

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
November 21, 2022 at 7:00 PM**

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

II. PUBLIC HEARING:

III. APPOINTMENTS/By the Town Manager:

A. Gavin Mahlert, Plant Operator in training (DPW Sewer Division)

Present: Michael Havalotti, Sewer Superintendent & Jamie Luchini, DPW Director

RESIGNATION:

B. Leonard Smith, Historical Commission [Effective December 31, 2022]

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

C. 2023 Selectmen's Meeting Schedule/Vote to approve

D. 2023 Holiday Schedule/Vote to approve

E. Pine Grove Cemetery Deed/Lydia Rose Lefkowitz and Martin A. Smith [Vote to approve the sale of Lot 47, Locust Ave North, one full burial grave]

F. Winter Parking Ban [1AM – 6AM, December 1, 2022 to April 1, 2023]/Vote to Approve

VI. DISCUSSIONS

G. Review Preliminary Goals for the Town Manager for 2023

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"/>



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

A.

**Adam D. Gaudette
Town Manager**

November 17, 2022

Mr. Gavin Mahlert

~~1111 Lexington~~

Northbridge, MA 01534

Dear Gavin:

This letter is to inform you that you have been selected for appointment to the position of Plant Operator in Training with the Town of Northbridge Department of Public Works Sewer Division effective November 22, 2022. The position is full-time (40 hours per week), Grade W-2S, Step 1, with a beginning salary of \$21.86 per hour and is governed by the terms and conditions of the DPW's collective bargaining agreement: American Federation Of State, County, And Municipal Employees, AFL-CIO, State Council 93, Local 1709.

This appointment is subject to affirmation by the Board of Selectmen, which will take place on **Monday, November 21, 2022 at 7:00PM** in the Selectmen's Meeting Room, Northbridge Town Hall, 7 Main Street, Whitinsville, MA 01588. This appointment is also contingent upon your passing a pre-employment physical and drug screen. If you haven't done so already, please contact Driver Health Services at 774-293-5511 to schedule those items as soon as possible.

In accordance with Section 4-2 of the Northbridge Town Charter, "such appointment shall become effective on the fifteenth day following the day on which notice of the appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall within that period by a majority of all of its members vote to reject such appointment, or has sooner voted to affirm it."

On behalf of the Town of Northbridge, I welcome you and wish you much success in your new position.

Sincerely,

**Adam D. Gaudette
Town Manager**

ADG/sls

c: Jamie Luchini, DPW Director; Michael Havalotti, Sewer Superintendent

APPLICATION FOR EMPLOYMENT

no CDL

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

ALL APPLICATIONS TO BE RETURNED TO THE TOWN MANAGER'S OFFICE

Applicants are considered for all positions without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, or the presence of a non-job-related medical condition or handicap.

(PLEASE PRINT)

Date of Application: 10/5/22

Position(s) Applied For: Dept. of Public Works

Referral Sources: ☐ Advertisement ☐ Friend ☐ Relative ☒ Walk-In
☐ Employment Agency ☐ Other:

Name: Mahier Last Gavin First Richard-Dean Middle

Address: XXXXX Number XXXXXXXX Street Northbridge MA 01534 City State Zip Code

Telephone: (XXXXXX) XXXXXXXX Area Code

If employed and you are under 18, can you furnish a work permit? ☐ Yes ☐ No

Have you filed an application here before? ☐ Yes ☒ No If yes give date:

Have you ever been employed here before? ☐ Yes ☒ No If yes give date:

Are you employed now? ☒ Yes ☐ No May we contact your present employer? ☒ Yes ☐ No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status? Proof of citizenship or immigration status will be required upon employment). ☐ Yes ☒ No

On what date would you be available for work?

Are you available to work ☒ Full Time ☐ Part Time ☐ Shift Work ☐ Temporary

Are you on a lay-off and subject to recall? ☐ Yes ☒ No

Can you travel if job requires it? ☒ Yes ☐ No

EMPLOYMENT EXPERIENCE

Start with your present or last job. Include military service assignments and volunteer activities. You may exclude organization names which indicate race, color, religion, gender orientation, national origin, age, marital, or veteran status.

1. Employer: 1-800 204Junk Address: 100 South St Hopkinton
City: Hopkinton State: MA Zip: Phone:
Supervisor: Pat Murphy Reason for Leaving:
Dates Employed: from: 07/22 to: Current Work Performed: "Navi"

2. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: from: _____ to: _____ **Work Performed:** _____

3. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: from: _____ to: _____ **Work Performed:** _____

4. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: from: _____ to: _____ **Work Performed:** _____

5. Employer: _____ Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Supervisor: _____ Reason for Leaving: _____

Dates Employed: from: _____ to: _____ **Work Performed:** _____

Special Skills and Qualifications: Summarize special skills and qualifications acquired from employment or other experience:

EDUCATION:

	High School	College/University	Graduate/Profession
School Name:	Auburn High School	—	—
Years Completed: (Circle)	1 2 3 4	1 2 3 4	1 2 3 4 or more
Diploma/Degree			
Describe Course of Study:			
Describe specialized training, apprenticeship, skills, and/or extracurricular activities			
Honors Received:			

State any additional information you feel may be helpful to us in considering your application:

Always willing to Learn

List professional, trade, business or civic activities and offices held: (you may exclude those which indicate race, color, religion, gender orientation, national origin, age, marital or veterans:

Give name, address, and telephone number of three (3) references (who are not related to you)

1. Calvin Cao

51 Barnett MA

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

2. Steven Stabuk

—

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

3. Jen Lizotte

11 Pleasant St Ct

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision. I understand that this application is not and is not intended to be a contract of employment.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also that I am required to abide by all rules and regulations of the Company.



Signature of Applicant

10/05/22

Date

The information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history and background. I authorize the Town of Northbridge to obtain any information from schools, employers or individuals relating to my activities. This information may include, but is not limited to: academics, achievement, performance, attendance, personal history and discipline. Further, I hereby authorize all references, persons, schools, my current employer (if applicable) and previous employers and organizations named in this application, unless otherwise stated, to provide the Town of Northbridge any relevant information that may be required to arrive at an employment decision. I understand that the information released is for the Town of Northbridge's use only.

I hereby voluntarily release, Discharge and exonerate the Town of Northbridge, its agents and representatives, and any person so furnishing information from any and all liabilities of every nature and kind arising out of the furnishing or inspection of such documents, records and other information or the investigations made by or on behalf of the Town of Northbridge.

I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I understand that, if appointed, my employment will be at-will, for an indefinite period, and can be terminated at any time by the Town, unless otherwise stated in a collective bargaining agreement which covers the position to which I am appointed. I also understand that I must be available from time to time to work outside normal business hours, as the needs of the department require.

If required for the position I am seeking. I agree to take a physical examination, which may include testing for drugs or a psychological examination, as required, and recognize that any offer of employment may be contingent upon the results of such an examination.

I understand that any employment offer by the Town is conditional upon my ability to establish employment under the Immigration Reform and Control Act of 1986 within three (3) days of the date of hire.

I represent that I have read and fully understand the foregoing and seek employment under these conditions.

Signature



Date:

10/05/22

"Discrimination against any person in any practice or procedure in advertising, recruitment, referrals, testing, hiring, transfer, promotion or any other term, condition or privilege of employment which limits or adversely affects employment opportunities, because of political or religious opinions, or affiliations, or because of race, color, sex, gender, orientation, national origin, marital status, pregnancy, parenthood, age or handicap which is unrelated to the person's occupational qualifications or any other non-merit factor which is not a bona fide occupational qualification is prohibited".

It is unlawful in Massachusetts to require a lie detector test as a condition of employment or continued employment. An employer who violates that law shall be subject to criminal penalties and civil liabilities.

B.

November 7, 2022

**Adam Gaudette, Town Manager
Town of Northbridge
7 Main Street
Whitinsville, MA 01588**

Re: Historic Commission

Dear Mr. Gaudette,

After thoughtful consideration, I have decided to resign my position as Chairman of the Northbridge Historic Commission, effective December 31, 2022. My resignation also applies to my Historic Commission seats held on the Community Preservation Committee, and the Northbridge 250th Anniversary Committee (the latter of which has virtually come to a natural end, pending a few final invoices to be reviewed).

During 2022, my first child was born, and I made partner at my firm, WithumSmith&Brown PC. As a result of these massive time commitments, I can no longer give the Historic Commission the effort/time it requires and deserves. I have served the Commission for 10 years (many of them under the great leadership of Ken Warchol), and during that time we won a Massachusetts Historic Preservation Award for the Town Hall restoration, presented countless trolley tours, restored historic signage, helped bring a National Park to Whitinsville, and helped put on a wonderful 250th Anniversary celebration, to name a few initiatives. We always made the most of our limited resources to promote and educate the history of Northbridge, as well as preserve the Town's historic assets, whenever possible. I have always been proud of our efforts and I take seriously my ability to recognize that, over the past several months, I no longer have the time to give the Historic Commission the level of effort it deserves. To give anything less would be a disservice to the Town I love.

Over the past few years, Ken Warchol and I have been able to grow the Commission, adding some truly great people who are passionate about historic preservation and education: Christine Johnson, Caryn Gagner, Mark DeWeerd and David Potty. I am grateful these people came forward to support our Commission before it dwindled down to just Ken and myself. I am confident the Town of Northbridge's historic endeavors are in good hands with this wonderful team.

While I must step down and focus on my family and career, I fully expect the time will come when I can, once again, give 100% effort, and return to the Historic Commission. In the meantime, I will commit to be available to volunteer for any/all trolley tours and continue my role in the event, as a volunteer (should the Commission want me). I will also continue to be a strong supporter for Northbridge's historic preservation and education.

Sincerely,



Leonard M. Smith

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN
REGULAR MEETING SCHEDULE
2023**

January 9	Monday
January 23	Monday
February 13	Monday
February 27	Monday
March 13	Monday
March 27	Monday
April 10	Monday
April 24	Monday
May 2 [SATM]	Tuesday
May 8	Monday
May 22	Monday
June 12	Monday
June 26	Monday
July 17	Monday
August 14	Monday
September 11	Monday
September 25	Monday
October 2	Monday
October 16	Monday
October 24 [FATM]	Tuesday
November 6	Monday
November 20	Monday
December 4	Monday
December 18	Monday

***Subject to revisions and the calling of special meetings.**

2023 Calendar

Calendarpedia
Your source for calendars

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Holidays 2023

Jan 1	New Year's Day	May 29	Memorial Day	Oct 9	Columbus Day	Dec 25	Christmas Day
Jan 2	New Year's Day (observed)	Jun 19	Juneteenth	Nov 10	Veterans Day (observed)		
Jan 16	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day		
Feb 20	Presidents' Day	Sep 4	Labor Day	Nov 23	Thanksgiving Day		

2023 HOLIDAYS

Sunday, January 1st	New Year's Day/Holiday
Monday, January 2nd	New Year's Day/Observed*
Monday, January 16th	Martin Luther King, Jr. Day/Holiday
Monday, February 20th	Presidents' Day/Holiday
Friday, April 7th	Good Friday/Close at Noon*
Monday, April 17th	Patriots' Day/Holiday
Monday, May 29th	Memorial Day/Holiday
Monday, June 19th	Juneteenth/Holiday
Tuesday, July 4th	Independence Day
Monday, September 4th	Labor Day/Holiday
Monday, October 9th	Columbus Day/Holiday
Friday, November 10th	Veterans Day/Observed
Saturday, November 11th	Veterans Day/Holiday
Thursday, November 23rd	Thanksgiving Day/Holiday
Friday, November 24th	Holiday*
Sunday, December 24th	Christmas Eve/Holiday
Monday, December 25th	Christmas Eve/Observed
Monday, December 25th	Christmas Day/Holiday
Tuesday, December 26th	Christmas Day/Observed
Sunday, December 31st	New Year's Eve/Holiday
Monday, January 1st	New Year's Eve/Observed
Monday, January 1st	New Year's Day/Holiday
Tuesday, January 2nd	New Year's Day/Observed

SPECIAL DATES

<i>Tuesday, May 2nd</i>	<i>Spring Annual Town Meeting</i>
<i>Tuesday, May 16th</i>	<i>Annual Town Election</i>
<i>Tuesday, October 24th</i>	<i>Fall Annual Town Meeting</i>

***Employees covered by AFL-CIO Contract and Town Personnel By-Laws only.
(Subject to future Collective Bargaining Agreements)**

2023 Calendar

Calendarpedia
Your source for calendars

January						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Federal Holidays 2023

Jan 1	New Year's Day	May 29	Memorial Day	Oct 9	Columbus Day	Dec 25	Christmas Day
Jan 2	New Year's Day (observed)	Jun 19	Juneteenth	Nov 10	Veterans Day (observed)		
Jan 16	Martin Luther King Day	Jul 4	Independence Day	Nov 11	Veterans Day		
Feb 20	Presidents' Day	Sep 4	Labor Day	Nov 23	Thanksgiving Day		

Know all Men by These Presents,

E.

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of One Thousand Six Hundred Dollars, paid by **Lydia Rose Lefkowitz and Martin A. Smith of 175 Stone Hill Drive, Northbridge, MA**, the receipt of which is hereby acknowledged, does sell and convey to said **Lydia Rose Lefkowitz and Martin A. Smith**, that certain cemetery **Lot Number 47, one full burial grave situated on the way called Locust Ave (North) in the Pine Grove Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

2nd. That if any trees or shrubs in said Lot shall become in any way detrimental to the adjacent lots or avenues, or dangerous or inconvenient, the Town shall have the right to enter into said Lot and remove said trees or shrubs, or such parts thereof as are dangerous, detrimental or inconvenient.

3rd. That if any monument or other structure whatever, or any inscription, be placed in the said Lot which shall be determined by the Town to be offensive, the Town shall have the right to enter upon said Lot and remove said offensive or improper object or objects.

4th. If a fence shall at any time be erected or placed in or around said Lot, the materials or design of which shall not be approved by the Town, it must be forthwith removed upon direction of the Town, and if not so removed the Town shall have the right to enter upon said Lot and remove said fence.

5th. The said lot shall be holden subject to all by-laws, rules and regulations made and to be made by the Town.

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 21st day of November, in the year of our Lord Two Thousand Twenty-Two.



TIMOTHY LABRIE
CHIEF OF POLICE

TOWN OF NORTHBRIDGE DEPARTMENT OF POLICE

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



JOHN OUILLETTE
LIEUTENANT

The all night parking ban for the Town of Northbridge will go into effect on December 1, 2022 and continue through April 1, 2023. The April 1st date may be extended if weather conditions make it necessary. The ban is effective from 1:00 am. to 6:00 a.m. The ban is applicable to all streets in the Town of Northbridge with the following exceptions:

ON BOTH SIDES:

Cove Place

ON THE EVEN NUMBERED SIDE:

D Street
High Street
Linden Street
Main Street from Buma Square to Border Street
Maple Court
Overlook Street
Upper High Street from #66 to #100
Water Street from Main Street to gate at the Shop yard entrance
Johnston Ave. from Brook Street to the end of Johnston Ave @ dead end
Upper Border Street from D Street North

ON THE ODD NUMBERED SIDE:

East Street from Johnston Ave to Christian Church parking lot
Forest Street
Johnston Avenue from Church Street to East Street
Pine Street
Prospect Street from Cottage Street to Church Street
Water Street from gate behind Fire Station to bottom of hill, 20 feet
North of fire hydrant
Granite Street from #23 Granite to East Street

Violators of the ban will be tagged and if interfering with snow removal operations will be towed at the owner's expense.

Timothy Labrie
Chief of Police

11/10/22



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

G.

SELECTMEN'S GOALS FOR THE TOWN MANAGER

January 2023 through December 2023

1) Budget Preparation for FY2024

Oversee the budget development process for FY2024 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 2, 2023 as well as any ballot questions for the Annual Election on May 16, 2023. The Town Manager will also incorporate the following within his Budget Preparation in an effort to protect and enhance the financial health of the Town:

- Capital Improvements Planning and Budgeting
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- School Department Funding
- Free Cash and Stabilization
- Seek out and apply for Grants and other sources of revenue to supplement appropriations
- Continue to utilize fiscal discipline, identify areas of savings, and promote transparency

2) Fire Station Building Project

Oversee the Fire Station Construction process; providing support to the Building, Planning, and Construction Committee (BPCC), and working in conjunction with the Owner's Project Manager (CHA) and the Architectural Consultant (TGAS), along with the Fire Chief and his staff. Required tasks of the design development phase include:

- The Town Manager will attend weekly design meetings and construction meetings as he is available.
- The Town Manager will coordinate BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review.
- The Town Manager will regularly communicate aspects of the construction process to the Board of Selectmen, Finance Committee, and residents, including informational relative to project costs.
- The Town Manager will work closely with the Fire Chief and his staff on any design changes; coordinating with the OPM and Architect.

- The Town Manager will work closely with the Design Team to oversee and coordinate the payment and change order process for the BPCC review.

3) American Rescue Plan Act (ARPA) Project Coordination

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. This law provides resources through the new Coronavirus Local Fiscal Recovery Fund (CLRF) to local governments to respond to the public health emergency caused by COVID-19. These funds are administered by the US Department of the Treasury and in Massachusetts with assistance from the Executive Office of Administration and Finance (A&F).

The Town of Northbridge is set to receive \$1,745,767 in “Direct Local Care” and \$3,239,700 in “County Reallocation” funds for a total of \$4,985,467. Funds must be expended by December 2024 and do not require Town Meeting Appropriation.

The Town Manager previously completed the staff and non-profit project application process as well as obtaining support from the Board of Selectmen and the Finance Committee for the Town’s recommended ARPA plan.

The Town Manager will coordinate project implementation and the following suggested tasks:

- The Town Manager will oversee project reporting by the Town Accountant to the Department of the Treasury.
- The Town Manager will ensure proper procurement procedures.
- The Town Manager will ensure that prevailing wage regulations are followed.
- The Town Manager will meet with staff and nonprofit representatives as needed to ensure compliance and success.

4) Linwood Basketball Courts, Bleachers, Playground and Lights Project

Oversee the Linwood Courts Project process, working with the Playground and Recreation Committee, and along with the DPW Director, serve as the Town’s Project Manager, coordinating the efforts of the Designer, Activitas.

- Required tasks include: a) coordinating programming with Playground and Recreation Committee b) concept design development, c) materials alternatives, d) development cost analysis, e) permitting, f) project bid specifications, g) contractor bids and award, h) construction, and i) construction monitoring and project close-out.
- The Town Manager will coordinate presentations by Activitas with the Parks and Recreation Committee and resident users.
- The Town Manager will also incorporate a review and comment process on all the potential costs associated with project development with the Playground and Recreation Committee.

5) Cable Franchise Agreement Renewal

Oversee the Spectrum Cable Franchise Agreement Renewal process, working with the Cable

Advisory Committee, and along with the NCTV staff and Board of Directors.

- Required tasks include: a) evaluating capital and operating needs for PEG access with Cable Advisory Committee b) coordinating local, legal counsel oversight, and c) coordinating renewal process with the MA Department of Public Utilities ;
- The Town Manager will attend monthly Cable Advisory Committee Meetings, as well as attend and coordinate the required statutory public hearing for the renewal;
- The Town Manager will coordinate the franchise agreement review and comment process with Counsel and the Committee as well as regularly provide updates to the Board of Selectmen throughout the process.

Town Manager's Report for the Period of November 7, 2022 – November 18, 2022

1. Key Meetings Attended:

- Monday, November 7, 2022 – Attended the 5-year Opening Anniversary for The Green Plate on Church Street, Whitinsville.
- Monday, November 7, 2022 – Attended the Board of Selectmen Meeting.
- Tuesday, November 8, 2022 – Participated in an interview call with Miles Consulting who is doing a stakeholder study with the Whitin Community Center.
- Wednesday, November 9, 2022 – Attended the Redevelopment Authority Meeting.
- Wednesday, November 9, 2022 – Attended the BPCC Meeting.
- Thursday, November 10, 2022 – attended the Veterans Day Breakfast at Plummers Place/COA.
- Thursday, November 10, 2022 – Attended the weekly Fire Station Construction Conference.
- Monday, November 14, 2022 – Participated in the weekly Fire Station Design Team call.
- Tuesday, November 15, 2022 – Several conference calls with Labor Counsel and staff regarding employee discipline and grievance matters.
- Wednesday, November 16, 2022 – Met with J. Harris, N. Vaidya, S. Susienka, and M. Ciaramitaro to discuss Finance Team staffing needs.
- Thursday, November 17, 2022 – Attended the weekly Fire Station Construction Meeting as well as a meeting with consultants regarding unsuitable soils calculations – both by Zoom.
- Friday, November 18, 2022 – Participated in a conference call with MA EOED regarding the Town's Underutilized Property Project Application (Town Hall Annex).
- Friday, November 18, 2022 – Met with S. Susienka, M. Ciaramitaro, and Randy Bloem (B2B My Go To Source) to discuss office space layouts.

2. **Fire Station Project:** Weekly design team meetings continue to occur every Monday morning and weekly construction meetings every Thursday afternoon with the project team, the GC M. O'Connor, and the site contractor Leahy. The GC continues to work on foundation installation in an effort to have construction ready for the winter. The GC expects to begin erecting steel in early December. The Design Team continues to work through bidding questions/change order clarifications. The BPCC meets next week on 11/21/2022 to discuss project change orders.
3. **Northbridge Elementary School Reuse Study:** The architect team from Abacus has visited the site and met with several stakeholders. They are currently developing a public meeting presentation for January. The surveyor has completed the field work and we are awaiting the existing conditions plan. The DEP Phase I study has been completed by the consultant Langan Environmental who will be meeting with the BPCC in December to discuss.
4. **Linwood Basketball Courts Project:** The field survey has been completed by Activitas, the site engineer. The Town Manager, the DPW Director and Activitas have met with the Parks and Recreation to discuss design programming. The DPW will be assisting with suitable soil testing

for the light bases under the direction of Activitas. Activitas is also working on bid documents in anticipation of bidding the project in early 2023.

5. **FY2024 Budget and Capital Development:** Planning for next year's budget is underway. The Town Manager is working on preliminary revenues and available capital funds in preparation for Budget Assignments later this fall.