

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
December 4, 2017 AT 6:15 PM**

**EXECUTIVE SESSION: 6:15 PM**

**Representative David Muradian – Office Hours 7PM to 8PM – Northbridge Town Hall**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

A. November 6, 2017

**II. PUBLIC HEARING**

**III. APPOINTMENTS/RESIGNATIONS**

**B. Resignations:** Kathleen Charbonneau, Disability Commission

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS**

**C.** Armenian Apostolic Church/Request to hang a banner across Church Street **1)** from Sunday, April 15, 2018 to Sunday, April 29, 2018 to advertise Martyr's Day on April 24, 2018. **2)** Sunday, August 5, 2018 to Sunday, August 19, 2018 to advertise the Annual Picnic event being held on Sunday, August 19, 2018.

**D.** Grant of Easements -Vote to accept/sign acceptance of Wilson Street & Roosevelt Drive, as authorized by Town Meeting [2017 FATM -Art. 5 & Art. 6]

**E.** Vote to establish (ad-hoc) Economic Development Committee for the review & implementation of the Economic Development Strategic Plan

**F.** Vote to Set a Special Town Meeting Date for the purposes of a Proposed Zoning Bylaw Amendment (Solar Photovoltaic Installation/Puddon Street & Quaker Street) **Present:** Stephen J. O'Connell, Vice President, Andrews Survey & Engineering, Inc.

**G.** Vote to notify the Town Clerk of a Ballot Question for the Annual Election for Recreational Marijuana Opt-out/**Present:** Gary Bechtholdt, Town Planner & Walter Warchol, Police Chief

**H.** Vote to set Town Manager Goals

**VI. DISCUSSIONS**

**VII. TOWN MANAGER'S REPORT**

- I.** 1) Meetings Attended  
2) School Building Project Update  
3) DPW Garage Project  
4) Fire Station Project (Feasibility Study)  
5) Other ongoing tasks

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

Town Clerk: 2 Hard copies	<input type="checkbox"/>
Web: Post time-stamped copy	<input type="checkbox"/>

**XI. EXECUTIVE SESSION: 6:15 PM**

**J.** Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to collective bargaining [Police Dispatchers, Police, Firefighters, DPW] and Under M.G.L. Chapter 30A, Sec. 21 #3: To discuss strategy with respect to litigation.

**BOARD OF SELECTMEN'S MEETING**  
**November 6, 2017**

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

The Pledge of Allegiance was recited by those present.

**APPROVAL OF MINUTES: A. 1) September 11, 2017.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the September 11, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) September 25, 2017.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the September 25, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, and Melia. **Abstain:** Mr. Nolan. **3) October 16, 2017 Executive Session.** A motion/Mr. Nolan, seconded/Mr. Melia to approve but not release the October 16, 2017 executive session minutes. Vote yes/Messrs. Ampagoomian, Melia, and Nolan. **Abstain:** Mr. Athanas. **4) October 24, 2017 FATM.** A motion/Mr. Athanas, seconded/Mr. Nolan to approve the October 24, 2017 minutes as presented with the readings omitted. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**PUBLIC HEARING: B. 7:05 FY'18 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor.** A motion/Mr. Melia seconded/Mr. Nolan to open the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. Mr. Fitzgerald explained that the Classification Hearing allows the Selectmen to decide whether or not to shift the tax burden between classes. Mr. Fitzgerald explained that doing so would not increase revenues and would not change the overall rate. Mr. Fitzgerald explained there are 3 options available to shift the tax rate. He explained the first option would be to split the tax rate between all residential, commercial, industrial and personal property. He explained the second option is a residential exemption, and the third option is a small commercial exemption. Mr. Fitzgerald explained that a vote is not required unless the Board decides to adopt a rate shift. Mr. Fitzgerald stated that the estimate for 2018 is \$13.01. Mr. Fitzgerald stated that the Board of Assessors was not in favor of a split rate, residential exemption, or the commercial exemption. A motion/Mr. Melia, seconded/Mr. Nolan to close the public hearing. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. The Board of Selectmen took no action, which continues the single tax rate as recommended by the Board of Assessors.

**APPOINTMENTS/Resignations: None.**

**CITIZENS' COMMENTS/INPUT: C. Local Business Spotlight: Envision Digital Group, Kham Inthirath, CEO.** Mr. Inthirath explained that Envision Digital Group is a full service digital marketing agency, with offices in Worcester and Providence. Mr. Inthirath explained that their focus is on local businesses growth. Services include web design, marketing strategies, visual tours, and branding. Mr. Inthirath explained that they utilize a holistic approach to marketing from traditional and digital, upcoming strategies and customizing a strategy for different business, of different sizes and industries. Mr. Inthirath can be contacted at 508-713-0131 and online at <http://envisiondigitalgroup.com/>. Selectman Nolan asked who a typical client would be. Mr. Inthirath stated that The Hair Studio on Church Street, Whitinsville Christian School, some clients also include restaurants seeking to enable virtual tours, others consist of lawyers, large manufactures, non-profits, American Cancer Society and more. Mr. Inthirath explained that most of their clients are local but the do travel to other states as needed.

**D. Jeannie Hebert, President & CEO, Blackstone Valley Chamber of Commerce 1) Shop Small Saturday.** Ms. Hebert stated that Mr. Inthirath helped the Chamber become a Google Certified Chamber,

which allows the businesses within the Chamber become Google Certified as well, allowing for businesses to come up in a search on Google with the business information. Ms. Hebert explained that the 4<sup>th</sup> annual Shop Small event will be on Saturday, November 25, 2017 in Downtown Whitinsville. Ms. Hebert stated there are about 30+ businesses that are a part of the Shop Small and continues to grow every year. Ms. Hebert explained that there is a punch card that participants receive and if participants go to 10 out of the 30 businesses you get enrolled in a raffle drawing. Ms. Hebert stated that there will be strollers going up and down Church Street, along with Santa Clause, and “pop up shops,” which are shops that are not close to downtown, and set up shop on Church Street.

**2) Blackstone Valley Education Hub Grant.** Ms. Hebert announced that the Chamber of Commerce was awarded the Work Skills Capital Grant for four hundred and fifty six thousand three hundred and twelve dollars which is a reimbursable grant to be used for build out and purchase of equipment towards the Blackstone Valley Educational Hub. The Hub, in addition to the classrooms and computers, will be building a mini fab lab. A mini fab lab consists of an array of computer controlled tools on different scales and various materials with the capability to make a large variety of items. Potential Hub clients would consist of the current 650+ students on the Blackstone Valley Technically High School waitlist, Veterans in Transition, and also retraining for adults.

**E. 1) 2018 Selectmen’s Meeting Schedule/Vote to approve.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the 2018 Selectmen’s Meeting Scheduled as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) 2018 Holiday Schedule/Vote to approve.** A motion/Mr. Nolan, seconded/Mr. Melia to approve the 2018 Holiday Schedule as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**F. Town Clerk/Request to hang a banner across Church Street 1) Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street on Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **2) Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street on Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. **3) Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the request to hang a banner across Church Street on Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**G. Dog Orphans Humane Society/Request to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM.** Mr. Ron Morse, Director of Dog Orphans and Ms. Christine Blair, the Dog Orphans fundraiser, were present to discuss the request. Mr. Morse stated that Dog Orphans Humane Society is a non-profit organization located in Douglas, have been there for twenty four years, and have been in existence since 1971. Mr. Morse stated that any monies raised would help towards medical treatment for the dogs. A motion/Mr. Melia, seconded/Mr. Nolan to approve the request to hold a boot drive on Saturday, September 29, 2018 from 10 AM to 2 PM at Memorial Square, with a rain date of September 30, 2018 subject to the safety requirements of the Police Chief. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**H. Gary’s Variety, 2201 Providence Road, Whitinsville, MA 01588/Notice of intent to install a KENO To Go monitor.** The Board of Selectmen agreed to take no action, which allows the installation of a KENO To Go monitor.

**I. Massachusetts Electric Company-Grant of Easement for 11 Fletcher Street, Northbridge MA/Vote to sign.** Town Manager Gaudette explained this request was approved at the Fall Annual Town Meeting regarding the DPW Facility project. A motion/Mr. Nolan, seconded/Mr. Melia to sign the Massachusetts Electric Company Grant Easement for 11 Fletcher Street. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**J. Estate of Viola M. Willard/Bequest of lot #115-B (2-grave cemetery lot) to the Town of Northbridge /Vote to assent to the appointment of Henry A. Blanchette as Personal Representative.** Town Manager Gaudette explained that if the Board approves there are two votes, the first is to appoint the Personal Representative as the probate and the second would be to accept the donation once the probate has been exercised. A motion/Mr. Melia, seconded/Mr. Nolan to appoint Henry A. Blanchette as a Personal Representative and accept the gift of the two grave cemetery lot #115-B. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**K. School Building Project Update/Present: Joseph Strazzulla, School Committee.** Mr. Strazzulla stated that the School Building Project Committee is close to deciding the final phase for the preferred schematic design. After completion the design team will refine the design, the cost estimators will review it, and then it will be presented to the Massachusetts School Building Authority (MSBA). Mr. Strazzulla stated that the submission date for the Preferred Schematic Report is January 3, 2018. Mr. Strazzulla stated that option A is to bring Northbridge Elementary and Balmer school up to code, which would be a significant investment to the Town. The rough estimate to bring the buildings up to code and make no changes to the sizes of the buildings is fifty three million dollars, which is not reimbursable by the MSBA. Option B2 is for a build out of grades 2 through 4 made for five hundred and ten students and replace Balmer by building next to the existing site, which would not disrupt the school year. Once the project is completed the old Balmer would be leveled and the parking lot built on top of it. Option C2 is for one thousand and thirty students and would keep the existing footprint of Balmer, add on a gymnasium and a wing to house the rest of the students. This would allow the building to stay as is during the construction of the wings and students could then move to the wings while the original Balmer is renovated. The students at NES would remain there until the completion of the project, which is about 4 years. There are restrictions with this option. Option C3.1 Pushes the building to the back of the property, maintains the front fields, and would be a newly built facility on the back of the property. The duration is three and a half years and would include redesigning and reconstituting all the fields. The possible use of a road or one way Street has not been decided yet and is still under review. Option C3.2 is a one thousand thirty student building pre K through fifth grade, set on the back of the property, does not overlap with the footprint, and would not disrupt the school year. Option C3.3 uses the hill side by building a piece of the building into the hillside on elevation and allows for a courtyard in the middle. This option is a three year duration. Option C5 swaps out the fields to the back of the property, brings the school closer to the front of the property, and does not disturb the footprint of the building.

Mr. Strazzulla explained the costs. Option A is renovations only and would provide no reimbursement from the MSBA. Option B2, C2, C3 and C5 are MSBA reimbursed projects. The B series approximate cost to the Town is 37.4 million and for the C series ranging from 55.6 million to 58.3 million. Selectman Melia asked if the length of the note was known. Mr. Strazzulla replied that they have run a twenty year note at 5%, and have had brief discussions about thirty years, but it is unknown at this time. Mr. Strazzulla announced that all of the meetings are posted on YouTube and available through <https://www.nps.org/>.

**L. Local Historic District Study Committee/Present: Kenneth Warchol, Chairman, Historical Commission & Gary Bechtholdt, Town Planner.** Mr. Warchol explained that a building selection was put together of nineteen buildings that are included in the Local Historical District. Certified letters were sent out to those owners including notification of a meeting for the owners to understand the involvement

in being a part of the Local Historical District. Mr. Warchol explained that currently there are not enough members on the Historical Commission to meet and have a quorum. New members are needed in order to proceed to come up with bylaws and to move forth with hiring a consultant. Mr. Bechtholdt explained that firstly the exemptions and surveys need to be completed and stated he is happy to help moving forward with the proper steps. Mr. Bechtholdt explained that the town can be as restrictive as we want or have as many exemptions as we feel appropriate. Mr. Bechtholdt explained that after it has been crafted it gets forwarded to the State. The preliminary study is very technical and the Town did vote to appropriate the sum of thirty five hundred dollars to hire a consultant.

**M. Boot Drive Policy (Revision).** Town Manager Gaudette stated that the intent for the change is to allow boot drives from April until the first Saturday in November as opposed to the 1<sup>st</sup> of November. This would allow for one boot drive in November to fall on a Saturday as opposed to a day during the week. A motion/Mr. Melia, seconded/Mr. Athanas to move item M. Boot Drive Policy from discussions to decisions. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan. A motion/Mr. Melia, seconded/Mr. Nolan to approve the advised boot drive policy as presented. Vote yes/Messrs. Ampagoomian, Athanas, Melia, and Nolan.

**VII. TOWN MANAGER'S REPORT: 1) Meetings Attended:** **a.** Board of Selectmen -10/16/2017. **b.** Blackstone Valley Chamber & MassDevelopment - 10/17/2017. **c.** Safety Committee - 10/18/2017. **d.** Meeting with the Town Moderator & Staff - 10/19/2017. **e.** NCTV Interview - 10/19/2017. **f.** Meeting with NFP (Broker) re: GIC - 10/20/2017. **g.** School Meeting to prepare for FATM - 10/23/2017. **h.** Fall Annual Town Meeting - 10/24/2017. **i.** Regional Town Managers Meeting - 10/25/2017. **j.** Senior Center (presentation for 100<sup>th</sup> Birthday) - 10/26/2017. **k.** Aggregation Renewal Meeting (Conf. Call) - 10/30/2017. **l.** Balmer School Project Community Forum #4 - 10/30/2017. **m.** MMA Fiscal Policy Committee Meeting (Boston) - 10/31/2017. **n.** Planning Initiatives Meeting with Gary B - 11/1/2017. **o.** Department Head Meeting - 11/3/2017. **2) School Building Project Update:** Town Manager Gaudette stated that as presented the School Building Committee has selected their top 4 site development options and have submitted the PDP (Preliminary Design Program) to MSBA. Mr. Gaudette attended the Community Forum #4 on October 30<sup>th</sup> at which they discussed the outcomes of the public survey. **3) DPW Garage Project:** Site work is on hold until the BPCC reviews the balance of change orders and credits as part of site grading changes and drainage infrastructure plan revisions. The BPCC will be at the November 20, 2017 Board of Selectmen's Meeting to provide an update. **4) Fire Station Project (Feasibility Study):** Staff, along with the Town Manager, has collected information on Town-owned property, properties listed for sale, and properties previously studied and will be filtering the data for the purposes of providing an adequate list for the Building Planning Construction Committee to designate for inclusion in the Architect RFP. **5) Other ongoing tasks:** a) Recreational Marijuana – Developing an action plan for 2018 with the Town Planner and Police Chief. This will be discussed at the November 20, 2017 Board of Selectmen's Meeting. b) Streetlight Conversion Project (MAPC Grant)- Town Manager Gaudette has signed an agreement with Tanko Lighting to perform the initial audit. c) National Park Service - Town Manager Gaudette is working with the Town Planner to create a Local Historic District. This was discussed earlier in the meeting. d) FY2019 Budget Planning - Town Manager Gaudette is currently initiating the Budget Development process with Staff. The Board of Selectmen will be discussing goals with the Town Manager on November 20, 2017.

**VIII. SELECTMEN'S CONCERNS: Selectman Melia 1)** asked about Town Mangers goals and if there was a plan in place. Town Manager Gaudette stated that at the upcoming November 20<sup>th</sup> meeting he planned on providing a copy of the previous goals that were set for the Town Manager, and is seeking goals for that meeting and discuss a plan with the Chairman for a workable schedule and come back at the December 4<sup>th</sup> meeting to present that plan. **2)** asked if there has been an update on the Community Aggregation contract negotiations. Town Manager Gaudette stated that a renewal agreement was signed by previous Town Manager Kozak in April, and the new bid company is Public Power with a 36 month

agreement beginning in January 2018. Residents who are currently a part of the plan will receive a letter within the next month, introducing themselves. All customers who are with Constellation or National Grid will be automatically enrolled with the opportunity to opt out of the program. **3)** asked if the letter being sent out would include the Town letterhead as it did when it began. Mr. Gaudette stated that the letter does include the process that the Town took to be a part of this program and a press release will be going up on the website. **Selectman Nolan 1)** asked about the executive session minutes and speaking with town counsel on releasing the minutes that do not need to be kept sealed. Town Manager Gaudette stated that he would check with staff and town counsel see what could be released. **Selectman Ampagoomian 1)** asked about the Fire hydrants on Church Street and expressed his concern that they are too close to the road and requested that someone from DPW inspect them. **2)** asked for an update on the water pipe replacement on Church Street and his concern for the upcoming winter season. **3)** reminded the audience that the Trustees of Soldiers Memorials will be dedicating the newly reconstructed World War I Monument on Saturday, November 11, 2017 at 11 AM.

- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

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

**Meeting Adjourned: 8:29 PM**

**Respectfully submitted,**

**James Athanas, Clerk**

**/mjw**

## LIST OF DOCUMENTATION

### BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 6, 2017

#### I. APPROVAL OF MINUTES:

##### A. 1) September 11, 2017

-Copy of September 11, 2017 minutes

##### 2) September 25, 2017

-Copy of September 25, 2017 minutes

##### 3) October 16, 2017 Executive Session

-Copy of October 16, 2017 executive session minutes

##### 4) October 24, 2017 FATM

-Copy of October 24, 2017 Fall Annual Town Meeting minutes

#### II. PUBLIC HEARING:

##### B. 7:05 FY'18 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor

-Copy of memo regarding the classification hearing

-Copy of the 2018 tax rate breakdown

-Copy of a table of the average single, commercial, and individual rates and possible shifts

-Copy of a pie table of the valuation by class

-Copy of surrounding town's tax rates

#### III. APPOINTMENTS/Resignations

#### IV. CITIZENS' COMMENTS/INPUT:

##### C. Local Business Spotlight: Envision Digital Group, Kham Inthirath, CEO/No documentation

D. Jeannie Hebert, President & CEO, Blackstone Valley Chamber of Commerce 1) Shop Small Saturday 2) Blackstone Valley Education Hub Grant/No documentation

#### V. DECISIONS:

##### E. 1) 2018 Selectmen's Meeting Schedule/Vote to approve

-Copy of 2018 Board of Selectmen's meeting schedule

##### 2) 2018 Holiday Schedule/Vote to approve

-Copy of 2018 holiday schedule

F. Town Clerk/Request to hang a banner across Church Street 1) Sunday, May 6, 2018 until Sunday, May 20, 2018 to advertise the Annual Town Election to be held on May 15, 2018. 2) Sunday, September 9, 2018 to Sunday, September 23, 2018 to advertise the State Primary to be held on September 18, 2018. 3) Sunday, October 28, 2018 to Sunday, November 11, 2018 to advertise the State Election on November 6, 2018

-Copy of email from the Town Clerk's office requesting to hang a banner for the dates listed

above

**G. Dog Orphans Humane Society/Request to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM**

-Copy of the letter from the Dog Orphans Humane Society requesting to hold a boot drive on Saturday, September 29, 2018 [rain date: September 30, 2018] at Memorial Square from 10 AM to 2 PM

-Copy of a hold harmless agreement

**H. Gary's Variety, 2201 Providence Road, Whitinsville, MA 01588/Notice of intent to install a KENO To Go monitor**

-Copy of letter from the Massachusetts State Lottery regarding the intent to install a KENO To Go monitor

**I. Massachusetts Electric Company - Grant of Easement for 11 Fletcher Street, Northbridge MA/Vote to sign**

-Copy of the Grant of Easement

-Copy of map of easement

**J. Estate of Viola M. Willard/Bequest of lot #115-B (2-grave cemetery lot) to the Town of Northbridge /Vote to assent to the appointment of Henry A. Blanchette as Personal Representative**

-Copy of letter requesting the Board's assent to appointment of Henry A. Blanchette as Personal Representative of lot # 115-B

-Copy of assent and waiver of notice

-Copy of bond

-Copy of probate of will and appointment of Personal Representative

-Copy of email from Legal counsel suggestion

**VI. DISCUSSIONS:**

**K. School Building Project Update/Present: Joseph Strazzulla, School Committee**

-Copy of PowerPoint presentation

**L. Local Historic District Study Committee/Present: Kenneth Warchol, Chairman, Historical Commission & Gary Bechtholdt, Town Planner**

-Copy of flow chart to establish a Local Historic District

**M. Boot Drive Policy (Revision)**

-Copy of revised Boot Drive Policy

**VII. TOWN MANAGER'S REPORT:**

**N. 1) Meetings Attended/No documentation**

**2) School Building Project Update/No documentation**

**3) DPW Garage Project/No documentation**

**4) Fire Station Project (Feasibility Study)/No documentation**

**5) Other ongoing tasks/No documentation**

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

**X. ITEMS FOR FUTURE AGENDA/None**

**X. CORRESPONDENCE /None**

**XI. EXECUTIVE SESSION/None**



B

November 7, 2017



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

Dear Gentlemen,

Please accept this letter of resignation from my position on the Housing Authority Board and Disability Commission as of December 1, 2017. Due to health issues, I am unable to continue my duties on these two boards.

Thank you,

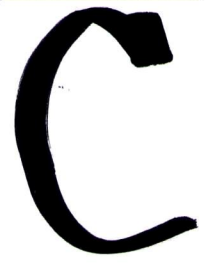
A handwritten signature in blue ink that reads "Kathleen Charbonneau".

Kathleen Charbonneau  
10A Colonial Drive  
Whitinsville, MA 01588  
(508) 266-0372

**Melissa Wetherbee**

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**From:** Bedigian, Peter [OCT/WHT] <pbedigian@omnicontroltech.com>  
**Sent:** Thursday, November 30, 2017 12:44 PM  
**To:** Melissa Wetherbee  
**Subject:** 2018 Banner Requests



Hi Melissa,

The following is the request for our church banners and one bulletin board announcement by town hall for 2018:

1. Martyr's Day Banner 3<sup>rd</sup> and 4<sup>th</sup> week of April – commemoration is on April 24<sup>th</sup>. *① April 15, 2018 - April 29, 2018*
2. Annual Picnic Banner in August with event being held on August 19<sup>th</sup>.
3. Church Christmas Bazaar Christmas Reformed Church on December 1st – would like bulletin Board {in front of town hall} posting after Thanksgiving up until event if possible.

Thank you.

Best regards,

Pete Bedigian, Trustee  
Armenian Apostolic Church

*① April 15, 2018 - April 29, 2018 → Available*  
*② August 5, 2018 - August 19, 2018 → Available*

Pete Bedigian, President/CEO  
Omni Control Technology, Inc.  
1 Main St – PO Box 444  
Whitinsville, MA 01588

Ofc: 508.234.9121 ext. 102

# D.

## GRANT OF EASEMENTS

PRESIDENTIAL FARMS, INC., a Massachusetts corporation with a principal place of business at 15 Juniper Lane, Grafton, Massachusetts 01519 (“Grantor”),

in consideration of one dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged,

grants to the TOWN OF NORTHBRIDGE, a municipal corporation having an address at Northbridge Town Hall, 7 Main Street, Whitinsville, Massachusetts 01588,

### WITH QUITCLAIM COVENANTS

the perpetual right and non-exclusive easement to use, in common with Grantor, its successors and assigns, those portions of the road known as Roosevelt Drive shown on a plan entitled “Layout Plan of Roosevelt Drive in Northbridge, Mass.,” dated August 25, 2016, revised March 1, 2017, prepared by Guerriere & Halnon, Inc. (3 sheets), recorded with the Worcester South District Registry of Deeds (the “Registry”) in Plan Book \_\_\_\_\_, Plan \_\_\_\_\_ and the road known as Wilson Street shown on a plan entitled “Layout Plan of Wilson Street in Northbridge, Mass.,” dated August 25, 2016, prepared by Guerriere & Halnon, Inc. (1 sheet), recorded with the Registry in Plan Book \_\_\_\_\_, Plan \_\_\_\_\_ (together, the “Plans”), to which Plans reference is made for a more particular description of said roads, for all purposes for which public ways are commonly used in the Town of Northbridge, together with the attendant customary uses, including, but not limited to, the construction, operation and maintenance of the right-of-way, drainage and utilities in, over, under, through, across, upon and along said roadways.

Together with non-exclusive perpetual easements for the purposes set forth below, in, upon and along the following:

1. That portion of land shown on the Plans as “Access & Drainage Easement #1”, to which Plans reference is made for a more particular description, for the drainage and flow of surface drainage waters through such storm water drainage pipes, culverts, catch basins and other water drainage improvements now existing or hereafter installed;
2. That portion of land shown on the Plans as “25’ Wide Sewer Easement #1”, to which Plans reference is made for a more particular description, to construct, install, maintain, modify, use, operate, repair and replace a sewer line;
3. That portion of land shown on the Plans as “Access & Drainage Easement #2”, to which Plans reference is made for a more particular description, for the drainage and flow of surface drainage waters through such storm water drainage pipes, culverts, catch basins

and other water drainage improvements now existing or hereafter installed and for ingress and egress purposes to and from said drainage area by foot and by vehicle for such purposes and all other correlated appurtenances in, through, under and across such easement area;

4. That portion of land shown on the Plans as “Access & Drainage Easement #3”, to which Plans reference is made for a more particular description, for the drainage and flow of surface drainage waters through such storm water drainage pipes, culverts, catch basins and other water drainage improvements now existing or hereafter installed and for ingress and egress purposes to and from said drainage area by foot and by vehicle for such purposes and all other correlated appurtenances in, through, under and across such easement area;
5. That portion of land shown on the Plans as “Drainage Easement #4”, to which Plans reference is made for a more particular description, for the drainage and flow of surface drainage waters through such storm water drainage pipes, culverts, catch basins and other water drainage improvements now existing or hereafter installed; and
6. That portion of land shown on the Plans as “20’ Wide Sewer Easement #2”, to which Plans reference is made for a more particular description, to construct, install, maintain, modify, use, operate, repair and replace a sewer line.

Collectively, Roosevelt Drive and Wilson Street and the easements described at Paragraphs 1 through 6, the “Easement Areas”.

The Grantor agrees not to grant any other easements, leases or licenses to the Easement Areas which will interfere with the Town’s perpetual easements without the prior written permission of the Town. Any easements, leases or licenses granted in violation of this provision shall be null and void.

The Easement Areas are conveyed subject to all easements, restrictions, liens and encumbrances of record to the extent the same are in force and effect.

For Grantor’s title see deed from White Development Corp. dated December 6, 2002 and recorded with the Registry in Book 28351, Page 20.

[Signature Page Follows]

Executed as a sealed instrument this \_\_\_\_ day of \_\_\_\_\_, 2017.

PRESIDENTIAL FARMS, INC.

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

Name: David W. Brossi

Its: President and Treasurer

**COMMONWEALTH OF MASSACHUSETTS**

MIDDLESEX, ss.

On this \_\_\_\_\_ day of \_\_\_\_\_, 2017, before me, the undersigned notary public, personally appeared David W. Brossi proved to me through satisfactory evidence of identification, which was  photographic identification with signature issued by a federal or state governmental agency,  oath or affirmation of a credible witness,  personal knowledge of the undersigned, to be the person whose name is signed on the preceding or attached document(s), and acknowledged to me that he signed it voluntarily for its stated purpose as President and Treasurer of Presidential Farms, Inc.

*(official seal)*

\_\_\_\_\_  
Notary Public

My commission expires:

**ACCEPTANCE**

The Town of Northbridge, Board of Selectmen, pursuant to the authority granted by virtue of the votes under Articles 5 and 6 of the October 24, 2017 Fall Annual Town Meeting, certified copies of which are attached hereto, G.L. c. 40, §14, and by all other authority thereunto enabling, hereby accepts the attached deed from Presidential Farms, Inc. for easements over the roadways known as Roosevelt Drive and Wilson Street and such other easements as are more particularly described in said deed.

Executed as a sealed instrument this \_\_\_\_\_ day of December, 2017.

THE TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN

By: \_\_\_\_\_  
Charles Ampagoomian, Jr., Chairman

By: \_\_\_\_\_  
James J. Athanas, Clerk

By: \_\_\_\_\_  
Thomas J. Melia, Vice Chairman

By: \_\_\_\_\_  
Daniel J. Nolan

By: \_\_\_\_\_  
James R. Marzec

**COMMONWEALTH OF MASSACHUSETTS**

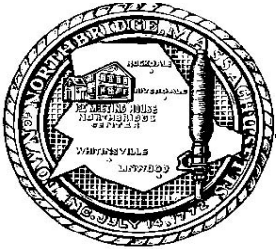
WORCESTER, ss.

On this \_\_\_\_\_ day of December, 2017, before me, the undersigned notary public, personally appeared \_\_\_\_\_, member of the Northbridge Board of Selectmen, proved to me through satisfactory evidence of identification, which was  photographic identification with signature issued by a federal or state governmental agency,  oath or affirmation of a credible witness,  personal knowledge of the undersigned, to be the persons whose name is signed on the preceding or attached document(s), and acknowledged to me that they signed it voluntarily for its stated purpose as member of the Board of Selectmen of the Town of Northbridge.

*(official seal)*

\_\_\_\_\_  
(type or print name)

\_\_\_\_\_  
Notary Public



## COMMUNITY PLANNING & DEVELOPMENT

R. Gary Bechtholdt II, Town Planner  
7 Main Street Whitinsville, MA 01588  
Phone: (508) 234.2447 Fax: (508) 234.0821  
[gbechtholdt@northbridgemass.org](mailto:gbechtholdt@northbridgemass.org)

### MEMORANDUM

Date: November 27, 2017

TO: NORTHBRIDGE BOARD OF SELECTMEN  
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner

RE: **ECONOMIC DEVELOPMENT COMMITTEE**  
Economic Development Strategic Plan

# E.

As discussed at the September 25, 2017 meeting, the Board of Selectmen shall look to establish an Economic Development Committee (EDC), an advisory group created to assess and encourage economic development opportunities within Northbridge.

The Northbridge EDC shall undertake the following initiatives, including but not limited to:

1. Oversee the implementation of the 5-year Action Plan identified in the recently completed Economic Development Strategic Plan (July 2017);
2. Support and promote the Blackstone River Valley National Historical Park designation as it relates to tourism & economic development;
3. Collaborate/partner with the Blackstone Valley Chamber of Commerce and other local businesses; &
4. Help facilitate, attract and encourage economic development opportunities within Northbridge

The Committee shall be comprised of **five (5) members** appointed by the Board of Selectmen for **terms of three (3) years, with** preference given to individuals with professional expertise in commercial real estate financing or development; real estate law; technology; marketing or merchandising; business or non-profit organization development; business association and organization. The Committee shall **include one (1) member of the Board of Selectmen, one (1) member of the Planning Board and the Town Planner shall serve as ex officio member.** The Committee shall report to the Town Manager.

Cc: Planning Board  
/File

CALENDAR  
SPECIAL TOWN MEETING  
7:00 PM - TUESDAY, FEBRUARY 6, 2018  
**REVISED**

**F.**

- 12/4/17 (Monday)                   -Selectmen vote to set a Special Town Meeting for Tuesday, February 6, 2018 at 7:00 PM at the Northbridge Middle School Auditorium, Whitinsville, MA.  
-Selectmen vote to open the warrant on Monday, December 4, 2017  
-Selectmen vote to close the warrant on Friday, December 22, 2017 at 12:00 Noon  
**(Need 5 Fridays - Last possible day to close warrant is Friday, January 5<sup>th</sup> @ Noon)**
- 12/5/17 (Tuesday)                   -Notify all Boards, Committees, and Commissions.  
- Publish notice of meeting and advertise closing date of warrant in local newspaper.  
(Friday, December 8, 2017 – T& G Legals)  
**-Reserve the Northbridge Middle School Auditorium.**
- 12/18/17 (Monday)                   -Selectmen vote to place articles (if sponsoring any) on the Special Town Meeting Warrant
- 12/22/17 (Friday)                   -Warrant closes at 12:00 Noon
- 1/1/18-1/5/18 (Week of)           -Town Manager’s Summary to be prepared and completed.
- 1/8/18 (Monday)                   -Selectmen vote to sign warrant upon completion and final review by Town Counsel
- 1/8/18 (Monday)                   -Email Town Manager’s summary to T & G
- 1/12/18 (Friday)                   -Publication of Town Manager’s Summary of Article(s)  
(Telegram & Gazette/Legals)  
**[Last day to publish 1/16/18]**
- 1/15/18 (Monday)                   -Post warrant  
**(Need 21 days or more)           [Last day to post warrant 1/16/18]**
- 1/22/18 (Monday)                   -Selectmen vote position on articles

**NOTIFY CABLE TO TAPE MEETING**

2/6/18 (Tuesday)                   7:00PM- SPECIAL TOWN MEETING

REQUIREMENTS FOR SPECIAL TOWN MEETINGS

UPON PRESENTATION OF A PETITION TO THE BOARD OF SELECTMEN W/200 PLUS VOTERS’ SIGNATURES -- HAVE TO HOLD A SPECIAL TOWN MEETING WITHIN 45 DAYS--M.G.L. Chapter 39, Section 10

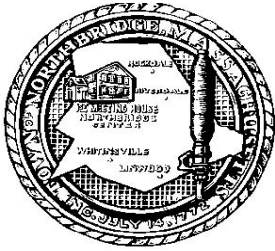
THE BOARD OF SELECTMEN SHALL INCLUDE IN THE WARRANT FOR SUCH SPECIAL TOWN MEETING THE SUBJECT MATTER OF ALL PETITIONS WHICH ARE RECEIVED AT ITS OFFICE ON OR BEFORE THE CLOSE OF BUSINESS OF THE FIFTH BUSINESS DAY FOLLOWING SUCH PUBLICATION

THE SPECIAL TOWN MEETING WARRANT WHICH IS CALLED SHALL CLOSE NOT LATER THAN NOON ON THE FIFTH FRIDAY PRECEDING THE DATE SUCH SPECIAL TOWN MEETING IS TO CONVENE.

NO SPECIAL TOWN MEETING SHALL BE CONVENED BY THE TOWN MODERATOR UNTIL 4 WEEKS FOLLOWING THE CLOSING OF THE WARRANT FOR A SPECIAL TOWN MEETING.

REQUIRES 21 DAYS BEFORE SPECIAL TOWN MEETING FOR POSTING OF WARRANTS.





## COMMUNITY PLANNING & DEVELOPMENT

---

R. Gary Bechtholdt II, Town Planner  
7 Main Street Whitinsville, MA 01588  
Phone: (508) 234.2447 Fax: (508) 234.0821  
[gbechtholdt@northbridgema.org](mailto:gbechtholdt@northbridgema.org)

### MEMORANDUM

Date: November 30, 2017

TO: NORTHBRIDGE BOARD OF SELECTMEN  
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner 

RE: **COMMUNITY SHARED SOLAR OVERLAY DISTRICT**  
(proposed) Zoning Bylaw Amendment

---

Following the November 20, 2017 Board of Selectmen meeting the Planning office met with the project proponent to discuss and review the initial draft of the proposed zoning bylaw amendment to establish a "Community Shared Solar Overlay District" within the Town of Northbridge.

Attached for your review and consideration is an updated DRAFT based upon discussions and individual feedback from Planning Board members. The revised draft is formatted and configured to fit within our current zoning and includes new sub-sections including Location; Permitted Use; and Definitions for the proposed overlay. Also attached is an illustration prepared by CMRPC showing the proposed delineation of the Community Shared Solar Overlay District. A solar photovoltaic installation within the (proposed) Community Shared Solar Overlay District (CSSOD) would be permitted by Special Permit of the Planning Board and Site Plan review/approval.

As mentioned, the Planning Board is required to hold a public hearing for all zoning amendments in advance of Town Meeting action; arrangements have been made for the Planning Board to hold its public hearing Tuesday, December 19, 2017 (7:05PM -Town Hall). The Planning Board shall provide a Report & Recommendation at Town Meeting.

It is recommended that the Board of Selectmen seek comment and input from Town Counsel and Inspector of Buildings/Zoning Enforcement Officer on this draft zoning bylaw amendment in preparation for and in conjunction with the Planning Board's public hearing review.

I hope you find this information helpful as the Board of Selectmen consider and discuss this matter at its meeting of Monday, December 04, 2017.

---

Cc: Planning Board  
Inspector of Buildings  
Project Proponent(s)  
/File

AMEND Chapter 173 -Zoning, Article XX -Large Scale Solar Photovoltaic Installations

by adding the following entitled “Community Shared Solar Overlay District” as follows:

**§ 173-136.1 Community Shared Solar Overlay District (CSSOD)**

The Community Shared Solar Overlay District (CSSOD) is hereby established as an overlay district within the Town of Northbridge. All requirements pertaining to the underlying district(s) shall continue to be in full force and effect, except where the CSSOD bylaw supersedes such underlying requirements or provides for an alternative to such requirement(s).

**§ 173-136.2 Purpose**

**§ 173-136.3 Location**

The boundaries of the Community Shared Solar Overlay District (CSSOD) are shown on map entitled “Northbridge, Massachusetts Zoning Overlay District Map” prepared by CMRPC -Central Mass Regional Planning Commission dated XXXXXX, and as may be amended. The CSSOD is comprised of and identified as Northbridge Assessor Map 27, Parcels 15, 16, 17, 18, 20, 21, 22, 23, 29, and 89.

**§ 173-136.4 Permitted Use**

The CSSOD applies to the construction of solar photovoltaic systems as defined herein and in accordance with Article XX, Large-Scale Ground-Mounted Solar Photovoltaic Installations of the Northbridge Zoning Bylaw.

**§ 173-136.5 Definitions**

- A. Appurtenant Structures --all structures, the use of which is appurtenant (secondary to) a solar photovoltaic system, including but not limited to equipment shelters, storage facilities, transformers and substations.
- B. Community Shared Solar --a Community Shared Solar (CSS) project is a solar photovoltaic system that provides benefits such as electricity, net metering credits, and return on investment to multiple participants. A CSS project is hosted by an entity and supported by multiple participants, who invest in the project or purchase the electricity or net metering credits generated. CSS may offer an alternative for those who cannot install solar on their own property.

- C. Hazardous Materials --hazardous materials stored, used or generated on site shall not exceed the amount for a Very Small Quantity Generator of Hazardous Waste (VSQG) as defined by the Department of Environmental Protection pursuant to MassDEP regulations 310 CMR 30.000 and shall meet all requirements of the DEP, including storage of hazardous materials. If hazardous materials are utilized within the solar electric equipment, impervious containment areas capable of controlling any release to the environment and to prevent potential contamination of groundwater shall be required.
- D. Large-Scale Ground Mounted Solar Photovoltaic Installation --a solar photovoltaic system that is structurally mounted on the ground and is not roof-mounted, has a minimum nameplate capacity of 250 kW DC and generates power utilized at least in part off-site.
- E. Rated Nameplate Capacity --the maximum rated output of electric power production of the photovoltaic system in direct current (DC).
- F. Solar Array --
- G. Solar Photovoltaic System --
- H. Special Permit Granting Authority --the Planning Board shall be the Special Permit Granting Authority (SPGA) for solar photovoltaic systems within the Community Shared Solar Overlay District (CSSOD).

**§ 173-136.6 Special Permit**

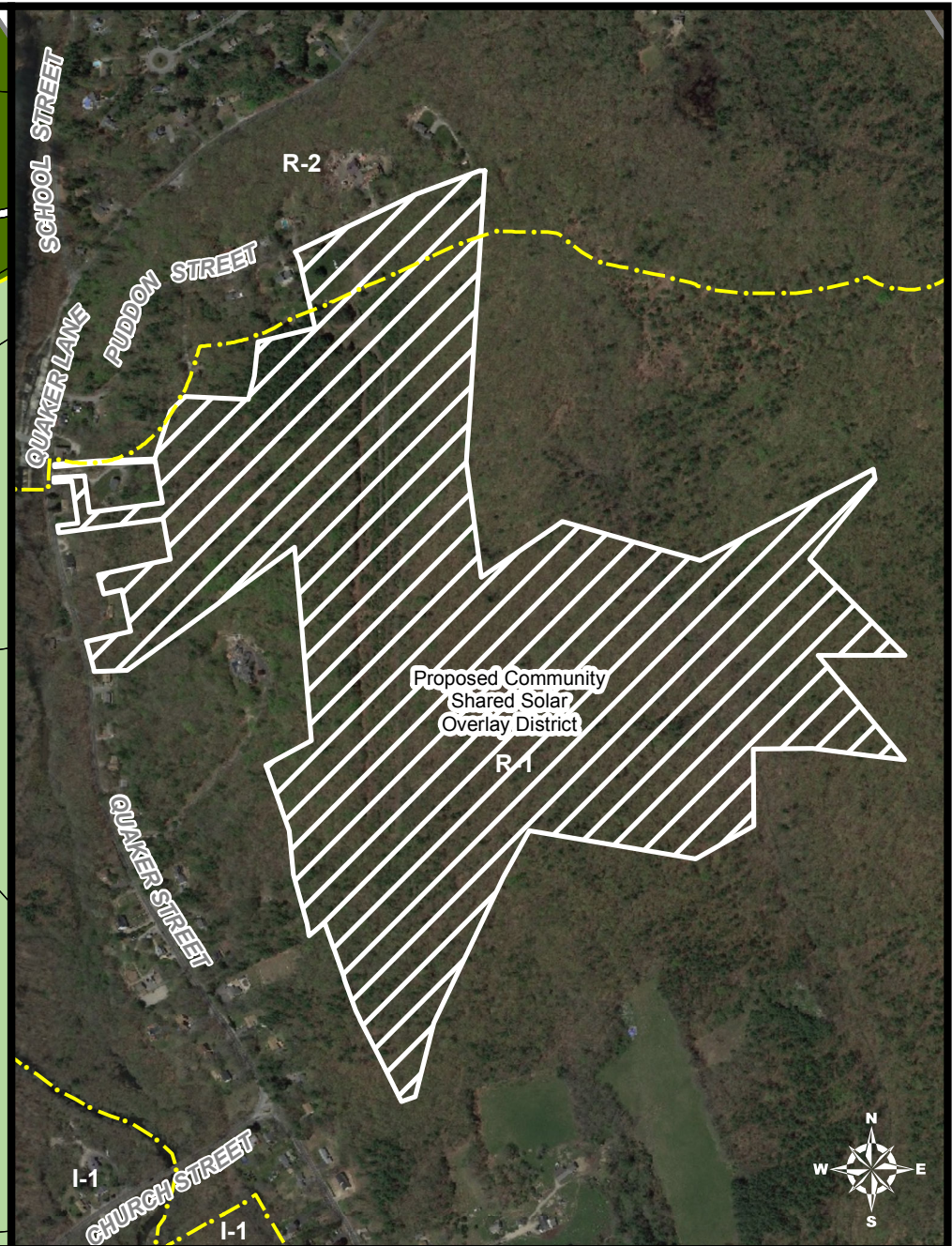
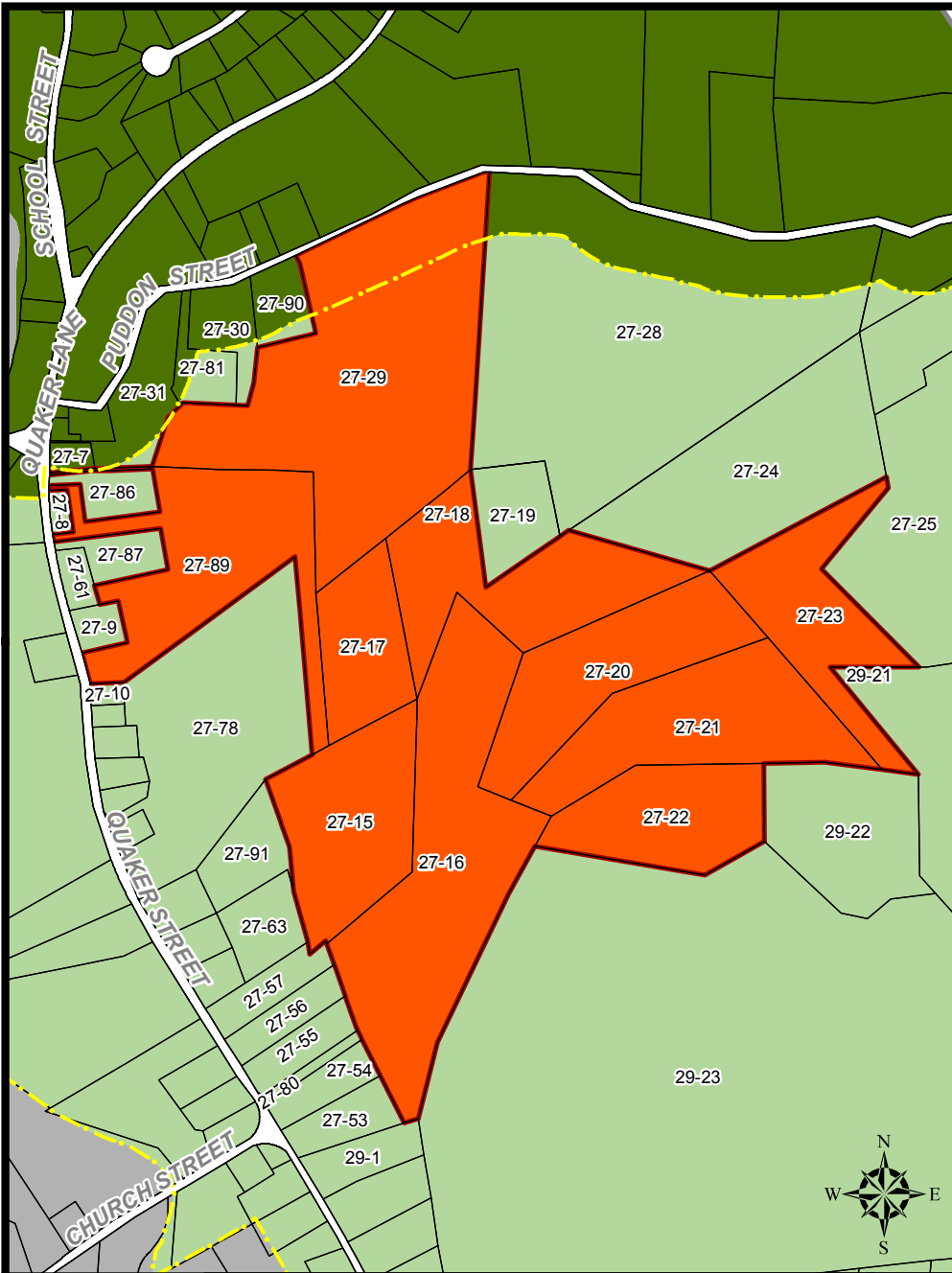
In accordance with Section 173-74 [Special permits] of the Northbridge Zoning Bylaw, the Planning Board may issue a special permit for solar photovoltaic systems pursuant to the requirements and standards noted herein upon site plan review and approval of same in accordance with Section 173-49.1 [Site plan review by the Planning Board] of the Northbridge Zoning Bylaw.

**§ 173-136.7 General Requirements**

In addition to the general requirements provided for in Section 173-136 for Large-Scale Solar Photovoltaic Installations, the following requirements shall apply to Community Shared Solar systems.

- A. Compliance with laws and regulations. The construction and operation of Large-Scale Ground-Mounted Solar Photovoltaic Installations (LGSPI) shall be consistent with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings and fixtures forming part of a solar photovoltaic installation shall be constructed in accordance with the State Building Code.

- B. Building permits. No LGSPI shall be constructed, installed or modified as provided herein without first obtaining a building permit.
- C. Site plan review. No LGSPI shall be constructed, installed or modified except in conformity with a site plan approval by the Planning Board. The Planning Board shall consider and apply the requirements set forth herein and as provided for in Article XX, Large-Scale Solar Photovoltaic Installations Section 173-136 [General requirements] of the Northbridge Zoning Bylaw.
- D. Setbacks and screening. Minimum setbacks for a LGSPI shall have a minimum front lot depth of 100-feet; minimum side lot depth of 50-feet and minimum rear lot depth of 50-feet. Every abutting property shall be visually screened from the LGSPI through any one or combination of the following: location, distance, plantings, existing vegetation and fencing. No setbacks shall be required for interior parcel lines that adjoin parcels held in common ownership within the CSSOD.
- E. Building lot. A LGSPI shall be permitted on contiguous parcels of land of one hundred acres or more within the CSSOD and having a minimum lot width of 50-feet on a public way within the Town of Northbridge. Adjoining interior parcels without frontage that are held in common ownership shall be considered buildable as part of a LGSPI application. A LGSPI shall be permitted on multiple adjoining parcels through the issuance of a single building permit.
- F. Lot access. Access to a LGSPI may be provided via the qualifying frontage or allowed from adjoining parcels held in common ownership as may be approved by the Planning Board as part of site plan review.



	Industrial One (I-1)		Proposed CSSOD
	Residential One (R-1)		
	Residential Two (R-2)		

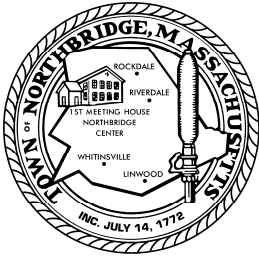
**Legend**

Source: Data provided by the Town of Northbridge, Central Massachusetts Regional Planning Commission (CMRPC), massDOT and the Office of Geographic Information (MassGIS), Commonwealth of Massachusetts, Information Technology Division. Imagery (C) Google  
 Information depicted on this map is for planning purposes only. This information is not adequate for legal boundary definition, regulatory interpretation, or parcel-level analysis. Use caution interpreting positional accuracy.

## Proposed Community Shared Solar Overlay District

Northbridge, Massachusetts

November 22, 2017 1 inch = 853 feet



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

**G.**

**Adam D. Gaudette  
Town Manager**

**MEMORANDUM**

---

**TO: Board of Selectmen**

**FROM: Adam Gaudette, Town Manager**

**RE: Proposed Recreational Marijuana Ballot Questions**

**DATE: Friday, December 1, 2017**

---

The Board of Selectmen must notify the Town Clerk no less than thirty-five (35) days before the Annual Town Election, scheduled for May 15, 2018, in conformance with M.G.L c.54, §42C, if there are any Ballot Questions that the Board of Selectmen would like to ask voters on the ballot.

Option 1:

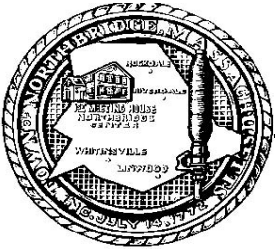
"Shall the Town of Northbridge prohibit the operation of all types of marijuana establishments as defined in M.G.L. c.94G, §1, including marijuana cultivators, marijuana testing facilities, marijuana product manufacturers, marijuana retailers or any other type of licensed marijuana-related businesses, within the Town of Northbridge?"

Option 2:

"Shall the Town of Northbridge limit the number of marijuana retailers to fewer than 20 per cent of the number of licenses issued within the Town of Northbridge for the retail sale of alcoholic beverages not to be drunk on the premises where sold under chapter 138 of the General Laws?"

Option 3:

"Shall the Town of Northbridge limit the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the Town of Northbridge?"



## COMMUNITY PLANNING & DEVELOPMENT

R. Gary Bechtholdt II, Town Planner  
7 Main Street Whitinsville, MA 01588  
Phone: (508) 234.2447 Fax: (508) 234.0814  
[gbechtholdt@northbridgemass.org](mailto:gbechtholdt@northbridgemass.org)

### MEMORANDUM

Date: October 30, 2017/November 15, 2017

TO: NORTHBRIDGE BOARD OF SELECTMEN  
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner

Re: **Recreational Marijuana Establishments**  
Zoning/Land Use

---

With the passage of Ballot Question #4 -*Regulation and Taxation of Marijuana [November 08, 2016]* recreational use of marijuana was legalized in Massachusetts for persons 21 and older. Northbridge, like every other community in the Commonwealth may decide locally how to regulate this new land use (time, place & manner).

At the May 2017 Spring Annual Town Meeting, Northbridge voters adopted a temporary zoning moratorium on recreational marijuana establishments through November 30, 2018. This moratorium period provides the Town opportunity to review and understand the marijuana statute and moreover the regulations of the Cannabis Control Commission (CCC), the State's newly created licensing agency. The CCC is to adopt its regulations by March 15, 2018 and is required, under the law to begin the process of accepting applications on April 01, 2018. Recreational marijuana retail licenses will be issued by the CCC beginning June 01, 2018.

During Northbridge's moratorium, municipal staff have attended meetings, workshops and State sponsored forums to better understand the law and how a community may regulate recreational marijuana land use. Town Counsel (KP Law) has issued guidance documents to assist and inform municipalities on timelines and local options; enclosed is KP Law's most recent dated August 2017.

As noted previously, the law provides municipalities the option to opt-out and prohibit recreational marijuana retail establishments. For Northbridge, this would require a 2-step process: 1.) local Ballot Question & 2.) Town Meeting action. The sequencing and timing of this consideration however, remains somewhat of an unknown as it relates to the timeline of the Cannabis Control Commission application process (April 01, 2018) and issuance of State licensing (June 01, 2018). The local Ballot Question may appear on the next scheduled general election for May 15, 2018, with the Spring Annual Town Meeting set for May 01, 2018.

Attached is an illustration prepared to show the timeline for the Cannabis Control Commission (CCC) and flowchart on local options for the Town of Northbridge.

Should the Selectmen decide to pursue the local opt-out option, Town Counsel (KP Law) has prepared a sample Ballot Question (attached) for both Zoning and General Bylaw considerations. Selectmen should consult Town Counsel on exact wording and timing of the required Town Meeting actions.

The law permits municipalities to regulate recreational marijuana retail establishments through local zoning (time, place & manner). Northbridge currently allows for Registered Marijuana Dispensaries (RMDs) within the Industrial-Two (I2) Zoning District by special permit of the Planning Board. In accordance with the Northbridge Zoning Bylaw, RMDs are not to be located within 500-feet of a school; child care facility; library; playground/park; youth center; or house of worship [-see Zoning §173-18.4].

Under the recreational marijuana law, retail establishments may seek State licensing to operate 1.) a marijuana retail store, 2.) a marijuana product manufacturer, 3.) a marijuana cultivator, and/or 4.) a marijuana testing facility. Selectmen should consult Town Counsel to confirm whether a community may consider opting-out of one or all types of marijuana retail operations. The Board of Selectmen should also consult the Planning Board and other municipal departments on possible zoning provisions (parking requirements, etc.) and potential siting for marijuana retail establishments.

Communities may consider the local option to limit the number of marijuana retailers permitted to fewer than 20% of retail off-premise alcoholic beverage licenses issued under G.L. c. 183 and adoption of a local Sales Tax (3%). Like the opt-out, limiting the number of recreational marijuana retail establishments requires a 2-step process: Ballot Question & Town Meeting action, whereas the local Sales Tax option requires only Town Meeting action.

Under the law, communities may also consider on-site consumption as a local option (via Ballot Question), which unless initiated by petition of not fewer than 10% of the number of voters of the town voting at the State Election preceding the filing of the petition and approved; on-site consumption shall be considered not permitted.

Since the time of implementation of the Act and amendments thereto, there remain significant questions. Fundamentally, the timeline for adoption of final regulations by the Cannabis Control Commission creates a great unknown for communities looking to adopt zoning to permit the new land use or those considering local options; especially when Town Meeting action is required.

I hope you find this correspondence helpful as the Board considers and discusses this topic.

Cc: Planning Board  
Police Chief  
/File



# RECREATIONAL MARIJUANA ESTABLISHMENTS

Regulations & Taxation of Marijuana Act  
 An Act to Ensure Safe Access to Medical & Adult-Use of Marijuana in the Commonwealth

*\*Disclaimer - Timeline/Flowchart for illustrative purposes ONLY*

(State) Ballot Question # 4  
**November 08, 2016**  
 [Northbridge 4,217 -YES & 4,103 -NO]

(State) Cannabis Control Commission  
**August 01, 2017**  
 25-member Cannabis Advisory Board

(State) Cannabis Control Commission  
**September 01, 2017**  
 Appointment of 5-member CCC

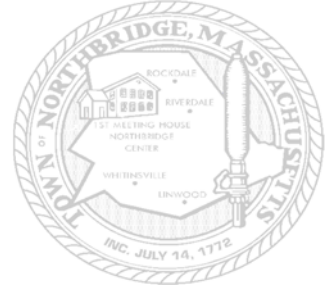
(State) Cannabis Control Commission  
**March 15, 2018**  
 Promulgate "initial" Regulations

(State) Cannabis Control Commission  
**April 01, 2018**  
 Begin Accepting Applications

(State) Cannabis Control Commission  
**April 15, 2018**  
 Prioritize Review of Applications

(State) Cannabis Control Commission  
**June 01, 2018**  
 Begin Issuance of Licenses

(Local) Temporary Zoning Moratorium  
May 02, 2017 -SATM  
 [thru November 30, 2018]



**Local Option (1)**

Opt-out/Prohibition [2-step Process]

- Town Meeting &**
- Ballot Question(s)**

(Local) **Town Meeting** (May 01, 2018)  
 General Bylaw (majority vote) / Zoning Bylaw (2/3 vote)  
 Contingent upon passage of Ballot Question(s)

**Town Meeting FAIL**      **Ballot Question(s) FAIL**  
 OR

(Local) **Ballot Question(s)** (May 15, 2018)  
 See SAMPLE(s) prepared by KP Law  
 Vote to Opt-out

**2018 Fall Annual Town Meeting**  
 (October 23, 2018)

Amend Zoning Bylaw to allow new use  
 [time, place & manner]  
 Temporary zoning moratorium valid  
 thru November 30, 2018

(Local) **Town Meeting & Ballot -PASS**  
 Opt-out /Prohibition is adopted locally (Enacted)  
 Other Local Options N/A

**Local Option (2)**

Limit # of Marijuana retailers permitted to fewer than 20% of retail off-premise alcoholic beverage licenses issued under G.L. c. 183 [2-step Process]

- Town Meeting** (October 23, 2018)  
 Contingent upon passage of Ballot Question &
- Ballot Question** (November 06, 2018)

**Local Option (3)**

Adopt Local Sales Tax (3%) [1-step Process]  
 Vote to accept G.L. C. 64N, S. 3

- Town Meeting**  
 (October 23, 2018)

**Local Option (4)**

On-site consumption on premises

- Ballot Question**

## AN ACT TO ENSURE SAFE ACCESS TO MARIJUANA

### A GUIDE TO THE REVISED LAW LEGALIZING RECREATIONAL USE OF MARIJUANA

**AUGUST 2017**

On the November 2016 state election ballot, Massachusetts voters approved Question 4 to allow the non-medical (hereinafter “recreational”) use of marijuana by adults in the Commonwealth (Chapter 334 of the Acts of 2016, entitled, “The Regulation and Taxation of Marijuana Act”). We issued a guide to the new law in January, 2017. On July 28, 2017, Governor Baker signed the General Court’s revised law on the subject, “An Act to Ensure Safe Access to Marijuana” (the “Act”), adopted as Chapter 55 of the Acts of 2017.

The Act makes numerous changes to the laws that were approved by the voters. The most significant changes from the municipal perspective involve the licensing process, the optional local tax surcharge, and amendments to the optional local restrictions or prohibitions that may be considered. Additionally, the Act will soon repeal Chapter 369 of the Acts of 2012, entitled “An Act for the Humanitarian Medical Use of Marijuana,” and move the statutory requirements for the limited cultivation, distribution, possession and use of marijuana for medical purposes into a new G.L. c.94I. This guide will summarize the key points.

#### CURRENT TIMELINE

<b>AUGUST 1, 2017</b> <b>Cannabis Advisory Board</b>	Appointment of a 25-member Cannabis Advisory Board, with members appointed by a variety of officials and organizations, charged with making recommendations on guidelines, rules, and regulations for the recreational use of marijuana.  The President (or a designee) of the Massachusetts Municipal Association shall hold one seat.
<b>SEPTEMBER 1, 2017</b> <b>Cannabis Control Commission</b>	Appointment of a five-member Cannabis Control Commission (“CCC”), by the Governor, Attorney General and Treasurer.  The CCC will have authority to adopt regulations and issue licenses for commercial production and sale of marijuana, much like the Alcoholic Beverages Control Commission for alcohol.  The CCC shall also assume authority over the licensing of medical marijuana treatment centers, which will be transferred from the Department of Public Health before December 31, 2018.
<b>MARCH 15, 2018</b> <b>CCC Adoption of Regulations</b>	Adoption of regulations, guidelines and protocols by the CCC for the issuance of licenses for recreational marijuana establishments.  The CCC must additionally make necessary accommodations and promulgate special regulations for the counties of Dukes and Nantucket by May 1, 2018.

<p><b>April 1, 2018</b></p> <p><b>License Applications Begin</b></p>	<p>Acceptance of applications by the CCC for recreational marijuana licenses pursuant to G.L. c.94G will begin not later than April 1.</p> <p><b>IMPORTANT:</b> The CCC will be governed by the zoning bylaws or ordinances <b>in effect at the time of application</b>. Municipalities must inform the CCC of any bylaw or ordinance that would make the applicant noncompliant if the license is issued.</p>
<p><b>June 1, 2018</b></p> <p><b>License Issuance</b></p>	<p>The CCC may begin issuing licenses, prioritizing applications under statutory criteria. The CCC must approve or deny applications within 90 days.</p>

## ZONING MORATORIA

The emerging area of marijuana regulation presents many policy and planning issues for municipalities. A zoning moratorium, which would impose a temporary limit on the ability of applicants to locate marijuana establishments within a municipality, is a powerful tool available to municipalities to provide additional time to consider how a community will regulate marijuana uses.

Many municipalities have already adopted a zoning moratorium on locating a recreational marijuana facility. In light of the revisions to Chapter 94G, it appears that the Attorney General will continue to approve such moratoria for towns. We recommend that municipalities not seek to impose a moratorium beyond December 31, 2018. A moratorium may be important if a municipality is considering seeking a prohibition or other limitation but may not be able to have the bylaw or ordinance in place before April 1, 2018. A sample zoning moratorium is attached.

## LOCAL REGULATION UNDER G.L. c.94G, §3

Municipalities may regulate the time, place and manner of marijuana establishment operations and may adopt ordinances and bylaws that impose reasonable safeguards on the operation of marijuana establishments, provided they are not “unreasonably impracticable.” Ordinances and bylaws may also restrict licensed cultivation, processing and manufacturing of marijuana that is a “public nuisance,” establish restrictions on public signs related to marijuana establishments and establish a civil penalty for violation of an ordinance or bylaw.

Municipalities seeking to prohibit or otherwise limit the number or types of marijuana establishments within a community must follow the method revised by the General Court to impose such limitations.

### **Prohibitions or Limitations Permitted by Bylaws or Ordinances**

Pursuant to G.L. c.94G, §3, a municipality may prohibit or limit recreational marijuana establishments by bylaw or ordinance with respect to the following:

- prohibit the operation of one or more types of marijuana establishments;

- limit the number of marijuana retailers to fewer than 20 per cent of the number of retail off-premises alcoholic beverage licenses issued under G.L. c.138 by the municipality; or
- limit the number of any type of marijuana establishment to fewer than the number of medical marijuana treatment centers registered to engage in the same type of activity in the municipality.

The procedure for adopting a bylaw or ordinance to prohibit or limit the number of recreational marijuana establishments has significantly changed.

- If a municipality voted in *favor* of Question 4 on November 8, 2016 [i.e., a majority of voters casting ballots voted “yes” on the question], then two votes must be taken before an ordinance or bylaw can be effective – (1) it must be approved by the voters by ballot at an annual or special election, and (2) the ordinance or bylaw must be approved by the local legislative body.
- If a municipality voted *against* Question 4, a ballot question is not required and the ordinance or bylaw may be adopted by the local legislative body. This special provision will expire on December 31, 2019, after which the two-step process requiring a ballot question and legislative approval will apply to all municipalities.

Chapter 94G, §3 now provides the general form for a ballot question. The question must include the entire proposed bylaw or ordinance and also directs that the City Solicitor/Town Counsel prepare a brief summary that makes clear the number and types of marijuana establishments that will be permitted to operate. As with all ballot questions, pursuant to G.L. c.54, §42C, a City or Town Clerk must receive notice of the ballot question, with the full legislation text and counsel summary, no less than 35 days prior to the date of the election. Sample ballot questions are attached.

### **Additional Issues to Consider When Imposing Prohibitions or Limitations**

The Act is silent on several issues concerning the adoption of local legislation. These issues include:

Zoning v. General Legislation: The language in the Act is ambiguous with respect to whether a bylaw or ordinance implementing a prohibition or limitation must be zoning or general in nature. We recommend that a municipality consider adopting both a general and a zoning bylaw or ordinance to prohibit or limit recreational marijuana establishments. A general bylaw or ordinance may serve to protect the Town from zoning issues such as zoning freezes and “grandfathering” of existing uses. A lower quantum of vote is also required to pass a general bylaw. The Attorney General has already approved zoning bylaws imposing prohibitions and limitations on recreational marijuana establishments. The Attorney General has also approved a similar general bylaw, but recommended that the town adopt a zoning bylaw as well. This is an evolving issue that will also involve different policy considerations. Samples of bylaw/ordinance language are attached.

Agreement of Bylaw or Ordinance Language with Ballot Question: For municipalities subject to the two-step approval process for implementing a prohibition or limitation, it is important that the bylaw or ordinance approved by ballot be the same or substantially similar as that approved by the local legislative body in order to avoid any challenge to its validity.

## **Conversion of Existing Marijuana Treatment Centers**

The prior law required a city or town to allow a recreational marijuana establishment to be located in “any area in which a medical marijuana treatment center is registered to engage in the same type of activity.” The new Act rescinded that requirement, but added a new requirement prohibiting a zoning bylaw or ordinance from preventing a medical marijuana establishment, licensed by the Commonwealth on or before July 1, 2017, from converting to a recreational marijuana establishment “engaged in the cultivation, manufacture or sale of marijuana or marijuana products to a marijuana establishment engaged in the same type of activity.” It is important to note, however, that such a conversion may be prohibited if the municipality has adopted a total prohibition of all recreational marijuana establishments by ordinance or bylaw.

## **Petition for Ballot Question to Permit Marijuana “Cafés”**

The procedure for allowing consumption on the premises where marijuana is sold remains unchanged from the previous legislation. A petition, which must be signed by at least 10% of the registered voters, is the only mechanism to put this question on a ballot, and it can only appear on a ballot for the biennial state election, the next of which will be held in November 2018.

## **Marijuana Growing and Cultivation**

As our previous memorandum indicated, Chapter 351 of the Acts of 2016 amended the Zoning Act, G.L. c.40A, §3, to provide that the “growing, cultivation, distribution or dispensation of marijuana” does not qualify for the agricultural exemption under the Zoning Act. The new Act expressly adds, however, that municipalities are not precluded “from establishing zoning bylaws or ordinances which allow commercial marijuana growing and cultivation on land used for commercial agriculture, aquaculture, floriculture, or horticulture.”

## **HOST COMMUNITY AGREEMENTS**

The Host Community Agreement (HCA) provision in G.L. c.94G, §3 was substantially revised to cover both recreational and medical marijuana establishments. The Act now requires that recreational marijuana establishments and medical marijuana treatment centers enter into such agreements with host communities. The Act authorizes a “reasonable” community impact fee but caps it at no more than 3% of the establishment’s gross sales and limits the terms of the agreement to no more than five years. The Act does not preclude renegotiation of a HCA at the end of the initial five-year term. The Act continues to require that a host community agreement only include community impact fees that are “reasonably related” to the costs imposed upon the municipality by the operation of the marijuana establishment. The municipality is required to document its costs.

## **TAXATION ON SALE OF RECREATIONAL MARIJUANA**

The Act increases the amount of local tax that municipalities may impose on the “sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the city or town” to 3% of the total sales price, an increase from 2%.

- If a municipality wishes to adopt the local sales tax, it must accept G.L. c.64N, §3 by a vote of its Town Meeting, Town Council, or the approval of a City Council and Mayor. If a municipality has already accepted §3, a new vote of the legislative body will be required in order to increase a sales tax rate between 2% – 3%.
- This local tax does not apply to sales of marijuana or marijuana product between marijuana establishments.

The Act, at G.L. c.64N, §2, increased the amount of state tax on sales of recreational marijuana from the original 3.75% up to 10.75%.

## CHANGES TO MEDICAL MARIJUANA LAWS

The Act makes a number of significant changes to the regulation of medical-use marijuana including the following:

- The eventual repeal of chapter 369 of the Acts of 2012, “An Act for the Humanitarian Medical Use of Marijuana.”
- The adoption of a new Chapter 94I – “Medical Use of Marijuana.”
- The transfer of the oversight and regulation of medical-use marijuana to the Cannabis Control Commission.
- The continuation of the Department of Public Health regulating medical-use marijuana in the short-term under its existing regulatory scheme, 105 CMR 725, until the transfer of oversight and regulation is complete. This transfer must occur on or before December 31, 2018.

We will address these changes in more depth in a separate update.

## PERSONAL USE OF RECREATIONAL MARIJUANA

The following personal use of recreational marijuana is permitted under the Act:

- Persons 21 years of age or older may possess two ounces or less of marijuana. G.L. c94C, §32L.
- Within a person’s “primary residence,” a person may possess up to 10 ounces of marijuana and any marijuana produced on the premises for personal use by not more than six marijuana plants. If there is more than one grower at the residence, there may be up to 12 plants cultivated on the premises.
- A person may give away or transfer without “remuneration” to a person age 21 years or older up to one ounce of marijuana, of which no more than five grams may be in the form of marijuana concentrate, provided that such transfer is not advertised or promoted to the “public.”
- A person 21 years of age or older may also possess or manufacture marijuana accessories or sell such accessories to a person 21 years of age or older.

The following are significant limitations imposed on personal use of recreational marijuana under the Act:

- Cultivation and processing marijuana plants may not be visible from a public place.
- Marijuana or marijuana products exceeding 1 ounce within the person's place of residence must be secured by a lock.
- No person shall consume marijuana in a public place or smoke marijuana where smoking tobacco is prohibited. The term "public place" is not defined in the Act but is generally understood to include areas both privately and publicly owned to which the public have rights of access by invitation, either express or implied.
- Open containers of marijuana or marijuana products are prohibited in the passenger area of any motor vehicle.

## FURTHER DEVELOPMENTS

We shall continue to monitor developments in this changing area of the law, particularly as the proposed regulations of the CCC are made public.

In the meantime, if you have any questions concerning regulation or recreational marijuana, please contact Attorneys Joel Bard ([jbard@k-plaw.com](mailto:jbard@k-plaw.com)), Katherine Laughman ([klaughman@k-plaw.com](mailto:klaughman@k-plaw.com)), or Brian Riley ([briley@k-plaw.com](mailto:briley@k-plaw.com)) at 617.556.0007. Members of our Labor and Employment Practice Group are also available to assist with employment-related questions.



*The Leader in Public Sector Law*

## **MODEL RECREATIONAL MARIJUANA ESTABLISHMENT BAN WARRANT ARTICLES FOR MUNICIPALITIES REQUIRING A BALLOT VOTE**

### **ZONING BYLAW ARTICLE:**

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section [INSERT BYLAW SECTION REFERENCE HERE], **MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section [INSERT BYLAW SECTION REFERENCE HERE], “Marijuana Establishments”:

#### **Section [INSERT BYLAW SECTION REFERENCE HERE]**

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of \_\_\_\_\_.

This Section shall be effective upon passage by the voters at a Town Election.

Or take any action relative thereto.

### **GENERAL BYLAW ARTICLE:**

To see if the Town will vote to amend the Town’s General Bylaw by adding a new Section [INSERT BYLAW SECTION REFERENCE HERE], **MARIJUANA ESTABLISHMENTS**, that would provide as follows, and further to amend the Table of Contents to add Section [INSERT BYLAW SECTION REFERENCE HERE], “Marijuana Establishments”:

#### **Section [INSERT BYLAW SECTION REFERENCE HERE]**

Consistent with G.L. c.94G, § 3(a)(2), all types of non-medical “marijuana establishments” as defined in G.L. c.94G, §1, including marijuana cultivators, independent testing laboratories, marijuana product manufacturers, marijuana retailers or any other types of licensed marijuana-related businesses, shall be prohibited within the Town of \_\_\_\_\_.



This Section shall be effective upon passage by the voters at a Town Election.

Or take any action relative thereto.

SAMPLE



*The Leader in Public Sector Law*

**MODEL RECREATIONAL MARIJUANA ESTABLISHMENT  
BALLOT QUESTION FOR IMPOSING LIMITATION OR PROHIBITION**

**Shall this [City or Town] adopt the following [bylaw or ordinance]?**

**[Insert solicitor/counsel summary]**

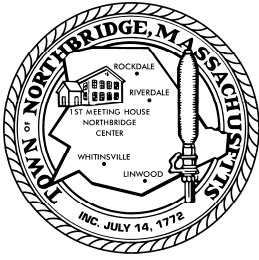
**[Insert full text of bylaw or ordinance]**

SAMPLE

## CMRPC Municipal Status for Recreational Marijuana

As of November 30, 2017:

CMRPC Municipality	Action
Auburn	Enacted Temporary Moratorium
Berlin	Enacted Temporary Moratorium
Grafton	Enacted Temporary Moratorium through 11/30/18 (approval)
Holden	Enacted Temporary Moratorium through 06/30/18 (approval)
Millbury	Enacted Temporary Moratorium through 05/31/18 (approval)
Millville	Enacted Temporary Moratoriums through 12/31/18 (approval)
Northborough	Enacted Temporary Moratorium through 06/30/18 (approval)
Northbridge	Enacted Temporary Moratorium through 11/30/18 (approval)
Paxton	Enacted Temporary Moratorium through 12/01/18 (approval)
Shrewsbury	Enacted Temporary Moratorium through 11/15/18
Sutton	Enacted Temporary Moratorium through 10/31/18 (approval)
Dudley	Enacted Temporary Moratorium through 11/15/18 (approval)
Barre	Moratorium through 12/31/18
Douglas	Moratorium through 01/01/19
Sturbridge	Moratorium through 12/30/18
Westborough	Issued Decision on Westborough - prohibit use (approval)
Spencer	Issued Decision on Spencer - prohibit use (approval)
East Brookfield	Voter Referendum Opt-Out Approved & Pending moratorium through 12/30/18
Southbridge	Voter Referendum Opt-Out Approved (June 13, 2017)
Charlton	Voter Referendum Opt-Out Approved (Town Meeting vote)
Blackstone	No (known) Action To-Date
Boylston	No (known) Action To-Date
Brookfield	No (known) Action To-Date
Hardwick	No (known) Action To-Date
Hopedale	No (known) Action To-Date
Leicester	*Failed moratorium TM vote
Mendon	No (known) Action To-Date
New Braintree	No (known) Action To-Date
North Brookfield	No (known) Action To-Date
Oakham	No (known) Action To-Date
Oxford	Pending moratorium through 12/31/18
Princeton	No (known) Action To-Date
Rutland	No (known) Action To-Date
Upton	Pending moratorium through 12/31/18
Uxbridge	*Failed moratorium TM vote
Warren	No (known) Action To-Date
Webster	No (known) Action To-Date
West Boylston	No (known) Action To-Date
West Brookfield	No (known) Action To-Date
Worcester	Preparing to regulate



Adam D. Gaudette  
Town Manager

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# H.

## **SELECTMEN'S GOALS FOR TOWN MANAGER**

### **Calendar 2018**

#### **1) Budget Preparation for FY2019**

Oversee the budget development process for FY2019 by working with Department Managers to provide budget materials for analysis by the Board of Selectmen and Finance Committee, in order to produce a "balanced budget" for adoption at the Annual Town Meeting on May 1, 2018. The Town Manager will also provide recommendations on the following:

- Capital Improvements Planning and Budgeting
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- School Department Funding
- Free Cash and Stabilization

#### **2) DPW Building Project**

Provide management support to the Building, Planning, and Construction Committee, the Owner's Project Manager, and DPW staff on the remaining required tasks of the DPW project which may include a) construction management, b) budget analysis, c) OPM oversight, and d) overall quality control, in order to maintain budget and completion tracks. The Town Manager will regularly communicate project issues to the Board of Selectmen.

#### **3) School Building Project**

Provide general government support to the School Building Committee working with the project design team, OPM, and staff on required tasks such as a) preferred project development selection, b) CM selection, c) budget analysis, d) borrowing strategy, and e) tax payer impacts. The Town Manager will, factoring in other municipal priorities, attend regular School Building Committee Meetings and Community Forums. The Town Manager will regularly communicate project initiatives to the Board of Selectmen.

#### **4) Fire Station Building Project**

Oversee the Fire Station Feasibility Study process, working with the Building, Planning, and Construction Committee and the Owner's Project Manager on required tasks such as a) site selection, b) architect RFQ, c) designer selection, d) site analysis, and e) recommendations and action plan. The Town Manager will incorporate a public review and comment process on all the potential costs associated with project development. The Town Manager will regularly communicate project outcomes to the Board of Selectmen.

**Town Manager's Report for the Period of  
November 20, 2017 – December 1, 2017**

**I.**

1. **Meetings Attended:**
  - a. **Blackstone Valley Chamber of Commerce/School Project** – 11/20/2017
  - b. **Board of Selectmen Meeting** – 11/20/2017
  - c. **Town Planner Gary Bechtholdt/Planning Projects** – 11/21/2017
  - d. **Balmer School Building Committee Meeting** – 11/21/2017
  - e. **Fire Station Project Meeting with OPM/Site Selection** – 11/22/2017
  - f. **School Committee Meeting (Executive Session/Bargaining)** – 11/28/2017
  - g. **Blackstone Valley Heritage Corridor Commission (Intro)** – 11/28/2017
  - h. **CMRPC Legislative Affairs Committee Breakfast** – 12/1/2017
  - i. **Fire Department Promotions Ceremony at Town Hall** – 12/1/2017
  
2. **School Building Project Update:** The School Building Committee last met on November 7, 2017. At the meeting, they voted to move forward with the Construction Manager at Risk option vs the Design-Build option and will be working on an RFQ for Construction Managers. The next Community Forum is scheduled for December 11, 2017 at NES Cafeteria. The Committee will be voting their preferred development option on December 19<sup>th</sup> and will be submitting the PDP (Preliminary Design Program) report to MSBA on January 3, 2018.
  
3. **DPW Garage Project:** Site work is ongoing with the majority of the driveway being paved last week, as well as foundation installation having progressed. The BPCC has approved a series of Change Orders (CO#1) which involved several credits as well as changes for the additional utility/paving work. There are several Change Orders that are currently being reviewed/negotiated between the Contractor and the Town's OPM.
  
4. **Fire Station Project (Feasibility Study):** The Town Manager is working with staff and the OPM, as well as committee representatives, on the Site Selection Evaluation Process. In addition, the group will be developing an RFQ for Designer (Architect) Selection in hopes of advertising mid-winter.
  
5. **Other ongoing tasks:**
  - a) Streetlight Conversion Project (MAPC Grant) – The project kick-off meeting with Tanko Lighting has been held and the audit will be conducted in December.
  
  - b) National Park Service – Working with the Town Planner to create a Local Historic District. The Town and the NPS counselors are reviewing designation agreement and the Town has advertised for new Local Historic Committee members.
  
  - c) FY2019 Budget Planning – I will be meeting with staff this Friday, 12/8/2017 to discuss the Selectmen's goals for the upcoming year and initiate the FY2019 Budget process.