

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
VIRTUAL MEETING USING ZOOM
January 25, 2021 at 7:00 PM**

Join Zoom Meeting: <https://us02web.zoom.us/j/82044021858?pwd=TUtQdWhJY3hHd3VXcWdKNitWeWkydz09>

Meeting ID: 820 4402 1858

Passcode: 707123

Dial by phone: 1 646 558 8656

Please mute your microphone unless you are speaking or want to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.

Call Meeting to Order: Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings of the Northbridge Board of Selectmen will be conducted via remote participation to the greatest extent possible. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order.

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

II. PUBLIC HEARING

III. APPOINTMENTS/A. Joint Appointment by the Board of Selectmen and Housing Authority:

Robert Burrows, Northbridge Housing Authority/**Present:** Brett Lambert, Executive Director, Northbridge Housing Authority

B. By the Town Manager: Samantha Chatterton, Assistant Town Accountant/**Present:** Neil Vaidya

IV. CITIZENS' COMMENTS/INPUT

IV. DECISIONS:

C. National Grid/Request permission for removal and/or pruning of hazardous public shade trees on Quaker Street (a scenic road) & Wolfe Hill Road / Present: James Shuris, Department of Public Works Director & Jeffrey Meola, Davey Tree

D. JSC Management Group, LLC dba Burger King, 1141 Providence Road/Vote to approve Common Victualler License contingent approvals of the Building, Fire and Board of Health departments and completed paperwork/Present: Sean O'Brien, Vice President

E. Annual Town Election (May 18, 2021) / Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant

VI. DISCUSSIONS:

F. Community Preservation Plan (DRAFT) -Present: Glenn King, CPC Chair & Gary Bechtholdt CPC Admin

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

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

THIS AGENDA IS SUBJECT TO CHANGE

A.

TALENT BANK APPLICATION

please return to:

BOARD OF SELECTMEN
Northbridge Town Hall
7 Main Street
Whitinsville, MA 01588

Pursuant to Town bylaw §4-209 (Eligibility for service),
you must be a registered voter in order to serve.

Date: 11-23-20

Name ROBERT S. BURROWS

P. O. Box _____

Home Address ~~XXXXXXXXXX~~ WHITINSVILLE, MA 01588

Email Address NONE

Telephone _____ Cell ~~XXXXXXXXXX~~

Business _____

Address _____ Tel. _____

Current Occupation/Title NONE

Education FRAMINGHAM SOUTH HIGH, GRAD 1964

Governmental, Civic & Community Activities NONE

Charitable & Educational Activities NONE

Town Committees or Offices MEMBER, BOARD OF COMMISSIONERS
NORTH BRIDGE HOUSING AUTHORITY

I am interested in the following Committees: BOARD OF COMMISSION, NORTH BRIDGE
HOUSING AUTHORITY

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

NAME:

PRECINCT#

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

1. BOARD OF COMMISSION, NORTH BRIDGE HOUSING AUTHORITY 4.
2. 5.
3. 6.

NONE
Present interest or business affiliation (dates, places)

NONE
Experience: Volunteer, social service, business (dates, places)

None
Special skills and education (be specific)

SPENT ONE TERM ON COMMISSION A FEW YEARS AGO
How experience relates to particular committee interest

ADDITIONAL COMMENTS:

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



Adam D. Gaudette
Town Manager

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

B.

MEMORANDUM

DATE: January 21, 2021

TO: Board of Selectmen

FROM: Adam D. Gaudette, Town Manager

SUBJECT: Appointment of Assistant Town Accountant

Please be advised that after 1.5 years of service to the Town of Northbridge, Assistant Town Accountant Tiana Moreau resigned from her position to take advantage of an opportunity to advance her career with the Town of Wellesley.

The job opening was advertised in the Telegram & Gazette, the Town's website, and Massachusetts Municipal Auditors' & Accountants' Association.

Upon completion of the interview process by Town Accountant Neil Vaidya and Exec. Asst. Sharon Susienka, they recommended Ms. Samantha Chatterton be appointed to the position of Assistant Town Accountant. As is customary, the appointment is subject to her completing and passing a criminal background check [CORI] and a post offer pre-employment physical and drug screen.

As you can see from Ms. Chatterton's resume, she has had several years of municipal accounting experience in the Towns of Uxbridge and Bellingham and other relevant skills and qualifications that will allow her to succeed in Northbridge.

I fully support Mr. Vaidya's recommendation to appoint Ms. Chatterton to the position of Assistant Town Accountant and respectfully request the Board vote to affirm this appointment.



**TOWN OF NORTHBRIDGE
TOWN ACCOUNTANT**

**NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MA 01588
PH (508) 234-2263**

FAX (508) 234-9605

Date: January 21, 2021
To: Adam Gaudette, Town Manager
From: Neil Vaidya, Town Accountant
Re: Assistant Town Accountant

Dear Town Manager Gaudette,

It is with great pleasure that I ask that you appoint Samantha Chatterton the next Assistant Town Accountant for the Town of Northbridge. The vacancy in my office was posted for about 3 weeks. The Assistant Town Manager and I interviewed several accomplished candidates, all with various degrees of experience and backgrounds. Ms. Chatterton's experience in prior municipal work in addition to her great personality made the choice to select her an easy one. She comes to the Town having performed the duties of Assistant Town Accountant in both Uxbridge and Bellingham. This included cash reconciliation, accounts payable, journal entries, as well as preparation of certain reports for the Department of Revenue. This experience will prove to be an asset as her time learning the job will be minimal. Although she has not had prior experience in using Munis, I don't foresee any issues of her not being able to learn the software quickly as she seems to be quite knowledgeable in having learned two of the other programs in her previous work experiences. She and I share in the same philosophy of getting the job done with the public's best interests in mind. She will be a good asset to the Town and will compliment the rest of the financial team.

Please let me know if you have any concern or questions regarding my choice. I look forward to any feedback you may have.

Sincerely,

Neil Vaidya
Town Accountant

Samantha L. Chatterton

XXXXXXXXXXXXX
XX(774)452-5611
XXXXXXXXXXXXX
Email: ~~sharon0614@gmail.com~~

Attn: Town Manager's Office & Accounting Department
RE: Asst. Town Accountant
Location: Town of Northbridge

Dear Sharon Susienka,

This letter is to express my interest in the Assistant Town Accountant position listed on the Town of Northbridge website. With a solid background in finance, more specifically municipal accounting, I feel strongly I can make a positive contribution to the town. I am currently the Assistant to the CFO for the Town of Bellingham. Some of my core strengths are Accounts Payable, GL cash reconciliations, DOR reporting, payroll review and reconciliations, budgeting, procurement policies and practices in relation to Chapter 30B in addition to grant research and submittals.

Briefly my qualifications include:

- Nearly four years of financial experience for municipalities.
- Commitment to providing customer service to both internal and external customers.
- Strong computer skills.
- Excellent oral and written communication skills with a strong devotion to issue-resolution.
- Organization and time management.
- Strong work ethic.
- Team-player mentality.

Enclosed is a copy of my résumé that provides more details regarding my experience and accomplishments. Thank you for taking the time to read my letter of interest.

Sincerely,
Samantha Chatterton

Samantha Chatterton
~~XXXXXXXXXXXX~~
~~XXXXXXXXXXXX~~
XXXXXXXXXXXX

Summary of Qualifications

- Strong written and verbal communication skills.
- Proofreading Experience: efficient, accurate, and detail oriented.
- Exceptional organizational skills and ability to work in a fast-paced setting.
- Well-developed customer service skills.
- Ability to follow detailed instructions.
- Strict adherence to client confidentiality and company compliance.

Employment History

Nov. 2018-Present

Town of Bellingham, MA

Asst. to CFO/Budget & Financial Analyst

- Daily posting and reconciliation of all financial transactions/daily recon of general ledger cash for all funds.
- Consistent monitoring of general fund expenditures and preparation of monthly run rates for year-to-year projections and tracking.
- Perform monthly receivables reconciliations including police details and ambulance (Comstar) billing.
- Oversee and/or process weekly AP warrant and proactively address all funding issues and procurement-related inquiries.
- Management of all bid docs, executed contracts and attendance at bid openings.
- Comfort navigating COMMBUYS portal; research, writing and assistance in both RFPs and IFBs and utilizing “Punchout” catalogs for municipal goods.
- Oversee and approve weekly payroll and deduction warrants.
- Work with DOR rep for Schedule A preparation/finalization.
- Point of contact for all financial software (AUC) related questions and training.
- Record administration (paper & digital), including the research behind eligible expenditures and template completion for FEMA/MEMA grants/CARES act.
- Assistance in budget preparation for both revenues and departmental salaries/expenses through finality up to Annual Town Meeting presentation.
- Familiarity with public sector union contracts as it relates to shift differentials, overtime, PTO, longevity, various stipends and buybacks for salary-line budgeting projections and continuous fiscal year monitoring.
- Weekly oversight, review and reconciliation of payroll entries and processing.
- Train department heads/staff to utilize the accounting system for purchase orders.

Feb 2017-Nov 2018

Town of Uxbridge, MA

Accounts Payable/Asst. Town Accountant

- Promoted to Assistant Town Accountant within six months of hire.
- Review and process all town/school invoices.
- Accounting software (Vadar) administrator for all departments - troubleshoot and resolve all financial technology related issues.
- Enter and store all W9s for new vendors and manage municipal contracts.

- Review and post turnovers/cash receipts.
- Book all financial related special articles/adjustments related to Town Meeting.
- Book all Utility/MV/RE abatements/commitments/journal entries.
- Point of contact for all employees/citizens regarding accounting related inquiries and assistance.
- Establish new accounts/grants into the system and set up beginning balances.
- Generate all requested committee/board/departmental reports and documents.
- Train new and existing employees on purchase orders and reporting functions.
- Supervisory experience of one employee.

February 2015-Present (Remote)

Uniworld Business Publications (DBA Uniworld Online)

Editor/Researcher

- Work in a growing database presently consisting of nearly 800,000 records.
- Research parent company/subsidiary information and add and/or update data fields.
- Analyze revenue for each branch, sales or distribution office in addition to searching for chief executives and other pertinent information for all individual locations.

Education and Training

2001-2005

Shepherd Hill Regional High School, Dudley, MA
Business, Accounting I and II

2017

DLS - What's New in Municipal Law Seminar

2018

MCPPO - Public Contracting Overview (Procurement – Supplies, Services, Construction & Design)

2019

DLS - What's New in Municipal Law Seminar

2019

MCPPO - Supplies & Services Contracting

2019

FEMA - Fundamentals of Grant Management Course - E705 (Certificate Course)

2019

Melanson Heath & Company - Uniform Municipal Accounting System (UMAS) Course

2020

MCPPO - Design and Construction

Skills

- Software proficiency including Vadar, AUC, QuickBooks, StoneEdge Order Management, COMMBUYS and all MS Office applications.
- Knowledge of office equipment (computer/tablet, copier/fax, scanner, multi-line telephone).
- Proficient mathematical, data entry and transcription skills.
- Pleasant, calm and courteous phone demeanor.
- Commitment to resolving acrimonious interactions in a calm and reasonable manner.

Melissa Ciaramitaro

From: Adam Gaudette
Sent: Monday, January 11, 2021 2:18 PM
To: Melissa Ciaramitaro; Sharon Susienka
Subject: FW: NGRID designated hazardous public shade trees that require removal and/or pruning - located on Quaker Street (a scenic road) and Wolf Hill Road
Attachments: National Grid - Quaker Street Wolf Hill Road - Public Shade Tree On A Scenic Road & Public Way - Removal - Pruning - 11 January 2021.pdf

Please add to the agenda for January 25th and include the email and attachment in the BOS packet.

Thanks!

From: Jim Shuris <jshuris@northbridgemass.org>
Date: Monday, January 11, 2021 at 2:02 PM
To: Adam Gaudette <agaudette@northbridgemass.org>
Cc: Gary Bechtholdt <gbechtholdt@northbridgemass.org>
Subject: NGRID designated hazardous public shade trees that require removal and/or pruning - located on Quaker Street (a scenic road) and Wolf Hill Road

Adam:

FYI - National Grid informed my office that their "tree-by-tree" hazard assessment of their main three-phase lines identified several hazardous public shade trees that require removal and/or pruning. These public shade trees are located on Quaker Street (a scenic road) and Wolf Hill Road, as identified on the attached "Public Shade Tree Removal Permit. National Grid is requesting permission to remove and/or prune these trees in an effort to reduce or eliminate their risk of failure. These public shade tree present a hazard and must be removed in accordance with the requirements of MGL Chapter 87, Section(s) 3 & 4, ***whereas the board of selectmen (without the approval of the Planning Board) may approve their removal.***

I personally confirmed the need to address these public shade trees and hereby recommend that the Board of Selectmen vote to approve their removal and/or pruning.

Please let me know if you have any questions.

Thanks.

Jim Shuris

James Shuris, P.E., MBA

Director of Public Works & Town Engineer



Town of Northbridge Department of Public Works

11 Fletcher Street, P.O. Box 88

Whitinsville, Massachusetts 01588-0088

Tel. No. (508) 234-3581 – Fax. No. (508) 234-0807

*James Shuris, P.E., MBA
Director of Public Works & Town Engineer*

MEMORANDUM

To: Adam Gaudette, Town Manager
From: James Shuris, P.E., MBA – Tree Warden
Director of Public Works & Town Engineer

RE: Pruning and/or Removal of Hazardous Public Shade Trees on a Scenic Road and Public Right-Of-Way located at: Quaker Street & Wolf Hill Road, Northbridge, MA 01588

Dear Mr. Gaudette:

I am writing to advise you that National Grid informed my office that their “tree-by-tree” hazard assessment of their main three-phase lines identified several hazardous public shade trees that require removal and/or pruning. These public shade trees are located on Quaker Street (a scenic road) and Wolf Hill Road, as identified on the attached “Public Shade Tree Removal Permit. National Grid is requesting permission to remove and/or prune these trees in an effort to reduce or eliminate their risk of failure.

These public shade tree present a hazard and must be removed in accordance with the requirements of MGL Chapter 87, Section(s) 3 & 4, whereas the board of selectmen (without the approval of the Planning Board) may approve their removal.

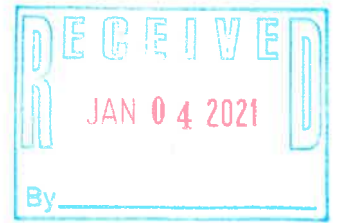
I personally confirmed these public shade trees and hereby recommend that the Board of Selectmen vote to approve their removal and/or pruning.

Very truly yours,

James Shuris, P.E., MBA
Tree Warden
Director of Public Works & Tree Warden

cc: Planning Office

Commonwealth of Massachusetts
Town of Northbridge



Northbridge
Tree Warden

Public Shade Tree Removal Permit

This Shade Tree Removal Permit is hereby issued in accordance with Massachusetts General Laws, Chapter 87, Public Shade Tree Law, Section 3 (Cutting of Public Shade Trees; Hearing; Damages). The applicant is National Grid, Hazard Tree Mitigation Program, c/o Joan Callahan, 939 Southbridge Street, Worcester, MA 01610.

The program included a tree-by-tree hazard assessment of the main three-phase lines in Northbridge. Town-owned trees that are hazardous and/or prone to failure, pose a threat to public safety and endanger the reliability of the main distribution lines along these routes, were identified for removal or pruning in an effort to reduce or eliminate their risk of failure.

Twelve (12) town-owned trees were identified by National Grid arborists for removal.

I hereby grant permission to National Grid to remove trees per the following:

Site ID	Street Name	House #	Pole #	Dia.	Species	# Stem	Defect Condition
JM15	Wolf Hill Rd	1	5-4	19	Pine		Dead
JM16	Wolf Hill Rd	Lot	4-5	20	Oak		In-line
JM16	Wolf Hill Rd	Lot	4-5	22	Pine		Overline
JM16	Wolf Hill Rd	Lot	4-5	18	Oak		Dead
JM20	Quaker St	Lot	188-189	20	Pine		Dead
JM20	Quaker St	Lot	203-204	14	Ash		1/2 Dead
JM21	Quaker St	798	195-196	28	Oak		Dead
JM21	Quaker St	798	195-196	30	Oak		Dead
JM22	Quaker St	988	196-198	30	Oak		Dead
JM26	Quaker St	Lot	252-253	25	Oak		Dead
JM26	Quaker St	Lot	252-253	30	Oak		Dead
JM26	Quaker St	Lot	252-253	24	Oak	2	Dead

APPROVAL:

James Shuris, P. E.
Tree Warden

Date

Circuit: 321W10
December 14, 2020

D. Phone: ~~XXXXXXXXXXXXXXXXXXXX~~

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR COMMON VICTUALLER LICENSE

TO THE LICENSING AUTHORITIES:

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

JSC Management Group LLC

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: [Common Victualler]

TO: Victualler License

GIVE LOCATION BY STREET AND NUMBER:

AT: 1141 Providence Rd., Whitinsville, MA 01588

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

Choose one: New License Transfer

LIST THE DAYS AND HOURS OF PROPOSED OPERATION:

DURING: Drive Thru M 6-12p, T 6-12p, W 6-12p, Th 6-12p, F 6-12p, Sat 6-12p, Sun 7-11p
Dining Room M, T, W, Th 6-11p, F + Sat 6-12p, Sun 7-11p

(Signature of Applicant)

Mailing Address:

Print Name: JSC Management Group LLC
Address: P.O. Box 217
City: Lyndonville
State, Zip: NY, 14098

Received: Jan 21, 2021 @ 1:45 PM
(Date) (Time)

This license will expire on December 31 of the current year and must be renewed annually prior to January 1.

Official Use only
Date License Granted:



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/21/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Eastern Insurance Group LLC 233 West Central St Natick MA 01760	CONTACT NAME: Leeanne Gendron	
	PHONE (A/C. No. Ext): 781-596-8929	FAX (A/C. No.): 781-586-8244
E-MAIL ADDRESS: lgendron@easterninsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hartford Accident & Indemnity Co		22357
INSURED JSC Management Group LLC PO Box 217 Lyndonville, NY 14098	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER: 28067587

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	08WBCAG1K86	3/6/2020	3/6/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Location: 1141 Providence Road Whitinsville, MA 01588

CERTIFICATE HOLDER**CANCELLATION**

City of Northbridge
 7 Main Street
 Northbridge MA 01588

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Town Manager's Report for the Period of January 11, 2021 – January 22, 2021

1. Key Meetings Attended:

- Monday, January 11, 2021 – Attended the Board of Selectmen Meeting.
- Tuesday, January 12, 2021 – Conference Call/Vendor presentation with the Town Clerk and Moderator for electronic voting systems.
- Thursday, January 14, 2021 – Conference Call/Vendor presentation with the Town Clerk and Moderator for electronic voting systems.
- Friday, January 15, 2021 – Conference call with Financial Team and NFP regarding Fallon Health Insurance Renewal.
- Monday, January 18, 2021 – Town Offices closed due to MLK Holiday.
- Tuesday, January 19, 2021 – Conference Call with MMA staff and MMMA President Julie Jacobson, Auburn Town Manager, to prepare for the MMA Meeting.
- Wednesday, January 20, 2021 – Held a Department Managers Meeting.
- Wednesday, January 20, 2021 – Attended a BPCC Meeting.
- Thursday, January 21, 2021 – Facilitated an MMMA networking event at the MMA Annual Meeting (virtual).
- Friday, January 22, 2021 – Attended the MMA Annual Meeting (virtual).

- 2 **Balmer School Building Project:** Project construction by Fontaine Brothers continues with precautionary measures in place per State construction guidelines for construction projects moving forward during the pandemic. The majority of the site work has been completed allowing for work to be conducted in the interior of the building (framing, drywall, painting, finishing, etc.). The Town Manager continues to work with Town Counsel and the OPM on agreements for fence replacement for the abutters off Overlook Street.
- 3 **Lasell Field Turf Project:** The project is essentially complete except for several punch-list items that won't be completed until the spring (loam and seed). The GC Green Acres is working on providing close-out documents for the Town. The BPCC met this past week on January 20th to approve invoices and reduce retainage to an amount sufficient to cover remaining items.
- 4 **Fire Station Project:** After holding interviews the BPCC voted unanimously to select CHA as the OPM for the Fire Station project. The Town Manager is working on behalf of the BPCC to negotiate the services agreement with general terms and conditions (reviewed by Town Counsel) as well as scope of services and fee with CHA. CHA has already provided a draft RFQ for the BPCC to review which will be used to advertise in order to select a design team (architect).
- 5 **FY2021 Budget:** The Town Manager is working on the FY2022 Budget and Capital Development. Staff submittals have been provided and the Town Manager has started developing a preliminary budget and 5-Year Capital Plan. The Town Manager will meet with the BPCC next week on Wednesday, January 27th to review and approve the 5-Year Capital Plan Update. The Town awaits the Governor's H1 Budget announcement expected at the end of January (27th), which will dictate local aid amounts.

COMMUNITY DEVELOPMENT BLOCK GRANT FEDERAL CARES ACT PROGRAM GRANT



If your business is located in Clinton, Douglas, Lancaster, Northbridge, Sterling, or Webster you may be eligible to apply for Webster's Regional Microenterprise Assistance Grant. Where grant funds may be used for working capital to cover business costs such as rent, staffing, utilities, insurance, and cost of goods. Funds may also be used for purchasing personal protection equipment.

The purpose of this program is to assist eligible micro-enterprise businesses (5 or fewer employees including the owners) that have been adversely impacted by the Covid-19 crisis. Awarded funds will be made available as a grant to eligible Northbridge micro-enterprises who have experienced adverse

economic impacts from Covid-19.

Funding for this program is provided through a grant from the Massachusetts Department of Housing & Community Development (DHCD) of CDBG-CV funds, which were allocated by the U.S., Department of Housing and Community Development (HUD) to DHCD for distribution to small cities and towns in the Commonwealth. The Town of Webster's Office of Community Development will administer the grant program on behalf of Northbridge and its regional partners.

Grant awards of up to \$10,000 may be available to eligible Northbridge (& Douglas) businesses that have experienced financial loss due to COVID-19 and associated shutdown limitations on businesses. Those interested in learning more of this program are encouraged to visit the Town of Northbridge webpage at <https://www.northbridgemass.org/> -see News: Attention Northbridge Businesses -CDBG Federal CARES Act Program Grant.

We are hopeful eligible local businesses apply for and receive needed grant funds to help with recovery efforts and bridge the gap they experienced due to business closure or loss of revenues during the pandemic. In total \$40,000 has been allocated (budgeted) for Northbridge, where the local Northbridge Food Pantry will also receive \$4,000 to increase food purchases and to cover the cost of a standing freezer that will allow for the agency to save money through bulk purchasing of food.

It is important to note, all paperwork needs to be submitted to the Town of Webster, as they are the lead community for this program. Any & all questions should be directed to Carol Cyr, Director, Webster Office of Community Development (508) 949-3800 x 4004 ccyr@webster-ma.gov.

TOWN OF NORTHBRIDGE, MASSACHUSETTS
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

