

**BOARD OF SELECTMEN'S MEETING
December 20, 2021**

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Athanas, Cannon, Collins and Melia. Also Present: Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: October 4, 2021. A motion/Mr. Athanas, seconded/Ms. Cannon to approve the October 4, 2021 meeting minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING/None

APPOINTMENTS: By the Town Manager [Vote to Affirm]/1) Amy Cowen, Council on Aging - Program/Volunteer Coordinator Present: Kelly Bol, COA Director. Ms. Bol introduced Ms. Cowen, who is a Northbridge resident, with a very impressive resume and looks forward to having Ms. Cowen on the Council on Aging team. Ms. Cowen was thankful for this opportunity and said she has worked with seniors in the past but most recently she has spent the last 13 years as a classroom teacher. She explained she wanted to get back to working with seniors and loved the idea of being able to serve the town in which she resides. A motion/Mr. Melia, seconded/Ms. Cannon to affirm the Town Manager's appointment of Ms. Cowen to the Council on Aging as the Program/Volunteer Coordinator. Vote yes/Unanimous.

RESIGNATION: Yvette Ayotte-Kind, Council on Aging / Vote to accept. A motion/Mr. Melia, seconded/Mr. Collins to accept the resignation of Yvette Ayotte-Kind from the Council on Aging. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

SD Briere, LLC dba Valley Pub - 2022 licenses/Vote to renew: 1) Common Victualler, 2) Automatic Amusement [Juke Box], and 3) Weekday Indoor Entertainment [Mon-Sat 8 AM – 12 AM] Note: Outdoor Entertainment approved with restrictions on 12/6/21. Present: Stephanie Briere, Manager. Ms. Briere noted that there were no changes to her renewal. A motion/Mr. Athanas, seconded/Ms. Cannon to renew Valley Pub's 2022 licenses as follows: Common Victualler, Automatic Amusement [Juke Box], and Weekday Entertainment (indoor). Vote yes/Unanimous.

Whitinsville Golf Club, Inc., 179 Fletcher Street/1) Request a Change of Manager/Officers on the All Alcohol Club License and, 2) Request a change of manager on the Non-Alcoholic Common Victualler License. Present: Kimberly Martin, Proposed Manager. A motion/Mr. Melia, seconded/Mr. Collins to approve the request from Whitinsville Golf Club, Inc. for a Change of Manager from Francis Iannetta to Kimberly Martin and a Change of Officers on the All Alcohol Club License and to request a change of manager from Francis Iannetta to Kimberly Martin on the Non-Alcoholic Common Victualler License. Vote yes/Unanimous.

Trustees of Soldiers' Memorials. 1) Request to place a square at the corner of Fowler Road and Hill Street honoring World War II fallen service member Walter Crothers, and 2) Update on refurbishing of squares honoring veterans. Members Mr. Trier, Mr. Gallagher, and Mr. Farley were in attendance to present their requests. Mr. Trier thanked the Board and the Town for their ongoing support in honor of Veterans throughout the town. Mr. Gallagher mentioned they have been working on getting documentation together on our veterans and there is a plethora of information that is sorted by conflict. The documentation is not complete as there is information missing. Currently, the manual they are working on contains information on 96 veterans, monuments in town, bridges, fields, and squares. Mr. Farley explained they

have updated 5 plaques among the squares in town to include the veteran's name, branch of service, and date of death. The hope in updating the squares is to make new residents aware as to who these veterans were. Mr. Trier stressed the importance of respecting our veterans and make sure they are recognized and remembered. He recommended installing a new memorial for Walter J. Crothers, who was killed in action in Germany, at the corner of Fowler Road and Hill Street. The Board agreed with educating students about the importance of respecting veterans and they voiced their support of the Trustees' efforts and ideas. A motion/Ms. Cannon, seconded/Mr. Melia to place a square on the corner of Fowler Road and Hill Street honoring World War II fallen service member, Walter Crothers. Vote yes/Unanimous.

Winter Parking Ban/Present: Kevin Plante. Town Manager Gaudette advised that Mr. Plante had contacted him about bringing a discussion forward to revise the winter parking ban and the concerns that Mr. Plante has with it. Selectman Melia asked if the resident had spoken with the Chief of Police or the Safety Committee. Chief Labrie replied that he has not. Mr. Plante was not present at this meeting, so the Board took no action.

Fire Station Project Update (Joint meeting with the BPCC)/Present: Ted Galante, Yar Laakso, Joe Sullivan, and Fire Chief David White. Town Manager Gaudette informed the Board that since the last update, he has studied the budget and done some reconciliation. Mr. Galante reviewed the draft plans and explained the layout of the building and entry point. He then moved on to the budget noting that there have been significant increases in cost for materials, labor, site work, building program requirements, and Planning Board requirements. He explained that as these cost increases come, they try and balance them with cost offsets. To do that, they could eliminate the Planning wing or build a slab for the outbuilding. Mr. Collins asked what an independent commission agent is. Mr. Galante explained that it is an outside group that tests all of the HVAC and plumbing to make sure it is what was designed. Mr. Collins felt that the way it was sold to the public was that this would be a new fire station with the Code Enforcement wing attached and felt they should go back to the town for more money. Selectman Athanas asked if the neighbors had attended the Planning Board meeting to indicate their needs and concerns. Mr. Galante replied they had. Selectman Melia noted that the number given tonight is a guesstimate as to how much the project could be over budget by the time the bids come out and pointed out that at the previous meeting, the Board was told March 1st would be the date shovels go in the ground. He then followed up and asked what the date would be now with the budget setback. Mr. Sullivan replied that it would still be March 1st, which will include grubbing of the site and clearing stumps to prepare the land, and they would still be putting out the bid in the spring and would have a hard number prior to the Town Meeting. Mr. Galante added that the bids are going to be done in two phases, the first will be the site clearing phase and the second would be done in late April for the hard bids, which will go to the May 3rd Town Meeting. Selectman Melia asked if there were any other areas that could be cut without sacrificing too much. Mr. Galante advised that they have worked with all teams looking for possible cuts, but all cuts have been made. Mr. Sullivan acknowledged that since the beginning of the project they have evaluated the costs to get the lowest cost without sacrificing the needs. Selectman Melia explained that several months ago we were notified the first portion of the borrowing for the school came in at a very favorable interest rate. Chairman Ampagoomian reasoned that he felt they should keep to the original plan to keep the Planning wing as part of the fire station. Selectman Athanas questioned what happens if the voters choose not to support the additional funding for the Fire Station. Mr. Galante replied that it would delay the project until the next town meeting and the building size would need to decrease. He further noted that the prices will escalate in that waiting period and you will end up paying more money for a smaller building. Selectman Cannon asked if there are any other Towns facing a similar situation. Mr. Galante replied that they just went through the process with the Town of Dennis; the bids came in favorable, but they brought hard bids in before signing the contractor. Chief White added that they have been working very diligently and made cuts where possible. Town Manager Gaudette explained that they would be advertising the pre-qualifications next week and the Board will be updated as the project moves along.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, December 13, 2021 – Weekly

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Conference Call for the Fire Station Project. Tuesday, December 14, 2021 – Attended the Planning Board meeting via Zoom for the Fire Station Project. Wednesday, December 15, 2021 – Prepped the BPCC for their in-person meeting. Thursday, December 16, 2021 – Virtual Conference Call with Chief Labrie and Brian Maser from KP Law to prepare for a Civil Service hearing regarding a promotional appeal. Thursday, December 16, 2021 – Virtual Conference Call with Chief Labrie and Brian Maser as well as the Police Union to negotiate Civil Service Revocation. Miscellaneous Calls with Staff and Board Members. **2) Fire Station Project**: The design team is coordinating local permitting with the Planning Board and the Conservation Commission. The second meeting with the Planning Board was held this past week on December 14th. The first Conservation Commission Meeting was held on December 1st. The BPCC held a meeting this past week on December 15th. The Town Manager, BPCC, and design team will discuss with the BOS at their Meeting this coming Monday, December 20th. **3) Fire Department Strategic Plan**: The Town Manager and Fire Chief reviewed RFP submittals for the Strategic Planning Services for the Fire Department. The Town Manager and Fire Chief agreed select the consultant CPSM for this project. The services agreement is being reviewed and once finalized, the Town Manager will issue a Notice to Proceed, which is expected to occur for January 1st. **4) American Rescue Plan Act (ARPA)**: The Town Manager issued Project Request application Documents to staff and area non-profit organizations for the purposes of accessing Federal Relief Funds issued to the Town through the American Rescue Plan Act. The Town will be receiving \$4.9M which can be used for projects/programs in response to the recovery effort brought on by the pandemic. Project Funding Requests were due recently on December 3rd. The Town Manager will provide a Funding Project Plan as part of the FY2023 Budget and Capital Planning Process. **5) Fallon Health Insurance Replacement**: The Town Manager has been working with the Finance Team and NFP to solicit pricing for health insurance plans as Fallon is getting out of the municipal market. The RFP was advertised and the Town received several responses. NFP and staff team an informational meeting with the IAC on December 8th. Next step is to have the providers proposing plans to present to the IAC on Wednesday, January 5th. **6) Northbridge Elementary School Reuse Study**: The RFP was advertised on November 17th. The Town manager and Highway Superintendent Jamie Luchini held a building walk-through on December 1st. Proposals were due today on December 17th. The goal is for the BPCC to select a qualified firm to perform the study over the winter/spring of 2022. **7) FY2023 Budget and Capital Plan Development**: The Town Manager has initiated the process for staff and committees for the upcoming FY2023 Budget and Capital Plan Development. Staff assignments were handed out this past Friday at Staff Meeting. **8) COVID Pandemic**: The Board of Health reports that we currently have over 119 cases and our positivity rate is approximately 9.0%. Because of the fact that numbers are skyrocketing, Town Offices will be closed starting Monday, December 27th and all staff will be remote until at least January 31st at which time we will reevaluate. The current cases are likely attributed to Thanksgiving and with the upcoming Christmas holiday it is expected that numbers will continue to rise.

SELECTMEN'S CONCERNS: Selectman Melia 1) wished all the residents and employees a Merry Christmas and a Happy New Year. Chairman Ampagoomian 1) asked if there were enough plow drivers. Town Manager Gaudette replied that we do and he has not been told it is a concern. 2) wished everyone a Merry Christmas and a Happy New Year.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

A motion/Mr. Athanas, seconded/Ms. Cannon to adjourn the public meeting. Vote yes/Unanimous.

Meeting Adjourned: 8:01 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

December 20, 2021

- I. APPROVAL OF MINUTES: A. October 4, 2021**
 - Copy of October 4, 2021 meeting minutes
- II. PUBLIC HEARING**
- III. APPOINTMENTS: B. By the Town Manager [Vote to Affirm]/1) Amy Cowen, Council on Aging - Program/Volunteer Coordinator Present: Kelly Bol, COA Director**
 - Copy of offer letter to Amy Cowen
 - Copy of cover letter
 - Copy of resume

C. RESIGNATION: Yvette Ayotte-Kind, Council on Aging / Vote to accept

 - Copy of letter of resignation
- IV. CITIZENS' COMMENTS/INPUT**
- V. DECISIONS:**
 - D. SD Briere, LLC dba Valley Pub - 2022 licenses/Vote to renew: 1) Common Victualler 2) Automatic Amusement [Juke Box] 3) Weekday Indoor Entertainment [Mon-Sat 8 AM – 12 AM] Note: Outdoor Entertainment approved with restrictions on 12/6/21. Present: Stephanie Briere, Manager/No documentation**
 - E. Whitinsville Golf Club, Inc., 179 Fletcher Street/1) Request a Change of Manager/Officers – All Alcohol Club License 2) Request a change of manager for the Non-alcoholic Common Victualler License/Present: Kimberly Martin, Proposed Manager**
 - Copy of memo to the Board of Selectmen outlining the requested changes
 - Copy of Monetary Transmittal Form
 - Copy of DOR Certificate of Good Standing
 - Copy of Unemployment Certificate of Good Standing
 - Copy of application for multiple amendments
 - Copy of Entity Vote
 - Copy of corporation Certificate
 - Copy of payment confirmation
 - Copy of Certificate of Liability
 - Copy of Tips Certifications
 - Copy license routing slip
 - Copy of Application for Common Victualler's License
 - F. Trustees of Soldiers' Memorials/1) Request to place a square on the corner of Fowler Road and Hill Street honoring World War II fallen service member Walter Crothers 2) Update on refurbishing of squares honoring veterans.**
 - Copy of Trustees of Soldiers' Memorials report
- VI. DISCUSSIONS:**
 - G. Winter Parking Ban/Present: Kevin Plante/No documentation**

H. Fire Station Project Update (Joint meeting with the BPCC)/Present: Ted Galante, Yar Laakso, Joe Sullivan, Fire Chief David White

-Copy of PowerPoint presentation

VII. TOWN MANAGER'S REPORT/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None