Manager Kozak to invite Lieutenant Governor Timothy Murray to one of our future Board of Selectmen's meeting and Chairman Marzec agreed.

DPW Director Richard Sasseville announced there was a pre-construction meeting held today for the Sutton Street Sewer Repair Project and the contractor will begin work on April 4, 2010 to repair the sewer lines on Sutton Street. The entire project will take 3 to 4 weeks to complete. A news release will be sent to the newspaper and placed on the town's website and cable access channel. Also, there will be a sign board placed on Sutton Street advising motorists to seek alternate routes.

**Selectmen's Concerns.** **Selectman Athanas** asked about the status of Douglas Road regarding the removal of bumpers. Town Manager Kozak replied that the owner has been sent a fine and will have 21 days to comply and remove the bumpers. **Selectman Melia** asked if the monuments at Riverdale Cemetery have been repaired and DPW Director Richard Sasseville mentioned they have not been repaired yet because of the bad winter. **Selectman Nolan** requested a copy of the Town's Fleet schedule including the age of each vehicle and the approximate mileage. **Chairman Marzec** said that he has spoken to Rob Knapik, Chairman of the Building, Planning and Construction Committee and would like to discuss the direction of the DPW facility at the next meeting. **Selectman Ampagoomian** asked that the Fire Station facility be included in the discussion as well.

A motion/Mr. Ampagoomian, seconded/Mr. Nolan to adjourn the March 28, 2011 meeting. Vote yes/Unanimous.

**Meeting Adjourned: 9:23 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**March 28, 2011**

**Copy of Resolution for “Welcome Home Vietnam Veteran’s Day”.**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of March 14, 2011 Minutes. **2)** Copy of March 14, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]. **3)** Copy of March 17, 2011 Minutes

**APPOINTMENTS/By the Selectmen: None**

#### **CITIZENS’ COMMENTS/INPUT**

#### **DECISIONS**

**B.** Copy of Safety Committee Minutes dated March 16, 2011.

**C.** Copy of Bottle Bill Resolution

**D. 1)** Copy of email dated March 21, 2011 from Scott Zuidema requesting permission to conduct a boot drive at Memorial Square on April 30, 2011. **2)** Copy of motion. **3)** Copy of responses from Police Chief Walter Warchol and Director of Public Works Richard Sasseville.

**E.** Copy of Spring Annual Town Meeting Warrant [May 3, 2011]. Copy of Board of Selectmen’s positions on warrant articles.

#### **DISCUSSIONS**

**F.** Lot size for residential property - **No documentation.**

#### **TOWN MANAGER’S REPORT**

**G. 1)** Emergency Management Meeting Update - **No documentation**

**2)** Energy Audit of Town Buildings – Copy of National Grid/NStar Gas – Facility Specific Listing of Energy Efficiency Opportunities.

**3)** Senator Moore’s Legislative Meeting – Copy of (email) invitation from Senator Moore’s office dated March 22, 2011.

**4)** Federal Census Report – **No documentation**

**5)** MEMA Emergency Aid Update – Copy of letter dated March 24, 2011 from Richard Fitzgerald regarding Disaster Declaration, Continuing Efforts for Worcester County Communities.

**SELECTMEN’S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**



**BOARD OF SELECTMEN**  
**April 4, 2011**

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 5:55 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Ampagoomian, Athanas and Melia. Absent: Daniel Nolan. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**APPROVAL OF MINUTES/None**

**PUBLIC HEARING /None**

**APPOINTMENTS/RESIGNATIONS /None**

**CITIZENS' COMMENTS/INPUT/None**

**Spring Annual Town Meeting [May 3, 2011]/Vote to sign warrant upon completion and final review by Town Counsel.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to sign Spring Annual Town Meeting Warrant [May 3, 2011] upon completion and final review by Town Counsel. Vote yes/Messrs. Ampagoomian, Athanas, Melia and Marzec.

**Armenian Apostolic Church/Request permission to hang a banner over Church Street from April 10, 2011 to April 25, 2011 in honor of "Martyrs Day".** A motion/Mr. Ampagoomian, seconded/Mr. Melia to grant permission to the Armenian Church to hang a banner over Church Street from April 10<sup>th</sup> through April 25<sup>th</sup> in honor of "Martyrs Day". Vote yes/Messrs. Ampagoomian, Athanas, Melia and Marzec.

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS/None**

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**

A motion/Mr. Ampagoomian, seconded/Mr. Melia to adjourn the April 4, 2011 meeting. Vote yes/Messrs. Ampagoomian, Athanas, Melia and Marzec.

**Meeting adjourned: 5:59 PM**

Respectfully submitted,

James J. Athanas, Clerk

dmg/

## **LIST OF DOCUMENTATION**

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

**April 4, 2011**

**APPROVAL OF MINUTES** – No action

**PUBLIC HEARING** – No action

**APPOINTMENTS/RESIGNATIONS** – No action

**CITIZENS' COMMENTS/INPUT**– No action

#### **DECISIONS**

**A.** Spring Annual Town Meeting Warrant/Vote to sign the warrant –Copy of warrant.

**B.** Copy of email from Peter Bedigian requesting permission to hang a banner over Church Street in honor of “Martyrs Day”.

**DISCUSSIONS**– No action

**TOWN MANAGER'S REPORT**– No action

**SELECTMEN'S CONCERNS**– No action

**ITEMS FOR FUTURE AGENDA**– No action

**CORRESPONDENCE**– No action

**EXECUTIVE SESSION**– No action

**Board of Selectmen's Meeting  
April 11, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**February 28, 2011** –A motion/Mr. Nolan, seconded/Mr. Melia to approve the February 28, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Nolan, Melia and Marzec.

**March 28, 2011 [Executive Session]** –A motion/Mr. Melia, seconded/Mr. Nolan to approve but not release the March 28, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/ Messrs. Nolan, Melia and Marzec.

**April 4, 2011** –A motion/Mr. Melia, seconded/Mr. Marzec to approve the April 4, 2011 minutes as presented with the readings omitted. Vote yes/ Messrs. Melia and Marzec. Abstain/Mr. Nolan.

**Appointments/By the Town Manager. Animal Control Officer: Daniel Chauvin, 181 Providence Road, Linwood, MA.** Police Chief Walter Warchol and Town Manager Kozak both recommend the reappointment of Daniel Chauvin as the Animal Control Officer. A motion/Mr. Melia, seconded/Mr. Nolan to affirm the Town Manager's appointment of Daniel Chauvin as the Animal Control Officer. Vote yes/ Messrs. Nolan, Melia and Marzec.

**By the Board of Selectmen. Board of Registrars: John Baker [Republican].** A motion/Mr. Melia, seconded/Mr. Nolan to re-appoint John Baker to the Board of Registrars as a Republican Designee. Vote yes/Messrs. Nolan, Melia and Marzec.

**Playground and Recreation Commission (one vacancy): a) Dave Scichilone b) Robert A. Parker Jr. c) Anne Wood and d) Wayne DeForest.** All candidates were present except for Ms. Anne Wood, who could not be present for tonight's meeting due to a family issue. Also Present: Alicia Cannon Chairman of Playground and Recreation Commission. Chairman Marzec asked the candidates to introduce themselves and tell the Board a little about themselves. **Dave Scichilone, 2586 Providence Road, Northbridge,** mentioned that he has been the Athletic Program Director for the Whitin Community Center for the past twelve years and has lived in Northbridge for seven years. **Robert A. Parker, Jr., 20 Nolet Street, Linwood,** stated that he is a long-time resident of Northbridge and has served on a couple of Town committees including the Playground and Recreation Commission back in the 90's. He has also been involved in many baseball leagues in Town. **Wayne De Forest, 94 Mason Road, Whitinsville,** mentioned that he has only lived in Northbridge for a couple years but was on the Parks and Recreation Commission in New York for over 13 years and would like to get involved in Northbridge. After a brief question and answer session by the Selectmen, Chairman Marzec asked Mrs. Alicia Cannon who her commission recommended for the vacancy. Mrs. Cannon replied her board voted unanimously to recommend Dave Scichilone for appointment. Selectman Melia thanked all the candidates for applying and felt they were all qualified for the position. A motion/Mr. Melia, seconded/Mr. Nolan to appoint Dave Scichilone to the Playground and Recreation Commission. Vote yes/ Messrs. Nolan, Melia and Marzec.

**Citizens' Comments/Input.** None.

**Spring Annual Town Meeting Warrant [May 3, 2011]/Vote positions on articles 1, 3, 4, 5, and 17.**

**Article 1 [FY '11 Budget Adjustments]** – Town Manager Kozak said there was a copy of the six budget transfers in the Selectmen's packets, which Chairman Marzec then read aloud. A motion/Mr. Melia, seconded/Mr. Nolan to support Article 1. Vote yes/Messrs. Melia, Marzec and Nolan. The Finance Committee voted to support Article 1. **Article 3 [FY'12 Omnibus Budget - \$37,777, 648]** – Chairman Marzec read aloud Article 3 and Town Manager Kozak mentioned that because he still doesn't have any information from the legislature on what's going on with the state budget he is recommending that the Board table this item until their next meeting on April 25, 2011. A motion/Melia, seconded/Mr. Nolan to take no position on Article 3. Vote yes/Messrs. Melia, Marzec and Nolan. Vote no/Mr. Athanas. Mr. D'Amato mentioned that the Finance Committee voted unanimously on March 28, 2011, to support a budget that is \$400,000.00 higher than the Town Manager's recommended budget. The Finance Committee voted to support Article 3. **Article 4 [FY'12 Sewer Enterprise – estimated budget \$2,208,359]** - A motion/Mr. Melia, seconded/Mr. Nolan to support Article 4. Vote yes/Messrs. Melia, Marzec and Nolan. The Finance Committee voted to support Article 4. **Article 5 [FY '21 Water Enterprise – estimated budget \$1,637,104]** - A motion/Mr. Nolan, seconded/Mr. Melia to support Article 5. Vote yes/ Messrs. Melia, Marzec and Nolan. The Finance Committee voted to support Article 5. **Article 17 [Funding and approval of a lease-purchase contract for a multi-purpose tractor with snow blower, plow, and radio equipment, etc.]** - Town Manager Kozak asked the Board of Selectmen to support Article 17 by raise and appropriate and/or to borrow the funds necessary and to remove the option of using available funds to buy the multi-purpose tractor. A motion/Mr. Melia, seconded/Mr. Nolan to support Article 17 as recommended by Town Manager Kozak. Vote yes/Messrs. Melia, Nolan and Marzec. The Finance Committee voted to support Article 17.

**Spring Annual Town Meeting [May 3, 2011]/ 1) Vote to place ballot questions on the Town Election ballot.**

Town Manager Kozak mentioned that DPW Director Richard Sasseville put together a Powerpoint presentation regarding how the Chapter 90 Program works. Mr. Sasseville explained the Town receives a sum of money from the state, which the Town is allowed to spend over of certain amount of time and then it gets reimbursed to the Town of Northbridge. Mr. Sasseville informed the Selectmen that the funds can be used for design services, roadway preservation, roadway reconstruction, and milling and overlay. In the past, the Town has used grant money and combined it with Chapter 90 funds to complete projects in town such as: Church Street, School Street, reconstruction of Sutton Street, North Main and Crescent Streets, A, B, C, D Streets, Border Street, Overlook Street, Ivy Lane, Oriole Street, Stoney Brook Drive, Eisenhower Drive, Jefferson Ave., Adams Circle, Riverdale Street and Ash Street. Other roads that had milling and overlay and roadway reconstruction were: Woodside Drive, Swift Road, Quaker Street, School Street, Church Street, Mendon Road, North Main Street and Crescent Street. Continuing, Mr. Sasseville felt the need to explain where the money for the Department of Public Works gets allocated to. He mentioned that everyone is always saying you have a million dollars, why can't the roads get fixed. He then explained the DPW's operating budget as follows: 1) Personnel Cost (Wages and Salaries) - \$447,013.29, 2) Expenses – just over a million dollars. Mr. Sasseville provided a breakdown on the Repair & Maintenance Expenses: Tree Service \$31,179.00, Paving Materials \$21,002.75, Street Striping \$18,835.01, Crack Sealing \$57,167.30 and All Other Expenses \$49,194.81. After a brief question and answer session, Chairman Marzec thanked the DPW Director for providing them with an explanation of the operating budget expenses for the Department of Public Works. Town Manager Kozak advised the Board of Selectmen that no monetary amount is required to be included in the Ballot Question and once Town Meeting votes the amount that's recommended the Finance Committee and Board of Selectmen will then add the amount to the ballot question to be debt-excluded. Town Manager Kozak then asked the Board of Selectmen to consider reducing the \$9 million debt exclusion [repair of roads] to a lesser amount because he has some concerns since there isn't a full board present this evening, he suggested they wait and discuss this at the next meeting. In any case, he recommended the Board vote to place two ballot

questions on the Town Election ballot. A motion/Mr. Melia, seconded/Mr. Nolan to place the following **Debt Exclusion Question** on the ballot for the Town Election scheduled for May 17, 2011:

Shall the Town of Northbridge be allowed to exempt from the provisions of Proposition 2½, so called, the amounts required to pay for the bond issued for the repair of town roads? Vote yes/Messrs. Melia, Nolan and Marzec. A motion/Mr. Nolan, seconded/Mr. Melia to place the following **Capital Exclusion Question** on the ballot for the Town Election scheduled for May 17, 2011: Shall the Town of Northbridge be allowed to assess an additional \$755,000 in real estate and personal property taxes for the purposes of financing the purchase of a new fire truck, financing the purchase of a new heavy duty dump truck with combination body and snow plow, complete with warning lights and radio equipment for use by the Department of Public Works Highway Division, and financing the purchase of one multi-purpose municipal tractor with snow blower attachment, vee plow, angle plow, and complete with radio equipment, warning lights and other accessories, for the use of the Department of Public Works, for the fiscal year beginning July 1, 2011? Vote yes/Messrs. Melia, Nolan and Marzec.

**Update on the DPW and Fire Station.** Chairman Marzec mentioned that Rob Knapik Chairman of the Building, Planning and Construction Committee, could not attend this evening's meeting, however, he did provide some information for the Selectmen to review. Chairman Marzec felt that because there wasn't a full Board present this evening that he would hold off on this discussion until the next Board of Selectmen's meeting. Chairman Marzec asked the Board to review the information that was provided in their packets: email from Rob Knapik, a copy of a section of the Charter & By-Laws explaining that the Board of Selectmen have the authority to draft articles for Town Meeting and a memorandum from AECOM. Chairman Marzec suggested someone from the Building, Planning and Construction Committee attend their next meeting to provide an update on the DPW and Fire Station facility.

**Mutual Aid Agreement [Fire Department]/Present: Fire Chief Gary Nestor.** Fire Chief Gary Nestor noted that the Town of Northbridge has been a member of Massachusetts Fire District 7 since the 1950's. The existing Mutual Aid Agreement was last updated in October of 1991 and needs to be amended. The mutual aid agreement allows the Town of Northbridge to provide and/or receive mutual aid for emergencies. Chairman Marzec informed the Board that they will vote on the agreement at their next scheduled Board of Selectmen's meeting [April 25, 2011].

**Town Manager's Report.** **1) Blackstone Valley Career Day** – The Town Manager attended the annual Blackstone Valley Career Day for High School sophomores at Northbridge High School, which he participated in and said it was well attended. **2) Senator Moore's Legislative Meeting** – The Town Manager attended Senator Moore's legislative meeting to discuss the state's proposed budget for FY '12. He mentioned there wasn't a lot of information given at this meeting but the House Ways and Means Committee would be presenting a budget this week. **3) Sutton Street Sewer Project** – The project was postponed until today, due to implementation of a new traffic detour route and will take between 3 to 4 weeks to complete. **4) Leland Road Incident** – A fire took place on April 7, 2011 at 9 Leland Road. Damage was minimized due to the quick actions of Police Officer Conrad Chickinski. Town Manager Kozak gave special thanks to Officer Chickinski for his quick action at the scene. **5) Riverdale Cemetery Update** – Due to the bad winter, the repair of monuments will commence soon and will be completed before Memorial Day.

**Selectmen's Concerns.** **Selectman Melia** **1)** Thanked Officer Chickinski for his quick response to the Leland Road Fire. **2)** He was informed that the Providence/Worcester Railroad Company cleans out the culverts annually between Route 122 and Union Street and was wondering if they were doing it this year. Town Manager Kozak advised that the Town asks the Providence/Worcester Railroad Company to do it annually and will follow-up with them. **Chairman Marzec** **1)** Commended Officer Chickinski on a job well done and then thanked the Fire Department for doing a great job.

A motion/Mr. Nolan, seconded/Mr. Melia to adjourn the April 11, 2011 meeting. Vote yes/Messrs. Melia, Nolan and Marzec.

**Meeting Adjourned: 9:12 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**April 11, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of February 28, 2011 Minutes. **2)** Copy of March 28, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]. **3)** Copy of April 4, 2011 Minutes

#### **APPOINTMENTS/By the Selectmen:**

**B. 1)** Annual Reappointment/Animal Control Officer: Daniel Chauvin - **No documentation.**

**2)** Annual Reappointment/Board of Registrars: John Baker – **No documentation.**

**3)** Copy of email from Alicia Cannon recommending David Scichilone for the Playground and Recreation Commission appointment. Copy of Dave Scichilone Talent Bank Application, Copy of Robert A. Parker, Jr. Talent Bank Application, Copy of Anne Wood's Talent Bank Application  
Copy of Wayne DeForest's Talent Bank Application

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**C. 1)** Copy of Article 1, 3, 4, 5, and 17. **2)** Copy of the Chapter 90 Powerpoint presentation

**D. 1)** Copy of ballot questions 1, 2, and 3 for Town Election ballot.

#### **DISCUSSIONS**

**E. 1)** Copy of email dated 4/8/11 from Rob Knapik to Chairman James Marzec. **2)** Copy of Charter. **3)** Copy of Town By-Law. **4)** Copy of memorandum dated 2/11/11 from AECOM addressed to Rob Knapik.

**F.** Copy of Mutual Aid Agreement.

#### **TOWN MANAGER'S REPORT**

**G. 1)** Blackstone Valley Career Day - **No documentation**

**2)** Senator Moore's Legislative Meeting – **No documentation.**

**3)** Sutton Street Sewer Project – **No documentation.**

**4)** Leland Road Incident – **No documentation**

**5)** Riverdale Cemetery Update – **No documentation.**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
April 25, 2011**

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

Chairman Marzec announced that Selectman Athanas will be arriving shortly as he is was stuck in traffic.

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**March 28, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the March 28, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Nolan, Melia and Marzec.

Selectman Athanas arrived to the meeting.

**Appointments/By the Board of Selectmen. 1) Cultural Council: Karl Gustav Hjertberg, 4D Colonial Drive, Whitinsville, MA.** Mr. Hjertberg mentioned that he is a retired civil engineer and was trained and educated in Sweden. A motion/Mr. Melia, seconded/Mr. Ampagoomian to appoint Karl Gustav Hjertberg to the Cultural Council. Vote yes/ Unanimous. Town Manager Kozak mentioned that Mr. Hjertberg fixes clocks and then thanked him for fixing the clock in his office. **2) Council on Aging: Susan Bateman.** Present: Kenneth Guertin, Chairman of the Council on Aging. Mr. Guertin mentioned that Ms. Bateman attended their last meeting and felt she would be a great fit to their committee. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Susan Bateman to the Council on Aging. Vote yes/Unanimous.

**Resignation. Cultural Council: Tracy Winslow.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the resignation of Tracy Winslow from the Cultural Council and send a letter of appreciation thanking her for serving the Town of Northbridge. Vote yes/Unanimous.

**Citizens' Comments/Input. Theodore Haringa, 713 Fowler Road, Northbridge,** expressed his concerns about the conditions of the roads in Town, the deterioration of the Department of Public Works and Fire Station facilities, and the retiring of both Richard Sasseville and Arthur Magowan of the Highway Department. He mentioned that because the Town has not kept up with maintaining the roads, he feels the longer the town waits the more costly it will be in the future. He suggested that the Board of Selectmen and Town Manager Kozak show greater leadership by placing the facts and needs before the Town and vote unanimously as a Board, and ask the townspeople to vote in the affirmative to repair the roads in this town.

**Linda Usher/Request to hold the 23<sup>rd</sup> Annual Whitin Five Mile Road Race, Thursday, November 24, 2011 (Thanksgiving Day).** A motion/Mr. Athanas, seconded/Mr. Melia to approve the 23rd Annual "Whitin Five Mile Road Race" on Thursday, November 24, 2011, subject to the safety requirements of the Police Department. Vote yes/Unanimous.

**Janet Stuart Scholarship/Vote to accept funds in the amount of \$325.00.** A motion/Mr. Melia, seconded/Mr. Ampagoomian to accept the gift from Carolyn Stuart Dorval in the amount of \$325.00 for the Janet Stuart Scholarship Fund. Vote yes/Unanimous.



**Annual License Renewals [Junk Dealers, Bowling and Billiards].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the annual license renewals [Junk Dealers-Remember When Antiques, Bowling and Billiards – Sparetime Recreation, Inc.] subject to the payment of all outstanding liens. Vote yes/Unanimous.

**Spring Annual Town Meeting [May3, 2011]/ 1) Article 3 [Omnibus Budget]/Vote position. Present: Sal D’Amato, Chairman of the Finance Committee.** Town Manager Kozak mentioned that because he has the figures from the House and Senate now, the Board can vote on the omnibus budget. He noted that he supports the Finance Committee’s recommendation for the FY ’12 budget, which included an increase of \$400,000 for the school budget. A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 3 [Omnibus Budget]. Vote yes/Unanimous. **2) Article 13 [Acquisition of 2 permanent easements and 8 temporary construction easements for the reconstruction of the Douglas Rd. bridge and payment for same]** – Town Manager Kozak mentioned that because they don’t have the final easements from the State, he is asking the Board of Selectmen to pass over this article at town meeting. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to reconsider the vote taken at their previous Board of Selectmen’s meeting for Article 13. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to pass over Article 13. Vote yes/Unanimous. **Article 17 [Funding and approval of a lease-purchase contract for a multi-purpose tractor with snow blower, plow, and radio equipment, etc.]** - Town Manager Kozak asked the Board to support the capital exclusion. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 17 by raise and appropriate instead of borrowing and also contingent upon the passing of a capital exclusion. Vote yes/Unanimous. **Article 28 [Funding to perform a forensic inspection, examination, evaluation and assessment of the Library Roof]** – Town Manager Kozak recommended to raise and appropriate \$4,800 for the Library roof. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 28 by raise and appropriate \$4,800 for the Library roof. Vote yes/Unanimous. **2) Article 19 [Road Repairs] – Possible vote to reconsider monetary amount for road repairs.** Chairman Marzec suggested to the Board that they go into Town Meeting supporting an amount unanimously no matter what that amount is. Selectman Ampagoomian suggested supporting the Director of Public Works Richard Sasseville’s recommendation on fixing 5 roads for \$9 million dollars. Selectman Athanas concurred. Selectman Nolan feels the \$9 million will not pass because it’s too much money. Selectman Melia concurred with Selectman Nolan. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to support Article 19 in the amount of \$5 million dollars. Vote yes/Unanimous.

**Mutual Aid Agreement [Fire Department]/Present: Fire Chief Gary Nestor.** Fire Chief Gary Nestor advised that at the last Board of Selectmen’s meeting, he informed them that this is just an amendment to the mutual aid agreement that was proposed and accepted in 1991. A motion/Mr. Ampagoomian, seconded/Mr. Melia to accept the Mutual Aid Agreement as presented by Fire Chief Gary Nestor. Vote yes/Unanimous.

**National Grid/Introduction of Kim Schneider. Present: Kim Schneider.** Ms. Schneider mentioned that she has worked for National Grid for 10 years and is the Investment Coordinator for Municipal Relations for the Town of Northbridge. Ms. Schneider stated that she is the contact person at National Grid should the Town of Northbridge have double pole questions, streetlight issues, billing concerns and/or questions. Selectman Ampagoomian asked if there are any requests who should they direct them to, Town Manager Kozak or her. She replied that they can be given to both of them and she will leave her business card with them before she leaves tonight’s meeting. Selectman Ampagoomian asked about Pole #9 on Pollard road and she informed Selectman Ampagoomian that she is already working on it. Ms. Schneider provided a handout and mentioned that it was a double pole report. That being said, the report is not 100% accurate and if anyone has any changes and/or additions to please let her know. Ms. Schneider advised the Board to let her know when they move forward on the road repairs because Quaker Street is on this report to have 4 double poles removed. They would like to remove them before the roads are repaired. Town Manager Kozak asked if National Grid is in communication with the other utility

companies who are holding up the process and Ms. Schneider mentioned that a clerk in the office deals with them on an on-going basis. Selectman Ampagoomian asked how long will it take to remove all the double poles and she replied that they are removing the hazardous ones first. Chairman Marzec thanked Ms. Schneider for coming to their meeting.

**Personnel Board/Proposed revisions to the Personnel Policy Manual. Present: Phyllis DiPalma, Member of the Personnel Board.** Ms. DiPalma mentioned that the Personnel Board held a public hearing on Thursday, April 14, 2011, to discuss the bereavement leave policy. She noted that her board voted unanimously to amend Section 7.31 of the Personnel Policy manual to include step-child in the bereavement policy. The personnel policy will now read: **7.30** In the event of death in the immediate family of an employee, he/she will be granted funeral leave with pay in the amount of four (4) working days. **7.31** Immediate family shall consist of: father, mother, son, daughter, **step-child**, brother, sister, husband, wife, grandparents, parent of spouse or person living in the immediate household. Selectman Melia recommended that grandchild be added to the policy and then asked Ms. DiPalma to discuss this with her board. She explained that this could have been an oversight and will talk to her board.

**Whitinsville Water Company [Plans for the new water filtration facility]/ Present: Randy Swigor, Manager, Whitinsville Water Company.** Mr. Swigor explained that over the years the Whitinsville Water Company has had elevated iron levels and because of these elevated iron levels, residents in town have had discoloration, which has prompted the Whitinsville Water Company [WWC] to pursue treatment options. The WWC hired AECOM to conduct an evaluation of the wellfield to determine if there was a viable, cost effective treatment option for the wellfield. Mr. Swigor stated that the proposed facility will utilize greensand filters to remove the iron and manganese from the water. He also mentioned that recent technology advances in greensand as well as backwash waste disposal methods will allow WWC to fit this treatment process into a small building footprint. He also said that the WWC will not need a municipal sewer connection or on-site disposal method for the backwash water but will utilize a fully self-contained backwash water recycle system. This system will generate only a small amount of waste solids which can be periodically removed offsite via septic pumping truck, which will allow them to fit the entire treatment facility into a 40'X50' building. Because of the compact size, they have two viable locations for the facility. One would be located right at the wellfield and the other possible location would be off Goldthwaite Road near the Fish Pond Dam. Mr. Swigor advised that both locations have advantages and disadvantages and they will know which site is preferable after the pilot testing is completed. The Pilot testing is required by Department of Environmental Protection and will take about 3 to 4 months and entails setting up and running a small simulated treatment plant to confirm the treatment process will work and to optimize the operating parameters. Mr. Swigor stated that his Board of Directors met and voted to proceed with this project, which should be completed by fall of 2012. Selectman Melia thanked Mr. Swigor for trying to find a solution for the discoloration of water in town and asked if there would be a rate increase to residents. Mr. Swigor mentioned that the WWC will be hiring a rate case consultant to make that determination. He stated that the WWC is still in the process of their first rate increase and now the second phase of the increase is effective this July. This is due to the treatment plant that was built last year. Chairman Marzec asked if there would be water issues this summer and Mr. Swigor replied that it depends on what the weather is like. Mr. Swigor explained that last year WWC and the Town of Northbridge implemented water restrictions because the levels of the reservoirs were so low. This year the WWC and every other public water supplier is required by the State of Massachusetts to implement mandatory water restrictions from May 1<sup>st</sup> to September 30<sup>th</sup> between the hours of 9 A.M. to 5 P.M. that all non-essential water use be prohibited. Selectman Ampagoomian asked if a mailing would be done to advise the residents of this notice. Mr. Swigor replied that they typically place their notices on their website but would look into a flier to mail with their water bills and/or placing an ad in the newspaper. Selectman Ampagoomian suggested placing the water restriction notice on the Town's website, cable and Channel 11.

**Review “draft” re-precincting maps/Present: Doreen Cedrone, Town Clerk.** Town Clerk Doreen Cedrone mentioned that re-precincting is done after every U.S. Census, which is every 10 years. She stated that this is her first time doing a re-precincting and mentioned that she was not aware of how they were done in the past. She mentioned that the state produced the maps for the Town showing the current precinct boundaries. Newly drawn precincts are represented by colors and the maximum number of inhabitants per precinct. Ms. Cedrone advised the Selectmen that the State would like to know if the Town of Northbridge is interested in adding a 5<sup>th</sup> precinct now or wait 10 years and do it after the 2020 census. She recommended holding off until the 2020 Census because of the following financial reasons: 1) start up costs (voting equipment) for the additional precinct would include \$4500-\$6500 for the tabulator and ballot box, \$2500 for voting booths (11 x \$225 each), \$200+ for additional supplies (ballot transfer cases, warranty, etc.). 2) Election workers for the 5<sup>th</sup> precinct would cost a minimum of \$800 per election. One other concern she had was the possibility of the Federal guidelines changing between now and 2020 on the voting equipment. Selectman Ampagoomian agreed with the Town Clerk and suggested holding off on adding the 5<sup>th</sup> precinct. Ms. Cedrone stated that if the Board of Selectmen approves the draft she will contact the State and they will mail a final map for the Board of Selectmen to approve at a future meeting.

**Update on the DPW and Fire Station/Present: William Mello, Member, Building, Planning & Construction Committee.** Mr. Mello provided the Board with the status of the Fire Station and Department of Public Works facilities. He mentioned that the Fire Station facility is a site issue and there are currently no recommendations for a new site. As for the Department of Public Works facility, he said that AECOM was awarded a contract to confirm and develop a proposed design for the Wastewater Treatment Plant site. Mr. Mello added that there are not many locations and/or available properties to look at for either of these facilities to be located.

**Memorial Day Festivities.** Chairman Marzec announced the Whitinsville parade will be held on Monday, May 30<sup>th</sup> at 10 AM beginning at Pine Grove Cemetery. The Rockdale parade will be held on Monday, May 30<sup>th</sup> at 11:30 AM beginning at the American Legion quarters. Chairman Marzec noted that in case of inclement weather the Rockdale services will be held in the American Legion Hall and the Whitinsville services, with the Town Manager’s approval, be held in the Great Hall at Town Hall. He also mentioned that the Northbridge Veteran’s Council is extending an invitation to the Town Manager and Board of Selectmen to participate in the Memorial Day exercises. A motion/Mr. Nolan seconded/Mr. Ampagoomian to move this to Decisions. Vote yes/Unanimous. **Northbridge Veterans’ Council/ 1) Request to hold Memorial Day Parade in Whitinsville on Monday, May 30, 2011 at 10:00 AM.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Northbridge Veterans’ Council to hold their Memorial Day Parade in Whitinsville on Monday, May 30, 2011 at 10:00 AM. Vote yes/Unanimous. **2) Request permission to use the Whitinsville Town Common for Memorial Day exercises.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Northbridge Veterans’ Council to use the Whitinsville Town Common for Memorial Day exercises. Vote yes/Unanimous. **Oliver Ashton Post #343/ 1) Request to hold a Memorial Day Parade in Rockdale on Monday, May 30, 2011 at 11:30 AM.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Oliver Ashton Post #343 to hold their Memorial Day Parade in Rockdale on Monday, May 30, 2011 at 11:30 AM. Vote yes/Unanimous. **2) Request permission to use the Rockdale Town Common for Memorial Day exercises.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Oliver Ashton Post #343 to use the Rockdale Town Common for Memorial Day exercises. Vote yes/Unanimous.

**Town Manager’s Report. 1) Chamber of Commerce Meeting for Small Businesses:** Mr. Kozak attended a Chamber of Commerce meeting at the Riverdale Mills and met with small business owners to discuss issues that affect small businesses and what the state can do to help them. The meeting was interesting and very well attended. **2) Sutton Street/School Street Projects Update:** Mr. Kozak advised

the work is underway on the Sutton Street sewer project, which should be done within two weeks and the sidewalks on School Street have been completed. The actual work/infrastructure for the main pipes on Sutton Street have been completed along with building of the manhole covers. The next step is for the individual homes to be hooked up and this will take a few more days to be completed. **3) Coalition for Water Resources - Information regarding stormwater regulations:** The regional coalition sent a letter to the EPA asking them to do further scientific investigation before finalizing federal permits for the Blackstone Valley communities. **4) Douglas Road – Removal of Bumpers/Update:** The owner of the bumpers has removed all bumpers from the lot on Douglas Road. **5) Providence and Worcester Railroad/Request to clean up the drainage area on Union Street:** The Town Manager contacted the Providence and Worcester Railroad asking them to come out and clean the drainage area on Union Street. The engineer informed Town Manager Kozak that he would add this to their work list. **6) Lt. Governor and Senator Brown – Request to attend a meeting:** The Lt. Governor's Office has indicated that he is unavailable to attend a Selectmens' meeting. Mr. Kozak met an aide to Senator Brown who will ask the Senator to attend a Selectmen's meeting or attend the meeting in his place. **7) Emergency Management Seminar – SKYWARN Spotter Training [National Weather Service]**. The Town received a public notice that there will be a SKYWARN Seminar at 7 PM at Uxbridge High School on Wednesday, April 27, 2011.

Town Manager Kozak thanked the Worcester County Inmates for coming to our town and painting the dugouts at Vail field [W. Edward Balmer School] along with doing some work at the Linwood fields. They will be coming back to help clean up the cemeteries before Memorial Day.

**Selectmen's Concerns. Selectman Ampagoomian** 1) Asked about the status of the Historical grant. Town Manager Kozak mentioned the grant was submitted but he hadn't heard anything yet. 2) Asked the status of the Ross Rajotte Bridge and Town Manager Kozak mentioned it just went out to bid a month ago. DPW Director Richard Sasseville mentioned the Construction Supervisor for the Department of Transportation said they are ready to move forward and are looking for a place to rent in Rockdale to set up their office. **Chairman Marzec** - Mentioned that on May 14, 2011, there are five Scouts that will be earning their Eagle Scout badges. They are Andrew T. Buma, Joshua F. Beauregard, Andrew L. Haas, John E. O'Brien and Jeremiah D. Butler. The Board of Selectmen and Town Manager Kozak are all invited to attend.

Town Manager Kozak reminded the public that Town Meeting is scheduled for Tuesday, May 3, 2011, 7 P.M. at the Northbridge Middle School Auditorium.

A motion/Mr. Ampagoomian, seconded/Mr. Melia to adjourn the April 25, 2011 meeting. Vote yes/Unanimous.

**Meeting Adjourned: 9:39 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**April 25, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of March 28, 2011 Minutes.

#### **APPOINTMENTS/By the Selectmen:**

**B. 1)** Copy of Karl Gustav Hjertberg's Talent Bank Application

**2)** Copy of Susan Bateman's Talent Bank Application

**3)** Copy of Tracy Winslow's Resignation Letter from the Cultural Council

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**C. 1)** Copy of letter from Linda Usher requesting permission to hold their 23<sup>rd</sup> annual Whitin Five Mile Race on Thursday, November 24, 2011 (Thanksgiving Day). **2)** Email dated April 19, 2011 from Police Chief Walter Warchol stating he has no problem with this event taking place. **3)** Copy of memo dated April 15<sup>th</sup> from DPW Director Richard Sasseville stating he has no comments but recommends the sponsor contact him a month prior to the event with a map of the race so he can evaluate the road conditions.

**D. 1)** Copy of letter and check from Carolyn Stuart Dorval asking for the money to be placed in the Janet Stuart Scholarship fund.

**E.** Copy of listing of licensees up for renewal.

**F.** Copy of Spring Annual Town Meeting Articles 3, 13, 17, 28 & 19

**G.** Copies of Mutual Aid Agreement & Resolution

#### **DISCUSSIONS**

**H.** Copy of National Grid Double Pole Summary Status.

**I.** Copy of Current & Proposed Bereavement Policy.

**J. 1)** Copy of email dated April 8, 2011 from Randy Swigor of the Whitinsville Water Company. **2)** Copy of email dated March 8, 2011 to Randy Swigor. **3)** Copy of transmittal dated April 21, 2011, regarding drawings for proposed Water Treatment Facility.

**K.** Copy of re-printing draft document & map

**L. 1)** Copy of email dated April 8, 2011 from Rob Knapik on the Northbridge DPW. **2)** Copy of a page from the Charter. **3)** Copy of by-law Section 4-304 Building, Planning & Construction Committee. **4)** Copy of memorandum from AECOM dated February 11, 2011.

**M.** Copy of letter from Northbridge Veterans' Council, William Audette.

#### **TOWN MANAGER'S REPORT**

**N. 1)** Chamber of Commerce Meeting for Small Businesses – **1)** copy of email dated April 12, 2011 from the Blackstone Valley Chamber of Commerce. **2)** Copy of letter dated December 21, 2010 from American Public Works Association.

**2)** Sutton Street/School Street Projects Update – **No documentation.**

**3)** Coalition for Water Resources-Information regarding stormwater regulations – Copy of letter dated April 4, 2011 from Massachusetts Coalition for Water Resources Stewardship.

**4)** Douglas Road – **No documentation**

**5)** Providence and Worcester Railroad/Request to clean up the drainage area in Linwood – **No documentation.**

**6)** Lt. Governor and Senator Brown – Request to attend a meeting. – **No documentation.**

**7)** Emergency Management Seminar – SKYWARN Spotter Training (National Weather Service) – Copy of notice.

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
Spring Annual Town Meeting**

**May 3, 2011**

A meeting of the Board of Selectmen was called to order by Chairman James Marzec at 6:30 PM, Northbridge Middle School Auditorium, 171 Linwood Avenue, Whitinsville, MA. **Present:** Messrs. Ampagoomian, Nolan, Athanas, and Melia. **Also Present:** Theodore D. Kozak, Town Manager.

**Town Meeting Business - Spring Annual Town Meeting/Article 20: Transfer a sum of money from Receipts Reserved-Insurance Proceeds to the DPW for demolition and debris removal of a structure at the DPW Garage.**

The Town Manager informed the Board that the above article was no longer needed and should be passed over when it comes up on the warrant tonight. He explained that the reason was due to the cost of the demolition being under \$20,000, which is under the statutory requirement for transfers. Mr. Kozak also told the Board that the Finance Committee was aware of this.

There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Nolan to reconsider the Board's position on Article 20 from a vote to support to a vote to pass over. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Melia, to pass over Article 20 for the reason stated by Mr. Kozak. Vote yes/Unanimous.

A motion/Mr. Nolan, seconded/Mr. Athanas to adjourn the Selectmen's Meeting at the conclusion of the Spring Annual Town Meeting this evening. Vote yes/Unanimous.

**Meeting Adjourned: 11:25 P.M.**

**Respectfully submitted,**

**James J. Athanas, Clerk**

s/

**LIST OF DOCUMENTATION**

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

**May 3, 2011**

**APPROVAL OF MINUTES/None**

**APPOINTMENTS/By the Selectmen/None**

**CITIZENS' COMMENTS/INPUT**

**DECISIONS**

**A. Town Meeting Business – No documentation**

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS-None**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-No done**

**Board of Selectmen's Meeting  
May 9, 2011**

A meeting of the Board of Selectmen was called to order by Vice Chairman Nolan at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Athanas, Ampagoomian, and Melia. **Also Present:** Theodore D. Kozak, Town Manager. Chairman Marzec notified the Town Manager he would be late for this evening's meeting.

The Pledge of Allegiance was recited by those present.

**Approval of Minutes.**

**April 11, 2011** –A motion/Mr. Melia, seconded/Mr. Athanas to approve the April 11, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Melia, Athanas & Nolan. Abstain/Mr. Ampagoomian.

**May 3, 2011 [Spring Annual Town Meeting]** –A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the May 3, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen. Council on Aging: Wayne De Forest. Present: Chairman of the Council of Aging Kenneth Guertin.** Mr. Guertin mentioned that Mr. DeForest was unable to attend tonight's meeting but that the Council on Aging supports his appointment to the Council. present at the current time but the Board of Selectmen decided to move forward and appoint him. A motion/Mr. Melia, seconded/Mr. Ampagoomian to appoint Wayne DeForest to the Council on Aging. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Citizens' Comments/Input.** None.

**Alternatives 26<sup>th</sup> Annual Valley Friendship Tour, Saturday, June 4, 2011/1) Request permission to conduct the race and close Douglas Road at the start of each race beginning at 8:00 A.M., 9:00 A.M., 10:00 A.M. and 11:00 A.M.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve Alternatives' request to conduct the race and close Douglas Road at the start of each race beginning at 8:00 A.M., 9:00 A.M., 10:00 A.M., and 11:00 A.M. subject to the safety requirements of the Northbridge Police Department. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan. **2) Request permission to hang a banner across Church Street from May 22, 2011 through June 5, 2011 to advertise the 26<sup>th</sup> Annual Valley Friendship Tour fundraiser.** A motion/Mr. Melia, seconded/Mr. Athanas to approve Alternative's request to hang a banner across Church Street from May 22, 2011 through June 5, 2011 to advertise their 26th Annual Valley Friendship Tour fundraiser to be held Saturday, June 4, 2011. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Northbridge Fire Department/Request permission to hang a banner over Church Street from May 10, 2011 through May 22, 2011 to advertise their annual Spaghetti Supper to be held on Saturday, May 21, 2011.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to grant permission to the Northbridge Fire Department to hang a banner over Church Street from May 10th through May 22nd to advertise their annual Spaghetti Supper to be held on Saturday, May 21, 2011. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Personnel Policy Manual [Section 7.3 Bereavement Leave]/Vote to approve revised policy.** A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the revised bereavement leave policy as recommended by the Personnel Board. Vote yes/ Messrs. Athanas, Melia, Ampagoomian and Nolan.



**Whitinsville Water Company/Water Restriction Notice/Vote to implement water restriction.**

At Mr. Swigor's request, the Board of Selectmen reviewed the State Imposed Water Use Restrictions as follows: In accordance with the requirements of the Water Management Act Permit issued by the Massachusetts Department of Environmental Protection the Whitinsville Water Company is required to enact Mandatory Water Use Restrictions from May 1st until September 30th between the hours of 9AM and 5PM. The restriction prohibits all non-essential outdoor water use during this timeframe.

**Examples of "Nonessential" outdoor water uses include:** \* irrigation of lawns via sprinklers or automatic irrigation systems; \* washing of vehicles, except in a commercial car wash or as necessary for operator safety; and \* washing of exterior building surfaces, parking lots, driveways or sidewalks, except as necessary to apply surface treatments such as paint, preservatives, stucco, pavement or cement.

**Examples of water uses that may be allowed:** \* irrigation to establish a new lawn and new plantings during the months of May and September; \* irrigation of public parks and recreational fields by means of automatic sprinklers outside the hours of 9 a.m. to 5 p.m.; and \* irrigation of lawns, gardens, flowers and ornamental plants by means of a hand-held hose. **Examples of water uses NOT subject to mandatory restrictions:** \* for health and safety reasons; \* by regulation; \* for the production of food and fiber; \* for the maintenance of livestock; or \* to meet the core functions of a business (for example, irrigation by golf courses as necessary to maintain tees, greens, and limited fairway watering, or irrigation by plant nurseries as necessary to maintain stock). Violators of the water restrictions will be subject to the Water Companies Water Restriction Regulations, which may include termination of water service. A notice will be placed on the town's website and cable. Selectman Melia mentioned that it's important for the residents to know that this is site mandated by the Department of Environmental Protection and not by the Town or Whitinsville Water Company. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to implement the same State Imposed Water Use Restrictions [from May 1, 2011 to September 30, 2011] as the Whitinsville Water Company. Vote yes/Messrs. Athanas, Melia, Ampagoomian and Nolan.

**Housing Production Plan/Public Workshop/Present: R. Gary Bechtholdt, Town Planner.**

Mr. Bechtholdt announced that the Local Housing Partnership, Northbridge Planning Board and Master Plan Update Committee will be holding a Housing Production Public Workshop on Tuesday, May 24, 2011 from 6:00 P.M. to 8:00 P.M., at 14 Hill Street, Aldrich School – Town Hall Annex to discuss strategies and prioritize housing needs as part of the town's ongoing efforts to update the Master Plan and preparation of a Housing Production Plan. During the workshop, an overview of the components of a Housing Production Plan, discuss Housing needs, consider basic visions of housing goals and implement strategies to achieve these goals. The Central Mass. Regional Planning Commission will help facilitate in the discussion. Anyone interested can attend. The workshop has been posted at the Town Hall and on the website.

**Review of Debt Exclusion/Capital Exclusion Ballot Questions/Present: Richard Sasseville, DPW Director & Gary Nestor, Fire Chief.**

Chief Nestor reminded the townspeople that the Town Election will be held May 17, 2011, and there are two ballot questions. The first ballot question will have three items listed on it: Fire Engine \$460,000.00, Dump Truck with Plow \$160,000.00 and a Municipal Tractor \$135,000.00 for a total cost of \$755,000.00. Town Manager Kozak reported that it's a one-time capital exclusion and will cost the average home owner \$149.05 for the year. Selectman Ampagoomian asked if this could be placed on the town's website and cable and Town Manager Kozak replied that he would do this. Mr. Sasseville provided a powerpoint on Article 19 that passed at Town Meeting and requires a ballot question to pass the Town Election. Article 19 will be a debt-exclusion whereas the Town can borrow a sum of money to be used for road repairs. Mr. Sasseville mentioned there are 78.5 miles of Town roads in Northbridge and a pavement study was done by the Central Mass. Regional Planning Commission to determine the condition of the town's roadways. Each year the town receives Chapter 90 State Aid funds and the average allotment is \$316,000.00, which is used for roadway repairs. However,

with the amount of Chapter 90 funds the Town receives, it would take the Town 186 years to repair all the roads. Selectman Ampagoomian asked if there was a way to expend some of the monies for the Douglas Street Bridge on the cost to fix Douglas Road. Mr. Sasseville reported that he would have to contact the State to find out this information. Selectman Athanas asked what would the Town be borrowing in the first year and Town Manager Kozak replied that they would have to go out for bid this summer, the bids would be in by Fall, work would be done late fall, and then the Town would use short-term borrowing for the plans at the first of the year.

**Town Manager's Report.** **1) Firefighters' Annual Spaghetti Supper** - Town Manager Kozak announced that the Northbridge Fire Department will be holding their annual Spaghetti Supper on May 21, 2011, from 4 P.M. to 8 P.M., at the Fire Headquarters, 193 Main Street, Whitinsville. All proceeds will benefit the 4<sup>th</sup> of July Fireworks display. **2) Central Mass. Metropolitan Planning Organization Update** –Mentioned that he would be attending the Central Mass. Metropolitan Planning Organization on May 10, 2011, regarding transportation projects to learn more about the scheduling of various town projects. **3) Municipalities Organized for Regional Effectiveness [M.O.R.E.] Legislative Breakfast**– Stated that M.O.R.E. will be holding a legislative breakfast on Friday, May 13, 2011, 8 A.M., at the Central Mass. Regional Planning Commission Office, which he plans to attend. **4) Local Aid Update** – Town Manager Kozak said that Representative Peterson's Office informed him that the House is seeking additional funds to help make up the deficit that was in the House Budget for FY12 and Northbridge could receive up to \$129,000.00 in additional aid.

**Selectmen's Concerns.** **Selectman Ampagoomian** **1)** Asked if we can come up with a plan to buy vehicles and build a new facility for the Fire Department and Highway Department using a capital exclusion and/or debt exclusion. Town Manager Kozak responded that is the purpose for having a capital plan for purchasing vehicles and equipment. **2)** Asked for an update on Purgatory Road and Mr. Sasseville responded that he hopes to put the bid out within six weeks and would like to mill and overlay a portion of the road, depending on the bid prices. He also mentioned that he hopes to do some stormwater improvements depending on funding. Town Manager Kozak noted that the reasons for not including Sutton Street and Purgatory Road with the other 6 roads on the ballot question were because Sutton Street is being funded through State and Federal money and Purgatory Road will be funded with Chapter 90 funds. **3)** Asked if Senator Brown, Senator Kerry, and/or Lieutenant Governor Murray would be attending a future Board of Selectmen's Meeting and Town Manager Kozak responded that he hasn't heard back from any of them. **4)** Asked for an update on the grant for the Town Hall windows and Town Manager Kozak replied he hasn't heard anything yet. **5)** Asked Town Manager Kozak if the town would be receiving money for snow removal and Town Manager Kozak replied that Northbridge would not be granted any federal funds because there wasn't significant snowfall as in the past. **6)** Expressed his condolences to the Rice family on the recent passing of Jim Rice. **Selectman Athanas** **1)** Extended his condolences to the Rice family and mentioned that Dr. Jim Rice will be sorely missed. **Selectman Melia** **1)** Local Aid update – if this passes please let the Selectmen know as soon as possible. **2)** Offered his condolences to the entire Rice family on the recent passing of Dr. Jim Rice. **3)** Offered his condolences to Sal D'Amato [Chairman of the Finance Committee] and his family on the recent passing of his mother. **Selectman Nolan** **1)** Extended his condolences to both Dr. Jim Rice's family and Sal D'Amato and his family. **2)** Asked if a Town Meeting banner could be made up [leaving out the date] and hung over Church Street each year. Town Manager Kozak mentioned that we use the Town Hall bulletin board.

Chairman Marzec assumed his position on the Board.

**Executive Session.** A motion/Mr. Melia, seconded/Mr. Ampagoomian to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 To discuss strategy w/respect to Collective Bargaining --not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 7:40 P.M.**

**Respectfully submitted,**

**James Athanas, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**May 9, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of April 11, 2011 Minutes. **2)** Copy of May 3, 2011 Minutes

#### **APPOINTMENTS/By the Selectmen:**

**B.** Copy of Wayne DeForest's Talent Bank Application

#### **CITIZENS' COMMENTS/INPUT**

#### **DECISIONS**

**C. 1)** Copy of Alternatives letter to Town Manager Kozak, dated April 18, 2011. **2)** Copy of Alternatives letter to the Board of Selectmen, dated April 18, 2011, requesting permission to hang a banner over Church Street to advertise their fundraiser. **3)** Email dated April 22, 2011 from Police Chief Walter Warchol. **4)** Email dated April 22, 2011 from Director of Public Works Richard Sasseville.

**D.** Copy of memorandum dated 5/3/11 from the Northbridge Firefighters Local 3338 requesting permission to hang a banner over Church Street from May 10<sup>th</sup> through May 22, 2011 to advertise their Spaghetti Supper.

**E.** Copy of Bereavement Policy

**F.**

#### **DISCUSSIONS**

**G.** No documentation.

**H.** Copy of Housing Production Public Workshop

#### **TOWN MANAGER'S REPORT**

**I. 1)** Emergency Management Meeting Update - **No documentation**

**2)** Energy Audit of Town Buildings – Copy of National Grid/NStar Gas – Facility Specific Listing of Energy Efficiency Opportunities.

**3)** Senator Moore's Legislative Meeting – Copy of (email) invitation from Senator Moore's office dated March 22, 2011.

**4)** Federal Census Report – **No documentation**

**5)** MEMA Emergency Aid Update – Copy of letter dated March 24, 2011 from Richard Fitzgerald regarding Disaster Declaration, Continuing Efforts for Worcester County Communities.

#### **SELECTMEN'S CONCERNS-No documentation**

#### **ITEMS FOR FUTURE AGENDA-No documentation**

#### **CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
May 23, 2011**

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

The Pledge of Allegiance was recited by those present.

**Eagle Scout Awards Presentation:** 1) Andrew T. Buma; 2) Joshua F. Beauregard; 3) Andrew L. Haas; 4) John E. O'Brien; 5) Jeremiah D. Butler. **Present:** Andrew Buma and John O'Brien. **Also present:** Scout Master Andrew Myers. Chairman Marzec congratulated the two Eagle Scouts and then presented Andrew Buma and John O'Brien with a certificate of special recognition for completion of an Eagle Scout Project. Selectman Ampagoomian mentioned that since he's been on the Board, he has seen 26 young men from the Town of Northbridge achieve the honor of Eagle Scout. Each Selectman congratulated Mr. Buma and Mr. O'Brien on their Eagle Scout Award.

**Reorganization of the Board of Selectmen:**

Town Manager Kozak announced that he would proceed with the reorganization of the Board. Town Manager Kozak polled the Board of Selectmen for **Nominations for Chairman:** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to nominate Thomas Melia 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 Melia for Chairperson. Vote yes/Messrs. Nolan, Athanas, Ampagoomian and Marzec. Mr. Melia then assumed the Chair. Chairman Melia thanked James Marzec for doing a good job as Chairman for the past twelve months and he also thanked the Board for their vote of confidence in him. Chairman Melia called for **Nominations for Vice-Chairman:** A motion/Mr. Athanas, seconded/Mr. Marzec to nominate Daniel Nolan as Vice-Chairman of the Board of Selectmen. Chairman Melia asked if there were any further nominations, there being none, he closed nominations and asked for a vote on the nomination of Selectman Nolan as Vice Chair. Vote yes/Messrs. Ampagoomian, Athanas, Marzec and Melia. Chairman Melia called for **Nominations for Clerk:** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to nominate James Marzec as Clerk of the Board of Selectmen. Chairman Melia asked if there were any further nominations, there being none, he closed nominations and asked for a vote on the nomination of Selectman Marzec as Clerk. Vote yes/ Messrs. Nolan, Athanas, Melia and Ampagoomian.

**Approval of Minutes.**

**April 25, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the April 25, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**May 9, 2011 [Executive Session]** –A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve but not release the May 9, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/ Unanimous.

**Public Hearing/7:05 P.M. – National Grid/Petition to relocate p3,p4, and p5 on Douglas Road; install new p1 Elm Place; remove and abandon pole locations 4-84 and 5-84 Douglas Road. This is for a Mass. Highway bridge reconstruction project for the Mumford River Bridge. Present: Marianne Millette Representative from National Grid.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. There being no comments from those present, a motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve

the 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: Douglas Road/Elm Place: to relocate p3, p4, and p5 on Douglas Road; install new p1 Elm Place; remove and abandon pole locations 4-84 and 5-84 Douglas Road. This is for a Mass. Highway bridge reconstruction project for the Mumford River Bridge. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen. Conservation Commission [Two Vacancies]: John Brown & Diane Schotanus.** Present: Cheryl Peckham Conservation Commission member. Chairman Melia asked the two candidates to come forward and introduce themselves. Ms. Diane Schotanus, 15 Prunier Street, Whitinsville, mentioned that she has been a resident of Northbridge for fourteen years, her kids are all grown up and she now has extra time now to do something she likes. Mr. John Brown, 96 Church Ave, Rockdale, mentioned that he has only lived here for five years and looks forward to serving on the Conservation Commission. Ms. Peckham stated that her Commission is recommending the Board of Selectmen appoint both Mr. Brown and Ms. Schotanus to the Conservation Commission. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint John Brown and Diane Schotanus to the Conservation Commission. Vote yes/Unanimous. **Open Space Committee [Four Vacancies]: Brett Simas, Darlene Zuehl and Barry Posterro.** Present: **Brett Simas and Darlene Zuehl.** **Darlene Zuehl, 354 Kelly Road, Northbridge,** mentioned that she is semi-retired and has lived in town for over 33 years and has always been interested in maintaining open space. **Brett Simas, 605 Carpenter Road, Whitinsville,** mentioned that he has lived in town for 4 years and has been serving on the Zoning Board of Appeals for three years. Town Manager Kozak stated the third candidate Barry Posterro could not attend tonight's meeting but his resume and talent bank application were in their packets for review. He also mentioned that the Open Space Committee recommended all three appointments. Selectman Marzec thanked the candidates for coming forward and welcomed them. A motion/Mr. Nolan, seconded/Mr. Marzec to appoint Brett Simas, Darlene Zuehl and Barry Posterro to the Open Space Committee. Vote yes/Unanimous.

**Citizens' Comments/Input. Representative George N. Peterson Jr.** congratulated the members of the Board of Selectmen on the re-organization of their Board. Representative Peterson mentioned that he had the pleasure of attending the Eagle Scout Awards Banquet for the following 5 individuals: Andrew T. Buma, Joshua F. Beauregard, Andrew L. Haas, John E. O'Brien and Jeremiah D. Butler and congratulated each of them for achieving that rank. He then went on to discuss the state budget by mentioning there was an early resolution for Local Aid that was adopted several weeks ago and the Senate Ways and Means budget came out and held true to the number of \$14 million for Chapter 70. He anticipates a conference committee report to be released by the first or second week in June, on the differences between the House and Senate version. He also stated that he doesn't expect any changes to the local aid numbers. Selectman Ampagoomian mentioned that Senator Kerry was on the news discussing a transportation bill to increase commuter rail transportation in the North and South Shore areas and possibly out here. He then asked if it comes to fruition will the charges to the communities drop. Representative Peterson stated that it could drop but it is doubtful. He mentioned that he hasn't seen the plan. Selectman Athanas 1) asked for an update on the union healthcare issue. Representative Peterson replied that each union would have a representative to be on the committee, as well as a retiree, and the Board of Selectmen and/or Town Administrator would come up with a plan and submit it to the committee for negotiation. At least 10% of the savings would have to be put aside for a pool of money to be bargaining on how it would be spent whether to offset co-payments. After 30 days, if neither side could come to an agreement the plan would go into place but then 25% would then need to be put aside into escrow to offset the increase in costs that were passed off to the individuals in the union. He has not seen the senate's proposal but knows it's getting some positive reviews from the Mass Taxpayers Foundation and other organizations. 2) Asked if we were paying for the legal defense of the former Speaker of the House and Rep. Peterson replied that he thinks we are only paying for the documents that

had to be produced but the former Speaker of the House is paying for his own legal defense. Rep. Peterson will look into this and get the correct information back to the Selectmen. Chairman Melia 1) asked what would be the earliest and latest date for the increase in State Aid money back to the Town of Northbridge and Rep. Peterson replied October/November.

**Dog Warrant/Vote to approve and authorize Chairman to sign.** – Chairman Melia mentioned this is an annual appointment and he respectfully requested that the Board of Selectmen approve and authorize the Chairman of the Board of Selectmen to sign the dog warrant thereby giving the Animal Control Officer statutory powers for the upcoming year. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to authorize Chairman Melia to sign the dog warrant. Vote yes/ Unanimous.

**Blackstone Valley Pop Warner Football and Cheerleading [Doreen Malkasian]/ Request permission to conduct a “boot drive” on Saturday, June 18, 2011 from 9:00 A.M. – 12:00 P.M., at Memorial Square.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve Blackstone Valley Pop Warner Football and Cheerleading’s request to conduct a Boot Drive at Memorial Square on Saturday, June 18, 2011 from 9:00 AM to 12:00 PM subject to the boot drive policy and safety requirements recommended by Police Chief Walter Warchol. Vote yes/Unanimous.

**Ballot Questions.** Chairman Melia mentioned that the recent town meeting saw the capital exclusion pass and the debt exclusion fail. He stated that many people had concerns with there not being a dollar amount listed on Question 2. Town Manager Kozak explained the reason for this is Mass. General Law has special language for each type of ballot question and there are three different types: 1) General Override, 2) Capital Exclusion; and 3) Debt Exclusion. That being said, the Capital Exclusion Question allows/requires an amount be put in for that one-year exclusion. A debt exclusion question does not allow an amount to be put into the question. This was recommended by Town Counsel because if you put an amount in, it can be challenged if you are not successful. Selectman Ampagoomian mentioned that he was the one who asked that this be placed on the agenda for discussion and added that he felt the Selectmen could have done a better job explaining the debt exclusion to the residents in town. Selectman Marzec reported that the voter turnout at the polls was quite poor and believes it was because there was no message on the Town Bulletin Board reminding people to get out and vote. He mentioned that when people start complaining about the road conditions we should ask them if they voted at town meeting. Selectman Nolan suggested that at the Fall Annual Town Meeting the Selectmen try to secure funding for engineering/design of the roads and then for the Spring Annual Town Meeting they will try to secure funding for the construction of the roads. Selectman Athanas mentioned that he doesn’t think the roads would pass at the Town Election next year if they are separated it into two parts and then stated that he was disappointed to hear that the ballot question for the roads didn’t pass. Chairman Melia reported that after listening to some of the opponents, it might behoove the Selectmen to address the issues in more detail. Town Manager Kozak announced that he is disappointed that the article for the roads didn’t pass and with the complexity of debt exclusion overrides, we can inform the public but we can’t go out and sell it. That being said, the Town needs to determine a way that’s best for the community to either spend money on engineering plans first, or do one or two roads.

**FY’10 Audit/Present: Auditor Tim Harrison, Borgatti Harrison & Co., Neil Vaidya, Town Accountant and Kimberly Yargeau, Treasurer/Collector.** Mr. Harrison provided the Board of Selectmen with an overview of the results of the FY’10 audit and prior year recommendations. He began the presentation by speaking about the Financial Statements and how they are separated into different categories. He then turned to the Management letter where he touched on the following items: 1) Tailings (uncashed checks). Mr. Harrison recommended the Treasurer and Town Accountant fully reconcile the tailings account and then develop procedures to ensure that this account remains reconciled. He also recommended the Treasurer implement procedures to follow the Mass. Abandoned Property Laws and Holder Reporting requirements and take action to bring these tailings back into the Town’s

fund balance. **2) Improve In-House Capital Asset Program** - Mr. Harrison recommended that the Town Accountant attempt to reconcile the general ledger capital asset amounts to prior year audited amounts and make the necessary corrections or the Town contract out this service so that the Town can accurately report and maintain the Town's capital assets. **3) GASB Statement #54** – Mr. Harrison recommended the Town Accountant familiarize himself with this new statement and begin the process of identifying funds based upon the new fund type definitions early in fiscal 2011 to be ready for June 30, 2011. Continuing, Mr. Harrison then went through the current year recommendations: **1) Improve Internal Controls over Water and Sewer Activity** - He suggested that the Treasurer/Collector request from the Whitinsville Water Company more supporting documentation accompany the month-end reconciliation form and that the form indicate the date and who it was prepared by. This will further strengthen the monthly reconciliation that occurs between Whitinsville Water Company and the Town Accountant's Office. **2) Improve Controls over Disbursements** – Mr. Harrison recommended that the Town Accountant review its internal control procedures over payroll and vendor disbursements with his assistant and with all department heads. **3) Semi-Annual Certification Letters** – Mr. Harrison recommended that the School Department implement time and effort certification procedures because they are not maintaining Semi-Annual Certification letters for 100% of employees charged to Federal Grants as required by OMB Circular A-87. Selectman Nolan mentioned that this is one of the best audit reports since he's been a Selectman. Selectman Ampagoomian mentioned he was happy to hear that an intern would be helping the Town Accountant's Office with the tailings and then commended Town Accountant Neil Vaidya and Treasurer/Collector Kimberly Yargeau for a job well done. He also concurred with Selectman Nolan by saying this is the best audit report in thirteen years. The complete Management Letter can be found on file in the Town Manager's Office. In closing, Mr. Harrison mentioned the Town improved significantly on their audit and prior year recommendations. That said, items will continue to be addressed and resolved.

**Town Manager's Evaluation.** Chairman Melia mentioned that the Board of Selectmen each filled out a performance evaluation form on the Town Manager in which there were 8 criteria they had to rate the Town Manager on. They are: 1) Budgetary/Financial Administration; 2) Personnel Administration; 3) Public Relations; 4) Interaction with the Board; 5) Employee and Labor Relations; 6) Staff Development; 7) Intergovernmental; and 8) Goal/Performance Attainment. Chairman Melia read the following scale aloud: 1) Unsatisfactory – Is not meeting the minimum standards of the position of Town Manager; 2) Needs Improvement – Is meeting the requirements of the Manager's role, but improvement is needed to move an issue forward; 3) Satisfactory – Is meeting the requirements of the Manager's role; 4) Above Satisfactory – Understands the issues and is addressing the same; 5) Outstanding – Clearly exceeds what is required and expected by the Board. Chairman Melia announced the Selectmen gave the Town Manager an overall rating of 3.4 out of 5. Town Manager Kozak thanked the Board of Selectmen for their support and invited them to meet with him individually to discuss his rating if they had any questions.

**Town Manager's Report. 1) Central Mass. Regional Planning Commission Annual Dinner Meeting Invitation** – He mentioned that the CMRPC Annual Dinner Meeting will be Thursday, June 9, 2011, at the Manor Restaurant and he and the Select Board are all invited to attend. If you would like to attend please let me or my office staff know so that we can reply by June 3, 2011. **2) Municipalities Organized for Regional Effectiveness Legislative Breakfast Update** - Attended the M.O.R.E. Legislative Breakfast, which was well attended by several legislative representatives from Central Mass. including a representative from Congressman McGovern's office. We learned about the state and federal budgets for FY'12 and had an opportunity to question the legislators on various programs. **3) Central Mass. Metropolitan Planning Organization/ Bridge Update** - Attended the meeting at the CMMPO and received an update on the Sutton Street project. He mentioned the project is still on track for 2013 but a survey needs to be done on the railroad crossing. He also mentioned that the state held a pre-construction conference on Friday, May 13, 2011, for the Ross Rajotte Bridge work and reconstruction



will begin mid-June. **4) Riverdale Cemetery Update** – mentioned that repair work has been completed on the tombstones in the Riverdale Cemetery. **5) Surplus Property Sale** - Various vehicles were sold at the surplus property sale auction. The town received \$13,645.00. **6) Memorial Day Activities** - Announced that the Whitinsville parade will be held on Monday, May 30<sup>th</sup> at 10 AM beginning at Pine Grove Cemetery. The Rockdale parade will be held on Monday, May 30<sup>th</sup> at 11:30 AM beginning at the American Legion quarters. **7)** He thanked the Worcester County Sheriff's office for the work performed on the various parks and cemeteries.

**Selectmen's Concerns.** **Selectman Nolan 1)** mentioned that he wants to make sure the Sutton Street project moves forward by making sure everything is completed such as right of ways and easements because the State is going to be looking for a way to knock it off the TIP. Town Manager Kozak mentioned that once they have the green light to move forward some sewer and water work will be done and charged to the Sewer and Water enterprise fund. **Selectman Ampagoomian 1)** Asked if anyone received invitations to the High School Graduation and Town Manager Kozak replied that he received one. He will contact the School to see if the Selectmen were invited. **2)** Asked for the status on the easements for the Douglas Road Bridge and Town Manager Kozak replied that he will follow up with the engineering firm and State. **3)** Asked if someone could find out what the ridership is from the T that goes to Grafton and Town Manager Kozak mentioned that he would look into this. **4)** He asked if there is a way to regionalize payroll and timesheets by hiring a firm to come and do the work. **5)** Asked the Town Manager if he could verify whether two individuals on the Building, Planning and Construction Committee are resigning. Town Manager Kozak mentioned that he only heard one was not looking to be reappointed. **Selectman Athanas 1)** thanked everyone who took the time to go out and vote at the Annual Town Meeting. **Selectman Marzec 1)** stated he is still receiving complaints on the water quality in town and would like the town to stay on top of the Whitinsville Water Company. **Chairman Melia 1)** Requested the Selectmen to compile some goals and objectives for both the Town Manager and Board of Selectmen for the upcoming year and email them to him for discussion on a future agenda. **2)** He mentioned that there is an advertisement for a new Director of Public Works since Richard Sasseville will be retiring this Fall. He suggested that Town Manager Kozak include some of the Selectmen in the process based on the different things that have come about in the past few years such as: the DPW Facility, manpower and the roads. **3)** He stated that a few weeks ago Phyllis DiPalma, Personnel Board member, reported that her board passed a recommendation to add step-children to the bereavement policy but after reviewing the policy he noticed that grandchildren were not included under the definition of family member and asked that they add it to the policy. He asked Town Manager Kozak to follow-up with the Personnel Board to see the policy through to fruition. **4)** He offered condolences, on behalf of the Board of Selectmen, to the family of Vincent Tynan on his recent passing.

Selectman Ampagoomian suggested emailing the goals and objectives to the Town Manager and not the Chairman because of the open meeting law.

**Correspondence.** Chairman Melia mentioned that Chief of Police Walter Warchol sent up a memo to the Town Hall informing the public that the Northbridge Police Department will launch a special statewide, high visibility, click it or ticket enforcement blitz starting May 23<sup>rd</sup> through June 5<sup>th</sup>. This will be the first seatbelt enforcement mobilization across the state this year designed to increase seatbelt use and decrease motor vehicle fatalities and injuries.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy with respect to collective bargaining and M.G.L. Chapter 30A, S. 21#3 - To discuss strategy with respect to litigation --not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Athanas/Yes; Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

**Meeting Adjourned: 8:49 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**May 23, 2011**

**1)** Copy of April 4, 2011 letter from Boy Scout Troop 155. **2)** Copy of Eagle Scout Certificates for Andrew Buma, Joshua Beauregard, Andrew Haas, John O'Brien, and Jeremiah Butler.

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of April 25, 2011 Minutes. **2)** Copy of May 9, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen].

#### **PUBLIC HEARING/7:05 P.M.**

**B. 1)** Copy of Public Hearing Notice. **2)** Copy of memo from Assessor's Office regarding abutter's list. **3)** Copy of Abutter's listing. **4)** Copy of letter dated April 29, 2011 from National Grid with enclosures: petition for joint or identical pole locations, order for joint or identical pole locations, certificate, map, permit request form.

#### **APPOINTMENTS/By the Selectmen:**

**C. 1)** Copy of memo from the Conservation Commission recommending the appointment of John Brown and Diane Schotanus. **A)** Copy of John Brown's Talent Bank Application & copy of email from Town Clerk's office advising us that Mr. Brown is a registered voter in town. **B)** Copy of Diane Schotanus's Talent Bank Application & copy of email from Town Clerk's office advising us that Ms. Schotanus is a registered voter in town.

**2) A)** Copy of Brett Simas's Talent Bank Application & Resume. **B)** Copy of Darlene Zuehl's Talent Bank Application. **C)** Copy of Barry Posterro's Talent Bank Application.

#### **CITIZENS' COMMENTS/INPUT**

**D. Representative George N. Peterson Jr. - No Documentation**

#### **DECISIONS**

**E.** Copy of Dog Warrant

**F. 1)** Copy of letter dated May 18, 2011, from Blackstone Valley Pop Warner Football and Cheerleading requesting to conduct a toll booth drive. **2)** Copy of email from Police Chief Walter Warchol saying he had no problem with the request.

#### **DISCUSSIONS**

**G.** Ballot Questions – **No documentation**

**H. 1)** FY 2010 Audit - **A.** Management Letter **B.** Independent Auditor's Reports **C.** Financial Statements

**I.** Town Manager's Evaluation – **1)** Copy of Goals and Objectives. **2)** Copy of Performance Evaluation

#### **TOWN MANAGER'S REPORT**

**J. 1)** Central Mass. Regional Planning Commission Annual Dinner Meeting Invitation – **Copy of invitation**

**2)** M.O.R.E. Legislative Breakfast Update – **No documentation.**

**3)** Central Mass. Metropolitan Planning Organization/Bridge Update – **No documentation.**

**4)** Riverdale Cemetery Update – **No documentation**

**5)** Surplus Property Sale – **No documentation.**

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

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
June 13, 2011**

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

The Pledge of Allegiance was recited by those present.

**Due to technical difficulties, there was no volume for the first 10 minutes of the meeting.**

**Approval of Minutes.**

**May 9, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the May 9, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Marzec, Ampagoomian, Nolan and Melia.

**May 23, 2011 [Executive Session]** –A motion/Mr. Nolan, seconded/Mr. Melia to approve but not release the May 23, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Nolan, Ampagoomian, Marzec and Melia.

**Appointments/By the Board of Selectmen. Constables: a) Shawn Heney b) Stephen Zollin c) Brian Patrinelli d) Donald Roy e) Joshua Nadeau.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Shawn Heney, Stephen Zollin, Brian Patrinelli, Donald Roy, and Joshua Nadeau as Constables. Vote yes/Messrs. Nolan, Ampagoomian, Marzec and Melia.

**Selectman Athanas arrived at 7:06 PM.**

**Appointments/By the Town Manager. Randy Lloyd/Student Police Officer.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to affirm the appointment of Randy Lloyd as a Student Police Officer effective July 25, 2011. Vote yes/Unanimous.

**Public Hearing/7:05 P.M. – SR Golf Club, LLC d/b/a Shining Rock Golf Club [Louis Papadellis, Manager, 91 Clubhouse Lane, Northbridge – Application to Alter the Premises. Premises will now include the new clubhouse.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to open the public hearing. Vote yes/Unanimous. Attorney Joseph Antonellis mentioned that Mr. Louis Papadellis has been the listed Manager of Shining Rock Golf Club since the inception of the license. Attorney Antonellis stated that he hopes that the Selectmen have found the management at the Golf Club to be a positive experience. He said they are coming before the Board of Selectmen seeking approval of their application to Alter the Premises as required by the State, which would allow them to serve alcohol in the new clubhouse. He also thanked the staff at Town Hall for preparing and processing the application so quickly and efficiently for Shining Rock Golf Club. Chairman Melia mentioned there were 104 abutters and asked if anyone would like to speak from the audience. **Linda Dehaan, 17 Linkside Court, Northbridge,** mentioned that she and other neighbors never received abutters notices and was wondering why. Chairman Melia replied that the people at the Town Hall do this all the time so I'm sure they followed the right procedures. Selectman Marzec stated that he is grateful that the Shining Rock Golf Club is finally coming to fruition and has heard great things about the golf course. Selectman Ampagoomian asked when the building would be ready for a fire inspection and Mr. Papadellis replied sometime next week. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Unanimous. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve SR Golf Club, LLC d/b/a Shining Rock Golf Club's application to alter the

premises at 91 Clubhouse Lane, Northbridge, MA so the licensed premises will now include the new clubhouse. This approval is subject to the issuance of the occupancy permit and final inspection by the Northbridge Fire Department. Vote yes/Unanimous.

#### **Citizens' Comments/Input.**

**Re-Precincting Maps [Doreen Cedrone, Town Clerk]/Vote to approve.** Ms. Cedrone stated that there were no changes in the map so she notified Boston, who will produce the final map. She informed the Selectmen that the State needs a formal vote from the Selectmen before their final approval. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to accept the 2011 Re-Precincting Plan for the Town of Northbridge including the enclosed map, legal description, and block listings as presented by the Town Clerk. Vote yes/Unanimous.

**Northbridge Special Education Parent Advisory Council [Kathy Lyons]/ Request permission to hang a banner over Church Street for Inclusive Schools Week from November 27, 2011 through December 11, 2011.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve Northbridge Special Education Parent Advisory Council's request to hang a banner over Church Street for Inclusive Schools Week from November 27, 2011 through December 11, 2011. Vote yes/Unanimous.

**Northbridge Fire Department/Request permission to hang a banner over Church Street from June 19th to July 3rd to advertise their annual Fourth of July Fireworks Events scheduled for Friday, July 1, 2011.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to grant permission to the Northbridge Fire Department to hang a banner over Church Street from June 19th to July 3rd to advertise their annual Fourth of July Fireworks Events scheduled for Friday, July 1, 2011, on the Northbridge Middle School grounds. Vote yes/Unanimous.

**St. Patrick's Church/Request permission to hang a banner over Church Street from September 4, 2011 to September 19, 2011 to advertise their 19<sup>th</sup> Annual Fall Festival to be held September 17, 2011.** A motion/Mr. Nolan, seconded/Mr. Ampagoomian to grant permission to St. Patrick's Church to hang a banner over Church Street from September 4<sup>th</sup> to September 19<sup>th</sup> to advertise their 19<sup>th</sup> Annual Fall Festival to be held on Saturday, September 17, 2011. Vote yes/Unanimous.

**Armenian Apostolic Church/Request permission to hang a banner over Church Street from August 7, 2011 to August 21, 2011 to advertise their Annual Picnic to be held on Sunday, August 21, 2011.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to grant permission to the Armenian Apostolic Church to hang a banner over Church Street from August 7th to August 21st to advertise their Annual Picnic to be held on Sunday, August 21, 2011. Vote yes/Unanimous.

#### **School Committee Vacancies. Present: Michael McGrath, Chairman of the School Committee.**

Mr. McGrath mentioned that he was happy to hear this was on the Selectmen's agenda because he wanted someone to clarify for him the process when vacancies occur. He mentioned that the School Committee sent a letter to the Board of Selectmen advising them of the vacancies and asked where the School Committee goes from here. He also advised that he had a brief conversation with Town Moderator Harold Gould who in turn referred him to Mass. General Law. Town Manager Kozak said that he spoke to Town Counsel and they suggested advertising to see if there are any residents interested in the position. Selectman Athanas stated that with school coming to an end it may be difficult getting someone to apply for the vacancies and suggested keeping the vacancy notice on cable and the school and town websites for a month versus a week. Chairman Melia stated that per law they will advertise the school committee vacancies until July 8th and then all Talent Bank applications will be distributed to the School Committee and the Board of Selectmen for review. At their July 18th Board of Selectmen's Meeting, the Board of Selectmen and School Committee will listen to the applicants and vote two candidates into the open

positions. Mr. McGrath advised that he will check the availability of the School Committee members and get back to the Town Manager if July 18th is a good date to appoint the applicants. Chairman Melia mentioned that if his board needs to call a special meeting in July because the School Committee cannot make their July 18th meeting, then they will. Mr. McGrath asked Town Manager Kozak to check with Town Counsel to see if the School Committee doesn't receive enough applicants, could someone apply 3 months later and does the School Committee have to appoint them to the vacancy. He will check with Town Counsel should the situation arise. Selectman Marzec stated that he heard a rumor that the School Committee might have trouble getting a quorum on July 18<sup>th</sup> and Mr. McGrath replied yes. Mr. McGrath mentioned that his committee is comprised of nine members, which means they need at least five people to establish a quorum. He stated with there being two vacant positions now they only have seven members and it's been challenging trying to schedule meetings.

**Proposed Summer Schedule for Board of Selectmen.** Chairman Melia pointed out that in the past years the Board of Selectmen opted to meet once in July and once in August. The proposed dates for the summer schedule are Monday, July 18th and Monday, August 15th. Should an emergency arise, Chairman Melia mentioned they would notify the Board to schedule a special meeting. Town Manager Kozak concurred. Selectman Ampagoomian stated that he doesn't agree with the proposed summer schedule because they are elected officials and they should be providing the opportunity for residents to come under citizen's forum to discuss concerns and issues. Chairman Melia mentioned that he doesn't care either way if they meet every two weeks or just once each month. Selectman Athanas mentioned that he is in favor of the proposed summer schedule because like most people he will be on vacation during some of the weeks in July and August. Town Manager Kozak stated that the public can contact him anytime and he will do his best to assist them with their concerns/issues. A motion/Mr. Athanas, seconded/Mr. Nolan to move this item from Discussions to Decisions. Vote yes/Mr. Nolan, Athanas, Marzec and Ampagoomian. Vote no/Mr. Melia. A motion/Mr. Athanas, seconded/Mr. Nolan to approve the proposed summer schedule for the Board of Selectmen. Vote yes/Mr. Athanas, Marzec and Nolan. Vote no/Mr. Ampagoomian and Melia.

**FY 12 Town Manager's and Board of Selectmen's Goals and Objectives.** Chairman Melia read aloud the four goals and objectives for FY 2011-2012 for the Town Manager as follows: 1) Schedule Quarterly presentations from major department heads regarding accomplishments, highlights, budget projections, overtime acct., manpower issues, etc. 2) Increase efforts to regionalize with other communities to reduce costs and improve services. 3) Actively pursue grants that help with capital projects and infrastructure in coordination with the Building, Planning and Construction Committee and increasing way to educate the public regarding such issues. 4) Hiring and orientation of a new director of public works and other DPW personnel coordinating work projects within the DPW. He then read aloud the goals and objectives for the Board of Selectmen as follows: 1) Work towards design and construction of a most affordable DPW facility. 2) Coordinate efforts with Financial Planning Task Force, Finance Committee, and Town Manager on communicating revenue and budget forecasting to the public. 3) Initiate a plan and process for the engineering and repair of town roads in coordination with the Town Manager and DPW Director. 4) Increase efforts in regionalizing public safety dispatch and bulk purchasing. Chairman Melia thanked everyone for their input. Selectman Marzec thought it would be in their best interest to move this item from discussions to decisions. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to move Item J-FY' 12 Town Manager's and Board of Selectmen's Goals and Objectives to Decisions. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the FY '12 Town Manager's and Board of Selectmen's Goals and Objectives as presented. Vote yes/Unanimous.

**Town Manager's Report.** 1) **Bring Back the Fourth [Liberty Mutual]** – He announced that residents of Northbridge are invited to participate in Liberty Mutual's Fourth of July survey to help the community qualify for a grant to support future Fourth of July Celebrations. More information can be found on the Town's website and cable station. 2) **Northbridge Centre Congregational Church's last service -**

Attended the Northbridge Centre Congregational Church's last service on Sunday, June 5, 2011. He mentioned the church has a lot of historical background: It was the first established church in Northbridge (over 200 years ago) and Northbridge couldn't become a community until it had a Congregational Church. It had two locations one of which was where the water tank is on Hill Street and then it was re-built twice in the current location. **3) Quinsigamond Community College Update** - Attended a meeting sponsored by the College in which they are negotiating with the Town of Northbridge and Milford to provide classes in each community. In the long term, they still hope to find a site for a satellite campus. **4) EPA Stormwater Workshop** - Attended the EPA workshop and discussed the permitting process and responsibilities that the communities will have to follow for stormwater runoff. He mentioned the town has begun the permitting process for storm drains and will continue to do more but it can become extremely expensive because it is an unfunded mandate. **5) National Grid Right-Of-Way Proposal** - Representatives from National Grid contacted our office regarding the new proposal to install additional transmission lines in their right-of-way. This project has been on hold for almost four years and they are now ready to move forward on implementing the project. **6) Boy Scouts Tree Planting Ceremony** - The Boy Scouts are proposing to plant a tree at the Town Hall Annex and will hold a ceremony on Tuesday, June 21, 2011 @ 7 PM. More details will be provided at a later date by the Scoutmaster. **7) Blackstone River and Canal Commission Meeting** - The public is invited to attend a meeting on Tuesday, June 14, 2011 @ 7:00 P.M. at the Blackstone River and Canal Heritage State Park, 287 Oak Street, Uxbridge, MA. This meeting will focus on the segment of the canal from River Bend Farm in Uxbridge, MA to Plummer's Landing in Northbridge, MA. **8) Congressman Neal's Office Hours** - Congressman Neal's legislative aides held office hours for the public on Thursday, June 9, 2011, from 11:30 A.M. to 12:30 P.M. Richard Sasseville and I spoke to the aides about several projects we want funded and asked for the Congressman's assistance. We also requested that Congressman Neal attend a future Board of Selectmen's meeting. Chairman Melia asked if the Congressman or his aides mentioned anything about an appeal on the regulations regarding repair of roads. Town Manager Kozak stated that some information will be forthcoming.

**Selectmen's Concerns.** **Selectman Ampagoomian 1)** asked about the status of the grant for Town Hall windows and Town Manager Kozak replied they should hear by the end of June. **2)** asked if the Town would be receiving any monies from the state for all the snowstorms and Town Manager Kozak stated he hasn't heard anything yet. **3)** Status on the Douglas Street Bridge easements and Town Manager Kozak replied this is on-going. **4)** Status of the Ross Rajotte Bridge project and Town Manager Kozak replied it will begin by the end of June or beginning of July. **5)** he mentioned he had a conversation with the Chairman of the Board regarding the tornadoes that occurred in Springfield, Monson, etc. and suggested that the Town of Northbridge develop a system to warn residents of a tornado in case the need should arise. Town Manager Kozak mentioned he is currently looking into the Reverse 911 warning. **6)** He suggested that the school system use the marquee in front of the high school for school announcements versus the outdoor Town Hall Bulletin Board. **7)** He wished Arthur Magowan, Highway Superintendent, the best of luck in his retirement. **8)** He asked if there are any postings for the DPW Director and Highway Superintendent positions and Town Manager Kozak mentioned that he is currently advertising for a DPW Director and once that person is hired, the new DPW Director will post the position for a Highway Superintendent. **Selectman Athanas 1)** asked for an update on the engineering work for the new DPW facility and Town Manager Kozak replied there was an agreement to move forward but hasn't heard anything else. **2)** asked if the graffiti problem a few months ago ever got resolved and Town Manager Kozak replied no one has been arrested as of yet but the graffiti has since stopped. **Selectman Marzec 1)** received a phone call asking why the Town of Northbridge has a water ban sign up and he informed the residents that this was state-mandated and the Town of Northbridge and the Whitinsville Water Company were just abiding by the state's request. **2)** Emergency Plan – he suggested revisiting the town's emergency plan to make sure everything is in order especially with the recent tornadoes that took place in the western part of the state. He also mentioned that the reverse 911 system wouldn't work for anyone if they lost electricity and suggested an alarm system. **3)** He mentioned that he visited the

Verizon Wireless store and a representative informed him that Verizon will be coming out with a new wireless service in the near future. **4)** He received several complaints regarding poison ivy on the streets and was wondering if the Town is going to spray. There was no response to this question as Selectman Marzec went right on to the next concern. **5)** He asked if the Department of Public Works would be cleaning the streets and Town Manager Kozak replied that they have already started. **6)** Selectman Marzec clarified a statement made by Selectman Ampagoomian at their last Board of Selectmen's meeting. He mentioned that a former Selectman was never fined but cited for an open meeting law violation. **Selectman Ampagoomian** mentioned that he attended Elizabeth Gauthier's 110<sup>th</sup> Birthday and presented her with a proclamation from the Board of Selectmen. She was very grateful that the Town recognized her birthday. **Chairman Melia 1)** suggested that the Emergency Management Committee come before the Board of Selectmen to let the residents in town know how prepared the town is in case an emergency should arise. **2)** He asked if the town has started any negotiations with an energy suppliers and Town Manager Kozak replied that he started six months ago with the owners of Cover Technologies [Church Street landfill] and still continues. He also said that they are looking at the Wastewater Treatment Plant as an area to put solar power. **3)** He stated that he received a complaint that residents in town are placing signs on utility poles and not removing them. He reminded people that the Town has a bylaw and signs should not be placed on utility poles. **4)** He congratulated Highway Superintendent Arthur Magowan for his many years of service to the town and retirement.

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

**Meeting Adjourned: 8:17 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**



## **LIST OF DOCUMENTATION**

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

**June 13, 2011**

#### **APPROVAL OF MINUTES**

**A. 1)** Copy of May 9, 2011 Minutes. **2)** Copy of May 23, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen].

#### **PUBLIC HEARING/7:05 P.M.**

**AA. 1)** Copy of Public Hearing Notice. **2)** Copy of public hearing and License Routing Slip from Department's. **3)** Copy of motion. **4)** Copy of License.

#### **APPOINTMENTS/By the Selectmen:**

##### **B. 1) Constables – No documentation**

**2)** Copy of memo dated May 19, 2011 from Walter Warchol, Police Chief recommending the appointment of Randy Lloyd as Student Police Officer. **a)** Copy of Randy Lloyd's resume.

#### **DECISIONS**

**C. 1)** Copy of 2011 Re-precincting Official Legal Description for each Precinct. **2)** Copy of Northbridge – 4 Precinct Plan – 2010 Blocks. **3)** Copy of letter dated June 13, 2001 to the Commonwealth of Massachusetts.

**D.** Copy of email from Kathy Lyons requesting permission to hang a banner over Church Street to advertise for Inclusive Schools Week from November 27<sup>th</sup> through December 11<sup>th</sup>.

**E.** Copy of letter dated May 26, 2011, from the Northbridge Firefighters Local 3338 requesting permission to hang a banner over Church Street to advertise their annual Fourth of July Fireworks Events scheduled for Friday, July 1, 2011.

**F.** Copy of letter dated June 3, 2011, from St. Patrick's Parish requesting permission to hang a banner over Church Street from September 4th to September 18th to advertise their 19<sup>th</sup> Annual Fall Festival on September 17, 2011.

**G.** Copy of email from Peter Bedigian requesting permission to hang a banner over Church Street from August 7<sup>th</sup> to August 21<sup>st</sup> to advertise their Annual Picnic to be held on Sunday, August 21, 2011.

#### **DISCUSSIONS**

**H.** School Committee Vacancies – Copy of memo to the Northbridge Board of Selectmen

**I.** Copy of Proposed Selectmen's Summer Schedule

**J.** Copy of Goals and Objectives for Town Manager and Board of Selectmen

#### **TOWN MANAGER'S REPORT**

**K. 1)** Bring Back the Fourth – **Copy of notice**

**2)** Northbridge Centre Congregational Church last service – **No documentation.**

**3)** Quinsigamond Community College Update – **No documentation.**

**4)** EPA Stormwater Workshop – **Copy of document containing informing on Funding Stormwater Programs.**

**5)** National Grid Right-of-Way Proposal – **Copy of National Grid's Proposed Interstate Reliability Project.**

**6)** Boy Scouts Tree Planting Ceremony – **No documentation.**

**7)** Blackstone River & Canal Commission Meeting – **Copy of notice.**

**8)** Congressman Neal's Office Hours – **No documentation.**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
June 27, 2011**

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

The Pledge of Allegiance was recited by those present.

**Executive Session.** Chairman Melia declared that an open meeting would have a detrimental effect on the bargaining position of the body and therefore asked for a motion to go into executive session. A motion was made and seconded to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to litigation --and to reconvene in open session. Roll Call Vote: Mr. Marzec/Yes, Mr. Athanas/Yes; Mr. Nolan/Yes and Mr. Melia/Yes.

Open Session Adjourned: 7:02PM

Executive Session Convened: 7:03PM

Executive Session Adjourned: 7:10PM

Open Session Reconvened: 7:15PM

**Approval of Minutes. None.**

**Town Manager's 2011 Annual Reappointments/Vote to Affirm [listing enclosed in agenda packet].** A motion/Mr. Marzec, seconded/Mr. Nolan to affirm the Town Manager's 2011 Annual Reappointments as indicated on the list provided in the agenda packets. Vote yes/Messrs. Marzec, Nolan, Athanas and Melia.

**Appointment/By the Town Manager. Robert Pelletier, Master Mechanic [DPW].** Present: DPW Director Richard Sasseville. Town Manager Kozak recommended Robert Pelletier be appointed as the Master Mechanic for the Town of Northbridge. He also stated that he looks forward to working with him. DPW Director Richard Sasseville introduced Mr. Pelletier and stated he has over 30 years of experience as a mechanic and feels he will be a great addition to the Highway Department. Mr. Pelletier thanked them for hiring him and will do the best he can. Chairman Melia congratulated and welcomed him to the Town of Northbridge. A motion/Mr. Nolan, seconded/Mr. Marzec to affirm the appointment of Robert Pelletier as Master mechanic for the Department of Public Works. Vote yes/Messrs. Marzec, Nolan, Athanas and Melia.

**Board of Selectmen's 2011 Annual Reappointments/Vote to approve [listing enclosed in agenda packet].** A motion/Mr. Nolan, seconded/Mr. Athanas to approve the 2011 Annual Reappointments by the Board of Selectmen as indicated on the list provided in the agenda packets. Vote yes/Messrs. Marzec, Nolan, Athanas and Melia.

**Citizens' Comments/Input. None.**

**Whitinsville Golf Club, Inc./Vote to change hours.** A motion/Mr. Athanas, seconded/Mr. Nolan to approve the Whitinsville Golf Club, Inc.'s application for a change in hours on Sunday from 11 AM to 2 AM to 10 AM to 2 AM. Vote yes/Messrs. Marzec, Nolan, Athanas and Melia.

**FY'11 End-of-Year Transfers. Present: Neil Vaidya, Town Accountant.** Town Accountant Neil Vaidya announced that there are a few FY '11 end-of-year transfers and mentioned that the Finance Committee voted in favor to support them: **1)** A motion/Mr. Marzec, seconded/Mr. Nolan to grant permission to transfer from Police Dept. Salaries Account 01002100-511000 the sum of \$5000.00 to Data Processing - Repair & Maintenance Expenses account 01001550-524000. Vote yes/Messrs. Athanas, Nolan, Melia and Marzec. **2)** A motion/Mr. Nolan, seconded/Mr. Athanas to grant permission to transfer from the Police Department Salaries Account 01002100-511000 Fire Department-Salaries & Wages account 01002200-511000 the sum of \$10,000.00 to the Fire Department-Salaries & Wages account 01002200-511000. Vote yes/Messrs. Nolan, Melia, Athanas and Marzec. **3)** A motion/Mr. Athanas, seconded/Mr. Marzec to grant permission to transfer from the Police Dept-Salaries Account 01002100-511000 the sum of \$20,000.00 to the Fire Department – Repairs and Maintenance Account 01002200-524000. Vote yes/Messrs. Melia, Athanas, Nolan and Marzec. **4)** A motion/Mr. Marzec, seconded/Mr. Athanas to grant permission to transfer from the Board of Health -Salaries & Wages Account 01005100-511000 the sum of \$650.00 and Solid Waste-Professional & Technical Services Account 01004330-530000 the sum of \$1000.00 to the Board of Health –Professional & Technical Services Account 01005100-530000. Vote yes/Messrs. Nolan, Melia, Athanas and Marzec.

**Grace's Ministries [Tiffany Kinney-Alicandro]/Requests permission to use Memorial Park for a "Right to Assemble" to raise awareness of child abuse and neglect on July 15, 2011, from 4 PM to 7 PM.** A motion/Mr. Marzec, seconded/Mr. Athanas to grant permission to Grace's Ministries [Tiffany Kinney-Alicandro] to use Memorial Park for a "Right to Assemble" to raise awareness of child abuse and neglect on July 15, 2011, from 4 PM to 7 PM. Vote yes/Messrs. Nolan, Marzec, Athanas and Melia

**Building, Planning and Construction Committee Update/Present: Rob Knapik, Chairman; George Murray and Tom Pilibosian, Members. Sal D'Amato, Chairman of the Finance Committee.** Chairman Melia asked Mr. Knapik to come in and provide an update on the DPW facility, but before doing so, he thanked Mr. Knapik and Mr. Murray for all their hard work and stated that they both have opted not to be reappointed to the Building, Planning and Construction Committee [BPCC]. Chairman Melia mentioned that at the previously held Town Meeting, monies for an engineering design for a new DPW facility passed and asked Mr. Knapik to provide an update. Prior to providing the status on the DPW facility, Mr. Knapik stated there would be a discussion later in the meeting with School Committee Member Fred Beauregard, Superintendent of Schools Susan Gorky and High School Principal Michael Gauthier to discuss spending the money in the High School Account. Mr. Knapik then proceeded to discuss the three DPW articles that were on the Fall Annual Town Meeting Warrant, 1) appropriated money from an account to make repairs to the existing DPW facility – this article passed; 2) appropriated the remaining balance of \$45,000.00 in that account for preliminary design and engineering for the new DPW facility at the Wastewater Treatment Plant [WWTP]– this article passed; 3) appropriated a sum of money to construct a new DPW facility at the WWTP - this article did not pass. Mr. Knapik mentioned that within the next few weeks the consultant firm they hired, AECOM, will be providing a critique of the design that was put forth last fall, along with recommendations for making the design better, cost savings and a preliminary cost budget for a new DPW facility at the WWTP. Chairman Melia asked what the next step is and Mr. Knapik replied that the Building, Planning and Construction Committee, Board of Selectmen and Finance Committee would review all of AECOM's findings such as: written information, cost savings, design drawings, etc., and if they are satisfied with the results of AECOM, they can place an article on this year's Fall Annual Town Meeting Warrant for approval by the townspeople. Selectman Athanas 1) asked if there was enough money to finish the design and Mr. Knapik stated that AECOM is under contract to complete the work he described above for \$29,000.00. 2) He asked if other vendors could have provided the Town with a quote for the design work and Mr. Knapik mentioned that his committee elected not to go through the 4 to 6 month process of requesting proposals because his committee was satisfied with AECOM. 3) How much more money is needed to complete the design plans

and Mr. Knapik stated that with the design being further advanced by AECOM, they are still looking at another \$25,000 to \$60,000. Chairman Melia asked Mr. D'Amato to provide the Finance Committee's input on what direction they are heading when it comes to the Public Works facility. Mr. D'Amato mentioned that he was opposed to the project as it was laid out and cannot understand how the Board of Selectmen could ask the people for \$2.1 million dollars and not know if the site is feasible. He stated that his committee was informed by Building, Planning and Construction Committee Member George Murray that the \$45,000.00 would cover the stamped drawings, permitting fees and final design. After this meeting and prior to the Fall Town Meeting, the Finance Committee voted to support the article. Subsequently, the article failed and Mr. D'Amato stated that the Town needs to slow down and take their time with these types of projects because there is a lot of doubt out there on how the process is developed and followed. Chairman Melia mentioned that the committees need to work together and communicate so that they all understand the scope of the project. Chairman Melia asked Mr. Knapik to explain why the school has an issue with a vote that was taken by the BPCC to expend monies that were left in the high school account. Chairman Melia then asked the Superintendent of Schools Susan Gorky, School Committee Member Fred Beauregard, and High School Principal Michael Gauthier to come forward for the discussion. Mr. Knapik stated that back in 1998, the town voted to appropriate the sum of \$28,000,000.00 million dollars to construct, originally equip and furnish a new high school and the money was to be expended by the Building, Planning and Construction Committee. He then mentioned that the athletic fields were not accepted by the BPCC because they weren't constructed correctly, which in turn caused litigation and resulted in a settlement in the amount of \$300,000.00 dollars to the Town. The BPCC then used the money to fix the fields and improve the access to the fields. Mr. Knapik also mentioned that the Town Accountant informed his committee that there was a remaining balance of \$60,000 left in the high school account from the original \$28 million dollars. He then stated that the School Department made a request that the Building, Planning and Construction Committee authorize the expenditure of about \$30,000.00 for athletic equipment, bleachers and some sheds to store the equipment. After seeking an opinion from Town Counsel, the BPCC advised the School Department that they could use the \$30,000.00 to purchase the athletic equipment, bleachers and sheds. That being said, there is still around \$30,000.00 left, which the School Department has requested to expend for the purchase of technology equipment for the high school. The Building, Planning and Construction Committee voted to transfer the remaining balance from the high school back to the General fund. Superintendent Gorky said that the School Committee and Administration are confused as to why the Building, Planning and Construction Committee voted to move the money back to the General Fund. She stated that Director of Administrative Services Melissa Walker contacted the Mass. School Building Authority to confirm that the 6 Smartboards are eligible purchases for reimbursement. Superintendent Gorky is asking the Board of Selectmen to ask the Building, Planning and Construction Committee to hold a meeting and vote to approve the purchase of the 6 Smartboards. This vote would be necessary in order to prevent the closing of the BPCC fund for the High School, subsequently the funds would then be closed out to free cash. The School Committee and Administration would like to place an article on the warrant requesting to transfer money from the original appropriation to purchase the Smartboards and whatever funds are left be turned back over to the town. Mr. Pilibosian, 16 Dudley Ave. gave his reason for voting against the School Department's request to purchase Smartboards. He felt that if the School Department took the money it would create a problem and suggested the money be deposited into the General Fund and then have the School Department request the money from there. The Town Accountant mentioned the money that is leftover is really litigation money and isn't leftover from the original project. Chairman Melia stated then it would need to go to town meeting for appropriation. Mr. Knapik read aloud the opinion of Town Counsel and noted that Smartboards would be an eligible purchase. Town Manager Kozak mentioned that he supports Superintendent Gorky's recommendation to expend the monies on purchasing Smartboards.

**Selectman Marzec excused himself and left the meeting.**

**School Committee Vacancies.** Town Manager Kozak asked the Board of Selectmen to meet on July 26<sup>th</sup> for a joint meeting with the School Committee. Selectman Nolan, Athanas and Melia mentioned they could all attend the Tuesday, July 26, 2011 meeting. Mr. Kozak stated that he would inform the School Committee and set up a meeting for that date.

**Town Manager's Report.** **1) Mass. Historical Commission Grant Award:** Announced that the Town received a grant award to hire a consultant for the repair of Town Hall windows. **2) Transportation Improvement Program Update:** Currently arranging a meeting with the State to review work needed for the Sutton Street project. He mentioned there are several items that need to be completed before the Fall of 2012: Pavement Design, Preliminary Right of Way Plan and Early Environmental Coordination Checklist, updated detailed survey, project design schedule with submission milestones and a public hearing. **3) Whitinsville Wellness Center Open House:** Attended the Chamber of Commerce's ribbon cutting ceremony for the new Whitinsville Wellness Center that opened on Church Street. **4) Boy Scout Tree Planting Ceremony & Aldrich School Plaque:** Attended the Boy Scouts Tree Planting Ceremony at the Aldrich School and also the tribute to Mr. William Carrick for providing the funding for refurbishing a bronze plaque at the school, which was done in honor of his aunt. **5) Senior Center's Recognition Program:** Attended the annual Senior Center's Recognition Program honoring the many volunteers that help the senior center operate.

**Selectmen's Concerns.** **Selectman Athanas 1)** mentioned that the Southern Worcester County Community Development Corp. was issuing grants to neighboring towns. He was wondering if Northbridge applied. Town Manager Kozak advised he would look into this and get back to him. **Chairman Melia 1)** asked Town Manager Kozak to advertise the two Building, Planning and Construction Committee positions. **2)** He suggested that the Board prepare to release Executive Session Minutes pending Town Counsel approval.

**Executive Session.** Chairman Melia declared that an open meeting would have a detrimental effect on the bargaining position of the body and therefore asked for a motion to go into executive session. A motion was made and seconded to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to litigation --and not to reconvene in open session. Roll Call Vote: Mr. Athanas/Yes; Mr. Nolan/Yes and Mr. Melia/Yes.

**Meeting Adjourned: 8:49 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**June 27, 2011**

#### **APPOINTMENTS/By the Selectmen:**

**A. 1) a.** Copy of memo dated June 23, 2011 to the Board of Selectmen. **b.** Copy of 2011 Annual Reappointment list. **c.** Copy of memo dated June 1, 2011 to all Boards and Committees regarding attendance records.

**2) a.** Copy of Robert Pelletier's Letter of Appointment. **b.** Copy of Robert Pelletier's resume.

**3)** Copy of 2011 Annual Reappointment list (see A. 1. b.)

#### **DECISIONS**

**B. 1)** Copy of ABCC License Application Transmittal Form. **2)** Copy of advisory from the ABCC. **3)** Copy of club license.

**C.** FY'11 End of Year Transfers – Copy of End of Year Transfers from Town Accountant Neil Vaidya

**CC. 1)** Copy of email from Tiffany Alicandro dated June 27, 2011. **2)** Copy of email from Tara Marshall dated June 9, 2011. **3)** Copy of memo dated June 27, 2011 from Police Chief Walter Warchol.

#### **DISCUSSIONS**

**D.** Building, Planning & Construction Committee – **No documentation**

**E.** School Committee Vacancies – **No documentation**

#### **TOWN MANAGER'S REPORT**

**F. 1)** Mass. Historical Commission Grant Award – **Copy of letter dated 6/13/11**

**2)** Transportation Improvement Program & Update – **Copy of letter dated 6/10/11 from Mass DOT.**

**3)** Whitinsville Wellness Center Open House – **Copy of email from Blackstone Valley Chamber of Commerce.**

**4)** Boy Scout Tree Planting Ceremony & Aldrich School Plaque – **Picture of Tree Planting Ceremony and Plaque.**

**5)** Senior Center's Recognition Program – **No documentation.**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
July 18, 2011**

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

The Pledge of Allegiance was recited by those present.

**Presentation of Retirement Award to Arthur Magowan.** Town Manager Kozak presented Arthur Magowan with a Retirement Award from the Town of Northbridge after having served the town for 34 years. Richard Sasseville, DPW Director, also presented Mr. Magowan with an award from the men and women, both past and present of the Northbridge Department of Public Works. Mr. Magowan thanked everyone and said he appreciated the opportunity of being Highway Superintendent for the Town of Northbridge.

**Approval of Minutes.**

**May 23, 2011** –A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the May 23, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**June 13, 2011** –A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the June 13, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**June 27, 2011 [Executive Session]** –A motion/Mr. Nolan, seconded/Mr. Athanas to approve but not release the June 27, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Messrs. Nolan, Athanas, Marzec and Melia. Abstain/Mr. Ampagoomian.

**Public Hearing/7:05 PM – D & Ng, Inc. d/b/a King Jade Restaurant [Nathan Ng, Manager], 1229 Providence Rd., Whitinsville/Application for an All Alcohol Common Victualler's License. Present: Attorney Henry Lane and Nathan Ng, Manager.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/ Unanimous. Attorney Lane mentioned that his client is requesting the approval of the Board of Selectmen for an All Alcohol Common Victualler's License. He informed the Board that Mr. Ng is renovating the current restaurant to include seating. Chairman Melia asked the audience if anyone had any questions. There being none, Chairman Melia mentioned that he received one phone call from an abutter, Ms. Connie Fallon, 1233 Providence Road, Whitinsville, who expressed her opposition to granting the above applicant an All Alcohol Common Victualler's License. Selectman Athanas asked what the hours of operation would be and Mr. Ng responded that Monday through Thursday would be 11:30 AM to 9:00 PM and weekends would be 11:30 AM to 10:00 PM. Selectman Ampagoomian pointed out that there is no illustration of the renovations to be done in the application. Chairman Melia stated that on the last page of the application there is a description. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian not to grant an All Alcohol Common Victualler's License to D & Ng, Inc. d/b/a King Jade Restaurant, 1229 Providence Road, Whitinsville. No second. Motion dies. A motion/Mr. Athanas, seconded/Mr. Nolan to grant local approval to D & Ng, Inc. d/b/a King Jade Restaurant [Nathan Ng, Manager] at 1229 Providence Road, Whitinsville for an All Alcohol Common Victualler's License. Vote yes/Messrs. Athanas, Nolan, and Melia. Vote no/Messrs. Ampagoomian and Marzec. A motion/Mr. Athanas, seconded/Mr. Nolan to allow D & Ng, Inc. d/b/a King Jade Restaurant to operate Mondays through Saturdays from 11:30 AM to 10 PM and Sundays 12 PM to 10 PM. Vote yes/Messrs. Athanas, Nolan and Melia. Vote no/Messrs. Ampagoomian and Marzec.

At this time, Chairman Melia announced that there are five (5) applicants applying for one (1) All Alcohol Retail Package Store License. All five applicants are present for tonight's meeting. Chairman Melia read aloud a notice that was prepared by Town Counsel as follows: There are five applications before the Board tonight for only one license. The Board will hear all applications before deliberating and voting. The licensing statute allows an applicant who is aggrieved by a denial of a license application to file an appeal to the Alcoholic Beverages Control Commission within five business days after receipt of notice of the denial. The law provides a thirty-day period for acting on a license application. After hearing the applications this evening, the Board may decide that it is necessary or appropriate to continue the deliberation and voting portion of the process until the Board's next meeting, on August 15, 2011. Therefore, I want to ask each applicant at this time if it will agree to an extension of the time for action on its application until the next Selectmen's meeting on August 15, 2011. Mr. Melia asked that if you are here on behalf of an applicant, please identify yourself, state your name and relationship to the applicant, and whether the applicant agrees to an extension of the time for action to August 15, 2011. Chairman Melia asked each applicant individually if they would agree to the extension and they all responded yes, except for Odisefs Tsimogiannis [Whitinsville Liquors] who was not yet present.

**Public Hearing/7:15 PM – 481 Yogi Convenience Store, Inc. d/b/a Highland Farms [Debra Clark, Manager], 218 Church St., Whitinsville/Application for an All Alcohol Package Store License. Present: Attorney Henry Lane, Jigarkumar Patel and Debra Clark, Manager.**

Chairman Melia read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the public hearing. Vote yes/Unanimous. Attorney Lane mentioned that Mr. Patel has had a beer and wine license since 2009 and has done an exceptional job. He also mentioned that Mr. Patel and his family as well as Ms. Clark all live near the store and are always on the premises. Attorney Lane pointed out that his client was the first person to apply for the application and recommended that the Selectmen grant the license to the first applicant. Chairman Melia noted that all abutters have been notified and asked if there were any abutters or residents present who would like to speak at this time. There being none, he asked the Selectmen if they had any questions. Selectman Athanas asked where he was planning to store the alcohol and Mr. Patel mentioned that he was planning to remove food from an aisle and replacing it with liquor. Selectman Nolan asked Police Chief Walter Warchol if Highland Farms has had any violations and he responded no. Selectman Ampagoomian asked Mr. Patel if he has any cameras out back in his parking area and Mr. Patel responded that he just received an estimate and will be putting a new security system both in the store and outside the entire store. He asked Mr. Patel if he receives his deliveries in the front or back of the store and Mr. Patel stated that he receives them in the front but can receive them in the back. There being no further comments or questions, a motion/Mr. Ampagoomian, seconded/Mr. Marzec to close the public hearing. Vote yes/Unanimous.

**Public Hearing /7:25 PM – Steve Tran d/b/a 1Quikstop, 206 N. Main Street, Whitinsville /Application for an All Alcohol Package Store License. Present: Attorney Gerald Shugrue and Steve Tran, Manager.**

Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Attorney Shugrue presented the Board of Selectmen with the following information: 1) photos of the parking area, interior and exterior of the building, 2) a list of reasons to consider in granting Mr. Tran an All Alcohol Package Store License, and 3) a petition signed by over 300 residents supporting Mr. Tran's application. Attorney Shugrue mentioned that Mr. Tran has owned and operated 1 Quikstop since 1999 and currently holds a beer and wine license. Mr. Shugrue advised that the applicant has never had any violations since he opened his business. In addition, Mr. Tran and his employee have both taken the alcohol education course. There is an alcohol scanner on the premises to detect fraudulent licenses, he has liquor liability insurance and a security system that covers him 24/7. Attorney Shugrue also mentioned that Mr. Tran is on the premises 90% of the time and is current on all his taxes with the town. Chairman Melia noted that all abutters have been notified and asked if there were any abutters or residents who would like to speak



at this time. **Janna Melanson, 39 Overlook Street, Whitinsville**, stated that she lives right next to the store and is asking the Board to grant 1Quikstop an All Alcohol Package Store License because there are no other liquor stores in that area. She mentioned that it would prevent individuals from her neighborhood from drinking and driving. **Police Chief Walter Warchol** pointed out that 1Quikstop has received two violations in the past. One in 1999, when Mr. Tran received a written warning for selling alcohol to an underage person and another in February 2005, when he received a letter of warning because the Manager of his store at the time was intoxicated while working. **Denis Latour, 88 Linwood Ave, Whitinsville**, stated that the building is in a residential zone and is operated by special permit. He asked if this alcohol license would constitute an expansion of a pre-existing, non-conforming business. Attorney Shugrue stated that he didn't believe so and his client is not asking to expand the business. Attorney Doneski, Town Counsel, advised that he doesn't have all the facts but based on what he heard this evening he doesn't feel that this would constitute an expansion of a non-conforming use that would be subject to any further zoning approval. Selectman Athanas asked what the hours of operation for the store were and Mr. Tran responded Monday through Saturday is 9AM to 9PM and Sunday is 12PM to 5PM. Selectman Athanas also asked how much the scanner cost and Mr. Tran replied over \$1,000.00. Mr. Tran also explained what transpired on the past violations and apologized to the Selectmen. There being no further comments or questions, Chairman Melia asked for a motion to close the public hearing. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous.

**Public Hearing /7:35 PM – Ultramart Convenience Stores, LLC [Tariq Khalil, Manager], 110 Church Street, Whitinsville/ Application for an All Alcohol Package Store License. Present: Manager Tariq Khalil.**

Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Mr. Khalil thanked the Board of Selectmen for allowing him the time to present his case in obtaining an All Alcohol Package Store License. He noted that he has an MBA in Business and Economics from Johnson and Wales and currently owns the Ultramart Gas Station at 1128 Church Street, Whitinsville. He further explained that if he obtains the All Alcohol Package Store License it would create two full-time positions and two part-time positions. Mr. Khalil indicated that renovations would need to be done at 110 Church Street for which he would hire a local businessman to do the work. Chairman Melia noted that all abutters have been notified and asked if there were any abutters or residents present who would like to speak at this time. **Brian Labonte, 116 Church Street, Whitinsville**, mentioned that he has owned the Sports Minded Plus for almost 21 years and the liquor store will be located right next door. Mr. Labonte stated that parking will be a major issue because the alleyway where people will be coming in and out is very narrow and that he owns nine parking spaces out back and the building next to him that Mr. Khalil will occupy will have eight spaces. He also pointed out that during the day the Chamber of Commerce employees occupy these eight spaces and when they have meetings, the overflow goes to his parking spaces. For those reasons, Mr. Labonte feels this is not a good location to put a liquor/convenience store. **Christine Nowlan, the new owner of Sports Minded Plus** mentioned that since she took over the business there are people that are constantly parking in her spaces that shouldn't be. These spaces are meant for her employees and customers. She said she plans to grow her business and that means more customers, along with extending their hours of operation. Mr. Khalil commented by saying he is trying to open and promote a business and then asked his landlord, Denis Latour, to speak about the parking concerns. **Mr. Denis Latour, 88 Linwood Ave**, stated that he owns the property that is in question and explained there is a parking issue because it's downtown Whitinsville. He stated that he respects his neighbor's comments, however, they failed to tell you that they have a dance studio over their building, and when their customers come at 5 o'clock his parking spaces become occupied by them. With that being said, he mentioned that the parking spaces are public property and when the town developed the downtown area he granted easements to the town. In the long run, he said it always works out and people find a place to park. Selectman Athanas asked how long it would take to complete any renovations and Mr. Khalil replied three weeks. Selectman Ampagoomian asked if there was enough space between the two buildings to allow cars to park and Mr. Khalil responded there is. Selectman Nolan asked if his

business was a convenience store or package store and Mr. Khalil replied a package store. There being no further comments or questions, Chairman Melia asked for a motion to close the public hearing. A motion /Mr. Ampagoomian, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous.

**Public Hearing /7:45 PM – Mill House Wine and Spirits, Inc. [Alexis Giannopoulos, Manager], 670 Linwood Ave., Linwood / Application for an All Alcohol Package Store License. Present: Attorney Robert Knapik and Alexis Giannopoulos, Manager.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Attorney Knapik mentioned that the license would be for a new facility to be constructed at the Linwood Mill located at 670 Linwood Ave. He provided the Selectmen with detailed information about the facility along with a letter of recommendation from Representative George N. Peterson, Jr. and a copy of Ms. Giannopoulos' Alcohol Intervention Methods Training Certificate. Mr. Knapik advised that this facility will not have a parking problem and the store will consist of wines and spirits, gourmet foods, gift items, flowers and greeting cards. Chairman Melia noted that all abutters have been notified and asked if there were any abutters or residents present who would like to speak at this time. Selectman Ampagoomian asked Ms. Giannopoulos what an Alcohol Intervention Methods Training Certificate is and she responded that it was a certification for selling alcohol and being able to identify fake identifications and making sure you are selling to appropriate people. He also asked her if the license is granted to her, how many people does she plan to hire and she replied 10 to 15 but wasn't exactly sure. Selectman Athanas asked if there would be other tenants and Attorney Knapik stated that it is undetermined at this time because the facility is in the development stage. He also asked if she was experienced in this business and dealing with the public and Ms. Giannopoulos stated that she has grown up in this business and has a lot of experience with the public. There being no further comments or questions, Chairman Melia asked for a motion to close the public hearing. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to close the public hearing. Vote yes/Unanimous.

**Public Hearing /7:55 PM – Odisefs Tsimogiannis d/b/a Whitinsville Liquors, 83-85 Church Street, Whitinsville / Application for an All Alcohol Package Store License.** Chairman Melia announced that Mr. Tsimogiannis, 39 Old Farm Road, Douglas, was not present at the beginning of the public hearings so he re-read the notice from Town Counsel. Mr. Melia then asked the applicant if he would agree to the extension of the public hearing and Mr. Tsimogiannis responded yes. Continuing, Chairman Melia read the public hearing notice aloud. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to open the public hearing. Vote yes/Unanimous. Mr. Tsimogiannis mentioned that he has worked in retail for 40 plus years and considers Northbridge his home. He also said that he has donated money to the Whittin Community Center, sponsored team sports, and donated a whole building to Alternatives for the elderly. He also mentioned that he runs Harry's Pizza and will continue to stay in Northbridge as long as he can. Chairman Melia noted that all abutters have been notified and asked if there were any abutters or residents present who would like to speak at this time. Selectman Athanas asked if he currently has tenants in the building that he would like to occupy and Mr. Tsimogiannis replied that he currently has tenants on one side. Mr. Tsimogiannis further advised the Board that he owns the Peg's Diner building and if he needs extra parking spaces, he would take the diner to create more parking spaces. Selectman Nolan asked if Whitinsville Liquors would be strictly a package store and Mr. Tsimogiannis replied yes. Selectman Ampagoomian asked how he will get deliveries and Mr. Tsimogiannis replied through the back door. He also asked if this will be the first time he operates a package store and his response was yes. There being no further comments or questions, Chairman Melia asked for a motion to close the public hearing. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous.

Chairman Melia thanked all the applicants for their applications. He then asked the Board of Selectmen whether or not they would like to take action tonight or at their next Board of Selectmen's Meeting on August 15, 2011. Chairman Melia commented that because there is only one All Alcohol Package Store License available that this is going to be a difficult decision and he feels the decision should be based on the best geographical location, police issues such as past violations, parking and public safety. Selectman Athanas advised that he isn't ready to make a decision this evening and suggested the Board wait until August 15, 2011. The other Board members concurred. A motion/Mr. Athanas, seconded/Mr. Marzec to postpone the Board's decision to grant an All Alcohol Package Store License until the next Board of Selectmen's meeting scheduled for August 15, 2011. Vote yes/Unanimous.

8:30 PM - Chairman Melia called for a two minute recess.

8:32PM - Chairman Melia called the meeting back to order.

**Appointments/By the Board of Selectmen: Election Workers (Democrat, Republican, and Unenrolled)/Vote to appoint.** A motion/Mr. Marzec, seconded/Mr. Nolan to appoint the Democrat, Republican, and Unenrolled Election Officers as listed in the Selectmen's agenda packets. Vote yes/Unanimous.

**Joint Appointment By the Board of Selectmen and Trustees of Soldiers' Memorials: James C. Henderson [Veteran's Position]. Present: Ralph Andonian, Chairman - Trustees of Soldiers' Memorials and Thomas Farley, Member, and James C. Henderson, Applicant.** Mr. Andonian mentioned that there are two vacancies on the Board – one for a veteran and one for a non-veteran. That being said, he mentioned that Mr. Henderson applied for and would be filling the veteran position. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to appoint James C. Henderson for the veteran position on the Trustees of Soldiers' Memorials. Vote yes/Unanimous.

**Citizens' Comments/Input. 1) Shelley Buma, 40 Heritage Drive, Whitinsville,** stated that there was a lengthy discussion at the last Board of Selectmen's meeting regarding the October 2010 Town Meeting, specifically Article 10. The purpose of Article 10 was to appropriate \$45,000.00 for the preliminary design and plans for the construction of a DPW facility. She mentioned the article was brought forward by the Building, Planning and Construction Committee and supported unanimously by the Board of Selectmen and Finance Committee. She informed the Board of Selectmen that the Building, Planning and Construction Committee told everyone that the design and plans would be available by the end of December 2010 and now seven months later we find out the Town entered into a contract with AECOM for \$30,000.00 for review and analysis, which was a supplemental agreement to a 2009 AECOM contract with the Town. Ms. Buma further explained that the design and plans that were voted on at Town Meeting does not equal review and analysis of concept drawings and that this contract represents a mockery of the Town Meeting vote. She asked the Town Manager and Chairman Melia if they could answer what the termination date is for the 2009 AECOM agreement and what work, if any, specified in the 2011 supplemental contract has been performed by AECOM to date. Town Manager Kozak stated that he couldn't answer these questions tonight but would look into her questions and get back to the Board of Selectmen and her. Chairman Ampagoomian called a point of order and announced that the purpose of citizens' comments/input part of the agenda is to listen to the individual only as there is not to be any discussions. Ms. Buma advised the Selectmen that the 2009 Agreement with AECOM expired September 30, 2010, and stated that she attended the Building, Planning and Construction Committee Meeting [BPCC] to find out that no work has been performed by AECOM. The schedule and timetable for their work is seven weeks and we are beyond the seven weeks and the BPCC is unaware of any notice to proceed given by the Town. She feels that it is a misuse of appropriated funds and instead of design and plans we have a review and analysis and a supplemental contract to an already expired agreement and no

work performed as of this date by AECOM. She recommended the Board of Selectmen take action by rescinding the contract with AECOM and proceed to do the right thing by using the funds for which they were appropriated in October 2010. **2) Ron Allen, 338 Church Street, Whitinsville,** introduced himself to the Board of Selectmen and stated that he and his wife just opened up the Whitinsville Wellness Center, which is a massage, spa and yoga studio. He mentioned that they had a ribbon cutting ceremony and invited all to come in and look around.

**Fall Annual Town Meeting [October 25, 2011]/Vote to close the warrant on Friday, September 9, 2011 at Noon.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the warrant on Friday, September 9, 2011 at Noon. Vote yes/Unanimous.

**Whitin Community Center [Gary Wood]/ 1) Request a one-day Beer & Wine License for Outdoor Music Concert, Saturday, September 10, 2011 from 4:00 P.M. to 7:00 P.M.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant Whitin Community Center a one-day Beer & Wine License for an Outdoor Music Concert on Saturday, September 10, 2011 from 4:00 PM to 7:00 PM. Vote yes/Unanimous. **2) Request for an Entertainment License for an Outdoor Music Concert, Saturday, September 10, 2011 from 4:00 P.M. to 7:00 P.M.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to grant Whitin Community Center an Entertainment License for an Outdoor Music Concert on Saturday, September 10, 2011 from 4:00 PM to 7:00 PM. Vote yes/Unanimous.

**St. Camillus Heath Center/Present: Kathleen McCarthy, 34 Carpenter Road, Whitinsville.** Mrs. McCarthy announced that this is the 6<sup>th</sup> Annual Fundraising Event and she is a member of the fundraising committee and the Developmental Coordinator for St. Camillus Health Center. **1) Request a one-day Beer & Wine License for their annual fundraising event to be held Friday, September 23, 2011 from 6:00 PM to 10:00 PM on the premises of St. Camillus' Fr. Tucci Manor.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve St. Camillus' request for a one-day Beer & Wine License for their annual fundraising event to be held Friday, September 23, 2011 from 6:00 PM to 10:00 PM. Vote yes/Unanimous. **2) Request permission to hang a banner over Church Street from September 18, 2011 through September 25, 2011 to advertise their 6<sup>th</sup> Annual Fundraising Event to be held on Friday, September 23, 2011.** A motion/Mr. Nolan, seconded/Mr. Ampagoomian to grant permission to St. Camillus Health Center to hang a banner over Church Street from September 18, 2011 through September 25, 2011 to advertise their 6<sup>th</sup> Annual Fundraising Event to be held on Friday, September 23, 2011. Vote yes/Unanimous.

**Northbridge Youth Soccer Association/Request permission to hang a banner over Church Street from July 24, 2011 through August 7, 2011 to advertise their 2<sup>nd</sup> Annual Fall Kick-Off Festival on August 6, 2011 and August 7, 2011.** A motion/Mr. Marzec, seconded/Mr. Nolan to grant permission to the Northbridge Youth Soccer Association to hang a banner over Church Street from July 24, 2011 through August 7, 2011 to advertise their 2<sup>nd</sup> Annual Fall Kick-Off Festival to be held on August 6, 2011 and August 7, 2011. Vote yes/Unanimous.

**Safety Committee Minutes [June 22, 2011]/Vote to accept recommendations.** Town Manager Kozak announced that he will contact MassDOT regarding the redesign of the intersection of Providence Lane and Providence Road/Rt 122 and will keep everyone abreast of the issue. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the recommendations of the Safety Committee as outlined in the minutes of June 22, 2011. Vote yes/Unanimous.

**Community Notification Software/Present: Peter Applegarth of Code Red, Police Chief Walter Warchol and Randy Swigor, Manager of the Whitinsville Water Company.** Police Chief Walter Warchol explained that Code Red is an emergency community notification system which is similar to the School Department's Connect Ed system. He mentioned that thousands of residents can be notified

within a few minutes and it is web-based. This system will be available for the Town Manager, Fire Department, Police Department and Whitinsville Water Company. The total cost of the system is a little over \$10,700.00 per year for limitless notifications to the community and he said that the Whitinsville Water Company has graciously offered to pick up one-third of the total cost (around \$3,000) and the Police Department budget would assume the remaining balance. Mr. Applegarth introduced himself and provided a brief overview of what Code Red is about and how the system works. He noted that his company was the first business to establish community notification software with web-based capabilities and that they have been in business for over twenty years and have many clients nationwide and several in the Northeast area such as: Town of Barnstable, Nantucket, Bristol, Dukes, and Norfolk, Newton, Cambridge, Newburyport, Lowell, Chelmsford, Stoneham, Malden, Revere, Hopkinton, Upton, Blackstone, Bellingham, etc. This system is a very valuable tool and being such they have located over 50 missing kids in Massachusetts alone and 1,000 nationwide. Selectman Athanas asked if the price of the software changes every year and Mr. Applegarth replied the amount stays the same every year. Selectman Nolan asked if you need to sign up for this notification. Mr. Applegarth mentioned that Northbridge has a zip code and his company maintains a database that has over two million records across the United States, so they cross-reference it against their database and purchase the data for the Northbridge community. They also can take information from the Whitinsville Water Company's utility database and incorporate that into their database. Selectman Ampagoomian asked how Code Red can protect resident's data from being compromised and Mr. Applegarth informed the Board that there are privacy disclaimers that residents must sign when completing the paperwork online. He also stated that no phone numbers can be released without a court order and should someone hack into the Code Red System and try to find a resident's information and extract it, you can't get that information on Code Red. He mentioned the data is housed in their secure dialing centers, which are located across the United States and are housed underground in different locations and time zones. The facilities they have are very high tech and have never been breached. Selectman Ampagoomian asked what type of training is needed and Mr. Applegarth mentioned that it is a webinar course and takes about an hour. He said it is super easy and anyone can learn it. The company also offers monthly refresher courses. Chairman Melia asked what office would it be housed out of and Police Chief Walter Warchol stated that there can be 5 places to access it: 1) Town Manager's Office, 2) Police Department, 3) Fire Department, and 4) Whitinsville Water Company. Town Manager Kozak advised that he would like to research this a little further and look into the system for procurement reasons. Mr. Kozak stated that he will place this item on a future agenda.

**Scratch Ticket Bill.** Town Manager Kozak informed the Selectmen that the Town of Oxford is looking for towns to support the Scratch Ticket Bill which would impose a fee like the Bottle Bill. The purpose of the Scratch Ticket Bill is to provide an economic incentive for consumers to return used scratch tickets, to encourage conservation of materials and energy through recycling, to decrease littering expenses for municipalities, and to reduce litter throughout the Commonwealth. Selectman Marzec felt this would be a good thing. Selectman Ampagoomian feels this is a ludicrous bill and is not in favor of it. Chairman Melia mentioned that he doesn't see this moving forward but will place this item on a future agenda.

**Northbridge Youth Baseball/Waiver of Sewer Connection Fee. Present: Rob Fraser , President of Northbridge Youth Baseball.** Mr. Fraser mentioned that Northbridge Youth Baseball built a snack shack on the Legion Field in Rockdale a couple of years ago. Since then, through fundraising efforts, they raised enough monies to finish the construction of the bathroom facilities. That being said, as a non-profit organization, he is looking for the Sewer Commissioners to waive the hookup fee to the town's sewer system, which is around \$7,000.00 to \$10,000.00. Selectman Ampagoomian asked if there was already a line there and Mr. Fraser responded no. Selectman Marzec stated as a sewer commissioner he feels the fee should be waived. Selectman Nolan concurred with Selectman Marzec. Selectman Ampagoomian asked if they waive the connection fee, who is going to pay the sewer bill each month. Mr. Fraser replied the Northbridge Youth Baseball will pay the monthly bill. Chairman Melia stated that he is in favor of

waiving the connection fee. There being no further discussion, a motion/Mr. Marzec, seconded/Mr. Nolan to move this item from discussion to a decision. Roll call vote: Mr. Nolan/yes, Mr. Athanas/yes, Mr. Marzec/yes, Mr. Ampagoomian/yes, Mr. Melia/yes. A motion/Mr. Marzec, seconded/Mr. Nolan to waive the sewer connection fees at the Legion Field in Rockdale for the Northbridge Youth Baseball. Selectman Athanas mentioned that he has to abstain from voting because he is a member of the Board of Directors for Northbridge Youth Baseball. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Abstain/Mr. Athanas.

**Special Town Meeting.** Town Manager Kozak mentioned that he and the DPW Director Richard Sasseville attended a meeting last week at the Mass. Highway Department to discuss the Sutton Street Project. Prior to the meeting, he received some correspondence from the Mass. Highway Department stating they would like to meet with the Town of Northbridge to discuss the Douglas Road Bridge and to try and obtain easements to move forward with the construction of the bridge. They need this permission from the Town of Northbridge as soon as possible (mid September). Town Manager Kozak stated that he and Mr. Sasseville were unhappy with this information because they had articles for Town Meeting both last year and this year to take easements but because the State wasn't ready with the information the town was unable to act on them. Town Manager Kozak advised that he wanted to give the Board of Selectmen a heads up because that they might need to have a Special Town Meeting in order to proceed forward with the easements. There is another meeting with the Mass. Highway Department on Wednesday, July 20, 2011. Selectman Nolan asked what it costs the Town for a Special Town Meeting and Town Manager Kozak replied between three and four thousand dollars. Town Manager Kozak mentioned he will have further details after the meeting with Mass. Highway.

**Town Manager's Report.** **1) Rug Cleaner Machine/Walmart Gift Card:** Walmart was kind enough to donate a \$99 gift card towards the purchase of a rug cleaner machine. **2) Report on State Budget:** The Governor has signed the FY '12 State Budget and there may be an opportunity for additional funds to be distributed by October of this year. In addition, legislation has been approved to allow communities to implement changes in health insurance co-pays and deductions for joining the Group Insurance Commission. **3) Central Mass. Metropolitan Planning Organization Update:** Town Manager Kozak mentioned that he will be attending the CMMPO on July 20<sup>th</sup> to discuss the transportation improvement plan which includes the Sutton Street project. **4) Whitinsville Water Company Invitation:** He mentioned that the Randy Swigor, WWC Manager, is inviting the Board for a tour of the proposed site of the treatment facility at 108 Carr Street, Whitinsville. Town Manager Kozak stated he would try and coordinate a date and time. **5) Update on DPW Director's Position:** The Town Manager and interview team is currently conducting interviews for the position of DPW Director and they anticipate making a decision by the end of July.

**Selectmen's Concerns.** **Selectman Nolan 1)** announced that Alternatives will be holding free summer concerts every Thursday evening at 6:00 P.M. through September 1, 2011. **Chairman Melia 1)** asked when the Board of Selectmen can expect the design/plan review from AECOM on the DPW facility and Town Manager Kozak replied he doesn't have the answer this evening but will research the item and get back to the Selectmen with an answer. **2)** asked if the positions for the Building, Planning and Commission Committee been advertised yet and Town Manager Kozak responded yes. **3)** Asked if there were plans for the Chapter 90 funds for the next fiscal year and Town Manager Kozak mentioned they will be used for Purgatory Road and some for the Sutton Street project. **4)** mentioned he was happy to see that the Town Planner was handling the acceptance of the Shining Rock roads. Town Manager Kozak mentioned that the DPW Director and Town Planner will be meeting with the residents of Shining Rock on Thursday morning, July 21, 2011. **5)** asked if Town Manager Kozak heard anything regarding the National Guard Armory being vacated. Town Manager Kozak mentioned that he contacted Senator Moore's office and found out that the National Guard will not be vacating the premises. Selectman Ampagoomian mentioned that an infantry unit that has moved into the building.

**Executive Session.** Chairman Melia declared that an open meeting would have a detrimental effect on the bargaining position of the body and therefore asked for a motion to go into executive session. A motion was made and seconded to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to collective bargaining --and not to reconvene in open session. Roll Call Vote: Mr. Athanas/Yes; Mr. Nolan/Yes, Mr. Ampagoomian/Yes, and Mr. Melia/Yes.

**Meeting Adjourned: 9:49 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **DOCUMENTATION**

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

**July 18, 2011**

#### **Copy of Arthur Magowan's Retirement Award (plaque)**

**A. 1)** Copy of May 23, 2011 Minutes. **2)** Copy of June 13, 2011 Minutes. **3)** Copy of June 27, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen].

#### **PUBLIC HEARINGS/7:05 P.M.**

**B. 1) D & Ng, Inc. d/b/a King Jade Restaurant** **a)** Copy of Public Hearing Notice. **b)** Copy of license application packet, check, and License Routing Slip from Departments. **c)** Copy of legal notice. **d)** Copy of abutter's listing & abutter's notice **e)** Copy of Ms. Fallon's statement of opposition.

**2) 7:15 P.M. / 481 Yogi Convenience Store, Inc. d/b/a Highland Farms** **a)** Copy of Public Hearing Notice, Overview of Procedure and Parking Questions. **b)** Copy of license application packet, check, and License Routing Slip from Departments. **c)** Copy of legal notice. **d)** Copy of abutter's listing and abutter's notice.

**3) 7:25 P.M. / Steve Tran d/b/a 1Quikstop** **a)** Copy of Public Hearing Notice, Overview of Procedure and Parking Questions. **b)** Copy of license application packet, check, and License Routing Slip from Departments. **c)** Copy of legal notice. **d)** Copy of abutter's listing and abutter's notice. **e)** Copy of facts and support for application. **f)** Three pictures of the inside of the store. **g)** signatures of residents supporting his application for an All Alcohol Package License.

**4) 7:35 P.M. / Ultramart Convenience Stores, LLC** **a)** Copy of Public Hearing Notice, Overview of Procedure and Parking Questions. **b)** Copy of license application packet, check, and License Routing Slip from Department's. **c)** Copy of legal notice. **d)** Copy of abutter's and abutter's notice. **e)** Pictures of the store and parking area.

**5) 7:45 P.M. / Mill House Wine and Spirits, Inc.** **a)** Copy of Public Hearing Notice, Overview of Procedure and Parking Questions. **b)** Copy of license application packet, check, and License Routing Slip from Department's. **c)** Copy of legal notice. **d)** Copy of abutter's and abutter's notice. **e)** Copy of Representative George Peterson's letter of support. **f)** Copy of Alexis Giannopoulos' Alcohol Intervention Methods Certificate.

**6) 7:55 P.M. / Odisefs Tsimogiannis d/b/a Whitinsville Liquors** **a)** Copy of Public Hearing Notice, Overview of Procedure and Parking Questions. **b)** Copy of license application packet, check, and License Routing Slip from Department's. **c)** Copy of legal notice. **d)** Copy of abutter's and abutter's notice.

#### **APPOINTMENTS/By the Selectmen:**

**C. 1)** Copy of list of election officials- democrats, republicans and unenrolled. **2)** Copy of James Henderson's Talent Bank Application.

#### **DECISIONS**

##### **D. No documentation**

**E. 1)** Copy of license. **2)** Copy of notice of approval of special license. **3)** Copy of entertainment license. **4)** Copy of application for special license & entertainment application. **5)** Copy of license routing slip from Department Heads. **6)** Copy of Hold Harmless Agreement & Tax Attestation Form.

**F. 1)** Copy of license. **2)** Copy of notice of approval of special license **3)** Copy of letter dated 6/16/11 from St. Camillus Health Center. **4)** Copy of application for special license. **5)** Copy of license routing slip from Department Heads. **6)** Copy of Hold Harmless Agreement & Tax Attestation Form.

**G.** Copy of email dated 6/29/11 from Craig Mahoney requesting permission to hang a banner.

**H.** Copy of Safety Committee Minutes dated 6/22/11.

#### **DISCUSSIONS**

**I. 1)** Copy of email dated 6/27/11 from Police Chief Walter Warchol requesting to place Code Red on Selectmen's agenda. **2)** Copy of Code Red Solution Overview



**J.** Copies of letters to Senator Moore, Representative Durant, Representative Frost, and Representative Kuros from the Town of Oxford regarding the Scratch Ticket Bill.

**K.** Copy of letter dated 6/28/11 from Rob Fraser requesting the Sewer Commissioners to waive the sewer connection fees at the Legion Field in Rockdale.

**TOWN MANAGER'S REPORT**

- L.** 1) Rug Cleaner Machine/Walmart Gift Card – **Copy of letter dated 7/12/11 thanking Walmart for the gift card**  
2) Report on State Budget – **No documentation**  
3) Central Mass. Metropolitan Planning Organization Update – **No documentation**  
4) Whitinsville Water Company Invitation – **No documentation**  
5) Update on DPW Position – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
July 26, 2011**

A meeting of the Board of Selectmen was called to order by Chairman Melia at 6:04 PM, Northbridge High School Library/Media Center, 427 Linwood Ave - Whitinsville, MA 01588. **Present:** Messrs. Nolan, Athanas and Ampagoomian. Selectman Marzec was absent and it is duly noted.

**Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

Chairman Melia announced that Selectman Marzec was unable to attend this evening's meeting due to his son playing in a baseball tournament in New Hampshire.

**APPOINTMENTS/By the Town Manager – James Shuris, Director of Public Works. Present: James Shuris.** Town Manager Kozak advised the Board that Chief Warchol performed a background check on Mr. Shuris and he felt that Mr. Shuris was the most qualified candidate for the position out of the eight candidates that were interviewed. He stated that Mr. Shuris spent 16 years in the public sector. The Board then reviewed and discussed Mr. Shuris' qualifications and accomplishments at various positions he has held in the past. The Selectmen also asked about Mr. Shuris' departure from the Town of Holden and Mr. Shuris said that he was unable to discuss the circumstances surrounding that event.

The Board asked Mr. Shuris how he would "sell" a project to the citizens of Northbridge and he responded he would use PowerPoint presentations and conduct neighborhood meetings to get people involved in the decision making.

A motion/Mr. Ampagoomian, seconded/Mr. Melia to affirm the Town Manager's appointment of Mr. James Shuris as the next DPW Director of the Town of Northbridge. Vote yes/Messrs. Ampagoomian and Melia as they support getting the position filled immediately. Vote no/Messrs. Nolan and Athanas. Selectman Nolan commented that he needs additional time to digest all the information.

A motion/Mr. Athanas, seconded/Mr. Nolan to adjourn this portion of the meeting until Monday, August 1, 2011 at 7:00PM but to continue this meeting for other board business. Vote yes/Messrs. Nolan, Athanas, Ampagoomian and Melia.

**Joint Appointment by the School Committee and Board of Selectmen. Selectmen Present: Charles Ampagoomian Jr., James Athanas, Chairman Thomas J. Melia and Daniel J. Nolan, School Committee Members Present: Fred Beauregard, Richard DeLuca, Julie Gawlak, Michael LeBrasseur, Karen Kittredge and Chairman Michael McGrath.** Mr. McGrath, School Committee Chair, explained that four individuals had originally submitted applications for two vacancies [Lynda Caya, Shawn Roby, Alicia Cannon and Randeem Zanca] but earlier in the day Ms. Caya and Mr. Roby withdrew their applications for consideration. He then introduced Ms. Cannon and Ms. Zanca to the board members and advised that even though there were two candidates applying for two positions, it was still necessary for them to receive a majority vote for appointment, which would be seven votes. He further explained that the appointee will only serve until the date of the next election (May 15, 2012). Mr. McGrath told the Selectmen that they were free to use the questions prepared that the School Committee had prepared or could use any of their own. The two candidates introduced themselves and provided some brief comments about their background and experience. They were each asked five of the same questions, two by the School Committee and three by the Board of Selectmen.

After answering the questions to the best of their abilities, a motion/Mrs. Kittredge, seconded/Mr. Lebrasseur to recommend Alicia Cannon for appointment to the School Committee. Roll Call Vote: Mr. Nolan/Yes, Mr. Melia/Yes, Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Beauregard/Yes, Mr. DeLuca/Yes, Ms. Gawlak/Yes, Mr. LeBrasseur/Yes, Mrs. Kittredge/Yes, and Mr. McGrath/Yes.

A motion/Mrs. Kittredge, seconded/Mr. Lebrasseur to recommend Randeem Zanca for appointment to the School Committee. Roll Call Vote: Mr. Nolan/Yes, Mr. Melia/Yes, Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mr. Beauregard/Yes, Mr. DeLuca/Yes, Ms. Gawlak/Yes, Mr. LeBrasseur/Yes, Mrs. Kittredge/Yes, and Mr. McGrath/Yes.

The School Committee Chairman congratulated the candidates on their appointment and advised them that they would need to be sworn in by the Town Clerk. He told them that they were welcome to stay for the remainder of the meeting and sit at the table but they could not take part in any votes until they were properly sworn in.

A motion was made and seconded to adjourn the meeting. Vote yes/Messrs. Ampagoomian, Athanas, Nolan and Melia.

**Meeting Adjourned: 8:35 P.M.**

**Respectfully submitted,**

**James Athanas, Selectman**

**dg/**

## **LIST OF DOCUMENTATION**

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

**July 26, 2011**

**Approval of Minutes – None**

**Public Hearing – None**

**APPOINTMENTS/By the Town Manager:** Director of Public Works/James Shuris, P.E., MBA – 1) Copy of letter dated June 16, 2011 to Town Manager Kozak; 2) Copy of James Shuris' Resume; 3) Copy of Application for Employment.

Appointments/By the Selectmen: Joint Appointment with the School Committee.

**Applicants to be interviewed for School Committee [2 vacancies]:**

1) Copy of Linda Caya's Talent Bank Application and Resume. 2) Copy of Shawn Roby's Talent Bank Application. 3) Copy of Alicia Cannon's Talent Bank Application. 4) Copy of Randeem Zanca's Talent Bank Application. 5) Copy of email dated July 25, 2011 from Sharon Susienka to the Board of Selectmen regarding questions to ask the candidates.

**DECISIONS-None**

**DISCUSSIONS-None**

**TOWN MANAGER'S REPORT-None**

**SELECTMEN'S CONCERNS-None**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
July 29, 2011**

A meeting of the Board of Selectmen was called to order by Chairman Melia at 5:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588. **Present:** Messrs. Athanas, Ampagoomian and Marzec. Selectman Nolan was absent and it is duly noted.

**Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**APPOINTMENTS/By the Town Manager – James Shuris, Director of Public Works.** The Town Manager discussed Mr. Shuris' qualifications and the process of selection.

The Board asked Mr. Shuris several questions and made some comments. Selectman Marzec remarked that he was impressed with Mr. Shuris' resume and experience. Selectman Athanas asked Mr. Shuris if he is able to make all meetings and Mr. Shuris responded that he would attend any meetings the Board requests him to attend. Selectman Ampagoomian stated that his questions were answered at the previous meeting as were Selectman Melia's.

There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Marzec to affirm the appointment of Mr. James Shuris as the Town of Northbridge's new Director of Public Works as recommended by Town Manager Kozak. Vote yes/Messrs. Ampagoomian, Marzec, Athanas and Melia.

Next, the Board discussed roads and commented on Mr. Sasseville's qualifications and commitment to the engineering and the design of roads.

Selectman Ampagoomian inquired as to when the next Central Mass. Regional Planning Commission's meeting regarding the Sutton Street project would take place and Mr. Kozak indicated that the project was voted on by the Central Mass. Metropolitan Planning Organization last week and that it would remain on the 2013 Transportation Improvement Plan [TIP] list.

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

**Meeting Adjourned: 5:13 P.M.**

Respectfully submitted,

James Marzec, Clerk

s/

**LIST OF DOCUMENTATION**

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

**July 29, 2011**

**APPROVAL OF MINUTES – None**

**PUBLIC HEARING – None**

**APPOINTMENTS/By the Town Manager:** Director of Public Works James Shuris, P.E., MBA – **No Documentation.**

**DECISIONS- None**

**CITIZENS' COMMENTS/INPUT – None**

**DECISIONS – None**

**DISCUSSIONS-None**

**TOWN MANAGER'S REPORT-None**

**SELECTMEN'S CONCERNS-None**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
August 15, 2011**

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

The Pledge of Allegiance was recited by those present.

**Introduction of the Town of Northbridge's New DPW Director James Shuris.** Town Manager Kozak introduced James Shuris as the new DPW Director. He mentioned that Mr. Shuris has over 20 years of administrative and technical experience in the public and private sectors ranging from civil, structural, geotechnical, and environmental engineering. He is also familiar with all aspects of public works, residential real estate development and construction management services. Town Manager Kozak welcomed Jim and stated that he looks forward to working with him. Mr. Shuris thanked the Town Manager for appointing him as the new DPW Director and said that there are many projects that need his attention and he looks forward to the many challenges in the Town of Northbridge. Chairman Melia congratulated Mr. Shuris and wished him well in his position as DPW Director for the Town of Northbridge.

**Approval of Minutes.**

**June 27, 2011** –A motion/Mr. Nolan, seconded/Mr. Athanas to approve the June 27, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Nolan, Athanas, Marzec and Melia. Abstain/Mr. Ampagoomian.

**July 18, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the July 18, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**July 18, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve but not release the July 18, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**July 26, 2011 [Joint Meeting with the School Committee]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the July 26, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Nolan, Ampagoomian, and Melia. Abstain/Mr. Marzec.

**July 29, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the July 29, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Marzec, Athanas, Melia, and Ampagoomian. Abstain/Mr. Nolan

**Public Hearing/7:05 PM – National Grid and Verizon New England/Petition for Joint or Identical Pole Location on Linwood Avenue for a new pole required for a new transformer to building #670. Present: Crystal Tognazzi, National Grid.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Ms. Tognazzi advised that National Grid needs to install a new pole at 670 Linwood Avenue for a new transformer. Chairman Melia noted that the abutters have been notified and asked if anyone had any questions or concerns. There being no comments, a motion/Mr. Ampagoomian, seconded/Mr. Marzec to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the 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: 670 Linwood Avenue: to install a new pole required for a new transformer. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen:** James Shuris, DPW Director/Vote to appoint to: Safety Committee, Tree Warden, Green Committee, Earth Removal Board, and NPDES Stormwater Discharge Permit Advisory Committee effective September 3, 2011. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to appoint DPW Director Shuris to the Safety Committee, Tree Warden, Green Committee, Earth Removal Board and the NPDES Stormwater Discharge Permit Advisory Committee effective September 3, 2011. Vote yes/Unanimous. **Earth Removal Board [Board of Health Rep.] – Paul McKeon.**

**Present: Paul McKeon.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to appoint Paul McKeon as the Board of Health's representative to the Earth Removal Board. Vote yes/Unanimous. **Central Mass. Regional Planning Commission [CMRPC]: 1) Second Delegate.** A motion/Mr. Ampagoomian, seconded/Mr. Athanas to appoint Selectman Daniel Nolan as Northbridge's Second Delegate to the CMRPC. Vote yes/Unanimous. **2) Alternate.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Selectman James Marzec as Northbridge's Alternate to the CMRPC. Vote yes/Unanimous.

**Citizens' Comments/Input. Representative George N. Peterson, Jr. 1)** Mr. Peterson mentioned that a letter was sent to Mass. Highway in support of the Sutton Street project. He said he will continue to push for this project to move ahead quickly as it is in rough shape. **2)** The Representative also reported that local aid was initially cut 7.2% for FY '12, however, due to higher than anticipated revenues, Northbridge will receive a one-time disbursement of unrestricted local aid in the amount of \$129,092.00. **3)** Representative Peterson provided the Selectmen with a document on redistricting that included two names and addresses: Senator Stanley C. Rosenberg and Representative Michael J. Moran - Chair, Special Joint Committee on Redistricting. Mr. Peterson mentioned that these two individuals will be handling the redistricting and suggested the Town of Northbridge send a letter to both of them asking for a congressional district to be housed or based in Worcester County. He further mentioned that cities and towns have just completed their redistricting plans and they have been ratified by the state and the Committee is in the process of starting to draw the lines. He is hopeful that by the end of September or beginning of October, there will be plans out for discussion and debate. Selectman Ampagoomian asked Mr. Peterson how the reprecincting would affect his own districts. Representative Peterson responded that he has one of the most populated districts in the Commonwealth of Massachusetts (48,000 people) and stands to lose a couple of districts because the target number is (41,000 people). Selectman Melia then asked Representative Peterson to look into the Douglas Road Bridge easement problem and he replied that he would. Selectman Marzec asked if he had any news from the State House that might help cities and towns improve the condition of their roads and Representative Peterson stated that Chapter 90 money given to cities/town was doubled this year and they are hoping to continue doing this over the next couple years.

**All Alcohol Package Store License/Vote to issue liquor license to one of five applicants: 1) 418 Yogi Convenience Store, Inc. d/b/a Highland Farms, 2) Steve Tran d/b/a 1 Quikstop, 3) Ultramart Convenience Stores, LLC, 4) Mill House Wine and Spirits, Inc., and 5) Odisefs Tsimogiannis d/b/a Whitinsville Liquors.** Chairman Melia read aloud the names of the five applicants who have applied for the one available All Alcohol Retail Package Store License and each applicant raised their hand to show they were present. At this time, Chairman Melia stated that applicant Odisefs Tsimogiannis d/b/a Whitinsville Liquors was not present. Continuing, Chairman Melia advised that he will not allow any additional comments or evidence to be brought forth tonight because the public hearing was closed at the last Board of Selectmen's meeting. He further explained that the Board of Selectmen will not consider additional information from the Chief of Police or letters from the attorneys representing the applicants. A motion /Mr. Ampagoomian, seconded/Mr. Nolan to grant an All Alcohol Package Store License to Mill House Wine and Spirits [Alexis Giannopoulos, Manager]. Roll Call Vote: Mr. Ampagoomian/yes, Mr. Nolan/yes, Mr. Athanas/yes, Mr. Marzec/yes and Mr. Melia/yes.



**Blackstone Valley Chamber of Commerce [Jeannie Hebert]/ 1) Request for a one-day Beer & Wine License for a fundraising event to be held at Riverdale Mills on Friday, October 14, 2011 from 7:00 P.M. to 10:00 P.M. 2) Request for an Entertainment License for a fundraising event to be held at Riverdale Mills on Friday, October 14, 2011, from 7:00 P.M. to 10:00 P.M.** Ms. Hebert mentioned this is the annual fundraising event in which they celebrate the heritage of the Blackstone Valley. This year the theme is “Our River Runs Through It” and it will be held at Riverdale Mills. There will also be exhibits, samplings of food from restaurants in the valley and wine & beer tastings. All Veterans past and present will be allowed into the event for free. 1) A motion/Mr. Marzec, seconded/Mr. Ampagoomian to grant the Blackstone Valley Chamber of Commerce [Jeannie Hebert] a one-day Beer & Wine License for a fundraising event to be held at Riverdale Mills on Friday, October 14, 2011, from 7:00 PM to 10:00 PM. Vote yes/Unanimous. 2) A motion/Mr. Marzec, seconded/Mr. Nolan to grant the Blackstone Valley Chamber of Commerce [Jeannie Hebert] an Entertainment License for a fundraising event to be held at Riverdale Mills on Friday, October 14, 2011, from 7:00 PM to 10:00 PM. Vote yes/Unanimous.

**Alternatives Unlimited, Inc. [Karen Goldenberg]/ Request for a one-day All Alcohol License for a fundraising event to be held at Alternatives Unlimited, Inc. on Saturday, October 1, 2011 from 6:00 PM to 9:00 PM. Present: Michael Seibold, Director of Community Services.** Mr. Seibold explained that the event will consist of gourmet foods and spirits and those tickets are being sold for \$30.00 in advance and \$35.00 at the door. He also pointed out that this is a joint fundraiser with both Alternatives and the Uxbridge Women’s Club. Selectmen Marzec mentioned that because food is involved, he asked if someone from Alternative’s has contacted the Board of Health for a food permit. Mr. Seibold responded that he was unsure if anyone had spoken to the Board of Health but will follow-up with her. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve Alternative’s request for a one-day All Alcohol License for a fundraising event to be held at Alternatives Unlimited, Inc. on Saturday, October 1, 2011, from 6:00 PM to 9:00 PM, contingent upon obtaining a one-day food permit from the Board of Health. Vote yes/Unanimous.

**Northbridge Fire Department/Request permission to conduct a “Fill the Boot” drive for Muscular Dystrophy Association on Saturday, September 3, 2011, from 9:00 AM to 12:00 PM at Memorial Square.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to grant permission to the Northbridge Fire Department to conduct a “Fill the Boot” drive for the Muscular Dystrophy Association on Saturday, September 3, 2011, from 9:00 AM to 12:00 PM at Memorial Square subject to the Boot Drive policy established by the Board on December 4, 2006 and amended on April 28, 2008. Vote yes/Unanimous.

**Blackstone Valley Gardeners [Cynthia Kosciak]/Requests permission to use Memorial Park on Saturday, May 12, 2012, from 9:00 A.M. to 2:00 P.M. for a public plant sale. Present: Jackie Bean and Cynthia Kosciak.** Ms. Kosciak mentioned that the Blackstone Valley Gardeners have been a club for seven years and every year they conduct a plant sale at Riverbend Farm. This year the group decided to find another location and felt that Memorial Park would be a good location to hold their 2012 annual plant sale. Ms. Kosciak also mentioned that their club gives a scholarship each year to a local student that wants to pursue a career in horticulture. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to approve the Blackstone Valley Gardeners’ request to use Memorial Park on Saturday, May 12, 2012, from 9:00 A.M. to 2:00 P.M. for a public plant sale subject to the approval of the Police Department and the Department of Public Works. Vote yes/Unanimous.

**Scratch Ticket Bill/Vote to approve.** Selectman Ampagoomian expressed his opposition to this bill because he feels it would place a burden not only on the person who buys the ticket but the businesses who sell the tickets. Selectman Marzec stated that he is in favor of the bill. A motion/Mr. Ampagoomian, seconded/Mr. Nolan not to support the scratch ticket bill legislation. Vote yes/Messrs. Nolan, Ampagoomian, Athanas and Melia. Vote no/Mr. Marzec.

**Town Meeting Warrant Posting Locations/Vote to revise.** Town Manager Kozak informed the Board that because the Northbridge Center Congregational Church has closed, they need to revise the Town Meeting Warrant Posting Locations. The current posting locations are: **Precinct 1** – Whitinsville Post Office, Town Clerk's Office, and Brian's Restaurant, **Precinct 2** – Office of Polyfoam Corp. and Gary's Variety, **Precinct 3** – 1 Quikstop, and **Precinct 4** – Northbridge Post Office and the Northbridge Center Congregational Church Bulletin Board. The revised posting locations would be: **Precinct 1** – Whitinsville Post Office, Town Clerk's Office, and Brian's Restaurant, **Precinct 2** – Office of Polyfoam Corp. and Gary's Variety, **Precinct 3** – 1 Quikstop, and **Precinct 4** – Northbridge Post Office. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to revise the Town Meeting Warrant Posting Locations as noted above: **Precinct 1** – Whitinsville Post Office, Town Clerk's Office and Brian's Restaurant, **Precinct 2** – Office of Polyfoam Corp. and Gary's Variety, **Precinct 3** – 1 Quikstop, and **Precinct 4** – Northbridge Post Office. Vote yes/Unanimous.

**Castle Hill Estates/Vote to call-in Subdivision Performance Guaranty. Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt provided an update on the Castle Hill Subdivision (located off Douglas Road) that was approved back in the early 1990's. The Planning Board has been working with the developer in completing that subdivision so that the roads can be accepted as public ways at Town Meeting. The roads include: Hastings Drive, a portion of Clover Hill Road, Windsor Ridge, Cliffe Road and a portion of Dublin Way. The abutting road is Clover Hill Estates. He mentioned that early this spring the Department of Public Works and Planning Board prepared a list of deficiencies for the developer to complete so that the performance bond that is held with the town could be released or reduced. Recently, the town issued the developer a list of deficiencies again requiring the completion of the outstanding issues, pursuant to Mass. General Law, saying the developer needs to address these items within the statutory timeline or the Planning Board will consider calling in the bond. That being said, the Planning Board met on August 9<sup>th</sup> and voted to call in the performance bond so that the Town can apply the remaining bond of approximately \$51,000 (cash bond) on the work that is needed for these roadways to be completed. Mr. Bechtholdt asked the Selectmen to affirm the Planning Board's vote to call-in the performance bond. Selectman Athanas **1)** Asked if \$51,000.00 is enough to cover the cost of the roadways and Mr. Bechtholdt replied no. **2)** Asked who has been plowing these roads during the winter months and Mr. Bechtholdt replied that because the roads haven't been accepted by the Town it is the developer's responsibility, however, if the developer doesn't do it, the Highway Department steps in and clears the roads and then bills the developer with the hope to be reimbursed. **3)** Asked if the developer was billed and if the Town received any money back. Town Manager Kozak responded that he will look into this and report back to the board. **4)** Asked if the developer can be held accountable for the roadways that were never completed and whether or not the Town can take them to court. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to affirm and support the Planning Board's decision to call in the Subdivision Performance Guaranty. Vote yes/Unanimous.

**Central Mass. Regional Planning Commission Federal Brownfield Assessment Program (Phase II) – 2040 Providence Road – Northbridge Auto/Vote to submit nomination. Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt reported that last year the Board supported nominating this project at 2040 Providence Road for a site approval to perform a Phase I Environmental Site Assessment. He then asked the Board to vote in support of nominating this site again on Phase II of the Environmental Site Assessment. Mr. Bechtholdt stated that this is necessary for the redevelopment of this property for economic development purposes and said that the Central Mass. Regional Planning Commission has about \$400,000 for the program and services about 40 communities including Worcester. Selectman Ampagoomian asked if Mr. Paul Klocek was still the owner of the property and Mr. Bechtholdt responded yes. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to submit a nomination to the Central Mass. Regional Planning Commission Federal Brownfield Assessment Program (Phase II) –for property located at 2040 Providence Road – Northbridge Auto. Vote yes/Unanimous.

**Fall Annual Town Meeting [October 25, 2011]/Vote to place articles on warrant.** Town Manager Kozak presented the following draft articles to the Board for their review and recommended that they vote to place them on the Fall Annual Town Meeting warrant: **ARTICLE : (Board of Selectmen)** To see if the Town will vote to raise and appropriate and/or transfer from the unexpended appropriated funds of the Department of Public Works [Highway Division] a sum of money and authorize the payment of a prior year bill in the amount of \$66.19 to the Department of Public Works; or take any other action relative thereto. **ARTICLE : (Board of Selectmen)** To see if the Town will vote to amend the votes taken under Article 3 of the 2011 Spring Session of the Annual Town Meeting (May 3, 2011), appropriations and transfers under the Omnibus Budget Article, and/or to transfer a sum or sums of money from the undesignated fund balance (free cash) and/or the Health Insurance Stabilization Fund to supplement appropriations under the Omnibus Budget Article; or take any other action relative thereto. **ARTICLE : (Board of Selectmen)** To see if the Town will vote to transfer a sum of money from account number 16064200-596300 Receipts Reserved-Insurance Proceeds Highway Department” for the purpose of the design and construction of a DPW facility; said funds to be expended under the direction of the Building, Planning & Construction Committee; or take any other action relative thereto. **ARTICLE : (Board of Selectmen)** To see if the Town will vote to raise and appropriate and/or transfer from the Health Insurance Stabilization Fund [Account #\_\_\_\_\_] a sum of money to offset collective bargaining reimbursable settlement costs; or take any other action relative thereto. **ARTICLE : (Board of Selectmen)** To see if the Town will vote to raise and appropriate and/or transfer a sum of money to Line 44 Stabilization Fund; or take any other action relative thereto. **ARTICLE : (Board of Selectmen)** To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, or eminent domain five permanent easements and twelve temporary construction easements over properties located on the easterly and westerly sides of Douglas Road in conjunction with the reconstruction of the Douglas Road Bridge over the Mumford River, the easement parcels being shown on plans on file in the Office of the Town Clerk, including a plan entitled “Town of Northbridge Douglas Road over the Mumford River Bridge No. N-21-004,” revised May 31, 2011, Massachusetts Department of Transportation Project File No. 604161 and to raise and appropriate and/or transfer from the undesignated fund balance (free cash) a sum of money for said acquisition; or take any other action relative thereto. Town Manager Kozak then stated the articles will be reviewed by Town Counsel for final wording. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to place the above draft articles on the Fall Annual Town Meeting Warrant. Vote yes/Unanimous.

**National Park Service-Special Resource Study/Present: Gary Bechtholdt, Town Planner.** Mr. Bechtholdt read aloud a notice from the United States Department of National Parks. He noted that the National Park Service has released a special resource study that was undertaken to determine whether the sites and associated landscape features of the John H. Chafee Blackstone River Valley Heritage Corridor, [that contributed to the understanding of the corridor as the birthplace of the Industrial Revolution in the United States] would be eligible for potential inclusion as a unit of the National Park System. He informed the Board that a copy of the Blackstone River Valley Resource Study is available online. There will be a meeting on Tuesday, August 16, 2011 at 7:00 P.M. in the Alternatives Building for public comments. All are urged to attend.

**Town Manager’s Report. 1) Central Mass. Metropolitan Planning Organization[CMMPO]/Update on Sutton Street:** The Town Manager attended the CMMPO meeting at which the committee voted to maintain the Sutton Street project on their 2013 TIP list. He said that Senator Moore was present to support the Sutton Street project and then stated that the CMMPO committee will be accepting letters of support from residents and anyone else who wishes to send a letter of support for the Sutton Street project. **2) Mass Highway/Update on Douglas Road Bridge:** The Town Manager attended a Mass. Highway meeting regarding the Douglas Road Bridge. The State is finalizing easements and land takings

in preparation for the fall town meeting in October. A Special Town Meeting is not required. **3) Alternatives, Inc. Gold Award Presentation:** He attended an award ceremony at which Alternatives received an award for innovative energy savings for their building. The Gold Award is the highest award that a company can receive for energy savings compliance. The presentation was nice and was very well attended. **4) Blackstone River Valley National Heritage Corridor Meeting:** Mr. Kozak announced that the Blackstone River Valley National Heritage Corridor Committee will be holding a meeting on August 16<sup>th</sup> at Town Hall @ 7 PM. The public is invited to attend to discuss the creation of an historic corridor district for communities in the valley. **5) Northbridge 43D Technical Assistance Grant:** The Town is currently completing initiatives under the technical assistance grant and is requesting funding for GIS software license. They are also making arrangements for Central Mass. Regional Planning Commission to create a parcel-based map for the GIS system. **6) Telephone Pole Legislation:** Legislation has been filed by the joint committee on telecommunications to require utility companies to complete double pole removals within a 90-day deadline. Failure to do so will allow a community to apply penalties to the utility company. **7) AECOM Contract Update:** The Town Manager researched two questions provided by Shelley Buma regarding the AECOM contract for preliminary design services and will report findings to the Board. After reviewing the AECOM contract for the Wastewater Treatment Plant, he found that the document with the schedule and fees had a termination date which they weren't aware of. As a result, he contacted the Building, Planning and Construction Committee and AECOM to advise them that their document had a termination date and that the previous fee schedule and conditions did not have a termination date. As such, he asked them to put a hold on the project until he consulted with Town Counsel. Town Counsel recommended that AECOM waive or amend the document. AECOM sent an amended copy and removed the schedule with the termination date. The Building, Planning and Construction Committee will need to sign off on the amendment before moving forward on the project. **8) Purchase of Solar/Electrical Power at the Church Street Landfill:** In the process of entering into the final phase of negotiations with Cover Technologies to purchase solar power. He mentioned that he's been working with the DPW Director and an Environmental Consultant Attorney from Foley and Hoag in Boston. They are discussing ways to go forward with this purchase because the Town doesn't own the property and would have to purchase the solar power from Cover Technologies and then give it back as reverse metering to them at a price that would be less than if the Town had to purchase the power straight from a supplier. The Town Manager stated that he is taking his time so that the town is getting the best possible product. He also mentioned that he wants to save money and have guarantees that will remain over the length of the contract in case there are any issues or changes with state law or otherwise the town has the ability to stop the contract. He informed the Board that Town Counsel will review the contract to make sure the correct verbiage is in the contract and then he will present it to the Board at a future Selectmen's meeting. **Selectman Athanas 1)** Stated that per the former DPW Director, if there was money leftover they would use it to pave the end of Sutton Street, however, with the Sutton Street project moving forward in 2013, he asked if it would be better if the Town just saved the money. Town Manager Kozak replied that there wasn't any money left over and that the Town wouldn't be paving the end of Sutton Street. **2) AECOM Contract** – he mentioned that a Town individual, who brought the contract to the Town's attention, didn't want the contract to go forward because the article wasn't broad enough and asked if it was true. Town Manager Kozak replied that based on what Town Counsel informed him the article was broad enough to cover that purchase of services. **3) Purchase of Solar Power** – how much power will the solar power generate and Town Manager replied a megawatt. He wants to make sure the Town gets a good price.

**Selectmen's Concerns. Selectman Ampagoomian 1) Church Street Landfill** – He feels they haven't honored their maintenance agreement because the landfill has not been cut. **2) Whitinsville Water Company** – Asked if there were any more complaints on rusty water and Town Manager Kozak replied no. He also asked if the water ban that the state imposed help with this issue. **3)** He mentioned the stump removal on Pollard Road and said it wasn't cut cleanly and would like the DPW to take care of it. **4)** Asked if there was any feedback from Mass. Electric on putting back Pole #9 on Pollard Road and if they

will be removing the rest of the double poles in town. **5)** Asked about the status of Quinsigamond Community College. **Selectman Marzec** / A citizen informed him that the catch basins on Crescent Street do not seem to be working properly. The Town Manager advised that he will have the DPW Director look into it. **Chairman Melia 1)** Asked Town Manager Kozak if there was a start and finish date for paving Purgatory Road. Town Manager Kozak said the bid opening is this week [Thursday], and once the proposal is in, it will take about a month or two to complete. **2)** When will the Town know if they have any excess money leftover in our FY12 Chapter 90 funds and Town Manager Kozak stated he will know shortly. **3)** Water Ban – when does this expire and the DPW Director responded on October 1, 2011.

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

**Meeting Adjourned: 8:38 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**August 15, 2011**

#### **Introduction of the Town of Northbridge's New DPW Director James Shuris - No documentation.**

**A. 1)** Copy of June 27, 2011 Minutes. **2)** Copy of July 18, 2011 Minutes. **3)** Copy of July 18, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]. **4)** Copy of July 26, 2011 Minutes [Joint Meeting with School Committee]. **5)** Copy of July 29, 2011 Minutes.

#### **PUBLIC HEARING'S/7:05 P.M.**

**B. – National Grid and Verizon New England/Petition for Joint or Identical Pole Location.** **a)** Copy of Public Hearing Notice. **b)** Copy of letter from National Grid **c)** Copy of legal notice. **d)** Copy of abutter's & abutter's notice.

#### **APPOINTMENTS/By the Selectmen:**

**C. 1)** No documentation. **2)** Memo from the Board of Health dated August 9, 2011 regarding Earth Removal Board designee. **3)** Letter from Central Mass. Regional Planning Commission regarding Appointment of the Board of Selectmen's Delegates and Alternate to the CMRPC for FY'12.

#### **Citizens' Comments/Input.**

**D. Rep. George N. Peterson, Jr. –** Information regarding redistricting and one-time disbursement of unrestricted local aid.

#### **DECISIONS**

**E.** Email from Attorney Brian Riley of Kopelman and Paige to Town Manager Kozak regarding Applications for off-premises liquor license. **1)** Copy of public hearing notice for 481 Yogi Convenience Store, Inc. d/b/a Highland Farms. **2)** Copy of public hearing notice for Steve Tran d/b/a 1Quikstop. **3)** Copy of public hearing notice for Ultramart Convenience Store, LLC. **4)** Copy of public hearing notice for Mill House Wine and Spirits Inc. **5)** Copy of public hearing notice for Odisefs Tsimogiannis d/b/a Whitinsville Liquors.

**F. 1)** Copy of one-day Wines and Malt license for Blackstone Valley Chamber of Commerce. **2)** Copy of entertainment license **3)** Copy of notice of approval to the Alcohol Beverages Control Commission. **4)** Copy of application for special license and application for entertainment license. **5)** Copy of Hold Harmless Agreement. **6)** Copy of license routing slip from Department Head's.

**G. 1)** Copy of one-day All Alcohol Beverages license for Alternatives Unlimited, Inc. **2)** Copy of notice of approval to the Alcohol Beverages Control Commission. **3)** Copy of application for special license. **4)** Copy of Tax Attestation. **5)** Copy of Hold Harmless Agreement. **6)** Copy of license routing slips from Department Head's.

**H.** Copy of letter from David Holmes, Northbridge Fire Department requesting permission to conduct a "Fill the Boot" drive for Muscular Dystrophy.

**I. 1)** Copy of letter to the Board of Selectmen from Cynthia Kosciak, Blackstone Valley Gardeners requesting permission to use the Town Common [Memorial Park]. **2)** Email from the Police Department stating they don't have a problem with this organization using the Town Common. **3)** Email from the Department of Public Works stating they don't have a problem with this organization using the Town Common. **4)** Copy of Hold Harmless Agreement.

**J.** Letter from the Town of Oxford requesting assistance from the Town of Northbridge in drafting and supporting legislation for a Scratch Ticket Bill.

**K.** Copy of document containing current posting locations and revised posting locations.

**L.** Email from Town Planner Gary Bechtholdt regarding Castle Hill Estates.

**M.** Central Mass. Regional Planning Commission Federal Brownfields Assessment Program (Phase II) -No documentation.

**N.** Copy of Board of Selectmen Articles for the Fall Annual Town Meeting.

## **DISCUSSIONS**

**O.** National Park Service-Special Resource Study – No documentation.

## **TOWN MANAGER'S REPORT**

- L.**
- 1) Central Mass. Metropolitan Planning Organization/Update on Sutton Street – **No documentation**
  - 2) Mass Highway/Update on Douglas Road Bridge – **No documentation**
  - 3) Alternatives, Inc. Gold Award Presentation – **No documentation**
  - 4) Blackstone River Valley National Heritage Corridor Meeting – **Copy of announcement from the United States Department of the Interior – National Park Service**
  - 5) Northbridge 43D Technical Assistance Grant – **Copy of letter dated June 30, 2011 from the Community Planning Development to Victoria Maguire at Mass. Permit Regulatory Office**
  - 6) Telephone Pole Legislation – **Copy of article from The Beacon (Summer 2011 Issue – Page 7)**
  - 7) AECOM Contract Update – **No documentation**
  - 8) Purchase of Solar/Electrical Power at the Church Street Landfill – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
September 12, 2011**

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

**Chairman Melia announced that the Board of Selectmen's summer schedule has ended and they would be back to their regularly scheduled meetings.**

The Pledge of Allegiance was recited by those present.

**Recognition of Fire Department and Police Department for responding to a tragic event.** Chairman Melia recognized individuals from the Fire and Police Department for responding to a tragic event that occurred on August 16, 2011. He mentioned that a 46-year old Uxbridge man drowned at Meadow Pond, Whitinsville, trying to save his 6-year old son who fell into the water near a culvert. The 6-year old boy is alive and will hopefully make a full recovery. Chairman Melia commended the public safety officials for responding so quickly and taking action and also a civilian that responded to the scene after hearing it on his scanner. With that, he asked Police Chief Walter Warchol and Fire Chief Gary Nestor to come forward. Chairman Melia read aloud the commendation for Fire Chief Gary Nestor and members of the Northbridge Fire Department and for Police Chief Walter Warchol and the members of the Northbridge Police Department. He also commended and recognized the following individuals on their professionalism, dedication and commitment to the protection of life in response to this tragic water rescue: Civilian – Jonathan Dawe, Lieutenant Timothy Labrie, Sergeant John Ouillette, Officer Matthew Leonard, Officer Joshua Nadeau, Fire Chief Gary Nestor, and Firefighter Anthony Genga. The Board of Selectmen thanked and commended everyone involved for their prompt action and dedication to their jobs as public safety officials. Chairman Melia also mentioned that Town Manager Kozak sent a letter on behalf of him and the Board of Selectmen thanking Uxbridge Fire Chief Peter Ostroskey and Uxbridge Fire Captain Steve Tancrell for assisting during this tragic event. Chairman Melia then presented the Certificates of Commendation to the individuals.

**Approval of Minutes. None**

**Public Hearing. None**

**Appointments/Joint Appointment with the Trustees of Soldiers' Memorials:** Richard Trier [Non-Veteran Position], Trustees of Soldiers' Memorials. Present: Trustees of Soldiers' Memorials, Ralph Andonian and Thomas Farley. Mr. Richard Trier thanked the Selectmen and mentioned that he looks forward to serving and giving back to the community. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Richard Trier to the non-veteran position of the Trustees of Soldiers' Memorials. Roll call Vote: Mr. Farley/Yes, Mr. Andonian/Yes, Mr. Athanas/Yes, Mr. Marzec/Yes, Mr. Ampagoomian/Yes, Mr. Nolan/Yes and Mr. Melia/Yes. **By the Board of Selectmen – John Brown, Housing Partnership Ad Hoc Committee (Conservation Commission Rep.).** A motion/Mr. Nolan, seconded/Mr. Marzec to appoint John Brown as the Conservation Commission's Rep. to the Housing Partnership Ad Hoc Committee. Vote yes/Unanimous. **Resignation: Kevin Curtin, Planning Board/Vote to accept.** Chairman Melia asked if this position has been posted and Town Planner Gary Bechtholdt responded yes. Town Manager Kozak mentioned that once they have an applicant, he will place it on a future agenda for a Joint Appointment with the Planning Board. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the resignation of Kevin Curtin from the Planning Board and send a thank you letter for his service to the Town. Vote yes/Unanimous.



**Citizens' Comments/Input.** None.

**Blackstone Valley Regional Recycling Center License Agreement/Vote to sign.** Chairman Melia 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. Selectman Marzec commended the professionalism of the individuals who run the Recycling Center in Town. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Blackstone Valley Regional Recycling Center License Agreement. Vote yes/Unanimous.

**Operation Graduation [Debby MacLure]/Request to conduct a Boot Drive at Memorial Square on Saturday, October 8, 2011 from 9:00 A.M. to Noon.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve Operation Graduation's request to conduct a Boot Drive at Memorial Square on Saturday, October 8, 2011 from 9:00 AM to 12:00 PM subject to the Town's Boot Drive policy and the safety requirements of the Northbridge Police Department. Vote yes/Unanimous.

**Street Acceptances/Vote intent to lay out the following roads or portions thereof as public ways: 1) Castle Hill Estates Subdivision [Hastings Drive, Cliffe Road, Windsor Ridge, and the remaining portions of Dublin Way and Clover Hill Road. 2) Delwyn Barnes Estates Subdivision [Delwyn Barnes Drive]. 3) Shining Rock Golf Community Subdivision [Shining Rock Drive (a portion), Fairway Drive (a portion), Clubhouse Lane, and Linkside Court].** Mr. Ampagoomian asked Town Planner Gary Bechtholdt if the Planning Board would be addressing the residents' concerns at a Public Hearing and Mr. Bechtholdt replied yes. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to intend to lay out the following roads or portions thereof as public ways and refer this matter to the Planning Board: Castle Hill Estates Subdivision [Hastings Drive, Cliffe Road, Windsor Ridge, Dublin Way (a portion) and Clover Hill Road (a portion). 2) Delwyn Barnes Estates Subdivision [Delwyn Barnes Drive]. 3) Shining Rock Golf Community Subdivision [Shining Rock Drive (a portion) and Fairway Drive (a portion), Clubhouse Lane, and Linkside Court]. Vote yes/Unanimous.

**Community Development Block Grant Application Process/Present: R. Gary Bechtholdt, Town Planner.** Mr. Gary Bechtholdt reminded everyone that it's the season for the Community Development Block Grant application process for FY'12 and the applications are due in December. He mentioned they have two to three months to put all the paperwork together to meet the deadline. In turn, this means updating the Community Development Strategy and hosting a number of meetings, public hearings and workshops to get input from the residents in Town. That said, eligible projects must satisfy one of three national objectives for the CDBG program; 1) benefit low and moderate income housing; 2) prevention or elimination of slum and blight; and 3) address an urgent or critical community need. He mentioned that in the past they have identified a target area in new village and now would be required to look at low to moderate income qualifications or creating a new target area. He informed the Selectmen that Northbridge has a community need score of 26, which is considered "middle of the row" and stated that we are not a needy community. He also noted that for Northbridge to remain competitive, they need to score 100% on their scoring and receive bonus points. In order to receive bonus points, you have to have multiple activities or regional projects. This will be explored by the Planning Board during the public workshops and meetings. Town Manager Kozak took the time to commend Mr. Bechtholdt for overseeing the new village project and because of his dedication and hard work the Town met its deadline in completing the project.

**Liquor License Violations: Laurieann's Restaurant, The Grill, Jubes Family Restaurant, Sparetime Recreation, Vera's Mini Mart, Highland Farms, and 1Quikstop.** Present: Police Chief Walter Warchol. Chairman Melia announced that back in August the Northbridge Police Department, under the direction of Police Chief Walter Warchol, conducted an investigation of all twenty licensed alcohol establishments into the Sale of Alcohol to Persons under the age of 21. As a result, seven

establishments failed and Chief Warchol requested the Board of Selectmen hold a public hearing to hear the evidence in these cases or take any other action that is deemed necessary. The following establishments that failed are: Laurieann's Restaurant, The Grill, Jubes Family Restaurant, Sparetime Recreation, Vera's Mini Mart, Highland Farms and 1Quikstop. He advised that in accordance with past practice, first time offenders received a written reprimand and then recommended that Laurieann's Restaurant, The Grill and Highland Farms who are all first time offenders receive a written reprimand. For the record, Jubes Family Restaurant, Sparetime Recreation and 1Quikstop had violations in the past, however, since it has been over five years the Chief recommended they receive just a written reprimand for those three establishments. As for Vera's Mini Mart, he reported that the week after the Northbridge Police Department conducted their alcohol sting, the Alcohol Beverages Control Commission conducted an alcohol sting and Vera's Mini Mart was the only one that failed again. Chairman Melia stated that each establishment would be invited to a future Board of Selectmen meeting so the evidence of the alcohol sting can be presented. The Police Chief will also provide his recommendation for punishment. Chairman Melia asked Chief Warchol to provide him with a report listing the establishments names, date(s) of past violations and punishment, if any. Selectman Athanas suggested conducting more alcohol stings since there were so many establishments that failed and Chief Warchol replied that he plans on conducting an alcohol sting every year or maybe twice a year. The public hearings will be scheduled for October 3, 2011, and letters will be sent by certified mail advising each establishment to be present for the hearing.

**Hurricane Irene Response Update/Present: Police Chief Walter Warchol, Fire Chief Gary Nestor, Director of Public Works James Shuris, Board of Health Administrator Jeanne Gniadek, and Director of Northbridge Emergency Management Agency Richard West.** Chairman Melia asked the Emergency Management Team to come to tonight's meeting so each of them could provide a brief update on their response to Hurricane Irene. The team consisted of: Police Chief Walter Warchol, Fire Chief Gary Nestor, Director of Public Works James Shuris, Board of Health Administrator Jeanne Gniadek, and Director of Northbridge Emergency Management Agency Richard West. Chairman Melia announced that over 41% of Northbridge residents lost their power; some for hours and some for several days. He explained that each department head has critiqued their services during the storm and will advise the Board if they can do anything better in the future. Town Manager Kozak mentioned that the Emergency Management Team has been working diligently for the past year and a half to improve the Emergency Management Preparedness and felt that they all did a great job in preparing for Hurricane Irene's arrival. That said, he noted that the shelter was opened on Saturday night and everything was handled appropriately during and after the storm. He then thanked the team for all their hard work. Mr. West reported that the shelter was opened as a Regional Shelter and the American Red Cross ended up running everything. That being said, they gained volunteers that evening to assist in future disasters and they each learned a lot that day by watching the American Red Cross in action. He also noted that because there were a lot of folks without power for days, they were provided water at the Fire and Police Stations, and NEMA provided cases of drinking water for individuals to pickup at Mr. West's office [located in the back of the Police Department]. Ms Gniadek reported that they now have an Emergency Preparedness Handbook that was paid for by the Region 2 Emergency Preparedness Coalition and it is available at the following sites: Town Hall, Senior Center, Library, Town Hall Annex, Police Department, Fire Department and on the Town's website. Chief Warchol mentioned that his office had extra police officers on duty and they worked diligently through the week. He reported that there were several streets closed due to power lines and trees being down. He also mentioned that his office initiated two reverse 911 calls to the community residents advising them about the storm and if they need assistance to contact the Police or Fire Department. He suggested that in the future, communication to the residents should be done sooner. Fire Chief Gary Nestor mentioned that his office starting prepare the week before the storm by making sure all their trucks were fueled and ready to go, portable pumps and generators were all prepared and tested. He mentioned that he called in additional staff to be on duty in case of emergencies and also stated that he agreed with the Police Chief that the information regarding the storm should have

gone out sooner. James Shuris, DPW Director, reported that a lot of areas were flooded and his department didn't get involved until the day after the storm hit. He reported that his department worked hard by cutting down trees and with the assistance of Mr. West, MEMA and MASS DOT, they provided the Northbridge Highway Department with front-end loaders, chippers and a logger truck, which allowed things to move quicker. He stated that by having the right equipment, this saved the town on man hours and allowed them to be more efficient. As a result, in the future he will be looking to expand his fleet at the Highway Department. To this day they are still cleaning up around the town. Chairman Melia commended the Emergency Management Preparedness Team and all the people who helped out during the storm. Chairman Melia asked that if the Town implements the "Code Red" system, will this help with getting information out to the residents and Chief Warchol replied yes. He reported that the system sends a message out to everyone in the community whether it's by email, text messaging, land line or cell phone. Town Manager Kozak informed the Selectmen that they had someone from Code Red come in and demonstrate the system and then mentioned they had two other companies that came forward. Upon review, Code Red had the best product for the cost and the Town will move forward with purchasing it in the near future. Selectman Marzec commended the folks who assisted before and after the storm. Chief Warchol and Selectman Marzec suggested inviting a representative from National Grid to a future Board of Selectmen's meeting for a discussion on power outages. Mr. Shuris mentioned that he has a meeting with National Grid's arborist tomorrow to discuss Route 122/Providence Road. He stated they need to look beyond Providence Road and look at the heavily wooded areas such as: Hill Street and Purgatory Road. He further mentioned that National Grid has tagged 85 trees that need to come down in their inventory thus far. He advised the Board of Selectmen that he would keep the Town Manager apprised of the tree situation after his meeting tomorrow with National Grid.

**Town Manager's Report.** 1) **Recycling Event at Unibank on Saturday, October 1, 2011:** There will be an electronics recycling event Saturday, October 1, 2011 from 8:30 AM to 1 PM at Unibank on Church Street. 2) **Be Fire Smart Fire Safety Pledge Program – Northbridge Fire Department.** Please help the Northbridge Fire Department obtain a \$10,000.00 grant by taking the Liberty Mutual quiz at the following website: [www.befiresmart.com](http://www.befiresmart.com). This is similar to the fireworks grant program back in June. 3) **Road and Bridge Projects Update:** The Sutton Street Transportation Improvement Program project has been voted to be placed on the 2013 list by the Central Mass. Metropolitan Planning Organization. The contract for Purgatory Road has been awarded to Aggregate Industries and work should begin shortly. The final design work for the Douglas Road Bridge is almost complete and easements will be ready for Town Meeting. Work is currently underway for the Ross Rajotte Bridge and one-way traffic is now in place. Town Manager Kozak mentioned that DPW Director James Shuris is very interested in looking at the current DPW site to see if changes can be made to the facility. He would also like the opportunity to explore other avenues in town. 4) **Planning Board Vacancies:** The Planning Board has a vacancy and if anyone is interested please contact R. Gary Bechtholdt, Town Planner, for details. 5) **Master Plan Update-Public Workshop on 10/11/11 @ 6:30 PM [Town Hall]:** The Planning Board has announced a public workshop on the master plan for October 11, 2011. The public is welcome to attend. 6) **Regionalization Conference:** Attended the Department of Revenue's Regionalization Workshop and obtained ideas for regionalization of positions in local government. 7) **ICMA Conference:** Informed the Board of Selectmen he would will be attending the ICMA Conference in Milwaukee from September 18, 2011 through September 21, 2011.

**Selectmen's Concerns.** **Selectman Nolan** 1) Asked for Central Mass. Mosquito to come and remind the residents how to protect themselves against West Nile Virus and Triple EEE and Town Manager Kozak replied that he would contact them. **Selectman Ampagoomian** 1) Informed the Board that he attended the Mass. Remembrance for 911 victims and there were about 500 people in attendance. 2) At the end of the Mass. Remembrance for 911, he was informed by Senator Harriett Chandler that there was still highway money available and that our town should contact the State Highway Department to see if they can get more money. 3) Mentioned that because there might be some leftover money because of

Purgatory Road, could someone look at Scenic Quaker Street to see if some mill work could be done. **4)** Requested that someone take a look at the Memorial Square traffic lights because he has received several complaints about traffic backing up. **5)** Suggested that the Northbridge Board of Selectmen send a letter to Brookline's City Council opposing taking the Pledge of Allegiance out of their school system. **6)** He asked Town Manager Kozak to find out if the elderly complexes in Northbridge have emergency lighting. He said that he received several complaints regarding Rockdale House for not having emergency lighting when Hurricane Irene came through town. Town Manager Kozak mentioned that he was aware of the Rockdale House situation and would look into whether or not the other facilities have back-up generators. He then stated that the Rockdale House is private and not run by the state/local government. With that being said, he spoke to the company who oversees the Rockdale House and they are in the process of purchasing a generator for back-up service. **7)** He asked Chief Warchol to provide a proposal on the leaks at the Police Station. Chief Warchol mentioned that the DPW Director would be reviewing the problem and he would get back to him at a later date. **Selectman Athanas** welcomed the teachers and students back to school and asked them to drive safely. **Selectman Marzec 1)** Mentioned that he and other Selectmen attended the Whitin Park ceremony and thanked the Fire, Police and Rescue Personnel for being there in times of need. **2)** Spoke to a resident who is struggling financially and in need of fire wood for the winter months. He asked if the Board can come up with some ideas to see how the Town can help support some of the less fortunate individuals. **3)** Suggested looking at some of the drainage issues to make sure the catch basins aren't clogged due to the hurricane. **4)** Asked the DPW Director if he had a chance to check out how the water is flowing on Crescent Street. Mr. Shuris replied that they rebuilt the basin on Crescent Street and it's working properly. **Chairman Melia 1)** Mentioned that he received several complaints about cars parking on both sides of Crescent Street and is asking the Safety Committee to investigate the situation. This is creating a problem in the morning when school starts and in the afternoon when school ends. **2)** He received a complaint from a gentleman who lives near Maple Court stating that the buses are driving too fast on this street. He asked Chief Warchol to contact Vendetti Bus Company to see if they could ask the individual to slow down. **3)** He mentioned that he also attended the Whitin Park 911 Ceremony and commended Gary Wood and Karen Boyle for putting this ceremony on.

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

**Meeting Adjourned: 8:28 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**September 12, 2011**

#### **A. Recognition of Fire Department and Police Department for responding to a tragic event**

1) Copy of Letter of Commendation to Town Manager Kozak, dated August 22, 2011 from Chief of Police Walter Warchol. 2) Copy of Letter of Commendation to Lt. Timothy Labrie, Det./Sgt. John Ouillette, Officer Joshua Nadeau, Officer Matt Leonard. 3) Copy of memo to Town Manager Kozak from Fire Chief Gary Nestor regarding the Meadow Pond Rescue. 4) Copy of Certificate of Commendation to Fire Chief Gary Nestor and Members of the Northbridge Fire Department, Police Chief Walter Warchol and Members of the Northbridge Police Department, Jonathan Dawe, Lieutenant Timothy Labrie, Sergeant John Ouillette, Officer Matthew Leonard, Officer Joshua Nadeau, Fire Chief Gary Nestor, and Firefighter Anthony Genga. 5) Copy of letter to Uxbridge Fire Chief Peter Ostroskey and Fire Captain Steve Tancrell.

#### **PUBLIC HEARING. None**

#### **APPOINTMENTS/By the Selectmen:**

B. 1) Joint Appointment with the Trustees of Soldiers' Memorials. Copy of Richard Trier's Talent Bank Application. 2) Copy of email from Barbara Kinney informing the Town Manager's Office to appoint John Brown to the Housing Partnership Ad Hoc Committee. 3) Copy of Kevin Curtin's resignation from the Planning Board.

#### **DECISIONS**

C. Copy of Blackstone Valley Regional Recycling Center License Agreement.

D. 1) Copy of Operation Graduation 2012's request to conduct a boot drive. 2) Copy of email from James Shuris DPW Director regarding the boot drive. 3) Copy of email from Police Chief Walter Warchol regarding the boot drive.

E. 1) Copy of motion for street acceptances.

#### **DISCUSSIONS**

#### **F. No documentation.**

G. 1) Copy of letter dated August 22, 2011 to the Chairman of the Board of Selectmen. 2) Copy of Press Release on Liquor Stings. 3) Copy of letter dated August 18, 2011 to Village House of Pizza.

#### **H. No documentation.**

#### **TOWN MANAGER'S REPORT**

- I. 1) Recycling Event at Unibank on Saturday, October 1, 2011 – **Copy of flier.**  
2) Be Fire Smart Fire Safety Pledge Program – **Copy of document explaining how to help Northbridge Fire Department earn \$10,000.00 from Liberty Mutual.**  
3) Road Projects Update – **No documentation**  
4) Planning Board Vacancy – **No documentation**  
5) Master Plan Update – Public Workshop on 10/11/11 @ 6:30 PM – **No documentation**  
6) Regionalization Conference – **No documentation**  
7) ICMA Conference – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
September 26, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes. August 15, 2011** –A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the August 15, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Nolan, Athanas, Marzec and Ampagoomian.

**Appointments/By the Board of Selectmen – Board of Registrars/Democrat Designee [1 vacancy]:**

1) Mary Contino, and 2) Ed Kearns. Present: Sandra Ovian, Mary Contino and Ed Kearns. Ms. Ovian honored Mr. Vincent Tynan, who recently passed away, by mentioning he was a dedicated citizen and served the town in many ways, most recently on the Board of Registrars. With that, she announced there is an opening on her committee for which their board interviewed two candidates: Mary Contino and Ed Kearns. At their previously held meeting the Board of Registrars agreed unanimously to recommend Mary Contino for the position. Before leaving, Ms. Ovian stated that Dr. John Baker has submitted his resignation as the Republican Designee. She mentioned that Dr. Baker was the epitome of professionalism, dedication and dependability when serving the Town of Northbridge. She mentioned that he will be sorely missed and wished him well. Vice Chairman Nolan asked the candidates to come forward and say a few words. **Mary Contino, 920 Hill Street, Whitinsville** mentioned that she has served on the School Committee and Green Committee and has lived in town for over 45 years. Since she has retired from teaching she has been staying active by volunteering. **Ed Kearns, 13 Elm Street, Whitinsville**, mentioned that he has no experience but would like to volunteer to help the community. Vice Chairman Nolan asked the Selectmen if they had any questions for the candidates. Selectman Ampagoomian asked the candidates to state what they could bring to the table should they be appointed to the Board of Registrars. Mr. Kearns responded that he is retired, has plenty of time and could do anything the town wants him to do. Ms. Contino replied that she loves the high school and working with the youth and is eager about being involved with registering them to vote. A motion/Mr. Marzec, seconded/Mr. Athanas to appoint Mary Contino to the Board of Registrars as the Democrat Designee. Vote yes/Messrs. Ampagoomian, Athanas, Marzec and Nolan.

**Public Hearing/7:05 PM – National Grid and Verizon New England/Petition for Joint or Identical Pole Location on Providence Road to install guy pole #2-84 to support leaning P#2. Present: Bruce Kut, Representative from National Grid.** Vice Chairman Nolan read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Athanas to open the public hearing. Vote yes/Messrs. Nolan, Athanas, Marzec, and Ampagoomian. Mr. Kut mentioned that National Grid is petitioning the town to install a guy pole located on the access road to the wastewater treatment plant. The pole is starting to lean and is in jeopardy of falling down. Vice Chairman Nolan noted that the abutters have been notified and asked if anyone had any questions or concerns. Selectman Athanas asked if their request is approved tonight when would the work begin. The representative replied within 4 weeks. There being no further questions or comments, a motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the 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: 644 Providence Road, to install guy pole #2-84 to support leaning P#2. Vote yes/Messrs. Ampagoomian, Athanas, Marzec and Nolan.

**Resignations: 1) John Baker, Board of Registrars [Republican Designee]/Vote to accept.** Selectman Ampagoomian requested that a letter of appreciation be sent to Dr. Baker for all his years of service to the Town. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to accept the resignation of John Baker. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan. **2) Daniel Nolan, Safety Committee /Vote to accept.** Vice Chairman Nolan stated that his new work schedule does not allow him to be present for morning meetings. A motion/Mr. Marzec, seconded/Mr. Athanas to accept the resignation of Daniel Nolan from the Safety Committee and send a letter of appreciation. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan.

**Citizens' Comments/Input.** None.

**Riverdale Cemetery Deed [Marjorie W. Go] Lot 202.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to sign the Riverdale Cemetery Deed, Lot 202, for Marjorie W. Go. Vote yes/Messrs. Ampagoomian, Athanas, Marzec and Nolan.

**Northbridge Association of Churches/Request to hold the 37<sup>th</sup> annual Blackstone Valley Cropwalk on Saturday, October 15, 2011 at 9 AM.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the above request to hold the 37<sup>th</sup> annual Blackstone Valley Cropwalk on Saturday, October 15, 2011 at 9 A.M. subject to the safety requirements of the Police Department. Vote yes/Messrs. Nolan, Marzec, Ampagoomian and Athanas.

**Street Acceptances/Vote to lay out the following roads or portions thereof as public ways: 1) Castle Hill Estates Subdivision [Hastings Drive, Cliffe Road, Windsor Ridge, and the remaining portions of Dublin Way and Clover Hill Road. Present: Barbara Gaudette, Member of the Planning Board.** Ms. Gaudette mentioned that because the developer, Blackstone Chicago, defaulted on its obligation to complete the Castle Hill Estates subdivision, the town decided to pull the performance surety bond in August 2011. The Planning Board then hired Guerriere and Halnon, Inc. to prepare the layout plans and legal descriptions. Upon formal approval, which requires Town Meeting action, the Planning Board and Director of Public Works will prioritize the outstanding issues to be addressed with the remaining bond funds. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to layout the following roads located as public ways: Hastings Drive, Cliffe Road, Windsor Ridge, and the remaining portions of Dublin Way and Clover Hill Road. Vote yes/Messrs. Nolan, Marzec, Ampagoomian and Athanas. **2) Delwyn Barnes Estates Subdivision [Delwyn Barnes Drive].** Ms. Gaudette stated this is a single access subdivision roadway. Due to ownership issues, the formal conveyance was never completed. Ms. Gaudette advised that the Planning Board supports moving forward with the layout of Delwyn Barnes Drive. A motion/Mr. Athanas, seconded/Mr. Marzec to layout Delwyn Barnes Drive as a public way. Vote yes/Messrs. Nolan, Marzec, Ampagoomian and Athanas. **3) Shining Rock Golf Community Subdivision [a portion of Shining Rock Drive, a portion of Fairway Drive, Clubhouse Lane, and Linkside Court].** Ms. Gaudette mentioned that the Planning Board supports moving forward with the layouts of the above mentioned roadways located in Shining Rock. There being no questions or comments, a motion/Mr. Marzec, seconded/Mr. Athanas to layout a portion of Shining Rock Drive, a portion of Fairway Drive, Clubhouse Lane, and Linkside Court. Vote yes/Messrs. Nolan, Marzec, Ampagoomian and Athanas.

**Fall Annual Town Meeting Warrant [October 25, 2011]/Vote to sign.** Town Manager Kozak noted that the warrant has been fully reviewed by Town Counsel and is ready to be signed. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to sign the October 25, 2011 Fall Annual Town Meeting Warrant. Vote yes/ Messrs. Athanas, Marzec, Ampagoomian and Nolan.

**Vietnam Memorial Committee [William Audette]/Request to close down Memorial Square on November 11, 2011, for the dedication of the new Northbridge Vietnam Memorial.** Mr. Audette asked the Selectmen for permission to parade in Town and close down Memorial Square for the dedication of the newly built Vietnam Memorial located on Linwood Avenue. He advised that if their request to parade is granted that under the current law, the individuals who will be riding their motorcycles into Town won't need to wear a helmet. He stated that the motorcycles would probably gather in Linwood somewhere and take off their helmets when parading through Memorial Square. Mr. Audette further mentioned that he spoke to the Chief of Police and the Director of Public Works regarding the closing of Memorial Square with barricades. The roads to be closed are: Linwood Ave. at Cross Street and Church Street at Park Street through Memorial Square. The dedication will be on November 11, 2011, at 11 A.M. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the Northbridge Vietnam Memorial Committee's request to close down Memorial Square from 10 AM to 12:30 PM on November 11, 2011 for the dedication ceremony. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to grant a permit to the Northbridge Vietnam Memorial Committee to parade from Linwood to Memorial Square on November 11, 2011, contingent upon sending plans to the Board of Selectmen. Vote yes/Messrs. Athanas, Marzec, Ampagoomian and Nolan.

**Bylaw Review Committee/Review proposed bylaw changes. Present: Denis Latour and Lee Gaudette, Bylaw Review Committee Members.** Mr. Latour stated that the other committee members are Doreen Cedrone, Dan Nolan and Henry Lane. Mr. Latour began by saying that copies of the proposed bylaw changes are on file in the Town Clerk's Office if anyone wishes to review them. He then mentioned that the Bylaw Review Committee is proposing these changes based on input from Department Heads, the Town Manager, citizens in Town and how the bylaws relate to the Town's Charter. That being said, Mr. Latour noted that there are changes you might see in the bylaws that may have been changed at Town Meeting but the changes were never officially made to the Charter because the charter has to be voted on by ballot at an election. Mr. Latour stated that there is a provision that allows for the charter to change in accordance with the bylaws. Selectman Nolan suggested that Mr. Latour and Mr. Gaudette briefly review the list of proposed amendments to the bylaws. **1) Warrant Posting:** The Town Manager suggested reducing the deadline for posting the town meeting warrant from 28 days to 14 days prior to town meeting. **2) Polling Hours:** The Town Clerk mentioned the polling hours stated in the bylaws aren't consistent with what the town's current polling hours. **3) Kennel Bylaw:** The town's kennel bylaw was updated by incorporating state laws and other towns' kennel bylaws into the Town of Northbridge's. **4) Elimination of the hate crime bylaw:** The Committee suggested eliminating this bylaw because they felt the wording was in conflict with state and federal laws. Selectman Nolan asked if the bylaw changes were going to be presented to town meeting in one warrant article or several articles and Mr. Latour responded there would be one article but that anyone who wished to amend one of the bylaws could do so on Town Meeting floor. Selectman Marzec asked about Section 3-109 [Method of Voting] and why did the committee strike out the number 10 and replace it with the number 7 and Mr. Latour replied that this change was requested by the Town Moderator. Mr. Gaudette further commented that the Moderator wished to change the number of voters required to challenge a vote from 10 to 7. Selectman Ampagoomian suggested that the requirement to challenge a vote remain at 10 voters. Selectman Ampagoomian also asked about Section 4-301 [Council on Aging] Interrelationships-Paragraph D. (2) and if the Bylaw Review Committee could explain if clerks and employees are volunteers or paid employees and are they under the jurisdiction of the Council on Aging. Mr. Latour replied that he would research this and get back to the Selectmen with the answer. Selectman Athanas asked about Section 8-105 [Dog Licensing Requirements] Paragraph D and why was the bylaw changed to per household and not per animal. Mr. Latour explained that the Town Clerk felt strongly that it should read per household. Selectman Ampagoomian inquired about Section 4-304 [Building, Planning and Construction Committee], Paragraph C-Authorities and Responsibilities, and mentioned that this portion of the bylaw seems only to pertain to horizontal projects [roads, bridges, sidewalks,



underground/overhead utilities, and pump stations] but was wondering about vertical projects. Mr. Latour replied that they didn't change any of the wording and stated that the format of the Building, Planning and Construction Committee bylaw is more in line with other committees now and the duties and responsibilities have remained the same as the existing bylaw. Selectman Ampagoomian also asked about Section 4-411 [Fence Viewers] and if the following information should be included in this section or in the Planning Board section: 1) what side of the fence faces the neighbor's property, the good side or the bad. 2) How far from the property line does the fence go; is it 1 foot beyond or is it directly on the property line. Mr. Latour stated that some towns have bylaws that state which side of the fence should face the neighbor's property but the Town of Northbridge doesn't. He also said that most people put their fences twelve inches from the property line but the Town does not have a bylaw for this either. Selectman Marzec asked about Section 9-703 [Violations and penalties] and should the amount be \$20 or \$50 each day a trailer is occupied without a temporary permit and Mr. Latour replied that it should be \$50 to keep up with other fines in this town. Selectman Marzec asked how many kennels the Town of Northbridge had and Mr. Latour said he thought there was just one. Selectman Ampagoomian then asked about Section 9-1001 [Construction hours] and why they reduced the notice requirement to the Building Inspector from five days to one day. Mr. Latour informed the Selectmen that it's a special permit and most times anyone doing a project doesn't plan to be there on a Sunday. He mentioned that it would be a rare case and an example of that would be a hurricane or severe weather all week. He noted that the Building Inspector can always ask for more information from the individual before issuing. In closing, Mr. Latour mentioned that he would provide the Board with answers to their questions as soon as possible.

**Department of Public Works Facility/Library Facility Improvements/Present: James Shuris, DPW Director, Thomas Pilibosian and Ronald White, Members of the Building, Planning and Construction Committee [BPCC].** Mr. Pilibosian stated that the BPCC was informed by the Library Trustees that the library roof was leaking so the BPCC secured money at the Spring Annual Town Meeting in May to have a roof assessment done. He noted that the library was built in 1913 and has a slate roof. Mr. Pilibosian then advised that the contract was awarded to Kaestle Boos and when the report came back it stated that the roof was still in good shape and doesn't need to be replaced at this time. However, the assessment did state that 220 shingles, some gutters and down spouts needed to be replaced. Kaestle Boos also noted there were some problems with the outside walls. With that being said, the proposal for the repairs came in at \$97,800.00. Mr. Pilibosian stated that a warrant article has been prepared in the amount of \$101,250.00 for Town Meeting to have all the work done at one time. The Building, Planning and Construction Committee will be supporting the article. Mr. White mentioned that he did an in-depth inspection of the inside of the library and provided the Board with some pictures of the minimal damage that has occurred. Continuing, Mr. Pilibosian mentioned that the BPCC is still working on a new Department of Public Works facility and said that Mr. Shuris feels that maybe something can be done with the current facility on Fletcher Street. Mr. Shuris then stated that he has driven around town and looked at several places to put a new DPW facility and then thought of the possibility of keeping it where it is by doing some renovations. He provided a slide show on the current DPW Facility by highlighting all the existing buildings and the possibility of redeveloping these buildings. He mentioned that the current site could be redeveloped by improving the stormwater, removing the onsite septic system, connecting to Town sewer, and removing 20 to 30 feet of the embankment and installing a ready rock wall to pick up additional space. He suggested getting a field survey done of the site. Mr. Shuris also noted that the buildings don't have to be extravagant; could be a butler building or concrete slab using unit heaters. They could take the salt shed and move it closer to the current entrance way. He also recommended increasing the size of the banking along the river and putting in a walking path. This path would serve two purposes: 1) a boundary; and 2) a replication area, where they dig it out and build it low to take all the water from the Mumford River. Mr. Shuris advised that three of the existing buildings are in rough shape and stated if we have another bad winter, the buildings just might come down on their own. He recommended building a 10,000 square foot slab construction—a vertical or butler building.

We are probably looking at about \$40 a square foot, about \$400,000.00, plus utilities, site work and a retaining wall in the back. Mr. Shuris then stated there was \$29,000.00 leftover from AECOM, \$54,500.00 appropriated from the Building, Planning and Construction Committee to fix doors, roof, etc., \$72,000.00 from the Insurance Company (when the red barn collapsed) and suggested holding onto all of it until a decision is made on the location of a new DPW facility. He requested the Board of Selectmen consider redeveloping the current DPW site by preparing a notice of intent and having a survey done on the current site. Selectman Nolan asked if there would be a formal feasibility study done and Mr. Shuris replied that he has met with many different people and committees that have spent hours of their time putting together schematics, plans and studies when we know the current site is fine. Mr. Shuris explained that the current DPW site is the best site because they can maintain operations and ongoing operations all at the same time. Selectman Nolan asked if there were any issues with the current site such as wetlands, flood issues or a crazy turtle that is living in the waters. Mr. Shuris replied that based on the records that a consultant provided him, there are no known rare species inhabiting the Mumford River. Town Manager Kozak mentioned that the next step would be to do the permitting of the site and go through the filing with the Conservation Commission. He also noted that survey work needs to be done to show where the facilities will be located. Selectman Marzec stated that he thought this was a great idea to explore the redevelopment of the current DPW facility. He asked if the Douglas Road Bridge would be a problem because the bridge is scheduled to be repaired in the future months. Mr. Pilibosian stated that he didn't foresee this being a problem and that it could actually benefit the Town when the bridge is being reconstructed to hook up to the sewer line. Mr. Shuris mentioned that he and Town Manager Kozak have met with AECOM and were informed that during construction the Douglas Road Bridge will have a temporary crossing at all times. Mr. Shuris made it clear that as he gains more information on the current site he will notify the board. Mr. Pilibosian asked for the Board of Selectmen's support on moving ahead with the redevelopment of the current DPW site and Town Manager Kozak responded that he needs more time to research the redevelopment of the current DPW facility before asking for the Board of Selectmen's support.

**Highway Superintendent's Position Update/Present: James Shuris, DPW Director.** Mr. Shuris explained that when he hires a new Highway Superintendent, the first thing he will do is expand the job responsibilities. He would like the new person to focus more on facilities, roads, drainage, and have a better connection with the sewer department. He also mentioned that the position has been advertised and the deadline for applications is October 24, 2011.

**Town Manager's Report.** **1) Linwood Mill Groundbreaking:** Announced that the Linwood Mill project is having their groundbreaking ceremony October 18, 2011 at 2:30 P.M. Invitations will be sent out soon. **2) Town of Brookline [Pledge of Allegiance Petition Article]:** Mr. Kozak stated that he met the Town Manager of Brookline at the ICMA conference who assured him that the issue concerning the Pledge of Allegiance was a 10-person petition article for their Fall Town Meeting. Town Manager Kozak informed the Selectmen that this petition article is not being supported by the Town of Brookline's Board of Selectmen or School Committee. **3) Recycling Event at Unibank on Saturday, October 1, 2011:** There will be an electronic recycling event Saturday, October 1, 2011 from 8:30 AM to 1 PM at Unibank on Church Street. The first 100 people will receive a \$10 gift certificate to WalMart. **4) Town Roads/Douglas Road Bridge Updates:** Announced that the repaving of Purgatory Road will begin the week of September 26<sup>th</sup> and will be completed by the end of October. Residents will be notified. The Sutton Street wetland mapping is currently underway. He met with the property owners regarding the Douglas Road Bridge and discussed the proposed easements for the construction of the new bridge. **5) PERAC Conference:** Attended a PERAC Conference on September 14, 2011 at which was discussed the status of the statewide pension system and proposed changes to the system. **6) ICMA Conference:** Attended the ICMA Conference in Milwaukee and attended seminars on personnel relations, federal grant programs, customer service and new software technology. The Town Manager also met with vendors at the trade show.

**Selectmen's Concerns. Selectman Athanas 1)** Asked if there were any updates regarding the Whitinsville Water Filtration Plant and Town Manager Kozak responded there has been none. **2)** With the winter months fast approaching, he asked DPW Director James Shuris if all the equipment is working and Mr. Shuris replied that all the necessary repairs to the trucks and equipment have been made. **Selectman Marzec** asked if a Verizon Representative could come in and provide an update on Verizon FIOS and Town Manager Kozak responded that he spoke to the Verizon Representative recently who informed him that there is nothing on the horizon for Northbridge.

Town Manager Kozak reminded the Board of Selectmen that there is another Selectmen's Meeting next week.

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

**Meeting Adjourned: 9:02 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**September 26, 2011**

**A. 1)** Copy of August 15, 2011 Minutes.

#### **PUBLIC HEARING'S/7:05 P.M.**

**B. – National Grid and Verizon New England/Petition for Joint or Identical Pole Location on Providence Road to install guy pole #2-84 to support leaning P#2** a) Copy of Public Hearing Notice. b) Copy of letter from National Grid c) Copy of legal notice. d) Copy of abutter's list & abutter's notice. e) Copy of plan

#### **APPOINTMENTS/By the Selectmen:**

**C. 1) 1.** Copy of Mary Contino's Talent Bank Application. **1) 2.** Copy of Ed Kearns's Talent Bank Application. **C. 2)** Copy of John Baker's Resignation from the Board of Registrars. **C. 3)** Copy of Dan Nolan's Resignation from the Safety Committee

#### **DECISIONS**

**D.** Copy of Riverdale Cemetery Deed for Marjorie Go.

**E. 1)** Copy of the letter of request from the Northbridge Association of Churches to hold their annual Blackstone Valley Crop Hunger Walk. **2)** Copy of email from DPW Director James Shuris advising the Town Manager's Office that he doesn't have a problem with this request. **3)** Copy of email from Police Chief Walter Warchol advising the Town Manager's Office that he doesn't have a problem with this request.

**F. 1)** Copy of layout plans for Board to sign for all street acceptances. **2)** Copy of letter dated September 21, 2011 from Gary Bechtholdt regarding street acceptance articles for the 2011 Fall Annual Town Meeting. **3)** Copy of public hearing notices for Delwyn Barnes Drive, Hastings Drive, Cliffe Road, Windsor Ridge, a portion of Dublin Way & a portion of Clover Hill Road, a portion of Shining Rock Drive, a portion Fairway Drive, Clubhouse Lane & Linkside Court, **4)** Copy of letters from Gary Bechtholdt recommending to layout the following roads: Delwyn Barnes Drive, Castle Hill Estates subdivision, Hastings Drive, Cliffe Road, Windsor Ridge, Dublin Way & Clover Hill Road, a portion of Shining Rock Drive, a portion Fairway Drive, Clubhouse Lane & Linkside Court.

**G.** Copy of warrant articles for the Fall Annual Town Meeting.

#### **DISCUSSIONS**

**H. 1)** Copy of email dated 9/21/11 from Police Chief Walter Warchol advising the Town Manager's Office of the Veteran's Day Event.

**I.** Copy of report and recommendations of the Northbridge Bylaw Review Committee.

**J.** No documentation.

#### **TOWN MANAGER'S REPORT**

- L. 1)** Linwood Mill Groundbreaking – **Email from E.A. Fish, Matt Mittelstadt**  
**2)** Town of Brookline/Pledge of Allegiance Petition Article – **No documentation**  
**3)** Recycling Event at Unibank on Saturday, October 1, 2011 – **Flyer from the Blackstone Valley Regional Recycling Center advertising the event.**  
**4)** Town Roads/Douglas Road Updates – **No documentation**  
**5)** PERAC Conference – **No documentation**

6) ICMA Conference – **No documentation**  
**SELECTMEN'S CONCERNS-No documentation**  
**ITEMS FOR FUTURE AGENDA-No documentation**  
**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
October 3, 2011**

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

The Pledge of Allegiance was recited by those present.

**Executive Session.** A motion/Mr. Nolan, seconded/Mr. Marzec to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to collective bargaining --and to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes and Mr. Marzec/Yes.

Open Session Adjourned: 6:31 PM

Executive Session Convened: 6:32 PM

Executive Session Adjourned: 6:58 PM

Open Session Reconvened: 7:00 PM

**Approval of Minutes. September 12, 2011** –A motion/Mr. Nolan, seconded/Mr. Marzec to approve the September 12, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Nolan, Marzec and Melia.

**Public Hearing/7:05 PM – Liquor License Violations Hearings. Present: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp.** Chairman Melia read aloud the public hearing procedures for liquor license violations aloud. A motion/Mr. Marzec, seconded/Mr. Nolan to open the public hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. **Public Hearing #1: Laurieann's Restaurant & Bar, Inc. Present: Laurieann Kayhart, Owner/Manager and Brian Caterino, Chef.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp, Owner Laurieann Kayhart and Chef Brian Caterino. Lieutenant Tripp stated that an investigation into the sale of alcohol to person under the age of 21 took place on the evening of Friday, August 5, 2011, and that Det./Sgt. John Ouillette, two Grafton Police Officers, Lt. Wayne Tripp and Sgt. Neil Menardi, were assigned to the investigation. Continuing, he noted that the officers were assisted by one person under the age of 21 and that the subject attempted purchases of alcohol at twenty (20) licensed establishments in Town. Continuing, Lieutenant Tripp read the facts of the case that involved the sale of alcoholic beverages to a person under the age of twenty-one at Laurieann's Restaurant & Bar, Inc. Selectman Ampagoomian asked Ms. Kayhart what action has the establishment taken since the violation occurred and Mr. Caterino responded that the bartender that was on duty that evening was fired and all of their waitresses and bartenders have been TIPS certified. Mr. Caterino mentioned that Ms. Kayhart is embarrassed and sorry this occurred and stated it will never happen again. Chief Warchol recommended that a written reprimand be issued to Laurieann's Restaurant & Bar, Inc. since that was their first offense and that within sixty days all employees complete an alcohol intervention course [TIPS - Training for Intervention Procedures]. Chief Warchol advised they have already completed one but will have Lieutenant Labrie verify. Chairman Melia stated that what bothers him the most about all the violations is: 1) the Police Department sent a letter to all the establishments advising them of the sting operation; and 2) none of the staff from the

establishments asked the individual for a license. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Marzec to issue Laurieann's Restaurant & Bar, Inc. a written reprimand as recommended by Chief Warchol due to this being their first offense. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and any discipline/punishment handed out by the Board of Selectmen this evening, can be appealed five days after receipt of the notice. **Public Hearing #2: The Pardee Group, Inc. d/b/a The Grill. Present: John Pardee, Owner/Manager.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp and John Pardee. A motion/Mr. Marzec, seconded/Mr. Nolan to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Selectman Marzec asked what action has his establishment taken since the violation occurred and Mr. Pardee responded that the bartender called him immediately after the violation occurred to advise him that he sold alcohol to an underage person. Mr. Pardee stated that the bartender thought it was a previous individual who he had carded in the past, but obviously that wasn't the case. He then mentioned that the bartender has been there over 11 years and this was his first offense. Mr. Pardee apologized and mentioned that everyone who works at The Grill is TIPS certified. As a consequence, Chief Warchol recommended that a written reprimand be issued to The Pardee Group, Inc. d/b/a The Grill since that was their first offense and that within sixty days all employees complete an alcohol intervention course [TIPS - Training for Intervention Procedures]. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia mentioned that any discipline/punishment handed out by the Board of Selectmen this evening, can be appealed five days after receipt of the notice. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Ampagoomian to issue The Pardee Group, Inc. d/b/a The Grill a written reprimand due to this being their first offense and that all employees are TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. **Public Hearing #3: 481 Yogi Convenience Store, Inc. d/b/a Highland Farms. Present: Attorney Henry Lane and Mr. Jigarkumar Patel, Manager.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp, Jigarkumar Patel/Owner and Attorney Henry Lane. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Attorney Lane apologized for what happened at Highland Farms. Selectman Ampagoomian asked if the employee who sold the minor alcohol was TIPS certified [Training for Intervention Procedures] and Mr. Patel stated that none of his employees are TIPS certified, including him. Selectman Nolan asked if he had an ID scanning machine and Mr. Patel responded that he just ordered it and should have it within a week or so. Chief Warchol recommended that a written reprimand be issued to 481 Yogi Convenience Store, Inc. d/b/a Highland Farms since that was their first offense and that within sixty days all employees complete an alcohol intervention course [TIPS - Training for Intervention Procedures]. Selectman Ampagoomian asked how long Mr. Patel has held a liquor license in Town and Mr. Patel responded over two years. Selectman Ampagoomian asked within the two-year period, how many employees were TIPS certified and Mr. Patel responded none. Selectman Ampagoomian stated that one of the requirements of having a liquor license was to have everyone TIPS certified so that these violations wouldn't occur. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Marzec to issue 481 Yogi Convenience Store, Inc. d/b/a Highland Farms a written reprimand due to this being their first offense and that all employees get TIPS certified within sixty days. Selectman Ampagoomian requested to amend the motion as follows: To issue a written letter of reprimand and have all employees TIPS certified within sixty days and in the

event the employees are not TIPS certified after the sixty days, there will be a one-day loss of license on the 1st Saturday, after the 60<sup>th</sup> day. Vote on amended motion: Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and any discipline/punishment that is handed out by the Board of Selectmen this evening can be appealed five days after receipt of the notice. **Public Hearing #4: Jubes Family Restaurant. Present: Mr. Richard Joubert/Manager.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp and Manager Richard Joubert. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Mr. Joubert apologized and mentioned that all of his employees are now TIPS certified and he has their certificates to prove it. Chief Warchol recommended that a written letter of reprimand be issued to Jubes Restaurant because it's been over 5 years since their last offense. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. There being no further discussion, a motion/Mr. Marzec, seconded/Mr. Nolan to issue Jubes Family Restaurant a written letter of reprimand and have all employees TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and that any discipline/punishment that is handed out by the Board of Selectmen this evening can be appealed five days after receipt of the notice. **Public Hearing #5: Sparetime Enterprises d/b/a Sparetime Recreation. Present: Mr. Wayne Couture/Manager.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp and Manager Wayne Couture. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Mr. Couture mentioned that he is very embarrassed and that he didn't find out about the violation until 5½ weeks after the violation occurred. He mentioned that his employee never informed him of the violation and thought it would go away. That being said, the employee no longer works for him. Chief Warchol recommended that a written letter of reprimand be issued to Sparetime Enterprises d/b/a Sparetime Recreation and have all their employees TIPS certified within sixty days. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Nolan to issue Sparetime Enterprises d/b/a Sparetime Recreation a written letter of reprimand and have all their employees TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and any discipline/punishment that is handed out by the Board of Selectmen this evening can be appealed five days after receipt of the notice. **Public Hearing #6: Steve Tran d/b/a 1Quikstop. Present: Mr. Steve Tran, Manager.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp and Manager Steve Tran. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Mr. Tran stated that before any of his employees step behind the counter of his store they are sent for training. They are all TIPS certified and he apologized for the incident taking place. Selectman Ampagoomian asked if Mr. Tran had an ID scanning machine and he responded yes. Chief Warchol recommended that a written letter of reprimand be issued to Steve Tran d/b/a 1Quikstop because it's been over seven years since their last offense. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Marzec to issue Steve Tran d/b/a 1Quikstop a written letter



of reprimand and have all employees TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and any discipline/punishment that is handed out by the Board of Selectmen this evening can be appealed five days after receipt of the notice. **Public Hearing #7: Vera's Min Mart. Present: Attorney Gerald Shugrue and Ashraf Youssef.** Chairman Melia asked if there were any witnesses and if so, to stand and be sworn in. The following individuals were sworn in: Northbridge Police Chief Walter Warchol and Grafton Police Lieutenant Wayne Tripp, Attorney Gerald Shugrue and Ashraf Youssef. A motion/Mr. Marzec, seconded/Mr. Nolan to open the Public Hearing. Roll Call Vote: Mr. Marzec/yes, Mr. Nolan/yes, Mr. Ampagoomian/yes and Mr. Melia/yes. Chief Warchol read aloud the circumstances of what occurred at this establishment on the evening of the violation. Attorney Shugrue mentioned that the employee who sold alcohol to the minor thought he knew this individual when in fact, he did not. He advised that the employee is sorry and stated that he is not TIPS certified and did not use the ID scanning machine. Attorney Shugrue apologized and noted that Mr. Youssef and his partner are both TIPS certified along with one other employee. Selectman Ampagoomian asked if the employee is still employed and Mr. Youssef responded yes, because he is a good employee and has been working there for over seven years. Chief Warchol recommended suspending Vera's Mini Mart liquor license for five to ten days and have all employees TIPS certified within sixty days. A motion/Mr. Marzec, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. Attorney Shugrue stated that he is surprised with the way Board handled the other establishments that have had second offenses and commented that the Board would be inconsistent if they gave his client more than what Chief Warchol recommended. A motion/Mr. Nolan, seconded/Mr. Melia to suspend Vera's Mini Mart's liquor license for seven (7) consecutive days [Sunday, October 16, 2011 through Saturday, October 22, 2011] and have all employees TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Nolan and Melia. Vote no/Messrs. Ampagoomian and Marzec. There being a tie vote, motion doesn't carry. A motion/Mr. Ampagoomian to issue Vera's Mini Mart a written letter of reprimand and have all employees TIPS certified within sixty days. Failure to do so would result in a five-day suspension of the liquor license. No second, motion dies. Chief Warchol then recommended a seven-day suspension of the license and suspends the imposition of the sentence for one year and if they get caught again the sentence would be imposed immediately. Selectman Nolan stated that the employee was not TIPS certified after six years and should have been. A motion/Mr. Marzec, seconded/Mr. Nolan to suspend Vera's Mini Mart's liquor license for seven (7) consecutive days beginning on Sunday, October 16, 2011 through Saturday, October 22, 2011 and have all employees TIPS certified within sixty days as recommended by Chief Warchol. Vote yes/Messrs. Marzec, Nolan and Melia. Vote no/Mr. Ampagoomian. Chairman Melia stated a letter of reprimand from the Board of Selectmen will be forthcoming and any discipline/punishment that is handed out by the Board of Selectmen this evening can be appealed five days after receipt of the notice.

**Appointments.** None.

**Citizens' Comments/Input.** None.

**Safety Committee Minutes [September 21, 2011]/Vote to accept recommendations.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the recommendations of the Safety Committee as outlined in the minutes of September 21, 2011. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia.

**Mumford Riverwalk Restoration [Eagle Scout Project]/Present: Andrew Belanger, Troop 155.** Mr. Belanger mentioned that he is 17 years old and is currently working towards earning his Eagle Scout badge. Mr. Belanger informed those present that his Eagle Scout project is to restore the Mumford River Walk. Mr. Belanger provided the Board of Selectmen with photographs of different parts of the Mumford River Walk. He mentioned that the area is one mile in length and that there are several sections that are in dire need of attention. He noted there are trees down, the brush is all grown up, there are posts that need

replacing, signs and markers that need to be restored, and he would like to make the area more accessible for the citizens of Northbridge. Selectman Marzec stated this was a great project for him to handle because it's something that was done but never maintained. He then commended Mr. Belanger and wished him well with his project. Selectman Nolan asked if he was doing the work himself and Mr. Belanger explained that he would be organizing, facilitating and helping with the project but there would be others in the community, including the Boy Scouts of Troop 155 that would be assisting with the restoration process. Mr. Belanger also advised that he received approval from his Troop Council and the Northbridge Conservation Commission. Each Selectman commended him for choosing the Mumford River Walk and wished him well on his project. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to move this item from discussion to decision. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to grant approval of Andrew Belanger's Eagle Scout Project the Mumford Riverwalk Restoration. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia.

**Central Massachusetts Metropolitan Planning Organization/Information and Member Selection Meeting, Sutton Town Hall, October 12<sup>th</sup> @ 6:30 P.M.** Town Manager Kozak advised the Selectmen that the Central Massachusetts Metropolitan Planning Organization [CMMPO] is very important because they are responsible for prioritizing how federal funds are spent on roads and bridges. He mentioned that the Town of Northbridge has been invited to a Member Selection Meeting and asked one of our Select Board members to attend. Chairman Melia asked if anyone on the Board is interested and if not he would volunteer to go. That being said, there were no volunteers so Chairman Melia will be the Representative for the Town of Northbridge. Selectman Ampagoomian announced that he will attend for moral support. A motion/Mr. Marzec, seconded/Mr. Nolan to move this item from discussion to decision. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia. A motion/Mr. Marzec, seconded/Mr. to designate Chairman Thomas Melia as the Representative to attend the CMMPO's Information and Member Selection Meeting, Sutton Town Hall, on October 12, 2011 @ 6:30 PM. Vote yes/Messrs. Marzec, Nolan, Ampagoomian and Melia.

**Bylaw Review Committee/Review proposed bylaw changes/Present: Denis Latour.** Mr. Latour provided an update to some questions that were asked of him at a previously held Board of Selectmen's meeting. He said the first question was in regards to the method of voting and why their board wanted to change from 10 to 7 members. He stated that it was a result of the review from the Attorney General's Office of the previous 2006 Town Meeting when they voted on the changes to the bylaws then. That being said, he advised that it's a state law to require 7 members. To clarify, he originally thought it came from the Town Moderator when in fact it came from the Attorney General's Report. The second question was asked by Selectman Ampagoomian on a change that was made by the Bylaw Review Committee on the Council on Aging interrelationships. Mr. Latour mentioned that his board made the sentence change in the description for the Council on Aging because it was state law and had also come from the Attorney General's Office. Selectman Marzec stated the reasons for the changes were due to the Attorney General's Office and Mr. Latour responded yes. Selectman Ampagoomian asked about the Council on Aging, because it is state law, are they town employees? Do they get paid? Who has jurisdiction over them? Mr. Latour stated that he would provide Town Manager Kozak with a copy of the Attorney General's report for his review and then asked Town Manager Kozak to provide Selectman Ampagoomian with a response to his question on the Council on Aging. Selectman Ampagoomian asked if they are paid employees can the amendment be done at Town Meeting. Mr. Latour responded that he didn't think the Town had any authority to change how the Council on Aging is called out in Mass. General Law. Town Manager Kozak stated that he will review the information and let Selectman Ampagoomian and the Bylaw Review Committee know the answer. Chairman Melia asked 1) why is the Bylaw Review Committee proposing to reduce the warrant posting requirement from 28 days to 14 days and Mr. Latour responded that the state law allows them to go down to 7 days on a regular town meeting and 14 days for a special town meeting. He mentioned the Bylaw Review Committee will be meeting one more time to discuss this issue because they heard there will be an amendment on the town

meeting floor to leave it at the 28 days. 2) Asked if the Bylaw Review Committee was changing the Town Manager Screening Committee appointment process. Presently, the Charter states the Town Manager Screening committee is composed as follows: Personnel Board - one appointee, Town Moderator - 3 appointees, School Committee - one appointee. Mr. Latour stated that the Bylaw Review Committee is recommending: two appointments by the Town Moderator, two appointments by the Board of Selectmen and one appointment by the School Committee. Selectman Nolan stated that the Finance Committee is strongly against this change taking place.

**Town Manager's Report.** 1) **Whitinsville Water Company/Treatment Plant Update:** Whitinsville Water Company has hired an engineering firm for design work on the facility and plans to begin construction after the first of the year. 2) **Employee/Volunteer Recognition Program:** The volunteer recognition certificates have been mailed out and the Town Manager will personally deliver the employee recognition certificates. Plaques will be distributed at a future Selectmen's meeting. 3) **Statewide Public Safety Mutual Aid Law:** Massachusetts Emergency Management is encouraging cities and towns to adopt a statewide public safety mutual aid law. A copy was provided to each Selectman for their review. The Town Manager and public safety officials will be discussing this and will provide a recommendation at a future meeting. **Selectman Ampagoomian** asked if the Whitinsville Water Company provided any updates to the water condition in Town. Town Manager Kozak mentioned that residents were to contact the Whitinsville Water Company if they were still experiencing rusty water issues. **Chairman Melia** asked the Town Manager to bring in the Fire Chief, Police Chief and DPW Director and ask them to provide their pros and cons on the Statewide Public Safety Mutual Aid Law.

**Selectmen's Concerns.** **Selectman Ampagoomian** 1) send a letter of thanks to the Grafton Police Department for their help in assisting with the alcohol stings. 2) asked Police Chief Walter Warchol if he could conduct an unannounced alcohol sting and Chief Warchol responded that they need to follow the Alcoholic Beverages Control Commissions guidelines and publish it in the local paper. Chief Warchol mentioned that his department would be conducting another compliance check this year due to the number of violations this year. He also mentioned that each January, they will conduct compliance checks. 3) Asked the Town Manager to provide a list of all the employees who are retiring this year, along with their years of service. He also asked what was being done for these employees. **Selectman Marzec** 1) asked if there would be leaf pickup in Town and when. 2) Asked if National Grid would be coming in to discuss the storm damage. Town Manager Kozak responded that he hopes a representative can come in for the next Selectmen's meeting on October 17, 2011. 3) He extended his sincere condolences to the Lachapelle family on the recent passing of Claire Lachapelle. **Chairman Melia** 1) He extended his condolences to the Lachapelle family. 2) Asked if the opening on the Playground and Recreation Commission has been posted/advertised. Town Manager Kozak will look into this and get back to the Board.

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

**Meeting Adjourned: 8:40 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

/dmg

## **LIST OF DOCUMENTATION**

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

**October 3, 2011**

**A. 1)** Copy of September 12, 2011 Minutes.

#### **PUBLIC HEARING'S/7:05 P.M.**

**B. – Liquor License Violations Hearings.** 1) Copy of formal hearing notice to Laurieann's Restaurant & Bar, Inc. 2) Copy of formal hearing notice to The Pardee Group, Inc. d/b/a The Grill. 3) Copy of formal hearing notice to 481 Yogi Convenience Store, Inc. d/b/a Highland Farms. 4) Copy of formal hearing notice to Jubes Family Restaurant. 5) Copy of formal hearing notice to Sparetime Enterprises d/b/a Sparetime Recreation. 6) Copy of formal hearing notice to Steve Tran d/b/a 1Quikstop. 7) Copy of formal hearing notice to Vera's Mini Mart. 8) Copy of letter dated September 15, 2011 from Walter Warchol, Chief of Police regarding the Sale of Alcoholic Beverages to Persons under Age 21-Hearing October 3, 2011 and Northbridge Police Department Incident Report.

**APPOINTMENTS/By the Selectmen: None.**

#### **DECISIONS**

**C.** Copy of Safety Committee Minutes dated September 21, 2011.

#### **DISCUSSIONS**

**D.** Pictures of the Mumford Riverwalk Restoration Project.

**E.** Letter from the Central Massachusetts Metropolitan Planning Organization, dated September 26, 2011, to the Chairperson, Board of Selectmen.

**F.** Copy of report and recommendations of the Northbridge Bylaw Review Committee for October 25, 2011 Fall Annual Town Meeting.

#### **TOWN MANAGER'S REPORT**

- G.** 1) Whitinsville Water Company/Treatment Plant Update – **No documentation**  
2) Employee/Volunteer Recognition Program – **No documentation**  
3) Statewide Public Safety Mutual Aid Law – **Letter from the Commonwealth of Mass. Exec. Office of Public Safety & Security dated 8/17/11 to Town Manager/Elected Officials.**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-No documentation**

**CORRESPONDENCE-No documentation**

**Board of Selectmen's Meeting  
October 17, 2011**

A meeting of the Board of Selectmen was called to order by Chairman Melia at 6:15 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Marzec, Nolan, Athanas and Ampagoomian. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**Executive Session.** A motion/Mr. Nolan, seconded/Mr. Marzec to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to collective bargaining --and to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes.

Open Session Adjourned: 6:17 PM

Executive Session Convened: 6:18 PM

Executive Session Adjourned: 6:54 PM

Open Session Reconvened: 7:00 PM

**Presentation of Retirement Award to Richard Sasseville.** The Town Manager presented Richard Sasseville with a plaque in honor of his retirement from the Town of Northbridge after having served the town for 18 years as the Director of Public Works. Mr. Kozak expressed his sadness and extended his appreciation for all the hard work and dedication that Mr. Sasseville provided to the Town of Northbridge and wished him well in his retirement. Mr. Sasseville thanked everyone and said he appreciated the opportunity for being the Public Works Director for the Town. He also thanked his wife of 40 years for her support. The Board of Selectmen thanked Mr. Sasseville for his years of service to the Town and then they all congratulated him and wished him and his family well.

**Approval of Minutes. October 3, 2011** –A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve the October 3, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**October 3, 2011 [Executive Session]** –A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve but not release the October 3, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Public Hearing/7:05 PM – National Grid and Verizon New England/Petition for Joint or Identical Pole Location on Providence Road to remove existing tree guy off P191 and P192 Providence Road and install new guy pole P191-84 and P192-84. These poles will be installed behind parking lot between edge of pavement and railroad property. Present: Crystal Tognazzi, National Grid.**

Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes. Chairman Melia announced that all abutters have been notified of tonight's public hearing. Ms. Tognazzi stated that National Grid is petitioning to remove the existing tree guy off P191 and P192 Providence Road [access road to the Wastewater Treatment Plant] and install new guy pole P191-84 and P192-84 because the pole is starting to lean and is in jeopardy of falling down. Chairman Melia asked if anyone had any questions or concerns. Selectman Ampagoomian 1) asked how long will it take and Ms. Tognazzi stated one, maybe two days. 2) Who is removing the tree and Ms. Tognazzi replied Mass. Highway. 3) Will the road be closed and Ms. Tognazzi replied no. There being

no further questions or comments, a motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the 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: to remove existing tree guy off P191 and P192 Providence Road and install new guy pole P191-84 and P192-84. These poles will be installed behind the parking lot between the edge of pavement and railroad property. Vote yes/Unanimous

**Public Hearing. 7:15 P.M. – Application to transfer the Class II – Used Car Dealer’s License from Hathaway Motor Co., Inc. [Paul Hathaway] to Main Street Auto & Towing, Inc. [Robert Cherrier], 4 N. Main Street, Whitinsville, MA.** Present: Paul Hathaway and Robert Cherrier. Chairman Melia read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the public hearing. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes. Mr. Paul Hathaway mentioned that his family has held the Class II license for over 50 years and that Mr. Cherrier has been renting the building since last year. That being said, he recommended that the Selectmen approve the transfer of the Class II License to Mr. Cherrier. Chairman Melia announced that all abutters have been notified and asked if anyone had any questions or concerns. Selectman Ampagoomian asked if there would be towing at his facility and Mr. Cherrier replied eventually. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Marzec to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the transfer of the Class II – Used Car Dealer’s License from Hathaway Motor Co., Inc. [Paul Hathaway] to Main Street Auto & Towing, Inc. [Robert Cherrier], 4 N. Main Street, Whitinsville, MA, to buy/sell used cars. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen. Disability Commission-Stephany Brown.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Stephany Brown to the Disability Commission. Vote yes/Unanimous.

**Appointments/By the Town Manager. Permanent Intermittent Reserve Police Officers. Present: Police Chief Walter Warchol and Candidates Carmen Borelli, Timothy Harris, Michael Marino and James Berkowitz.** Chief Warchol stated that the above individuals have been selected for appointment after going through an extensive interview process and mentioned they are all extremely well qualified. He is recommending that they be appointed as Permanent Intermittent Reserve Police Officers for the Town of Northbridge. Chief Warchol asked each candidate to introduce themselves and provide some background information to the Selectmen. **Michael Marino** introduced himself and stated that he grew up in Framingham, MA and moved to Northbridge in 2004. He attended St. John’s High School in Shrewsbury, MA, and Western New England College in Springfield, MA. Mr. Marino is currently enrolled and attending the police academy in West Boylston, MA. **James Berkowitz** introduced himself and mentioned that he was born and raised in Northbridge. He attended Blackstone Valley Regional Vocational Technical High School and Westfield State College where he received his Bachelor’s Degree in Criminal Justice. He also attended Anna Maria College and received his Master’s Degree in Criminal Justice. Mr. Berkowitz also attended Western Mass. Intermittent Police Academy. He is currently employed at Tom Berkowitz Trucking Inc. as a manager. **Timothy Harris** introduced himself and mentioned that he was born and raised in Northbridge. He attended Northbridge High School and Anna Maria College, where he received his Bachelor’s Degree in Criminal Justice and Business Administration. **Carmen Borelli** introduced himself and stated that he moved to Northbridge when he was in college. He attended Worcester State College and received his Bachelor’s Degree in Criminal Justice. He also attended Nichols College and is 3 classes away from getting his Master’s Degree in Security Management. Mr. Borelli has 5 years of service in the Military Police Corps and 3 years of commission service in the Intelligence Corps. Chairman Melia noted that after reviewing each of the candidates

resumes, he stated that they were all very qualified for the job. Selectman Ampagoomian thanked each candidate and mentioned they all have very high credentials. Selectman Marzec commended each of the candidates and asked Mr. Berkowitz and Mr. Harris if they have their Class A Fire Arms License and Chief Warchol replied that this is something the department handles. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to affirm the Town Manager's appointments of Carmen Borelli, Timothy Harris, Michael Marino and James Berkowitz as Permanent Intermittent Reserve Police Officers for the Town of Northbridge. Vote yes/Unanimous.

**Citizens' Comments/Input.** None.

**Fall Annual Town Meeting Warrant [October 26, 2011]/Vote positions on warrant articles.**

**Present: Salvatore D'Amato, Chairman of the Finance Committee.** Mr. Kozak mentioned that he would provide a brief summary of each warrant article. Chairman Melia announced that he will provide a brief description of each warrant article and Mr. D'Amato can inform the Board of the Finance Committee's position and then the Selectmen will vote their position. **Article 1 [Bill of a prior year-DPW]** – Town Manager Kozak mentioned that this bill was for a water company invoice for \$66.19. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to support Article 1. Vote yes/Unanimous. The Finance Committee voted to support Article 1. **Article 2 [FY '12 budget adjustments] – 1)** Mr. Kozak said the first item is to raise and appropriate \$3,000 for Civil Defense. **2)** The next item is to reduce the Trade School appropriation by \$50,000.00. **3)** The third item is to raise and appropriate an additional \$20,000.00 in funding for Veterans Services. **4)** This item is to raise and appropriate an additional \$380 for Library Expenses. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 2. Vote yes/Unanimous. The Finance Committee voted to support Article 2. **Article 3 [Insurance proceeds to be used for design and construction of a DPW facility.]** – The Town Manager mentioned that the Town received \$76,000.00 from its' insurance company when the red shed collapsed at the DPW facility and that the money came in after the books were closed. Mr. D'Amato reiterated that the purpose of the money is for the design and construction of a DPW facility. Mr. Kozak stated that he has spoken to Town Counsel about the wording of the article and that it was proper and can go forward as presented. He then noted that they are taking money from the insurance proceeds account and putting it towards a DPW facility for design, construction, and associated costs. Mr. D'Amato stated that he wants three viable quotes for the reconstruction of a new DPW facility on Fletcher Street. A motion/Mr. Ampagoomian, seconded/Mr. Melia to support Article 3. Vote yes/Messrs. Nolan, Ampagoomian, Marzec and Melia. Vote no/Mr. Athanas. The Finance Committee voted to take no position on Article 3 until their next meeting. **Article 4 [Transfer funds to the Health Ins. Stabilization Fund to offset collective bargaining settlement costs.]** – Town Manager Kozak mentioned that he's been in negotiation with the Teacher's Union regarding their health insurance and the unfair labor practice claim against the town and then stated that it's coming to an end soon and he would need the funds to offset the settlement costs. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to take no position on Article 4 until Town Meeting. Vote yes/Unanimous. The Finance Committee voted to take no position on Article 4 until their next meeting. **Article 5 [Raise and Appropriate and/or transfer funds to the Stabilization Fund]** – Town Manager Kozak explained that back in August the Town was informed by the State that the Town would be receiving an additional \$129,000.00 in State Aid. Town Manager Kozak recommended that this money be put into the Stabilization Fund and use it for the next fiscal year. Because they are still waiting for the State to certify the funds, he is asking the board to take no position on Article 5 until the evening of Town Meeting. A motion/Mr. Marzec, seconded/Mr. Nolan to take no position on Article 5. Vote yes/Unanimous. The Finance Committee voted to take no position on Article 5. **Article 6 [Acquisition of permanent and temporary easements for the Douglas Road Bridge project and funding said acquisitions]** - A motion/Mr. Nolan, seconded/Mr. Ampagoomian to support Article 6. Vote yes/Unanimous. The Finance Committee voted to take no position on Article 6 until their next meeting. **Article 7 [Proposed amendments to town bylaws]** **Present: Denis Latour, Bylaw Review Committee.** Mr. Latour mentioned that there will be three amendments the night of Town Meeting regarding the

bylaws, they are: 1) Posting of town meeting warrant, 2) Council on Aging change, and 3) Appointments to the Town Manager Screening Committee. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to support Article 7. Vote yes/Unanimous. The Finance Committee voted to support Article 7 with the exceptions of Section 3-102B and Section 4-321. **Article 8 [Funding \$101,500 for the Library Roof Project (comprehensive)]** – Town Manager Kozak mentioned that this article was submitted by petition to have work conducted on the library. A motion/Mr. Marzec, seconded/Mr. Nolan to support Article 8. Vote yes/Unanimous. The Finance Committee voted to support Article 8. **Article 9 [Funding to repair the Library Roof only]** – A motion/Mr. Ampagoomian, seconded/Mr. Athanas to pass over Article 9. Vote yes/Unanimous. The Finance Committee voted to take no position on Article 9 until their next meeting. **Article 10 [Raise and appropriate \$28,136 for six smart boards for Northbridge High School]** – A motion/Mr. Athanas, seconded/Mr. Marzec to support Article 10. Vote yes/Unanimous. The Finance Committee voted to support Article 10. **Article 11 [Amend Zoning Map and Zoning Bylaw 173-4 expanding R-2 zoning district for certain roads in the Shining Rock Golf Community Map 25 – Parcels 99 & 106; Map 26 – Parcels 119-151, 154 -161 and 163-168]** – Town Manager Kozak stated that this is a zoning change from industrial to residential. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to support Article 11. Vote yes/Unanimous. The Finance Committee voted to support Article 11. **Article 12 [Amend Zoning Bylaw: Add new Section XII: 43D Expedited Permitting]** – Town Manager Kozak mentioned that 3 years ago the Planning Board received a grant to put together a bylaw that will expedite permitting and will help commercial development move at a faster pace. A motion/Mr. Marzec, seconded/Mr. Athanas to support Article 12. Vote yes/Unanimous. The Finance Committee voted to support Article 12. **Article 13 [Street Acceptance: A portion of Shining Rock Drive]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 13. Vote yes/Unanimous. The Finance Committee voted to support Article 13. **Article 14 [Street Acceptance: A portion of Fairway Drive]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 14. Vote yes/Unanimous. The Finance Committee voted to support Article 14. **Article 15 [Street Acceptance: Clubhouse Lane]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 15. Vote yes/Unanimous. The Finance Committee voted to support Article 15. **Article 16 [Street Acceptance: Linkside Court]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 16. Vote yes/Unanimous. The Finance Committee voted to support Article 16. **Article 17 [Street Acceptance: Delwyn Barnes Drive]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 17. Vote yes/Unanimous. The Finance Committee voted to support Article 17. **Article 18 [Street Acceptance: Hastings Drive]** - A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 18. Vote yes/Unanimous. The Finance Committee voted to support Article 18. **Article 19 [Street Acceptance: Cliffe Road]**- A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 19. Vote yes/Unanimous. The Finance Committee voted to support Article 19. **Article 20 [Street Acceptance: Windsor Ridge]**- A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 20. Vote yes/Unanimous. The Finance Committee voted to support Article 20. **Article 21 [Street Acceptance: A portion of Dublin Way]**- A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 21. Vote yes/Unanimous. The Finance Committee voted to support Article 21. **Article 22 [Street Acceptance: A portion of Clover Hill Road]**- A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support Article 22. Vote yes/Unanimous. The Finance Committee voted to support Article 22.

**Riverdale Cemetery Deed [Shirley Putnam] Lot #3.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to sign the Riverdale Cemetery Deed Lot #3 for Shirley Putnam. Vote yes/Unanimous.

**Mass. Clerks/State Primaries/Present: Doreen Cedrone, Town Clerk.** Chairman Melia explained that this is a state proposal to move the Presidential Primary and State Primary to the first Tuesday in June of 2012 to allow more military and active duty folks to vote. Ms. Cedrone concurred and stated this allows Massachusetts to comply with the Military and Overseas Voter Empowerment Act. There being no further discussion, a motion/Mr. Ampagoomian, seconded/Mr. Nolan to move this item from



discussion to decisions for a vote. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Marzec now, therefore, be it resolved by the Selectmen of the Town of Northbridge supports the adoption of HB1972 "An Act Regulating Election Primaries" pending before the 187<sup>th</sup> General Court of the Commonwealth of Massachusetts and directs the Northbridge Town Clerk to transmit a copy of this action to the municipality's State Delegation and to the Joint Committee on Election Laws. Vote yes/Unanimous.

**Hurricane Irene Storm Update /Present: Robert Russell, National Grid.** Mr. Russell stated that he is the new Manager of Community and Customer Management for National Grid. Selectman Ampagoomian asked Mr. Russell how National Grid prioritizes when it comes to restoring power. Mr. Russell replied that priorities are set through a feeder restoration process and because there are other towns that are tied to the same feeder that serve our town facilities, they provide a waiting system to different critical facilities and housing. He stated critical facilities, housing authorities, and water pumping stations are all priority because they are critical to the community. He then mentioned when it comes to restoration of a town they start from the transmission (which is the greatest) and then go to street wires and then individual homes. Selectman Marzec mentioned he was concerned with the lack of leadership on National Grid's part and asked Mr. Russell if National Grid could provide better communication should the need arise in the future. Mr. Russell did agree that communication was a problem internally and externally and hopes to be better prepared next time. Mr. Russell explained that National Grid cannot handle storms with the crew they have and need to depend on mutual aid for assistance. Selectman Melia asked if National Grid critiqued the way their company performed after the storm and how they would handle another one going forward. Mr. Russell stated that 6,841 customers are on their record and on Sunday when the storm hit, 42% of Northbridge had no power and by Monday night 60% of 42% was restored and by Tuesday night 93% of 42% was restored. He also mentioned that National Grid could have performed better and are now looking to improve the following areas: ETR computer system needs revamping, the processing system was over burdened, and their communication to Town Officials could have been better by utilizing their resources in the specific town, such as DPW Workers, public safety officials, Chief of Police and Fire Chief. Mr. Russell also said that an invitation will be sent out from National Grid inviting all Town Managers, Public Officials, Fire and Police Employees and Department of Public Works personnel to attend the Emergency Response meetings. He also stated that he would personally be visiting each and every one of the communities he serves to educate them on the feeder map and the feeder map will show how they restore power, what the feeders look like, where the substations are and how they do this. Selectman Ampagoomian asked how many utility poles snapped in half because of the storm and Mr. Russell replied that he didn't have that answer but could get it for him. Selectman Ampagoomian then stated that Mass. Electric/National Grid does not have a good reputation when it comes to removing double poles in a timely manner and then provided an example of a particular situation involving double poles on Pollard Road in Northbridge. Mr. Russell did explain that the last carrier [Verizon, Charter, Fire Department] listed on the pole should be handling the removing of the pole. Town Manager Kozak asked if National Grid had a preventive plan in place and if not, he suggested they put forth a plan. He mentioned a lot of trees are dying and falling on the wires and poles and if National Grid put together a preventive plan to remove the trees that are causing all the problems this would benefit them, towns and communities.

**Town Manager's Report.** 1) **Current Board/Committee Vacancies:** Announced a list of boards and committees with vacancies and asked if anyone is interested to please contact the Town Manager's Office. 2) **Personnel Board Update:** The Personnel Board met to discuss changes to the personnel policy and they will recommend additional language to the longevity and bereavement policies. The Personnel Board will be holding a public hearing on November 2, 2011 at 6:30 PM in the Board of Selectmen's Room. 3) **Purgatory Road Update:** The Purgatory Road work has been delayed due to inclement weather and the need to do additional engineering work on drainage. Work should begin on October 14, 2011, and be completed by the end of the month. 4) **Leaf Pickup/News Release:** The

Department of Public Works will begin collecting bagged leaves on October 24, 2011. Leaves must be in bio-degradable paper leaf bags and placed by the curb or the property line. The program will run until Thanksgiving or as long as weather permits. **5) Community Development Strategy-Public Workshop on 10/18/11:** The Planning Board will host a public workshop on Tuesday, October 18<sup>th</sup> from 5:30 PM to 7:00 PM at the Town Hall to gather comments and recommendations on the Community Development Strategy.

**Selectmen's Concerns.** **Selectman Athanas**/Mentioned that residents from the Shining Rock Development have been contacting him to see if the Town will be responsible for plowing their streets and if the school bus will be picking up their children. Town Manager Kozak advised that the School Department is responsible for the busing of students and once the roads are accepted at Town Meeting, the Town will be responsible for plowing those streets. Town Manager Kozak then mentioned that the developer will be responsible for some of the unaccepted streets in the development. **Selectman Marzec** /Asked about the status of the Sutton Street project and suggested that we inform the residents of what's going to happen and when. **Selectmen Ampagoomian** /asked if Thurston Avenue is a public street because a longtime resident of Northbridge [Evelyn Oosterman] lives at 67 Thurston Avenue and called the Highway Department to see if a catch basin could be cleaned out. The answer she received from the Highway Department was that the catch basin is private and this is not the responsibility of the Town. He asked Town Manager Kozak and DPW Director James Shuris to look into this and get back to him. **Chairman Melia** 1) mentioned he and Selectman Ampagoomian attended a Central Mass. Metropolitan Planning Organization meeting in Sutton and stated that John Hebert, a Selectman in Sutton, was voted in as their delegate for the Southeast Sub-Region Committee. This committee will meet once a month to determine what road and bridge projects throughout the Worcester County area will be coming up. He commended Town Manger Kozak for attending the meeting and pushing for the Sutton Street project to go through. 2) He read aloud a press release from the Northbridge Police Department explaining that on Saturday, October 29, 2011, the Northbridge Police Department in conjunction with the Drug Enforcement Administration will take part in a national "Prescription Drug Take Back Program". This program is being conducted to remove potentially dangerous controlled substances from homes throughout the United States. The service is free and anonymous with no questions asked. This event will be held at the Northbridge Police Department, 1 Hope Street, Whitinsville, MA between the hours of 10:00 A.M. and 2:00 P.M.

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

**Meeting Adjourned: 8:29 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

/dmg

## **LIST OF DOCUMENTATION**

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

**October 17, 2011**

#### **Copy of Richard Sasseville's Retirement Award (plaque)**

**A. 1)** Copy of October 3, 2011 Minutes. **2)** Copy of October 3, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen].

#### **PUBLIC HEARING'S/7:05 P.M.**

**B. 1)** Copy of National Grid public hearing notice. **2)** Copy of letter from National Grid petition dated September 15, 2011. **3)** Copy of formal public hearing notice to abutters, National Grid and Verizon. **4)** Copy of memo to Sheila Brennan requesting abutter's list. **5)** Copy of abutter's list from Sheila Brennan. **6)** Copy of Assessor's map

**C. 1)** Copy of formal public hearing notice to consider the transfer of the Class II – used Car Dealer's License from Hathaway Motor Co., Inc. [Paul Hathaway] to Main Street Auto & Towing, Inc. [Robert Cherrier], 4 N. Main Street, Whitinsville, MA to buy/sell used cars. **2)** Copy of Class II application. **3)** Copy of floor plan. **4)** Copy of business certificate. **5)** Copy of Memo to Building Inspector and Chief of Police from Sharon Susienka. **6)** Copy of License Routing Slip and signatures from Chief of Police and Building Inspector [approval]. **7)** Copy of memo to Sheila Brennan requesting abutter's list. **8)** Copy of abutter's list from Sheila Brennan.

#### **APPOINTMENTS/By the Selectmen:**

**D. 1)** Copy of Stephany Brown's Talent Bank Application. **2)** Copy of letter from Chief of Police Walter Warchol recommending (4) candidates as Permanent Intermittent Reserve Police Officers. Copy of Carmen Borrelli, Timothy Harris, Michael Marino, and James Berkowitz's resumes.

#### **DECISIONS**

**E.** Copy of Fall Annual Town Meeting Warrant.

**F.** Copy of Riverdale Cemetery Deed for Shirley Putnam.

#### **DISCUSSIONS**

**G. 1)** Copy of email dated September 28, 2011 from Mass Clerks. **2)** Copy of letter, proposed resolution and act regulating election primaries from William Campbell to Town Clerk Doreen Cedrone looking for support.

**H.** Hurricane Irene Storm – No documentation.

#### **TOWN MANAGER'S REPORT**

- I.**
- 1) Current Board/Committee Vacancies – **Copy of list of vacancies**
  - 2) Personnel Board Update – **No documentation**
  - 3) Purgatory Road Update – **No documentation**
  - 4) Leaf Pickup/News Release – **Copy of new release from Department of Public Works.**
  - 5) Community Development Strategy-Public Workshop on 10/18/11 – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
November 14, 2011**

A meeting of the Board of Selectmen was called to order by Chairman Melia at 6:15 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Marzec, Nolan, Athanas and Ampagoomian. **Also Present:** Theodore D. Kozak, Town Manager.

The Pledge of Allegiance was recited by those present.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to collective bargaining --and to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes.

Open Session Adjourned: 6:16 PM

Executive Session Convened: 6:17 PM

Executive Session Adjourned: 6:42 PM

Open Session Reconvened: 7:00 PM

Chairman Melia noted that the Selectmen will be experimenting with the use of electronic agenda packets on iPad's in order to alleviate the paper usage in town.

**Senator Michael Moore & Senator Richard Moore.** Chairman Melia introduced Senator Richard Moore and Senator Michael Moore and mentioned they would be discussing the new redistricting plan. Senator Richard Moore reported that due to the recently adopted redistricting plan, the Town of Northbridge would be divided between the Worcester & Norfolk Districts and that he will be handling Precincts 1 & 3 but that Precincts 2 & 4 will be represented by Senator Michael Moore. He also stated that he looks forward to working with Senator Michael Moore and then introduced him to the Board. Senator Michael Moore provided a brief overview of his background including that he is currently in his second term as a State Senator, served as a Selectman in Millbury for eight years, worked for the Sheriff's Office for four years overseeing the community service programs and worked for the State Environmental Police for twenty-two years. He also noted that he is currently serves as the Chair of the Higher Education Committee, Vice Chair of the Public Safety Committee, Joint Committee on Ways and Means and the Post Audit and Oversight Committee. Selectman Ampagoomian welcomed Senator Michael Moore to the Town of Northbridge and mentioned that he looks forward to working with both Senators. Selectman Nolan also welcomed Senator Michael Moore and mentioned that he looks forward to double the representation. Selectman Marzec echoed what Selectman Nolan stated and is looking forward to their help and support with the current infrastructure in the Town. Selectman Athanas welcomed Senator Michael Moore and asked if they were planning to open a satellite office in the area. Senator Richard Moore and Senator Michael Moore both stated that it is not economical for them to open a satellite office in Town but they will both make themselves available should they be needed in Northbridge.

**Presentation of Retirement Award to Laura Woeller.** Town Manager Kozak presented Laura Woeller, Assistant Treasurer/Collector, with a plaque in honor of her retirement from the Town of Northbridge after having served the Town for 23years. Town Manager Kozak expressed his sadness and extended his appreciation for all the hard work and dedication that Mrs. Woeller provided to the Town of Northbridge and wished her well in her retirement. Mrs. Woeller stated that she enjoyed working with everyone in the

Town and was thankful she had the opportunity to work for the Town of Northbridge. The Board of Selectmen thanked Mrs. Woeller for her years of dedication to the Town and then they all congratulated her and wished her well in her retirement.

**Approval of Minutes. September 26, 2011** –A motion/Mr. Marzec, seconded/Mr. Nolan to approve the September 26, 2011 minutes as presented with the readings omitted. Vote yes/Messrs. Athanas, Marzec, Nolan and Ampagoomian. Abstain/Mr. Melia.

**October 17, 2011** –A motion/Mr. Nolan, seconded/Mr. Athanas to approve the October 17, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**October 17, 2011 [Executive Session]** –A motion/Mr. Marzec, seconded/Mr. Athanas to approve but not release the October 17, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**October 25, 2011 [Fall Annual Town Meeting]** –A motion/Mr. Marzec, seconded/Mr. Athanas to approve the October 25, 2011 Fall Annual Town Meeting minutes as presented with the readings omitted. Vote yes/Unanimous.

**Public Hearing/7:05 PM – Community Development Block Grant [CDBG] Application/ Present: Gary Bechtholdt, Town Planner.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the public hearing. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes. Mr. Bechtholdt informed the Board that back in September he provided them with a timeframe for submitting the FY 12 Community Development Block Grant application. On October 18, 2011 the Community Planning Office held a public workshop where participants talked about and reviewed the Community Development Strategy. All towns/communities are required to update their CDBG strategies before submitting their applications. With that, Mr. Bechtholdt announced that all communities applying for CDBG funds are required to have an improved Community Development strategy which serves to summarize various planning documents used by the community and outlines a plan of action intended to accomplish specific community goals. Mr. Bechtholdt explained that a draft update was provided to the Board of Selectmen and was also available for review by the public. In closing, Mr. Bechtholdt announced that the Planning Office in cooperation with the Board of Selectmen will host a public workshop on Tuesday, November 22, 2011, beginning at 6:00 PM at the Town Hall. The public workshop is aimed to gather comments and suggestions on updating the Town's Community Development Block Grant (CDBG) Program. The Town intends to seek funding for roadway infrastructure improvements (roadway & sidewalk) within the Target Area of New Village--specifically C Street and D Street. The grant application may include additional activities. The public workshop will also update the public on the progress of the Town's current (FY2008) Massachusetts CDBG-R grant. There being no further discussion, a motion/Mr. Nolan, seconded/Mr. Athanas to continue the public hearing until November 28, 2011 at 7:05 P.M. Vote yes/Unanimous.

**Appointments/By the Board of Selectmen. Kelly Bol, Council on Aging. Present: Kelly Bol & Mr. Kenneth Guertin.** Mr. Guertin mentioned that the Council met with Ms. Bol a month ago and stated that they felt very fortunate that Ms. Bol applied for the vacancy. Ms. Bol then introduced herself and stated that she is a licensed social worker and has worked in the Geriatrics field for many years. She also has lived in Northbridge for 10 years and has two children in the Northbridge Public School system. There being no further comments or discussion, a motion/Mr. Marzec, seconded/Mr. Ampagoomian to appoint Kelly Bol to the Council on Aging. Vote yes/Unanimous.

**Public Hearing. 7:20 P.M. – Tax Rate Classification Hearing/ Allocation of Local Tax Levy for FY 2012. Present: Robert Fitzgerald, Principal Assessor.** Chairman Melia read the public hearing notice aloud. Mr. Fitzgerald announced that the DOR requires this hearing each year. He then passed out a handout and advised that no vote is needed if the Board maintains a single tax rate for all classifications. Mr. Fitzgerald explained that a vote would allow the Selectmen to decide whether to shift the tax burden between classes of property, which does not increase revenue but just shifts the tax burden. The question is: does the Town want to shift some of the tax burden away from the residential class and move it to the commercial, industrial and personal property classes. Mr. Fitzgerald noted that from FY11 to FY12 there was a loss of approximately \$19 million in value because of the interim year adjustment (decrease in valuation). Last year the loss was \$115 million dollars. That said, Mr. Fitzgerald indicated that there was a 2.3% decrease in single family homes and little or no decrease in the commercial and industrial classes. He further stated that the Board of Assessors recommends maintaining a single rate for all properties. A vote by the Board of Selectmen to select a residential factor less than “1” was not taken.

Selection of a residential exemption distributes taxes among the residential class up to a 20% discount and is based on the average valuation of a home. Residential properties below the average would get the discount but the difference would be made up by all properties over the average amount. For the Board's benefit, Mr. Fitzgerald pointed out that the projected 2012 tax rate is \$12.81. The Board of Assessors reviewed this and felt that it is not worthwhile to implement an exemption in Northbridge at this time. A vote by the Board of Selectmen to adopt a residential exemption was not taken.

The small commercial exemption would allow a tax break of up to 10% of the valuation for small commercial properties. To qualify, a business must have less than 10 employees and be valued at less than \$1 million. Around 100 businesses qualify for such an exemption. If you give them a tax break, then it needs to be made up by property owners with businesses that are over \$1 million and/or have more than ten employees. There are only a few communities in the Commonwealth that use this exemption. Mr. Fitzgerald reported that the Board of Assessors does not recommend this exemption. A vote by the Board of Selectmen to adopt the small commercial exemption was not taken.

There being no further comments, a motion/Mr. Marzec, seconded/Mr. Nolan to close the Public Hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Athanas that no action be taken regarding the exemptions to the tax rate or having a split rate. Vote yes/Unanimous. For FY 2012, the Town of Northbridge will continue with a single tax rate for all classes of property including residential, commercial, and industrial.

#### **Citizens' Comments/Input.**

**Rockdale Outreach Center/Present: Denis Latour.** Mr. Latour mentioned that the Rockdale Youth Center is owned and operated by the Whittin Community Center and is strictly funded by donations and fund raising events. There are about 20 to 25 kids [ages 8 to 13] that come to the center. The volunteers help the kids with their homework and there are computers, TV's, and video games for them to use. Mr. Latour said this year the Community Center is selling \$50 raffle tickets to help raise much needed money. The prizes include a 2011 Ford Fiesta, snow blower, big screen 3-D TV, gas grill, and a \$500 gift certificate to Hannaford's Supermarket. The drawing will be held on Thanksgiving Day.

**Winter Parking Ban [December 1, 2011 to April 1, 2012] / Vote to approve.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the Winter Parking Ban from December 1, 2011 through April 1, 2012 [to be extended if necessary] during the hours of 1:00 AM to 6:00 AM, as requested by the Northbridge Police Department. Vote yes/ Unanimous.

**Personnel Policy Manual/Vote to accept proposed changes to Section 6.70 Longevity & Section 7.31 Bereavement of the Personnel Policy Manual. Present: Peter Lachapelle, Chairman-Personnel Board and William Lavalley, Personnel Board Member.** Chairman Lachapelle provided the Selectmen with two proposed amendments to the Town's Personnel Policy Manual and stated that his board reviewed both current Longevity and Bereavement Policies. He advised that the Personnel Board also held a public hearing regarding the proposed changes on November 2, 2011 and that they voted to approved the changes as follows: **1) Section 6.70 Longevity Pay:** .....The above amounts are due and payable ~~at the end of each fiscal year (June 30<sup>th</sup>)~~ on the first pay period after the employee's anniversary date. This will be paid on a pro-rated basis to the estate in case of employee's death. **2) Section 7.31 Bereavement Leave:** ..... Immediate family shall consist of: father, mother, son, daughter, step-child, brother, sister, husband, wife, grandparents, grandchildren, parent of spouse or person living in the immediate household.

In addition, one day of leave with pay will be granted for an employee actually attending a funeral of an aunt, uncle, brother-in-law, sister-in-law, daughter-in-law, son-in-law, step-parent, step-grandchild, or step-grandparent on a regular scheduled workday.

Chairman Lachapelle advised that the Personnel Board recommended these changes be adopted by the Board of Selectmen. In closing, Mr. Lachapelle reported that the annual review of the Personnel Policy will be done in January 2012. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to accept the proposed changes illustrated above to Section 6.70 Longevity Pay and Section 7.31 Bereavement Leave as recommended by the Personnel Board. Vote yes/Unanimous.

**Chairman Melia announced that there is an additional item to be taken up under Decisions and that he has not been a part of any discussions regarding the Northbridge Teacher's Association Unfair Labor Practice Settlement against the Town of Northbridge because his daughter is a teacher in the Northbridge School System. Chairman Melia then asked Vice Chairman Nolan to assume the position of Chair for this topic.**

**Northbridge Teacher's Association/Unfair Labor Practice/Vote to approve the settlement agreement.** A motion/Mr. Athanas, seconded/Mr. Ampagoomian to approve the Northbridge Teacher's Association Unfair Labor Practice Settlement Agreement. Vote yes/Messrs. Athanas, Marzec, Nolan, and Ampagoomian. Abstain/Mr. Melia.

**Chairman Melia assumed the position of Chair.**

**D & NG d/b/a King Jade Restaurant [Nathan Ng]/Vote to change hours of operation.** Mr. Ng asked the Board of Selectmen to change the hours of operation of King Jade Restaurant from Monday through Thursday - 11:30 AM to 9 PM & Friday, Saturday & Sunday - 11:30 AM to 10 PM to newly proposed hours: Monday through Sunday 11:30 AM to 1:00 AM. Chairman Melia asked Police Chief Walter Warchol if there are any issues or problems and Chief Warchol responded there has never been any complaints or issues since the King Jade Restaurant opened. Selectman Athanas mentioned that he had some concerns because he received several complaints before the license was granted. Mr. Athanas feels it is too soon to change the hours and suggested that the Board of Selectmen hold off until a later date to see how things go. Selectman Nolan asked if the abutters were notified and Town Manager Kozak responded no. Chairman Melia asked if a public hearing is needed and Town Manager replied that he doesn't believe so. Selectman Ampagoomian stated that he voted against the liquor license and agrees with Selectman Athanas that it's too soon to change the hours of operation. Selectman Ampagoomian asked Mr. NG if his employees were TIPS certified and Mr. NG responded that he and his partner are TIPS certified but not his employees. The Board of Selectmen all agreed that it's too soon to extend the hours of operation for King Jade Restaurant and suggested that Mr. Ng come back at a later date. A

motion/Mr. Marzec, seconded/Mr. Ampagoomian to move this item from Discussion to Decision for a vote. Vote yes/Unanimous. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to deny King Jade Restaurant's request to change their hours of operation at this time. Vote yes/Unanimous.

**China Pacific Restaurant [Fuan Wing Lee].** Chairman Melia announced that because the China Pacific is closed the ABCC suggested that the Local Licensing Authority give the China Pacific six months to try and sell the restaurant before cancelling the liquor license. Selectman Ampagoomian is in favor of giving the China Pacific time to sell the restaurant before taking the license. The Board of Selectmen took no action and will wait the six months and take it up at a later meeting.

**FEMA – Letter re: Flood Map Revision/Heritage Design. Postponed until the November 28, 2011 Board of Selectmen's Meeting.**

**Charter Communications/Present: Tom Cohan, Director of Operations.** Mr. Cohan introduced himself and two other Charter employees, Heidi VandenBrook, Manager of Public Relations, and Jim Jones, Technical Operations Manager in Massachusetts. Town Manager Kozak mentioned that he asked Mr. Cohan to come in because of complaints made by residents in Town regarding Charter services. Mr. Cohan mentioned that Charter is a very complicated system and over the years they have increased their video offerings to HD – High Definition, DVR-Digital Video Recording, analog basic service, and a variety of other digital services and continue to invest in their network. He stated that Charter offers high speed internet and a competitive telephone service. Mr. Cohan noted that a couple years ago the FCC made everyone go through a digital transition which meant that all the broadcast stations had to switch from an analog transmission to a digital transmission, however, Charter was required to carry both analog and digital. Since entering the digital world, cable is either on or off and customers can experience pixilation, digital tiling, and freezing issues. Selectman Marzec mentioned that his neighborhood is experiencing these problems often and is looking for resolution because it's frustrating. Mr. Jim Jones mentioned it could be an issue in the neighborhood so he will troubleshoot this problem and get back to him. Chairman Melia asked if the Town had a contact person and Mr. Cohan stated that it's him. Mr. Cohan said that he has a list of about six complaints from the Town of Northbridge. He explained that once he receives a complaint, he works with the resident to get the complaint resolved in a timely manner. He stated that Charter has to be made aware of the problem before they can fix them. Mr. Cohan also mentioned that this has been a tough year with all the storms and power outages and noted that Charter has to work behind the utility companies because power has to be restored before Charter can do anything. As a result, Mr. Cohan noted that Charter has someone situated at the National Grid Command Center so that they can restore service quicker to residents once power is restored. Selectman Marzec asked if Charter is looking to do any fiber optics and Mr. Cohan mentioned that Charter's network is mostly fiber optics. Selectman Ampagoomian asked why Charter removed the TV Guide channel and Mr. Cohan stated they just digitized it and residents need a box to be able to access it. Chairman Melia mentioned that if anyone has a Charter Communications complaint to please contact the Town Manager's Office so that a list can be prepared and sent to Mr. Cohan for resolution. The Board of Selectmen thanked the folks from Charter Communications for coming in to their meeting and helping to answer their questions.

**2012 Holiday Calendar & 2012 Board of Selectmen's Meeting Schedule.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to move the 2012 Holiday Calendar and 2012 Board of Selectmen's Meeting Schedule from discussion to decision. Vote yes/Unanimous. **2012 Holiday Calendar.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the 2012 Holiday Calendar. Vote yes/Unanimous. **2012 Board of Selectmen's Meeting Schedule.** A motion/Mr. Marzec, seconded/Mr. Nolan to approve the 2012 Board of Selectmen's Meeting Schedule. Vote yes/Unanimous.



**Town Manager's Report.** **1) DPW Contract:** Mr. Kozak reported that the DPW Contract has been settled with 0% for FY 11 and 1% increase for FY 12. Other minor changes in language are contained in the Memorandum of Understanding. **2) Blackstone River Coalition:** Announced that there will be a Blackstone River Revival meeting on November 16, 2011 from 3 PM to 8 PM in the Northbridge Town Hall. They will be discussing ways to improve the use of the Blackstone River Watershed. **3) "Firefighter of the Year" Award Ceremony:** Fire Chief Gary Nestor was notified that Captain David M. White, Lieutenant David Holmes, Lieutenant James Gosselin, Firefighter Anthony Genga, Firefighter Gary Noel, Firefighter William White and Firefighter Frank Brackley will be honored for outstanding acts of heroism and bravery at the Firefighter of the Year Award Ceremony to be held on Wednesday, November 30, 2011 at 2:00 PM at the Hanover Theatre in Worcester. **4) FY 2012 Community Development Block Grant Public Workshop:** Announced there will be a public workshop on Tuesday, November 22, 2011, 6:00 P.M. at the Northbridge Town Hall for next year's Community Development Block Grant. The public is welcomed to attend. **5) Purgatory Road Update:** Paving has been completed on Purgatory Road and the final striping will take place this week. **6) Dedication of the Northbridge Vietnam Memorial:** The ceremony took place on Friday, November 11, 2011, 11:00 A.M. at Memorial Square. **7) Storm Update:** The October 29, 2011 snow storm: the town had some damage, which the DPW was able to respond to within 48 hours. Roads were sanded and salted so passage was possible. The Emergency Management Center was activated after the storm and individuals were able to move to a warm center Sunday through Tuesday (a few people did stop by). The Police Department and Fire Department responded to safety issues as needed but there were no serious issues. A liaison for National Grid was stationed at the Fire Station. Power was out for approximately 500 customers. National Grid was able to restore most of the power by Wednesday evening. School was closed on Monday and reopened on Tuesday. Halloween was cancelled on Monday evening due to electrical wires that were still down in certain areas, along with snow on roads and sidewalks. Halloween was held on Friday evening. Overall, the public safety personnel, Department of Public Works and the Northbridge Emergency Management Agency did an excellent job.

**Selectmen's Concerns.** **Selectman Marzec** **1)** Mentioned that Purgatory Road looks great since it was fixed and paved and asked for an update on the Burdon Pond issue. **2)** Reported that a citizen contacted him regarding the service charge fee on their water bill and asked if someone could explain it to the citizens of Northbridge at a future meeting. **3)** Mentioned the Vietnam Memorial is stunning and asked if there could be lighting placed at the memorial. **Selectman Athanas** pointed out that a number of people commented that the Highway Department did a great job picking up the brush around town. **Selectman Nolan** mentioned that he attended the Vietnam Memorial Dedication on Friday, 11/11/11, and stated that he was impressed with the ceremony and monument and thanked all the volunteers for their hard work in putting it together. **Selectman Ampagoomian** **1)** Asked Police Chief Walter Warchol what the town's guidelines are for detail officers working for utility companies. Chief Warchol stated it's up to the contractors but stated most of the time only one officer is assigned to a detail. Selectman Ampagoomian suggested that if a utility company is doing work on the town's roadways during nighttime then there should be two detail officers on duty for safety reasons. Chief Warchol stated that it's up to the police officer on duty to ask for additional help if needed. **2)** Mentioned that two years ago he requested a telephone pole and a tree be removed on Pollard Road and two years later the tree is down and the pole is removed. He thanked former DPW Director Richard Sasseville for starting the process and then thanked James Shuris for completing what Mr. Sasseville started. **Chairman Melia** **1)** mentioned that many citizens in Town received the reverse 911 message during the power outage and asked about the status on the Code Red project. Town Manager Kozak stated they are still negotiating the contract and that Town Counsel is still reviewing it. He hopes to have a resolution as soon as possible. **2)** Asked for an update on the DPW facility since Article 3 was passed at the Fall Town Meeting. Town Manager Kozak mentioned that he and James Shuris attended a meeting in Boston to meet with the Attorney General's Office to review the selection process and how to move forward and he stated that samples for the design process will be sent to Mr. Shuris soon. Town Manager Kozak also mentioned that DPW Director James Shuris

will be meeting with the Building, Planning and Construction Committee this week and they hope to seek proposals soon. Chairman Melia suggested that an update be given once a month or every other meeting from Town Manager Kozak or the Building, Planning and Construction Committee. **3)** Reported that a citizen contacted him to discuss the Town's website and how unprofessional it is. The caller suggested the town look into using Virtual Town Hall software for their website. Chairman Melia suggested that Town Manager Kozak try to find some money to do this. **4)** Attended the Vietnam Memorial Dedication and stated that everyone involved did a great job.

**Executive Session.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to go into Executive Session under M.G.L. Chapter 30A, S. 21#3 - To discuss strategy w/respect to litigation and under M.G.L. Chapter 30A, S. 21#1 - To discuss the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual -- not to reconvene in open session. Roll Call Vote: Mr. Melia/Yes, Mr. Ampagoomian/Yes; Mr. Nolan/Yes, Mr. Athanas/Yes and Mr. Marzec/Yes

**Meeting Adjourned: 9:15 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**November 14, 2011**

#### **Copy of Laura Woeller's Retirement Award (plaque)**

**A. 1)** Copy of September 26, 2011 Minutes. **2)** Copy of October 17, 2011 Minutes. **3)** Copy of October 17, 2011 Executive Session Minutes [Removed from backup documentation as they have not been released by Board of Selectmen]. **4)** Copy of October 25, 2011 Fall Annual Town Meeting Minutes.

#### **PUBLIC HEARING'S/7:05 P.M.**

**B. 1)** Copy of FY2012 Massachusetts's Community Development Block Grant [CDBG] public hearing notice. **2)** Copy of CDBG notice of public workshop.

**C. 1)** Copy of Allocation of Local Tax Levy for FY '12 public hearing notice. **2)** Copy of Northbridge Tax Classification Hearing FY2012 w/exhibits. **3)** Copy of tax rates for surrounding towns.

#### **APPOINTMENTS/By the Selectmen:**

**D. 1)** Copy of Kelly Bol's Talent Bank Application.

#### **CITIZENS' COMMENTS.**

**E. Senator Michael Moore & Senator Richard Moore** – **1)** Copy of letter dated October 21, 2011 from Senator Moore. **2)** Copy of email dated October 21, 2011 from Senator Richard Moore's Chief of Staff Shawn Collins.

**F. Rockdale Outreach Center – No documentation.**

#### **DECISIONS**

**G.** Copy of Winter Parking Ban notice from Police Chief Walter Warchol.

**H. 1)** Copy of Proposed Changes to the Town of Northbridge Personnel Policy Manual. **2)** Copy of Personnel Board Meeting Minutes of November 2, 2011.

#### **DISCUSSIONS**

**I. 1)** Copy of D & NG's d/b/a King Jade Restaurant application for change of hours. **2)** Copy of Change of Hours checklist. **3)** Copy of letter dated 11/8/11 from Wei Ming Dai regarding Certificate of Corporate Vote.

**J. 1)** Copy of letter dated 10/19/11 to Mr. Fuan Wing Lee requesting he attend the November 14<sup>th</sup> Board of Selectmen's Meeting. **2)** Copy of fax dated 11/11/11 to the Board of Selectmen requesting their approval for an additional six months of their liquor license for the China Pacific Restaurant.

**K.** Copy of Letter of Map Revision from FEMA

**L. No documentation.**

**M. 1)** Copy of 2012 Holiday Calendar. **2)** Copy of 2012 Board of Selectmen's Meeting Schedule.

#### **TOWN MANAGER'S REPORT**

**N. 1)** DPW Contract – **No documentation**

**2)** Blackstone River Coalition – **Copy of notice.**

**3)** "Firefighter of the Year" Award Ceremony – **Copy of letter dated 10/24/11 from the Commonwealth of Massachusetts Executive Office of Public Safety & Security.**

**4)** FY 2012 Community Development Block Grant Public Workshop – **Copy of notice..**

**5)** Purgatory Road Update – **No documentation**

**6)** Dedication for the Northbridge Vietnam Memorial – **No documentation**

**7)** Storm Update – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
November 28, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes. November 14, 2011 [Executive Session]** –A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve but not release the November 14, 2011 Executive Session minutes as presented with the readings omitted. Vote yes/Unanimous.

**Appointments/By the Board of Selectman. Building, Planning & Construction Committee/Paul Bedigian. Present: Paul Bedigian.** Chairman Melia stated that Mr. Bedigian has 22 years of experience as a structural engineer and is well qualified to be on the committee. Mr. Bedigian has worked for Camp Dresser & McKee [CDM] for 21 years and feels his background makes him a good fit for this committee. Selectman Marzec mentioned that because Mr. Bedigian works for CDM he might need to file a Conflict of Interest with the Town Clerk's Office should CDM be awarded a contract with the Town and Mr. Bedigian agreed. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Paul Bedigian to the Building, Planning & Construction Committee. Vote yes/Unanimous. **Cultural Council. Present: Eileen Pinoos.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to appoint Eileen Pinoos to the Cultural Council. Vote yes/Unanimous.

**Public Hearing/7:05 PM – Continued public hearing from 11/14/11 – FY 2012 Northbridge Community Development Strategy/Present: Gary Bechtholdt, Town Planner.** Chairman Melia mentioned that tonight's public hearing tonight is continued from the November 14, 2011 Selectmen's Meeting. Mr. Bechtholdt explained to the Board that since the opening of the public hearing on November 14<sup>th</sup>, the Community Planning and Development Office hosted a public forum/workshop on Tuesday, November 22<sup>nd</sup> aimed to gather comments and suggestions on the FY2012 Community Development Strategy and to solicit public input on potential projects for consideration in this year's Community Development Block Grant Program. Mr. Bechtholdt then reviewed a memorandum dated November 23, 2011, providing a brief overview of the Community Development Strategy, source documents, target area(s), action items, and recommendations of priority projects and initiatives. After review and general inquiries, the Board of Selectmen voted to approve the FY2012 Community Development Strategy. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to close the public hearing. Vote yes/Unanimous. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the FY 2012 Community Development Strategy. Vote yes/Unanimous.

**Citizens' Comments/Input.** None

**Riverdale Cemetery Deed [Misty Mattingly] Lot #9.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to sign the Riverdale Cemetery Deed for Lot #9-Misty Mattingly. Vote yes/Unanimous.

**Mill House Wine & Spirits, Inc. [Alexis Giannopoulos, Mgr.]/Vote to consider holding the issuance of the liquor license in abeyance until calendar year 2012.** Chairman Melia advised that Mill House Wine and Spirits, Inc. has requested the Board to consider holding the issuance of their liquor license in abeyance until calendar year 2012 because they will not be opening until 2012. Town Manager Kozak mentioned that he discussed this request with Town Counsel and they advised him that the liquor license has to first be issued for calendar year 2011. He was also informed that Mill House Wine & Spirits, Inc. can't renew a license that hasn't yet been issued and they must go through the renewal process. Further,

Mr. Kozak said that the Board could pro-rate the license fee instead of making them pay the full price of \$1,150.00. A motion was made by Selectman Marzec to pro-rate the 2011 liquor license fee for Mill House Wine & Spirits, Inc. and issue the license for \$250.00. No second. Motion dies. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to pro-rate the 2011 liquor license fee for Mill House Wine & Spirits, Inc. by 50%, and issue the license for a total of \$575.00. Vote yes/Unanimous.

**China Pacific Restaurant [Fuan Wing Lee].** Chairman Melia announced that because the China Pacific Restaurant is closed, the ABCC suggested that the Local Licensing Authority give the China Pacific Restaurant six months to try and sell the restaurant before turning the liquor license back over to the Town. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to allow Mr. Fuan Wing Lee to retain the liquor license of the China Pacific Restaurant for (6) six months while Mr. Lee tries to sell the restaurant before taking any further action. Vote yes/Unanimous.

**FEMA – Letter of Map Revision/Heritage Design. Present: Mr. Mark Anderson, Heritage Design Group.** Mr. Anderson mentioned that Heritage Design Group is representing Arcade Realty Trust [Len Jolles, Trustee] who plans to apply to FEMA to revise the flood zone map in the area northwest of Town Hall. He noted that over the past year, an extensive study was done on the current flood zone of this area. The flood zone presently in existence according to FEMA basically comes into the buildings across Main Street and a number of businesses within the shop complex adjacent to town hall. Mr. Anderson feels that the flood zone as indicated by FEMA is not accurate and should be lowered by two feet. The current elevation of the flood zone is 312 feet above sea level but according to the extensive study it should be 310 feet above sea level. Mr. Anderson remarked that these numbers may not mean a lot to the Board but it does to the businesses. As a result of the study, Heritage Design compiled a very in-depth study to submit to FEMA and he is here on behalf of his client to ask the Board of Selectmen to acknowledge that this is a sound practice for the community. He also mentioned that the study was done and paid for by a secondary party [Arcade Realty Trust – Len Jolles, Trustee] and is looking for the Board of Selectmen's support to endorse the application. Mr. Anderson explained that by the Board of Selectmen supporting and endorsing the application this does not mean in any way that the Selectmen are saying yes, it's correct, or no, it's not correct, but that it just allows them to submit their application to FEMA asking them to revise the flood map in that particular area. Selectman Ampagoomian asked if FEMA accepts the study, what the cost savings would be to the businesses [Potpourri, Access/TCA, CoreMark, EAW] as far as flood insurance and Mr. Anderson mentioned he thinks it would be a substantial amount. The Town Manager stated that he has spoken to the Chairman of the Conservation Commission, who in turn stated that the Commission is aware of the application and endorses the concept of sending it to FEMA. Mr. Anderson stated that, according to the town's charter, the Chairman of the Board of Selectmen needs to endorse the application. For the record, Chairman Melia noted that this matter is currently on the agenda under discussions and asked the Select Board members if they wanted to move it to a decision. Selectman Nolan feels that he needs more time to review the information and the other Selectmen concurred. Chairman Melia announced that this item will be placed under decisions at the next Board of Selectmen's meeting on December 5, 2011.

**Department of Public Works Facility Update/Present: James Shuris, DPW Director & Thomas Pilibosian, Chairman of the Building, Planning & Construction Committee.** Mr. Pilibosian stated that the DPW Director is in the process of writing a Request for Qualification [RFQ] to find an engineering firm for the redevelopment of the existing DPW facility. Mr. Shuris mentioned that he and Town Manager Kozak have been working closely with the Attorney General's Office with respect to redeveloping the existing DPW facility. Mr. Shuris stated that the Town's Building, Planning & Construction Committee will receive "qualifications-based" proposals from interested design-engineering firms for the redevelopment of the existing site at the DPW Office until 10 AM on Wednesday, January 11, 2012. That being said, copies of the RFQ can be picked up beginning December 21, 2011 at 10 AM from the Department of Public Works, 11 Fletcher Street, Whitinsville. He also mentioned that a briefing

and site visit is scheduled for 10 AM, Wednesday, December 28, 2011 at the Town Hall, 7 Main Street, Whitinsville. Mr. Shuris hopes to have a final report by April 18, 2012, so that he can present the information at the Spring Annual Town Meeting. After a brief question and answer period, Chairman Melia thanked Mr. Shuris and Mr. Pilibosian for coming to the meeting and providing an update on this matter.

**Town Manager's Report.** 1) **Whitinsville Water Company Rates:** Randy Swigor, Manager of the Whitinsville Water Company explained that the service charge is made up of three parts: 1) meter maintenance, 2) fire hydrants, and 3) administrative charges and this information is also published on the Whitinsville Water Company's home page. 2) **Leaf Pick-Up Program:** Mr. Kozak announced that the town's leaf pick-up program will be extended through December 15, 2011, weather permitting. 3) **Town Hall Grant:** Architects have been interviewed to do a study of the repairs needed for the exterior windows of Town Hall. A firm will be chosen shortly so the project can move forward. 4) **Douglas Road Bridge Update:** Currently contacting property owners for the easements needed to move forward on the bridge project. The Board will be voting on the Order of Takings at its December 5, 2011 meeting. 5) **Sutton Street Update:** DPW Director James Shuris has been working with the State and a consulting engineering firm to finalize the layout proposal for the Sutton Street project and the design work should be completed by the end of this calendar year. 6) **Ross Rajotte Bridge** – Due to the last rain storm, there has been some settling and part of the road cracked resulting in the state closing the road down to do repairs. A message will be sent to all residents and detours will be set up.

**Selectmen's Concerns.** **Selectman Ampagoomian/1)** Asked Town Manager Kozak to contact the Selectmen the next time an incident happens (Ross Rajotte Bridge) in town so they are aware of what's going on. 2) Asked for an update on the Riverdale Mills water system and Town Manager Kozak mentioned he should have some information at a later date. 3) Town Hall Grant – does this include any renovations to the Great Hall and Town Manager Kozak stated they are looking at the whole building right now. 4) Asked if the Highway Superintendent's job has been filled and Town Manager Kozak replied that they have a candidate and he hopes to be bringing him in to the next Board of Selectmen's meeting. 5) Stated that the Town owns 22 acres of land on Providence Road across from the Wastewater Treatment Plant and asked if Town Manager Kozak could look into putting it up for sale. Town Manager Kozak replied that he would look into it. 6) Mentioned that on Sunday, the American Legion held their annual Christmas Party for the kids, which was well attended. 7) Selectman Ampagoomian asked if all the war memorials can have a light placed at the sites. **Selectman Marzec/1)** Received information from a citizen that the new Vietnam Memorial doesn't have a light on the flag and requested if one could be put in. 2) Mentioned that he received the Central Massachusetts Regional Planning Commission's Traffic Study and it didn't include Fowler Road. He asked if it should be included because it is heavily traveled on. 3) Asked about the administrative charges on water bills and what designates them. **Chairman Melia** asked about the status of the Code Red contract and Town Manager Kozak replied Town Counsel is still reviewing it.

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

**Meeting Adjourned: 9:20 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

/dmg

## **LIST OF DOCUMENTATION**

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

**November 28, 2011**

**A. 1)** Copy of November 14, 2011 Executive Session Minutes. [Removed from backup documentation as they have not been released by Board of Selectmen].

#### **PUBLIC HEARING'S/7:05 P.M. cont.**

**B. 1)** Copy of FY2012 Northbridge Community Development Strategy memorandum. **2)** Copy of CDBG memorandum of public workshops, meetings & hearings. **3)** Copy of Community Development Strategy. **4)** Copy of the public hearing notice.

#### **APPOINTMENTS/By the Selectmen:**

**C. 1)** Copy of Paul Bedigian's Talent Bank Application and voter registration status. **2)** Copy of Eileen Pinoos' Talent Bank Application.

#### **CITIZENS' COMMENTS. None**

#### **DECISIONS**

**D.** Copy of Riverdale Cemetery Deed [Misty Mattingly] Lot #9.

**E.** Copy of letter dated November 3, 2011 from the Law Office of W. Robert Knapik on behalf of Mill House Wine & Spirits, Inc.

**F. 1)** Copy of letter dated October 19, 2011 to China Pacific Restaurant regarding their Liquor License. **2)** Copy of letter dated November 11, 2011 from China Pacific Restaurant asking the Board of Selectmen to approve an additional six months of their liquor license.

#### **DISCUSSIONS**

**G.** Copy of document from FEMA – Letter of Map Revision.

**H. No documentation.**

#### **TOWN MANAGER'S REPORT**

- I.**
- 1)** Whitinsville Water Company Rates – **Copy of rates from the Whitinsville Water Company.**
  - 2)** Leaf Pick-Up Program – **No documentation.**
  - 3)** Town Hall Grant – **No documentation.**
  - 4)** Douglas Road Bridge Update – **No documentation.**
  - 5)** Sutton Street Update – **No documentation**

**SELECTMEN'S CONCERNS-No documentation**

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
December 5, 2011**

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

The Pledge of Allegiance was recited by those present.

**Appointments/ By the Town Manager. Robert Van Meter /Highway Superintendent.** Present: James Shuris, DPW Director and Robert Van Meter. Town Manager Kozak introduced Highway Superintendent Mr. Van Meter and mentioned that Mr. Van Meter comes highly qualified and will be a great asset to the Town of Northbridge with his extensive background in various Public Works Departments. Mr. Shuris stated there were over 27 applicants that applied for the position and after interviewing seven of the candidates, we all felt Mr. Van Meter was the best candidate for the position. The Board of Selectmen all agreed that Mr. Van Meter is well qualified for the position and welcomed him aboard as the new Highway Superintendent of Northbridge. A motion/Mr. Ampagoomian, seconded/Mr. Marzec to affirm the appointment of Robert Van Meter as the Highway Superintendent of Northbridge effective December 12, 2011. Vote yes/Unanimous.

**Public Hearing/7:05 PM –FY 2012 Community Development Block Grant Application [CDBG]/ Present: Gary Bechtholdt, Town Planner.** Chairman Melia read the public hearing notice aloud. A motion/Mr. Marzec, seconded/Mr. Nolan to open the public hearing. Vote yes/Unanimous. Mr. Bechtholdt explained that the purpose of tonight's public hearing is to discuss Northbridge's grant submission for the Fiscal Year 2012 Massachusetts Community Development Block Grant [CDBG]. Mr. Bechtholdt referenced a memorandum dated December 1, 2011, and provided an overview of the CDBG program and noted the anticipated allocation of CDBG funds to Massachusetts. He also reviewed eligible activities under the CDBG program, discussed Northbridge's Community Wide Needs Score, the Town's option to submit under Community Development Fund I (CDF I) or Community Development Fund II (CDF II), minimum and maximum grant awards, summarized this year's approach to the CDBG application, and offered suggestions and recommendation for this year's application. Mr. Bechtholdt mentioned that since the beginning in August/September, the Planning Office, in conjunction with the Board of Selectmen, hosted a number of public workshops and meetings aimed to gather input from the public on potential projects for this year's CDBG application. In preparation for a November 22<sup>nd</sup> workshop, Mr. Bechtholdt explained that the Planning Office posted notices, issued press releases and sent out 200 notices to all parties of record within the Target Area of New Village. Attendance at the public workshop was minimal, in fact no one from the target area or within the community attended. Mr. Bechtholdt noted (and the Board of Selectmen is aware) the CDBG program remains very competitive and, as such, applications need to score very well to be considered. Adding, part of the overall scoring includes readiness to proceed, citizen participation and documented public need. Mr. Bechtholdt indicated that Northbridge will likely not receive maximum points for these components; explaining that in order to receive maximum points for readiness to proceed we need "construction ready plans" and at this point, Northbridge has conceptual plans – Weston & Sampson Engineering is presently preparing construction documents. In regards to citizen participation, unfortunately this has been a weakness in our grant applications over the years. Recognizing this, the Planning Office sent notices to all households within the Target Area inviting them to attend the public workshop and encouraged them to participate in this year's process. Without this participation, Mr. Bechtholdt believes Northbridge will also have difficulty in scoring well on community need. In conclusion, Mr. Bechtholdt stated given this and after discussions with the Town Manager and the Director of Public Works, he recommends that the Board of Selectmen hold off and not submit an application for the FY2012 CDBG program rather than submit what we already perceive to be a weak application. Efforts should be made to position ourselves for a much



stronger application next year; whether that be infrastructure improvements (C and D Streets) and/or Housing Rehabilitation within the current Target Area or expand the Target Area to include properties in Rockdale and Linwood. Mr. Kozak agreed. The Board of Selectmen then solicited comments and input from the residents in attendance. There being none, a motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Unanimous. The Board of Selectmen took no action.

**Appointments/By the Board of Selectmen. Playground & Recreation [2 vacancies]. A) Robert Parker. B) Jeff Modica C) Brian Paulhus D) Maria Paulhus E) Aaron Kaska.** Present: Robert Parker, Jeff Modica, and Louis Bernard, Chairman of the Playground and Recreation Commission. Mr. Bernard mentioned that the Playground and Recreation Commission has two vacancies so they reviewed the 2011 volunteer interest forms and contacted 13 people to see if they were still interested in joining the Commission. As the result, the above 5 candidates were interviewed and Chairman Bernard mentioned that the Playground and Recreation Commission recommends the appointment of any two of the following three candidates: Jeff Modica, Brian Paulhus, Maria Paulhus. Chairman Melia stated there are two candidates present this evening and was wondering why the other candidates weren't in attendance. Mr. Bernard responded he doesn't know why they couldn't make tonight's meeting. After a brief question and answer session, Chairman Melia asked Mr. Bernard why Mr. Parker was turned down for appointment by the Playground and Recreation Commission. Mr. Bernard mentioned that there is no specific reason. A motion/Mr. Marzec, seconded/Mr. Nolan to appoint Robert Parker to the Playground & Recreation Commission. Vote yes/Messrs. Athanas, Marzec, Nolan and Melia. Vote no/Mr. Ampagoomian. A motion/Mr. Marzec, seconded/Mr. Nolan to appoint Jeffrey Modica to the Playground & Recreation Commission. Vote yes/Unanimous.

**Citizens' Comments/Input.** None.

**2012 Annual Liquor License Renewals/Vote to approve.** A motion/Mr. Ampagoomian, seconded/Mr. Marzec to approve the 2012 Annual Liquor License Renewals subject to the payment of all outstanding monies due the Town. Vote yes/ Unanimous.

**2012 Miscellaneous License Renewals [Common Victualler, Class II, Class III, Automatic Amusement Devices, Entertainment, etc.]/Vote to approve.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to approve the 2012 Miscellaneous License Renewals subject to the payment of all outstanding monies due the Town. Vote yes/ Unanimous.

**Order of Takings [Douglas Road Bridge].** Town Manager Kozak noted that the acquisition of easements for the Order of Takings for the Douglas Road Bridge was approved at the Annual Fall Town Meeting and this is the last step needed to move forward. He mentioned that the Order of Takings is for the construction easements and/or temporary utility easements during the construction of the Douglas Road Bridge. Town Manager Kozak then stated that all property owners have been contacted and that two of the property owners [Whitinsville Redevelopment Trust and Alternatives] have donated their fee and the others have chosen not to donate the fee. However, Town Manager Kozak mentioned that the Town can still go through with the process in order for the state to continue with the project. He also advised that construction will begin in the spring and that he has a document that needs to be signed [maintenance agreement] for a wall that will be built along two of the property owner's properties. Mr. Kozak further mentioned that the property owners have agreed to sign the maintenance agreement. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to sign the Order of Takings for the Douglas Road Bridge and Maintenance Agreement for the wall. Vote yes/Unanimous.

**Oakhurst Retreat & Conference Center Property/Expansion of Heritage District/Present: Barbara Gaudette and Amy Yag.** Ms. Gaudette stated that the Oakhurst Retreat Center is currently closed and on the market to be sold. She mentioned that she thought the property was in the Heritage zone but unbeknownst to her, she discovered it was not. Ms. Gaudette feels the implications of this are significant because the Oakhurst Retreat Center is vulnerable. She stated there have been a number of developers who are looking at the land with no intention or desire to save the mansion, but to develop the site for residences. She mentioned that they are advocating this evening for the zone to be expanded to include the 30 acres of the Oakhurst site. In order for the site to remain the same, this zone change needs to occur; otherwise the site will be developed and the mansion will be destroyed. She feels this building is worth saving and mentioned that Ms. Yag and her father have showed an interest in preserving the mansion. Ms. Yag thanked the Selectmen for putting this item on the agenda. She stated that she works for AccessTCA and that they would like to purchase the building and restore the grounds and property and utilize the second and third floors as their corporate headquarters. Ms. Yag asked the Board to schedule a Special Town Meeting so that they can put forth a vote to allow the heritage zone to be extended to the Oakhurst property. Selectman Marzec stated "to lose a building with that much character would be a loss for the community". Selectman Ampagoomian asked if AccessTCA would be willing to fund the full amount of a special town meeting because he feels the town shouldn't bear the cost. Ms. Yag stated that she couldn't answer his question tonight but would get back to the Town Manager tomorrow with an answer. Town Manager Kozak stated that the special town meeting could cost as little as \$3,000 and as much as \$8,000. Chairman Melia announced that they will put this item under Decisions on their next Board of Selectmen's Meeting Agenda. [December 19, 2011]

**Departmental Update/Present: Police Chief Walter Warchol, Fire Chief Gary Nestor, DPW Director James Shuris, Town Planner Gary Bechtholdt, Senior Center Director Gail Anderson, and Town Accountant Neil Vaidya (Financial Offices).** Chairman Melia mentioned that one of the Town Manager's Goals and Objectives were to have his major Department Heads come to a Board of Selectmen's meeting and provide updates on their accomplishments, budget projections and their future needs. The above Department Heads provided their departmental updates covering the period of July 1<sup>st</sup> through October 31<sup>st</sup>.

**Town Manager's Report. 1) Whitinsville/Milford Medical Center Expansion:** The Whitinsville/Milford Medical Center would like to make the Board of Selectmen aware of the proposed expansion at their current location off Church Street. They will be in contact with the Planning Board in the future. **2) Firefighter Ceremony:** Mr. Kozak attended the Firefighter Ceremony at the Hanover Theatre in Worcester honoring the Northbridge firefighters who aided in a drowning rescue at Meadow Pond last August: Captain White, Lieutenant Holmes, Lieutenant Gosselin, Firefighter Brackley, Firefighter Genga, Firefighter Noel & Firefighter White. **3) Ross Rajotte Bridge Update:** Will update the Board on the repair of the bridge road surface taking place Sunday evening. Town Manager Kozak mentioned that repair work was not completed because the equipment that was needed was not available for use. They postponed the work until this Sunday. **4) Update on FEMA-Letter of Map Revision/Heritage Design:** The Town Manager needs to conduct further investigation on the process and the Conservation Commission's involvement in it. He spoke to Town Counsel and felt it was not a requirement for the Town to sign off on the application, however, he would like the Board of Selectmen's support/approval. This will be discussed at a future Board of Selectmen's Meeting.

**Selectmen's Concerns. Selectman Athanas** asked if the Board of Selectmen needed to talk with the School Committee regarding the recent article on the Superintendent of School's vote of no confidence by the teachers. Town Manager Kozak suggested letting the School Committee handle this situation. **Selectman Marzec 1)** Extended his condolences to the Prescott Family on the recent passing of their daughter, Samantha. **2)** Congratulated Coach Lachapelle and the Northbridge Football Team for winning the Super Bowl again 20 to 7. **3)** Mentioned the oil prices are on the rise and suggested looking for

alternatives such as natural gas. **4)** Fuel assistance is limited and was wondering if the Town or State Representatives/Senators can help out. **5)** Asked if anything has been done for illuminating the flag at the Vietnam Memorial. The DPW Director James Shuris replied that Ralph Andonian was handling this situation. Chairman Melia asked about the World War II flood lights and asked if they were shut off. Mr. James Shuris will look into this. **Selectman Ampagoomian 1)** Asked about the double poles in Town and when will they be removed. **2)** Asked about the status on Riverdale Water Company. Town Manger Kozak replied they are still investigating some concerns that he and DPW Director Shuris have with the State. **Chairman Melia 1)** commended the firefighters and the Northbridge Fire Department for their award. **2)** Commended the Northbridge Football Team for winning the Super Bowl. **Selectman Ampagoomian** extended his condolences to the family of Daryl Morton [John and Stephany Brown]. Daryl served as a member of the Trustees of Soldiers' Memorials. His step-father, John Brown, serves as a member of the Conservation Commission and Housing Authority. His mother serves as a member of the Disability Commission.

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

**Meeting Adjourned: 9:51 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**December 5, 2011**

#### **APPROVAL OF MINUTES. None**

#### **PUBLIC HEARING'S/7:05 P.M.**

**A. 1)** Copy of public hearing notice. **2)** Copy of Memorandum dated December 1, 2011 on Community Development Block Grant FY 2012. **3)** Copy of letter dated November 30, 2011 from Principal at W. Edward Balmer School John Zywień. **4)** Copy of letter dated November 28, 2011 from Superintendent of Schools Susan Gorky.

#### **APPOINTMENTS/By the Town Manager:**

**B. 1)** Copy of Robert Van Meter's Resume.

#### **By the Board of Selectmen:**

**B. 2)** Copy of email from Louis Bernard regarding Playground and Recreation appointments.

**B. 2) A)** Copy of Robert A. Parker, Jr. Talent Bank Application. **B)** Copy of Jeff Modica's Talent Bank Application. **C)** Copy of Brian Paulhus's Talent Bank Application. **D)** Copy of Maria Paulhus's Talent Bank Application. **E)** Copy of Aaron Kaska's Talent Bank Application.

#### **CITIZENS' COMMENTS. None.**

#### **DECISIONS**

**C.** Copy of all Liquor License Establishments.

**D.** Copy of all miscellaneous license's in Town.

**E. 1)** Copy of Order of Taking [Douglas Road Bridge Project]. **2)** Copy of Maintenance Agreement

#### **DISCUSSIONS**

**F. 1)** Copies of Oakhurst Farm Property.

**G. No documentation.**

#### **TOWN MANAGER'S REPORT**

**H. 1)** Whitinsville/Milford Medical Center Expansion – **No documentation.**

**2)** Firefighter Ceremony – **No documentation.**

**3)** Ross Rajotte Bridge Update – **No documentation.**

**4)** Update on FEMA – Letter of Map Revision/Heritage Design– **No documentation.**

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

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**

**Board of Selectmen's Meeting  
December 19, 2011**

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

The Pledge of Allegiance was recited by those present.

**Approval of Minutes. November 14, 2011** –A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the November 14, 2011 minutes as presented with the readings omitted. Vote yes/Unanimous.

**Appointments/By the Town Manager. George Hamm, Special Police Officer.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to reappoint George Hamm, Special Police Officer, for a three-year term, effective January 9, 2012. Vote yes/Unanimous.

**Citizens' Comments/Input.** None.

**Oakhurst Retreat & Conference Center Property/Expansion of Heritage District/1) Vote to schedule a Special Town Meeting. Present: Barbara Gaudette, Planning Board, Kenneth Warchol, Historical Commission.** Town Manager Kozak mentioned that at the last Board of Selectmen's Meeting a discussion took place on expanding the Heritage District to include the Oakhurst Property located on Hill Street. In order for this to occur, the Board of Selectmen need to vote to schedule a special town meeting and the earliest date would be February 21, 2012. Ms. Gaudette mentioned that the Planning Board would like to extend the Heritage Zone to include the entire Oakhurst Property and also change the use regulations to allow for a mixed use. Selectman Ampagoomian said he spoke to Ken Warchol, Chairman of the Historical Commission, and was informed that the property has always been for non-profit use and asked whether or not it has to remain non-profit. Ms. Gaudette explained that she is aware of this stipulation and that AccessTCA has been taking the necessary steps to have their Attorney research the deed and property to see if the building and property needs to remain non-profit. That being said, Mr. Warchol mentioned that his commission is in full support of expanding the Heritage District to include the Oakhurst Property. Ms. Gaudette advised that it would be in the best interest of the town to move forward with the Special Town Meeting, especially since AccessTCA is willing to pay for it. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to schedule a Special Town Meeting for Tuesday, February 21, 2012. Vote yes/Unanimous. **2) Vote to open the warrant on January 5, 2012.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to open the warrant on January 5, 2012. Vote yes/Unanimous. **3) Vote to close the warrant on January 12, 2012 @ 5 PM.** A motion/Mr. Marzec, seconded/Mr. Ampagoomian to close the warrant on January 12, 2012 @ 5:00 PM. Vote yes/ Unanimous.

**Designer Selection Procedures/Vote to adopt.** Town Manager Kozak reported they are moving forward with the Designer Selection Process for the Department of Public Works Facility. He explained that at a recent Building, Planning and Construction Committee meeting a question was asked if the Town had ever adopted procedures for a designer selection process and the answer was no. That being said, in order to move forward, Town Counsel has reviewed and provided model procedures for the Selectmen to adopt. Town Manager Kozak mentioned that Town Counsel added the following words in Item #2: "The Board of Selectmen and Building, Planning and Construction Committee" have awarding authority. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to adopt the revised model Designer Selection Procedures provided by Town Counsel for the Town of Northbridge on December 19, 2011. Vote yes/Unanimous.

**FEMA – Letter regarding Flood Map Revision. Present: Mark Anderson, Heritage Design Group and Andrew Chagnon, Conservation Commission Member.** The Town Manager reminded everyone that this topic was previously discussed at the Selectmen's Meeting on November 28, 2011 and at that meeting a question was asked as to who would sign the flood map revision application and he was advised that it would be the Chief Executive Officer (CEO) of the community [Chairman of the Board of Selectmen]. In the meantime, Mr. Kozak did more research on this matter and spoke to Town Counsel who recommended that the Northbridge Conservation Commission review the application and provide their comments/recommendations to the Board of Selectmen before proceeding. Mr. Chagnon then stated that the Conservation Commission held a meeting, which Mr. Anderson attended, to discuss this matter. Overall, the Commission did not have an issue with an application being made if an applicant has technical information available that indicates the flood maps are wrong in a particular area, however, Mr. Chagnon did point out that the Commission had a concern with certain language in the application that the Town was being asked to sign off on. He proceeded to read the problem language. "In addition, we [the Town] have determined that the land in any existing or proposed structures to be removed from the special flood hazard area [flood plain] are or will be reasonably safe from flooding as defined by [state law] and that we have available upon request by FEMA all analyses and documentation used to make this determination." Mr. Chagnon noted that the language in the application implies that the "Town" is making the determination and he stated that the Town has not made any determination about this nor has the Town done any analysis to make any determination. Thus, without any detailed review of the information that was provided to them, the Conservation Commission is recommending that the Town not sign off on the application. Mr. Chagnon said that there was further discussion on that point, which involved the Commission suggesting to the applicant that if they really wanted the Town to sign off on the application, they [the applicant] should pay to have a 3<sup>rd</sup> party independent review done so that the Town would have confidence that the information is accurate. Mr. Anderson said he may not agree with the Commission's recommendation to the Board but he is willing to go forward with his client's application to FEMA without the endorsement of the Board of Selectmen and let FEMA review this without the Board's feedback. He also said that FEMA may question why the Board didn't endorse the application because FEMA is the one that will make the determination; not anyone else. Comments from the Board: Selectman Athanas asked what the cost is to do a 3<sup>rd</sup> party assessment and Mr. Chagnon responded that he didn't know. Selectman Nolan stated that he is not for or against this but that his concerns came down to his failing to see whether revising the flood maps was an advantage or disadvantage to the Town. Mr. Anderson stressed that his client is not trying to change the Mumford River; they are just trying to report the facts that are on the ground. He explained that his client feels FEMA set the flood zone elevations too high so at his client's direction they looked into it and did a more extensive engineering study of the Mumford River from The Shop up to Lackey Dam. Now they will submit their data to FEMA and let them review the hydraulic study and drainage analysis of the area and FEMA will make the decision whether to reduce the flood zone. FEMA says the flood elevation is 312 ft. and Mr. Anderson's data indicates that it is 310 ft., which will lower it by two feet and drop some of the area out of the flood zone, which could in turn create some buildable areas. Selectman Marzec made a motion to support the Conservation Commission's recommendation not to sign the application. Discussion on the motion: Chairman Melia commented that while it is a pro-business approach he was concerned that if the town signs off on the application is the town creating a potential liability issue for the businesses in the affected area if there are problems in the future. Though he hopes that everything works out for the applicant, the Chairman agreed with Selectman Marzec that the Board shouldn't sign off on the application at this time. Mr. Kozak clarified the fact that the Conservation Commission is not opposed to the application but that initially he thought that the Board was required to sign the application and thus wanted the Commission's input before doing so. Town Counsel has advised him that the Board is not required to sign off on the application but there may be a question of potential liability. He said the Board can address any questions from FEMA and remain neutral. Mr. Chagnon explained that there is a provision for the applicant to move forward without the Board's endorsement, however, the applicant must show proof that they tried to get the Town to sign off on the application. FEMA makes each

community responsible for managing their own flood plain areas because there are impacts. Though he doesn't feel a change in the flood map will create more buildable land because the land can already be built on but there are performance standards for what happens in a flood plain: if you fill flood plain you must provide compensatory storage and those performance standards will go away. Another thing that will go away is that anyone who is required to have flood insurance in the affected area will no longer be required to have flood insurance and that is where Mr. Chagnon agrees with Chairman Melia. It could open the Town up to liability in the future because of FEMA's language in the application that says "we, the town" have determined. He also pointed out that if there was an error in the report or if there was some information out there that is unknown and there was a flooding problem later on could somebody come back to the town and say that the town signed off on this and made a determination that these areas were reasonably safe from flooding. Chairman Melia stated that this item was under discussion on November 28, 2011 and again tonight so it would need a 4/5 vote in order to move it to decisions. Town Manager Kozak interjected and said that he didn't feel a motion was necessary because there was no decision to make so he advised the Board to table it and they could take it up in the future if they have to. Mr. Anderson then requested that the Board make a decision tonight so his client can move forward. He would prefer that the Board vote to either endorse or not endorse the application. Chairman Melia then explained that the Board doesn't have an issue with endorsing the application but they do have an issue with signing the application due to the inclusion of certain language as discussed earlier and the chance of opening the Town up to liability. Chairman Melia reminded the Board that they need a 4/5 vote to move this item to decisions for a vote. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to move this matter to decisions for a vote. Vote yes/Messrs. Marzec, Ampagoomian, Athanas, and Melia. Vote no/Mr. Nolan. A motion/Mr. Marzec, seconded/Mr. Ampagoomian to support the Conservation Commission's recommendation not to sign the application presented to the Board as written. Discussion: Selectman Nolan stated that he would be happier not to take a vote, however, he wanted to clarify that he is against this either way and therefore he will be voting no. Vote yes/Messrs. Marzec, Ampagoomian, Athanas, and Melia. Vote no/Mr. Nolan. A motion/Mr. Ampagoomian to submit a letter of support for the applicant to proceed. He explained that this would only be a vote to support the premise of what Mr. Anderson's client intends to do but that the Board would not be signing the application. There being no second, the motion dies.

**Oliver Ashton Post #343 [Harry Berkowitz, Commander]/Liquor License Fee.** Chairman Melia read aloud a letter that was sent in by Harry Berkowitz informing the Selectmen that the American Legion Quarters will be closed from January 15, 2012 to April 1, 2012, and therefore, are looking for the Selectmen to pro-rate their annual liquor license fee. Selectman Ampagoomian is in favor of supporting their request and feels that since the Board of Selectmen pro-rated the fee for Mill House Wine and Spirits, they should help out the Oliver Ashton Post #343 during their hardship. Chairman Melia stated that he does not support this and feels it would set a bad precedent. He explained the difference of supporting the Mill House Wine and Spirits and not the Oliver Ashton Post was that Mill House Wine & Spirits will not be open for business until spring/summer time and they are spending millions of dollars to renovate the Linwood Mills to create tax revenue, jobs and housing for the Town. Selectman Nolan explained that if the Board were to approve the American Legions request, they would have to do the same for the golf courses in Town, since they too are not open during the winter months. With that being said, he announced that he cannot support their request to pro-rate their liquor license fee. Selectman Athanas concurred with Selectman Nolan.

**Town Manager's Report.** **1) Solar Energy Proposal:** The Town has been approached by DG Clean Power, LLC to propose a major solar development on a 32-acre site off Milford Road in Grafton [frontage in Grafton/solar development in Northbridge—See Map attached]. The company wishes to build a 2.5 megawatt project worth seven million dollars and would like to negotiate a net metering agreement with the Town to purchase this power as well as a payment in lieu of taxes agreement for Real and Personal Property. Both agreements would be for a 20-year period. The project will be financed through Con Edison. Town Manager Kozak mentioned he would like to create a sub-committee to review this proposal and will be placing this item on a future agenda for discussion. **2) Code Red Contract [Reverse 911 system]:** The Code Red contract has been executed and the Town should begin using the system after the first of the year. **3) Presentation of Holiday Wreaths:** a) Evergreen Center—staff and residents of the Evergreen Center in Milford presented the Town Manager with a wreath made by their clients. b) Senator Richard Moore presented a wreath to the Veterans Agent on Thursday, December 15, 2011, as part of the Wreaths across Worcester and Norfolk Districts in honor of deceased veterans and in recognition of the national program. **4) Fire Truck Update:** The Town Manager awarded the contract for a new pumper to Bulldog Fire Apparatus in the amount of \$453,878.00. The truck should be ready for operation by the summer. **5) Toys for Tots Donations:** Once again the Blackstone Valley Detachment 911 Marine Corps League is conducting a Toys for Tots collection. The deadline for donations is Thursday, December 22, 2011, however, if there continues to be a need please contact Bill Audette at 508-234-8032. **6) DPW Projects/Update:** a) The leaf collection program has ended. b) The DPW is in full swing preparing for winter storms. c) The DPW has received the second of their new trucks. Town Manager Kozak mentioned that the Highway Department is looking for individuals who have a Commercial Drivers License but they don't own a truck to plow snow. If you don't have a truck and would like to plow snow, please contact the DPW Director James Shuris. d) The Ross Rajotte Bridge repair project is now complete. e) The DPW Director is working to restore lighting to the WWII Memorial and also working with Bill Audette to install solar lighting at the new Vietnam Memorial. **7) Town Hall Preservation Project** –McGinley Kalsow & Associates of Somerville, MA was selected to perform Preservation Professional Services to study of the condition of the Town Hall windows and building exterior. Matching grant funds were received from the Massachusetts Preservation Projects Fund through the Mass Historical Commission. **8)** He advised that at a previous held Board of Selectmen's meeting, the Town Accountant mentioned the possibility of refinancing the Mass. School Building Authority[MSBA] loan for the High School and that the Treasurer's Office will be working with the bank to see if we can get a better rate. After contacting the MSBA in Boston, they discussed the possibility of receiving a balloon payment for their share and Town Manager Kozak advised that he received a phone call last Friday from the MSBA stating the Town of Northbridge will be getting this balloon payment.

**Selectmen's Concerns.** **Selectman Ampagoomian 1)** Suggested reviewing the water rates for both residential and commercial. Town Manager Kozak stated that he and the DPW Director will review them and provide the Board of Selectmen with their recommendations. **Selectman Athanas 1)** Asked if there was an estimated time of completion for the bridge work being done on Providence Road. **2)** Extended his wishes for a Merry Christmas, Happy New Year, Happy Holidays, Happy Hanukkah to all. **Selectman Marzec 1)** Extended his condolences to the Susienka family on the recent passing of Rudy Susienka - former building inspector. **2)** Wished everyone a Happy Holiday season. **Chairman Melia 1)** Mentioned there was an article in the Telegram and Gazette regarding a group called "The Forest Preservation Group". This group comes into your town and cleans up all the dead trees and brush in the forests. Town Manager Kozak mentioned there was an article in the Telegram & Gazette about asking the state to pass legislation to put together proposals for towns to utilize and hire companies to come in and clean up the forests. **2)** Announced the next Building, Planning and Construction Committee is scheduled for January 5, 2012 and mentioned that he would like the Chairman of the BPCC to provide an update at the next Board of Selectmen's Meeting of January 23, 2012. **3)** Offered his condolences to the Susienka family on the recent passing of Rudy Susienka. **4)** Wished all Northbridge residents a Merry Christmas



and Happy New Year. **Selectman Marzec** Mentioned that there are several towns that are now looking into the possibility of “Remote Access” for meetings and suggested this item be researched and placed under discussions at a future Board of Selectmen’s meeting.

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

**Meeting Adjourned: 8:09 P.M.**

**Respectfully submitted,**

**James Marzec, Clerk**

**/dmg**

## **LIST OF DOCUMENTATION**

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

**December 19, 2011**

**APPROVAL OF MINUTES. A. Copy of November 14, 2011 minutes.**

**PUBLIC HEARING. None**

**APPOINTMENTS/By the Town Manager:**

**B. No documentation.**

**CITIZENS' COMMENTS. None.**

#### **DECISIONS**

**C. 1) Copy of Memorandum dated December 14, 2011 from Gary Bechtholdt Town Planner. 2) Copy of Special Town Meeting information. 3) Copy of letter from Access TCA requesting a Special Town Meeting.**

**D. Copy of Designer Selection Process/Procedures.**

#### **DISCUSSIONS**

**E. 1) Copy of email dated December 15, 2011 from the Conservation Commission regarding the FEMA Floodplain Adjustment application. 2) Copy of FEMA – Letter of Map Revision document**

**F. Copy of letter from the Oliver Ashton Post #343 requesting reduction of their 2012 Liquor License fee.**

#### **TOWN MANAGER'S REPORT**

**G. 1) Solar Energy Proposal – Copy of map.**

2) Code Red Contract – **No documentation.**

3) Evergreen Center/Presentation of Holiday Wreath – **No documentation.**

4) Fire Truck Update– **No documentation.**

5) Toys for Tots Donations – **No documentation.**

6) DPW Projects/Update – **No documentation.**

7) Town Hall Preservation Project – **Copy of email from Gary Bechtholdt.**

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

**ITEMS FOR FUTURE AGENDA-None**

**CORRESPONDENCE-None**