

**TOWN OF NORTHBRIDGE**  
**BOARD OF SELECTMEN'S MEETING**  
**Joint meeting w/ the BPCC**  
**NORTHBRIDGE TOWN HALL**  
**7 MAIN STREET - WHITINSVILLE, MA 01588**  
**December 20, 2021 at 7:00 PM**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES: A.** October 4, 2021

**II. PUBLIC HEARING**

**III. APPOINTMENTS: B. By the Town Manager [Vote to Affirm]/1)** Amy Cowen, Council on Aging - Program/Volunteer Coordinator **Present:** Kelly Bol, COA Director  
**C. RESIGNATION:** Yvette Ayotte-Kind, Council on Aging / Vote to accept

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS:**

**D.** SD Briere, LLC dba Valley Pub - 2022 licenses/Vote to renew: **1)** Common Victualler **2)** Automatic Amusement [Juke Box] **3)** Weekday Indoor Entertainment [Mon-Sat 8 AM – 12 AM] Note: Outdoor Entertainment approved with restrictions on 12/6/21. **Present:** Stephanie Briere, Manager

**E.** Whitinsville Golf Club, Inc., 179 Fletcher Street/**1)** Request a Change of Manager/Officers – All Alcohol Club License **2)** Request a change of manager for the Non-alcoholic Common Victualler License/**Present:** Kimberly Martin, Proposed Manager

**F.** Trustees of Soldiers' Memorials/**1)** Request to place a square on the corner of Fowler Road and Hill Street honoring World War II fallen service member Walter Crothers **2)** Update on refurbishing of squares honoring veterans.

**VI. DISCUSSIONS:**

**G.** Winter Parking Ban/**Present:** Kevin Plante

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

**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"/>

## BOARD OF SELECTMEN'S MEETING

October 4, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 6:30 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Athanas, Cannon, Collins and Melia. Also Present: Adam D. Gaudette, Town Manager.

The Pledge of Allegiance was recited by those present.

Chairman Ampagoomian announced that the Board would be going into Executive Session and declared that having an open meeting may have a detrimental effect on the negotiating or litigating position of the body.

A motion/Mr. seconded/Mr. to go into Executive Session under 6:30 PM Under MGL c.30A, Sec. 21 #1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual -and reconvene in open session. Roll Call Vote: Mr. Athanas/Yes, Mr. Ampagoomian/Yes, Mrs. Cannon/Yes, Mr. Collins/Yes and Mr. Melia/Yes.

**Open Session Adjourned: 6:31 PM**

**Executive Session Convened: 6:32 PM**

**Executive Session Adjourned: 6:40 PM**

**Open Session Reconvened: 7:00 PM**

**APPROVAL OF MINUTES/None**

**PUBLIC HEARING/None**

**APPOINTMENTS/By the Board of Selectmen: (Vote to Appoint): B. 250<sup>th</sup> Anniversary Committee:**  
**1) Anthony Genga. 2) David Potty.** Mr. Potty explained that he remembers the 200<sup>th</sup> anniversary and would like to be involved with the 250<sup>th</sup>. A motion/Mr. Collins, seconded/Mrs. Collins to appoint Anothony Genga and David Potty to the 250<sup>th</sup> Anniversary Committee. Vote yes/Unanimous.

**CITIZENS' COMMENTS/INPUT:** Resident Elizabeth and Paul LaChapelle, 1216 Providence Road, came forward to address her concern for the entertainment license that was issued to the Valley Pub. She noted that she has been speaking with the Town Manager about this issue as well. She expressed her complaint of the permitted hours being Monday through Saturday they are allowed indoor and outdoor entertainment from 8 AM to 2 AM indoors and 1 AM outdoors. She acknowledged that they have bands mainly Friday and Saturday nights, acoustic music Thursday nights, and occasionally bands on Sundays ending around 10 PM. Ms. LaChapelle pointed out that their license allows them to have a band any night of the week and until 1 AM outdoor, she expressed that they did have a band on a Monday night, that started at 7 PM and was still going on at 9:15 PM. The police were called, and in speaking with the dispatch officer she inquired with her Sargent and returned the call to Ms. LaChapelle when she was told that they have an entertainment license. Ms. LaChapelle asked about a noise ordinance, and she reported there was no ordinance in Northbridge. Ms. LaChapelle inquired about Sunday entertainment, as it was not listed on the license copy, she received, and if there is a different permit for that. Selectman Melia noted that he would be willing to take the appropriate steps to revise their license. Selectman Melia asked Ms. Lachapelle what she would be happy with. Ms. LaChapelle stated no live outdoor music Monday, Tuesday, and Wednesday. She would be fine with acoustic music on Thursday nights ending at 9 PM or Sunday afternoon, and any

live bands would need to be on Friday and Saturday, ending by 10, which they have been ending around 10/10:30 PM. Ms. LaChapelle expressed further concern for the amount of people they are now able to seat outdoors, and the limited parking, resulting in cars parking on the road, making the road too narrow for emergency personnel. Selectman Melia noted that he would like to hear from the Police Department on any reports. Selectman Melia noted that he feels it would be best to hold a public hearing and have the abutters attend that meeting to express these concerns. Discussion continued regarding cars parking along the road, and it was suggested that after the hearing, that be brought to the Safety Committee to be further investigated. No parking signs used to go all the way down the street that stated no parking from 8 PM – 8 AM but are no longer there. Chief Labrie agreed that it is a good idea to get ahead of the issue and advised that any neighbors call the Police Department with any issues so that it is documented, and the Police will do what they can. Tim and Patricia LaChapelle of 47 Plummer Ave. who live directly across the street from the Valley Pub and had concerns as well. Mr. LaChapelle stated that he has called the Police a few times and explained that the noise is unreasonably loud, with the windows up and the tv on. He noted that they are 300 plus feet away and it shakes the windows. Mr. LaChapelle noted that they are cleaning the street on a weekly basis from trash left behind from patrons, they have also experienced property damage to their fence three times in the last six months. Mr. LaChapelle reported that he was working in his yard one Saturday and came out to find a patron urinating in the Valley Pub parking lot. Mr. LaChapelle also noted that the motorcycles leaving every night are extremely loud. Mr. LaChapelle proposed that the abutters receive a notification prior to the hearing. Town Manager Gaudette replied that he is notifying those present tonight that the hearing will be on October 18<sup>th</sup> as M.G.L. only requires we notify the licensee of the hearing and does not require us to notify abutters. Selectman Melia asked what he feels would be the appropriate action of the Board. Mr. LaChapelle felt they should eliminate any outdoor activity, and feels they need a Police Detail. Ms. LaChapelle felt that it should be better monitored and expressed that the owner is making a living off this business and does not want her to lose out on business but expressed again that it needs to be better monitored. Selectman Collins requested the Town Manager get them information on the capacity of Valley Pub for the inside and outside as well as the amount of cars allowed in the lot. Ann Marie Varjabedian of 73 Plummer Ave noted that she is at the end of the street, and it is just as loud as what was described. The cars parking along the street is also an issue, which makes concern for occupancy issues. Ms. Varjabedian noted that they had an inebriated driver come down the dead end and crashed his vehicle. Selectman Melia asked Town Manager Gaudette to ask the Safety Committee to look into the parking issue. Charles and Kendra Dubiel of 59 Plummer Ave., noted that their parking lot has an issue with water in the lot, and the patrons who park on the street leave litter all over the place, and added that the music is very loud. The Selectmen decided to hold a public hearing on October 18<sup>th</sup>, with Valley Pub manager and the abutters present.

**DECISIONS/None**

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS/None**

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

Town Manager Gaudette reminding those watching that the Fall Annual Town Meeting is on October 26<sup>th</sup> at 7 PM at the Northbridge Middle School Auditorium.

**EXECUTIVE SESSION: A. 6:30 PM Under M.G.L c.30A, Sec. 21 #1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.**

**A motion/Mrs. Cannon, seconded/Mr. Collins to adjourn the public meeting. Vote yes/Unanimous.**

**Meeting Adjourned: 7:40 PM**

**Respectfully submitted,**

**Russell D. Collins, Clerk**

**/mjc**

**DRAFT**

**LIST OF DOCUMENTATION**

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

**October 4, 2021**

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS/By the Board of Selectmen: (Vote to Appoint): B. 250<sup>th</sup> Anniversary Committee: 1) Anthony Genga  
-Copy of Talent Bank form for Anthony Genga  
2) David Potty  
-Copy of Talent Bank form for David Potty**
- IV. CITIZENS' COMMENTS/INPUT/No documentation**
- V. DECISIONS/None**
- VI. DISCUSSIONS/None**
- VII. TOWN MANAGER'S REPORT/None**
- VIII. SELECTMEN'S CONCERNS/None**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION: A. 6:30 PM Under M.G.L c.30A, Sec. 21 #1 - To discuss the reputation, character, physical condition or mental health rather than the professional competence of an individual.**



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.

Adam D. Gaudette  
Town Manager

December 6, 2021

Ms. Amy Cowen  
150 Nicole Avenue  
Northbridge, MA 01534

Dear Amy:

This letter is to inform you that you are being offered the position of Program and Volunteer Coordinator at the Northbridge Senior Center. The position is part-time (19 hours per week), Grade 3 - Step 3 with a beginning salary of \$21.56 per hour and is governed by the personnel rules and regulations of the Town of Northbridge including a six-month probationary period. A copy of the Personnel Policy Manual is enclosed for your convenience.

This offer is contingent upon your passing a CORI check as well as a pre-employment physical and drug screen, which is to be scheduled with and completed by TeamWork Occupational Health, 115 Water Street, 2<sup>nd</sup> Floor, Milford, MA. They can be reached at 508-422-2761 option #1.

Please contact Kelly Bol, Senior Center Director, 508-234-2002, at your earliest convenience to complete the CORI check.

Successful results of the CORI, pre-employment physical and drug screen will be followed up with a formal appointment letter.

Should you have any questions, please do not hesitate to contact me at 508-234-2095.

Sincerely,

Sharon L. Susienka  
Exec. Asst. to the Town Manager/HR

C: Kelly Bol, Senior Center Director

Job Offer Accepted: \_\_\_\_\_

12/1 @ 10 AM

October 27, 2021

Ms. Kelly Bol,  
Senior Center Director  
20 Highland Street  
Whitinsville, MA 01588

Dear Ms. Bol,

I am writing to apply for the Program and Volunteer Coordinator position with the Northbridge Senior Center. I have a strong interest in public service and working with seniors and their families. I have several years of experience administering senior resource programs, providing support and outreach to families, as well as directing and managing educational programs, special events, activities and supervising volunteers. I also have a Master's Degree in public affairs and public policy with a concentration in family policy.

In my role as the Manager for Community Partnerships with Tufts Health Plan, I collaborated with senior centers and elder community organizations to identify and reintegrate seniors in need of health and social services through sustainable community-based programs. I managed and directed the Senior Health Education and Access (SHEA) Project which connected seniors to highly customized health care services, information and resources through a comprehensive needs assessment followed by customized counseling, and education and information dissemination. I also oversaw the Medical ACCESS Project which delivered comprehensive educational workshops called "What's Up Doc?" to senior patients and their physicians which were designed to break through communication barriers.

As the Program Coordinator for the Mililani Town Association, I was responsible for planning, developing, and administering recreational programs and activities, and worked closely with volunteers to coordinate special events. I also maintained records and accounting for all local trips and events and conducted surveys to determine what types of programs and activities were of interest to the members. During my tenure with Beginning Bridges, I oversaw all program logistics for the early literacy program and designed, authored and updated website content and wrote articles and press releases for local media.

For the past several years, in my role as a classroom teacher, I have gained many transferable skills such as being able to establish positive relationships with students, colleagues, parents, grandparents, guardians, and volunteers, while also maintaining regular and on-going communication with them. I engaged with a wide range of age groups, taught adults as well as children, and also formed numerous alliances with families of all different cultures and backgrounds.

I would welcome the opportunity to meet with you or any member of the interview committee to further discuss this position and how my qualifications and skills would be an asset to your team. I can be reached at (978) 505-3717.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,

  
Amy L. Cowen

# AMY L. COWEN

~~150 Nicole Avenue~~  
~~Northbridge, MA 01524~~  
~~(978) 805-3717 • amxcowen@7xvagos.com~~

## SUMMARY

- Excellent interpersonal, organizational and communication skills
- Highly accomplished program manager with strong leadership skills
- Superb ability to build and manage relationships
- Outstanding analytical skills with exceptional attention to details
- Creative, energetic, outgoing and resourceful

## PROFESSIONAL EXPERIENCE

### **Early Childhood and Elementary Education**

2013 - 2021

#### *Classroom Teacher*

Planned and developed multiple curriculums that incorporated language objectives, science, math, social and emotional skills, art, music/movement and gross motor activities for children • Provided students and families with developmentally appropriate experiences and activities that fostered creativity in play and cognitive enhancement in a variety of educational settings • Assessed student achievement through data and progress monitoring and one-on-one academic tutoring • Cultivated positive relationships with students, staff, parents, grandparents, and guardians • Supervised several classroom support staff, parent volunteers, and interns

### **Uxbridge Free Public Library**

2012 - 2013

#### *Library Technician*

Directed and implemented three children's programs serving over 40 children and families a week • Authored, developed, and coordinated the grant writing of the "Mother Goose on the Loose" program which was successfully awarded to the Library • Co-planned and implemented the children's summer reading program for 441 patrons • Wrote press releases and articles for local media on all children's programs and activities

### **Coordinated Family and Community Engagement Program, Beginning Bridges Family and Community Partnership**

2009 - 2013

#### *Literacy Program Coordinator*

Spearheaded and staffed an early childhood literacy program for families of children ages birth to age six at multiple libraries throughout the Blackstone Valley • Planned, consulted, and presented STEAM educational and school readiness activities and story times • Interacted and communicated with children, parents, grandparents, and library staff on an ongoing basis • Oversaw all program logistics, coordination and facilitation • Authored and updated website content, wrote press releases, and established and maintained interactions with local press and the media

### **Mililani Town Association**

#### *Program Coordinator*

2002 - 2004

Developed and administered recreational programs and activities for the community • Worked closely with volunteers to coordinate logistics and arrangements for activities, programs and events • Maintained records and accounting for all local trips and events • Conducted surveys to determine what types of programs and activities were of interest to members • Increased program capacity by **100%** in less than two months and received "Employee of the Quarter" award



**Tufts Health Plan, Community Partnerships and Legislative and Regulatory Affairs**

*Manager*

1998 - 2002

Managed all aspects of development and implementation of the company's grant making and corporate philanthropy programs • Collaborated with senior community-based organizations to identify and reintegrate seniors in need of health and social services • Connected seniors to highly customized health care services, information and resources • Assisted in delivering comprehensive educational workshops to seniors and their physicians designed to break through communication barriers • Supervised all employee volunteers supporting the Community Partnership Program • Convened committees to solicit key direction, feedback and advice from a business, political and community perspective • Worked with legislators, media, health plan administrators, public health, and elected public officials • Oversaw \$1.5 million budget to support more than 50 community groups

**EDUCATION**

**LICENSURE**

Early Childhood Education, Pre-K-Second Grade

Fitchburg State University **GPA: 4.0**

**MA**

Master of Arts in Public Affairs and Public Policy,

Concentration: Family Policy

Nelson A. Rockefeller College of Public Affairs and Policy, NY

**Honors Convocation Award for Academic Excellence**

**BA**

Bachelor of Arts, Alfred University, NY **Cum laude**

**CERTIFICATES OF COMPLETION/ENDORSEMENTS**

Social Emotional Development and Trauma Informed Care, 2019-2021

Safety Care Training, 2019-2020

Sheltered English Immersion for English Language Learners (ELL), 2017

The Road to Reading/Journey to Literacy Begins at Birth, June 2016

Friendly Environments/Safe Environments, June 2016

**COMMUNITY SERVICE**

**Volunteer**, Northbridge Public Schools, 2011-present

**Volunteer Leader**, Teen/Tween Book Club, Whitinsville Social Library, 2017-2018

**Assistant Coach**, Northbridge Youth Soccer Association, 2016-2017

**Co-Chair, Fundraising Committee**, 4th Grade Celebration, Northbridge Public Schools, 2016

**Co-Leader**, Heart of the Valley Girl Scouts Council, Central MA, 2014-2016

**Member**, Beginning Bridges Early Childhood Council, 2009-2015

**Volunteer**, Make A Wish Foundation of Greater Boston, 1999-2002

**TECHNOLOGY SKILLS**

Proficient with Microsoft Office (Outlook, Word, Excel, Publisher) and G Suite (Google Drive, Google Docs, Google Meets), SMART Board Technology, Zoom, Seesaw, Lexia CORE5, Twitter, and Apple

**REFERENCES**

Available upon request.

C.

10. Kelly Bol, Jean Mistretta & Members 11/23/21

I'm writing this letter to let all of you know what a wonderful experience it has been to have met all of you and to be a member of COA.

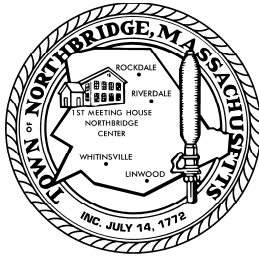
But because of the many challenges Michael & I are going through I need to terminate my membership. I hope to visit and see all of you from time to time.

This is my letter of resignation

Sincerely,  
Yvette Agotte-Kird

NORTHRIDGE TOWN CLERK  
LINDA B. ZYWIEN

RECEIVED  
21 DEC 14 AM 11:14



**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**

E.1.

**Adam D. Gaudette  
Town Manager**

**To:** Board of Selectmen  
**From:** Melissa Ciaramitaro, Sr. Administrative Assistant/H.R Assistant  
**Subject:** Whitinsville Golf Club, Inc.  
**Date:** December 16, 2021




---

**Current Manager:** Francis Iannetta  
**Current Liquor License Hours:** Sunday 10 AM – 2 AM  
Monday – Friday 8 AM – 2 AM  
Saturday 8 AM – 1 AM

**Current restrictions:**

**Licensed premises does not include any parking lots, areas used for parking or any areas used for maintenance of the facility/club grounds.**  
*The purpose of this restriction is to prevent or discourage patrons or members from congregating in parking areas with alcoholic beverages and/or leaving the clubhouse or other licensed areas with an alcoholic beverage and getting into their motor vehicles and driving.*

**All bartenders and/or people who serve alcohol from a portable bar (beer/alcohol cart) on the licensed premises must be at least 21 years of age and be TIPS certified or comply with Section 10 of the Town of Northbridge Rules and Regulations Governing Establishments Pursuant to MGL Chapter 138.**  
*The purpose of this restriction is to make sure that people involved with directly providing/selling alcohol on club grounds be trained to comply with MGL Chapter 138 § 34 – No Licensee shall serve alcoholic beverages to any person under the age of 21 and MGL Chapter 138 § 69 – No licensee shall serve alcoholic beverages to any intoxicated person.*

**No open containers of alcohol are allowed to leave the licensed premises and cross a public way in violation of Northbridge Code Chapter 9 § 201 (Open containers of alcohol while a person is in or upon any public way). The club will erect signs at each crossing of Fletcher Street that will have wording stating “NO OPEN CONTAINERS OF ALCOHOL BEYOND THIS POINT”.**  
*The purpose of this restriction is obvious. The granting of a license does not allow an establishment to violate the law.*

**Current Common Victualler License Hours:** Sunday – Saturday 7 AM – 7 PM  
**Current restrictions:** N/A

**PROPOSED CHANGE**

**New Manager:** Kimberly Jo Martin  
**Transaction Type:** Liquor license - Change of Manager/Officers (Club)  
Common Victualler/Non-alcoholic - Change of Manager  
**Hours:** Liquor License: Hours would remain the same  
Common Victualler: Sunday 7 AM – 2 AM  
Monday – Friday 7 AM – 2 AM  
Saturday 7 AM – 1 AM

**Restrictions:** *Change in closing hours to be consistent with their liquor license serving hours*  
Current restrictions would carry over



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM  
 APPLICATION FOR MULTIPLE AMENDMENTS**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

**ECRT CODE: RETA**

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/ LLP Partners,  
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST MAIL THIS TRANSMITTAL FORM ALONG WITH COMPLETED APPLICATION, AND SUPPORTING DOCUMENTS TO:

**Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358**



## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE



WHITINSVILLE GOLF CLUB THE  
PO BOX 128  
WHITINSVILLE MA 01588-0128

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, WHITINSVILLE GOLF CLUB THE is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.

### *What if I have questions?*

If you have questions, call us at (617) 887-6400 or toll-free in Massachusetts at (800) 392-6089, Monday through Friday, 9:00 a.m. to 4:00 p.m..

### *Visit us online!*

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



THE COMMONWEALTH OF MASSACHUSETTS  
EXECUTIVE OFFICE OF LABOR AND WORKFORCE DEVELOPMENT  
DEPARTMENT OF UNEMPLOYMENT ASSISTANCE

Charles D. Baker  
GOVERNOR

Karyn E. Polito  
LT. GOVERNOR



379692533

Rosalin Acosta  
SECRETARY

Richard A. Jeffers  
DIRECTOR

WHITINSVILLE GOLF CLUB  
P.O. BOX 128  
WHITINSVILLE, MA 01588

EAN: 00774280  
December 06, 2021

Certificate Id:53817

The Department of Unemployment Assistance certifies that as of 12/6/2021 ,WHITINSVILLE GOLF CLUB is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L.c.149,§189.

This certificate expires in 30 days from the date of issuance.

Richard A. Jeffers, Director

Department of Unemployment Assistance



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**APPLICATION FOR MULTIPLE AMENDMENTS**

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Whitinsville Golf Club	Whitinsville	00003-CL-0904

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Previous Licensee has retired and new GM will be in charge of liquor license.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Kimberly J Martin	General Manager	KimberlyJo1122@gmail.com	5084718609

**2. AMENDMENT-Change of License Classification**

<input type="checkbox"/> <b>Change of License Category</b> All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	
	Requested New License Category	
<input type="checkbox"/> <b>Change of License Class</b> Seasonal or Annual	Last-Approved License Class	
	Requested New License Class	
<input type="checkbox"/> <b>Change of License Type*</b> i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Last-Approved License Type	
	Requested New License Type	

**3. AMENDMENT-Change of Business Entity Information**

<input type="checkbox"/> <b>Change of Corporate Name</b>	Last-Approved Corporate Name:	
	Requested New Corporate Name:	
<input type="checkbox"/> <b>Change of DBA</b>	Last-Approved DBA:	
	Requested New DBA:	
<input type="checkbox"/> <b>Change of Corporate Structure</b> LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	
	Requested New Corporate Structure	

**4. AMENDMENT-Pledge Information**

<input type="checkbox"/> <b>Pledge of License</b>	To whom is the pledge being made:	
<input type="checkbox"/> <b>Pledge of Inventory</b>		
<input type="checkbox"/> <b>Pledge of Stock</b>		

## 5. AMENDMENT-Change of Manager

**Change of License Manager**

### A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name  Date of Birth  SSN

Residential Address

Email  Phone

Please indicate how many hours per week you intend to be on the licensed premises  Last-Approved License Manager

### B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen?  Yes  No \*Manager must be a U.S. Citizen  
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime?  Yes  No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

### C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
1/2013	10/2018	GM	Indian Ranch	Michelle Paul
10/2018	3/2019	Function Manager	Mohegan Sun	Michelle Rescover

### D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action?  Yes  No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature  Date  7



## 6. AMENDMENT-Change of Officers, Stock or Ownership Interest

**Change of Officers/Directors**     **Change of Ownership Interest (LLC Managers/LLP Partners, Trustees)**     **Change of Stock (E.g. New Stockholder/ Transfer or Issuance of Stock)**

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
<b>Anthony J Guerra</b>	105 Hickory Lane Whitinsville, MA	<del>01256826X</del>	<del>07/30/1964X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Edward Zywiec	63 Goldthwaite Rd., Whitinsville, MA	<del>01550981X</del>	<del>12/20/1961X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Vice President	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kenneth Perregaux	17 Ephraims Way Upton, MA	<del>0456636XX</del>	<del>05/11/1983X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>Alex Cadoret</b>	104 Jastram St. Providence, RI 02908	<del>02868591XX</del>	<del>06/27/1986X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>James Brodeur</b>	340 Marston Rd Whitinsville Ma	<del>03198167X</del>	<del>08/27/1986X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
<b>Thomas Hoffer</b>	15 Primrose Dr. Riverside RI	<del>07046228X</del>	<del>07/08/80X</del>

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Director	N/A	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Additional pages attached?     Yes     No

### CRIMINAL HISTORY

Has any individual listed in question 6, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes     No

### MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes     No

## 6. AMENDMENT-Change of Officers, Stock or Ownership Interest

### 6B. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
James Brodeur	Director	N/A
Joseph Legendre	Director	N/A
Thomas Hoffer	Director	N/A
Domenic Restagno	Director	N/A
Christopher Howard	Director	N/A

### 6A. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Does any individual or entity identified in question 6, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6B. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

Has any individual or entity identified in question 6, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

### 6C. DISCLOSURE OF LICENSE DISCIPLINARY ACTION

Have any of the disclosed licenses listed in question 6A or 6B ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

## APPLICANT'S STATEMENT

I, Anthony J Guerra the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of Whitinsville Golf Club  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Anthony J Guerra

Date:

11/19/21

Title:

PRESIDENT

## **ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

Kimberly Martin has become the new GM, replacing Francis Iannetta who has retired effective 11/1/2021. Kim is TIPS and Serve Safe Certified and is a TIPS instructor.

**ENTITY VOTE**

The Board of Directors or LLC Managers of  Entity Name  
duly voted to apply to the Licensing Authority of  and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/ LLP Partners,  
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

“VOTED: To authorize  Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

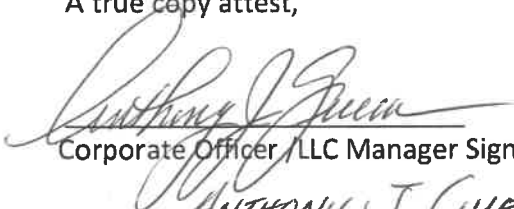
“VOTED: To appoint  Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts.”

A true copy attest,

For Corporations ONLY

A true copy attest,

  
Corporate Officer / LLC Manager Signature  
ANTHONY J. GUERRA  
(Print Name)

  
Corporate Clerk's Signature  
(Print Name)

The Commonwealth of Massachusetts

DEPARTMENT OF CORPORATIONS AND TAXATION.

We, **Ralph E. Lincoln** President, **Edward S. Alden, Jr.** Treasurer,  
**Robert G. McKaig** Secretary, and  
**William O. Aldrich**  
**William H. Koch**

being a majority of the ~~directors~~ Board of Governors (having the powers of directors), of

THE WHITINSVILLE GOLF CLUB,

in compliance with the requirements of section seven of chapter one hundred and eighty of the General Laws, do hereby certify that the following is a true copy of the agreement of association to form said Corporation, with the names of the subscribers thereto:—

We, whose names are hereunto subscribed, do, by this agreement, associate ourselves with the intention to form a corporation according to the provisions of chapter one hundred and eighty of the General Laws, and the Acts in amendment thereof and in addition thereto.

The name by which the Corporation shall be known is

THE WHITINSVILLE GOLF CLUB.

The Corporation is formed for the purpose of encouraging athletic exercise and outdoor sports, and maintaining places for reading-rooms and social meetings.

The place within which the Corporation is established or located is the in that part of the Town of Northbridge, Worcester County, called Whitinsville, within said County.

The amount of its capital stock, if any, is None. dollars  
 The par value of its shares is None. dollars  
 The number of its shares is None. dollars

(If seven days' notice is waived, use the following form.)

We hereby waive all requirements of the general laws of Massachusetts for organization, and appoint the first day of Apr, 1925, at 8.00 o'clock P. M., at Whitinsville, Mass. as the time and place of holding said first meeting.

By WITNESSES WHEREOF, we have hereunto set our hands this first day of April in the year nineteen hundred and twenty-five.

NAME	RESIDENCE	AMOUNT OF STOCK SUBSCRIBED FOR
<i>John W. Powell</i>	<i>Whitinsville, Mass</i>	<i>None</i>
<i>Frank J. Johnson</i>	<i>"</i>	<i>"</i>
<i>Ralph E. Lincoln</i>	<i>"</i>	<i>"</i>
<i>Robert G. McKaig</i>	<i>Worcester</i>	<i>"</i>
<i>Edward S. Alden, Jr.</i>	<i>Whitinsville</i>	<i>"</i>
<i>Sydney R. Mason</i>	<i>"</i>	<i>"</i>
<i>William O. Aldrich</i>	<i>"</i>	<i>"</i>
<i>William H. Koch</i>	<i>"</i>	<i>"</i>

Proper First Name should be Written in Full

Initials and abbreviations are not sufficient.

(OVER)

Leave this space for printing.

The name, residence and post-office address of each of the officers are as follows:—

NAME OF OFFICE.	NAME.	RESIDENCE.	POST-OFFICE ADDRESS.
President,	Ralph E. Lincoln,	121 Hill St.,	Whitinsville, Mass.
Treasurer,	Edward S. Alden, Jr.,	16 Linden St.,	Whitinsville, Mass.
Chairman (or secretary),	Robert G. McKaig,	103 Hill St.,	Whitinsville, Mass.
Directors (or officers having the powers of directors),			
	Ralph E. Lincoln		
	Edward S. Alden, Jr.		
	Robert G. McKaig		
	William O. Aldrich		
	William H. Hoch		

IN WITNESS WHEREOF, we have hereunto signed our names, this first  
day of April in the year nineteen hundred and twenty-five.

*Ralph E. Lincoln*  
*Edward S. Alden Jr*  
*Robert G. McKaig*  
*William O. Aldrich*  
*William H. Hoch*

THE COMMONWEALTH OF MASSACHUSETTS.

Worcester Co., ss. Whitinsville, Mass., April 1, 1925.

Then personally appeared the above-named Ralph E. Lincoln,  
Edward S. Alden, Jr., Robert G. McKaig, William O. Aldrich,  
William H. Hoch

and severally made oath that the foregoing certificate, by them subscribed, is true to the best  
of their knowledge and belief.

Before me,

*Arthur Hayes*

Notary Public.  
Justice of the Peace.

My Commission expires *Mar 19 1926*

# Payment Confirmation

## YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: 589513d6-b9ca-4447-a7a6-07b6c3af5b68**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	WHITINSVILLE GOLF CLUB	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$4.70**

**Date Paid: 12/1/2021 12:00:33 PM EDT**

**Total Amount Paid: \$204.70**

### Payment On Behalf Of

**License Number or Business Name:**  
WHITINSVILLE GOLF CLUB

**Fee Type:**  
FILING FEES-RETAIL

### Billing Information

**First Name:**  
PAUL

**Last Name:**  
CRANDALL

**Address:**  
179 Fletcher Street, PO box 128

**City:**  
WHITINSVILLE

**State:**  
MA

**Zip Code:**  
01588

**Email Address:**  
whitinsvillegolfclub@gmail.com





This card certifies satisfactory completion of training  
in the S.T.O.P. Alcohol Awareness Server Program:

Issued: 01/28/2020

Code: 20 - 026

Name:

Michael Kaczynski

68 Dudley Hill Road

Dudley, MA 01571



SERVER TRAINING ON PREMISE

Expiration Date: 01/28/2023

Instructor: Frank J. Faubert 401-943-5454

This card certifies satisfactory completion of training  
in the S.T.O.P. Alcohol Awareness Server Program.

Issued: 01/28/2020

Code: 20 - 026

Name:

Cassandra L. Snay

19 Grove Street

Whitinsville, MA 01588



SERVER TRAINING ON PREMISE

Expiration Date: 01/28/2023

Instructor: Frank J. Faubert 401-943-5454



**eTIPS On Premise 3.0** **CERTIFIED**

Issued: 6/1/2020

ID#: 5344907

Expires: 6/1/2023

**Kerry Boucher**  
**75 School Park**  
**Whitinsville, MA 01588-2065**

For service visit us online at [www.gettips.com](http://www.gettips.com)

This card certifies satisfactory completion of training  
in the S.T.O.P. Alcohol Awareness Server Program.

Issued: 01/28/2020

Code: 20 - 026

Name:

Jessalyn G. Royster

9 Old Worcester Road

Oxford, MA 01540



SERVER TRAINING ON PREMISE

Expiration Date: 01/28/2023

Instructor: Frank J. Faubert 401-943-5454

# NTM License Slips

Row 1

---

**Current Status** 12/20/21 Agenda

---

**Done**

---

**License ID:** NTM#16131

---

**License Type:** Liquor License Change of Manager/Officers, & Common Victualler

---

**Description:** Change of Manager/Officers on the Liquor License and Common Vic. License

---

**Business:** Whitinsville Golf Club, Inc.

---

**Applicant:** Kimberly Jo Martin

---

**Address:** 179 Fletcher Street

---

**Approval Target** 12/16/21

---

**Slip Started on:** 12/14/21 10:04 AM

---

**PLANNING Approve:**

---

**PLANNING Comments:** N/A -not applicable

---

**POLICE Approve:**

---

**POLICE Comments:**

---

**FIRE Approve:**

---

**FIRE Comments:**

---

**BUILDING ZONING Approve:**

---

**BUILDING ZONING Comments:**

---

**CONSERVATION Approve:**

---

**CONSERVATION** N/A

Comments:

---

HEALTH  
Approve:



HEALTH  
Comments:

---

ASSESSORS  
Approve:



ASSESSORS  
Comments:

---

TREASURER  
COLLECTOR  
Approve:



TREASURER  
COLLECTOR  
Comments:

---

Phone: E.2.

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):

Kimberly Martin, <sup>Mgr.</sup> Whitinsville Golf Club

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

TO: To be able to serve food and <sup>provide</sup> seating for patrons at Whitinsville Golf Club. Using a outside catering company

GIVE LOCATION BY STREET AND NUMBER:

AT: 179 Fletcher St  
Whitinsville MA

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: Sunday Monday Tuesday Wednesday Thursday  
Friday Saturday - M-F 8am 2am Sat 8-1 Sun 10am-2

Kimberly Martin  
(Signature of Applicant)

Mailing Address:

Print Name: \_\_\_\_\_

Address: 179 Fletcher St

City: Whitinsville

State, Zip: MA 01588

Received: 12/16/21 10:00 AM  
(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:  
\_\_\_\_\_



**NORTHBRIDGE TRUSTEES OF SOLDIERS' REPORT**

**TOWN OF NORTHBRIDGE SELECTMEN'S MEETING**

**APRIL 20, 2021**

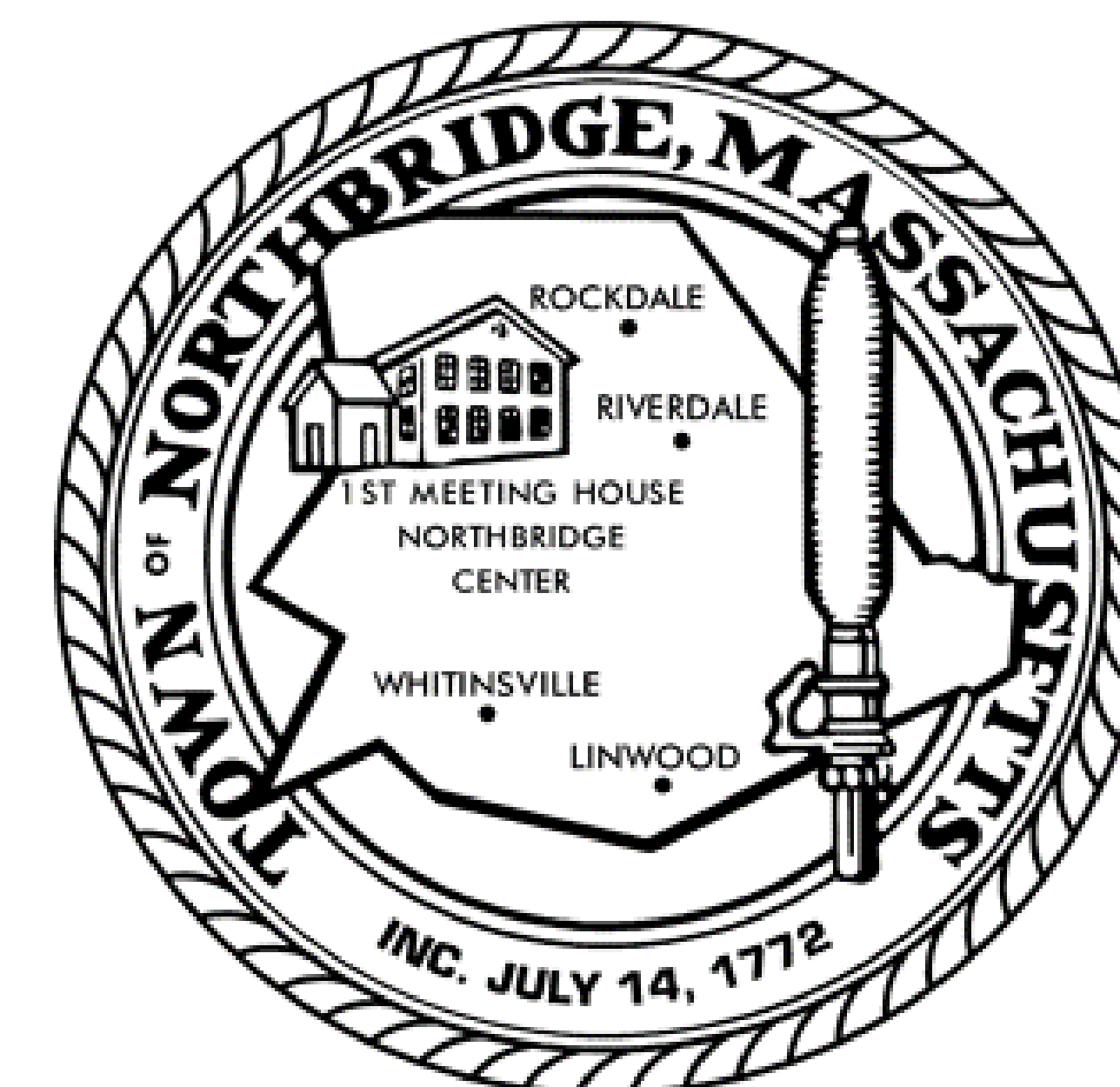
- 1. OVERVIEW AND INTRODUCTIONS – DICK TRIER**
  - a. THANKS FOR TOWN SUPPORT**
  - b. ONGOING EFFORTS TO HONOR OUR VETERANS**
  
- 2. VETERANS REPORT – JIM GALLAGHER**
  - a. OVERVIEW OF A DETAILED RECORD OF NORTHBRIDGE VETERANS**
  - b. LOOKING FOR UPDATED INFORMATION FROM VET ORGANIZATONS AND THE PUBLIC.**
  
- 3. IMPROVING OUR SQUARES - TOM FARLEY**
  - a. RENEWING OUR SQUARES WITH MORE INFORMATION ABOUT OUR KIAS.**
  - b. ONGOING RELATIONSHIPS WITH OUR TOWN VETERAN ORGANIZATIONS.**
  
- 4. NEW SQUARES FOR OUR OTHER KIA VETERANS - DICK TRIER**
  - a. MARKETING EFFORTS**
    - i. TO REMEMBER OUR OTHER KIA VETERANS**
    - ii. MAKE THE PUBLIC MORE AWARE OF THE IMPORTANCE TO HONOR THOSE WHO HAVE SERVED AS WELL AS THOSE WHO ARE SERVING OR WILL SERVE OUR COUNTRY.**
    - iii. HAVE ALL OF OUR CITIZENS TAKE RESPONSIBILITY FOR PRESERVING OUR MEMORIALS AND KEEPING THEM CLEAN AND SAFE!**
  - b. WALTER J. CROTHERS – SQUARE APPROVAL**

# Northbridge Fire Station

Selectboard Meeting

THE **GALANTE** ARCHITECTURE STUDIO

Northbridge, MA  
December 20th, 2021





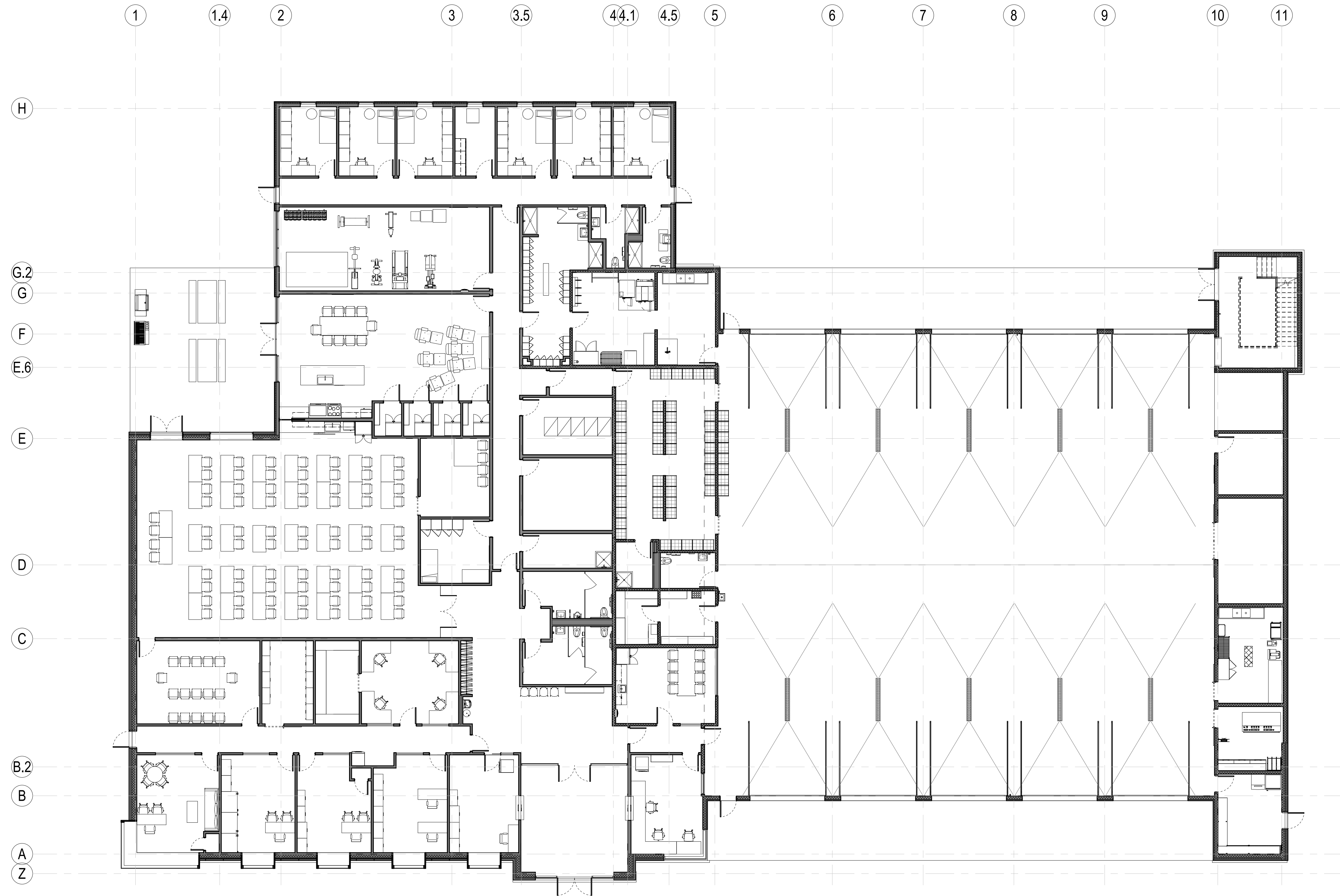


Scheduled Size	Remarks
1.75" - 2" cal.	B&B
1 gal.	2' a.c.
7' - 8'	cont. #5
1.75" - 2" cal.	B&B
2" - 2.5" cal.	B&B
2 qt.	2' a.c.
1 gal.	2' a.c.
1.75" - 2" cal.	B&B
5' - 6'	B&B
5' - 6'	B&B
2 gal.	2' a.c.
1.75" - 2" cal.	B&B
1.75" - 2" cal.	B&B
5' - 6'	cont.
1 gal.	2' a.c.
5' - 6'	B&B

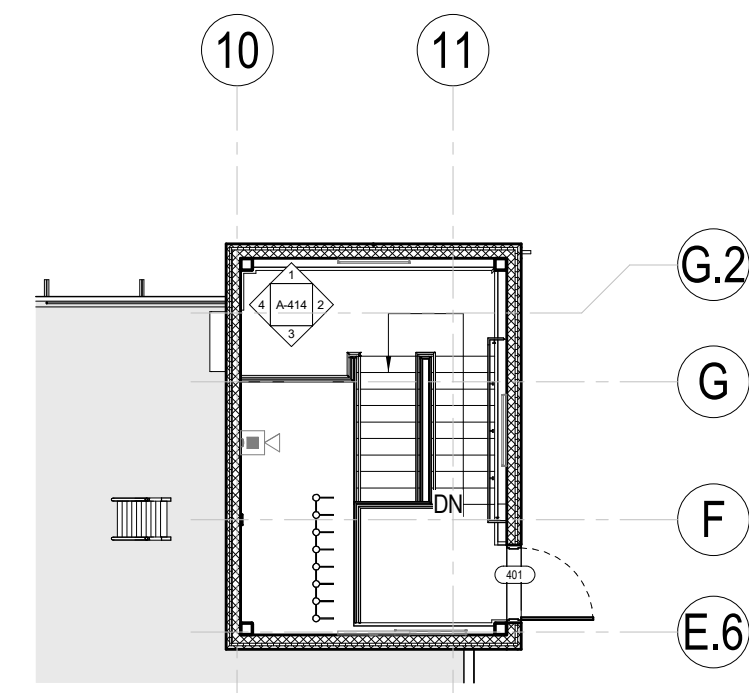
PROVIDENCE ROAD  
(AKA ROUTE 122)

# Site Plan

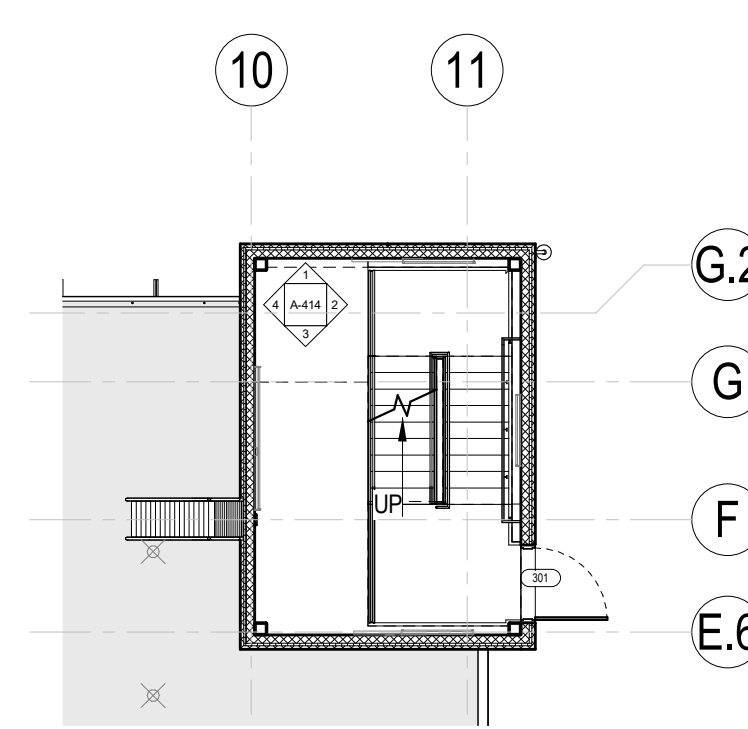
Gross Sq. Ft. Main Building = 27,900



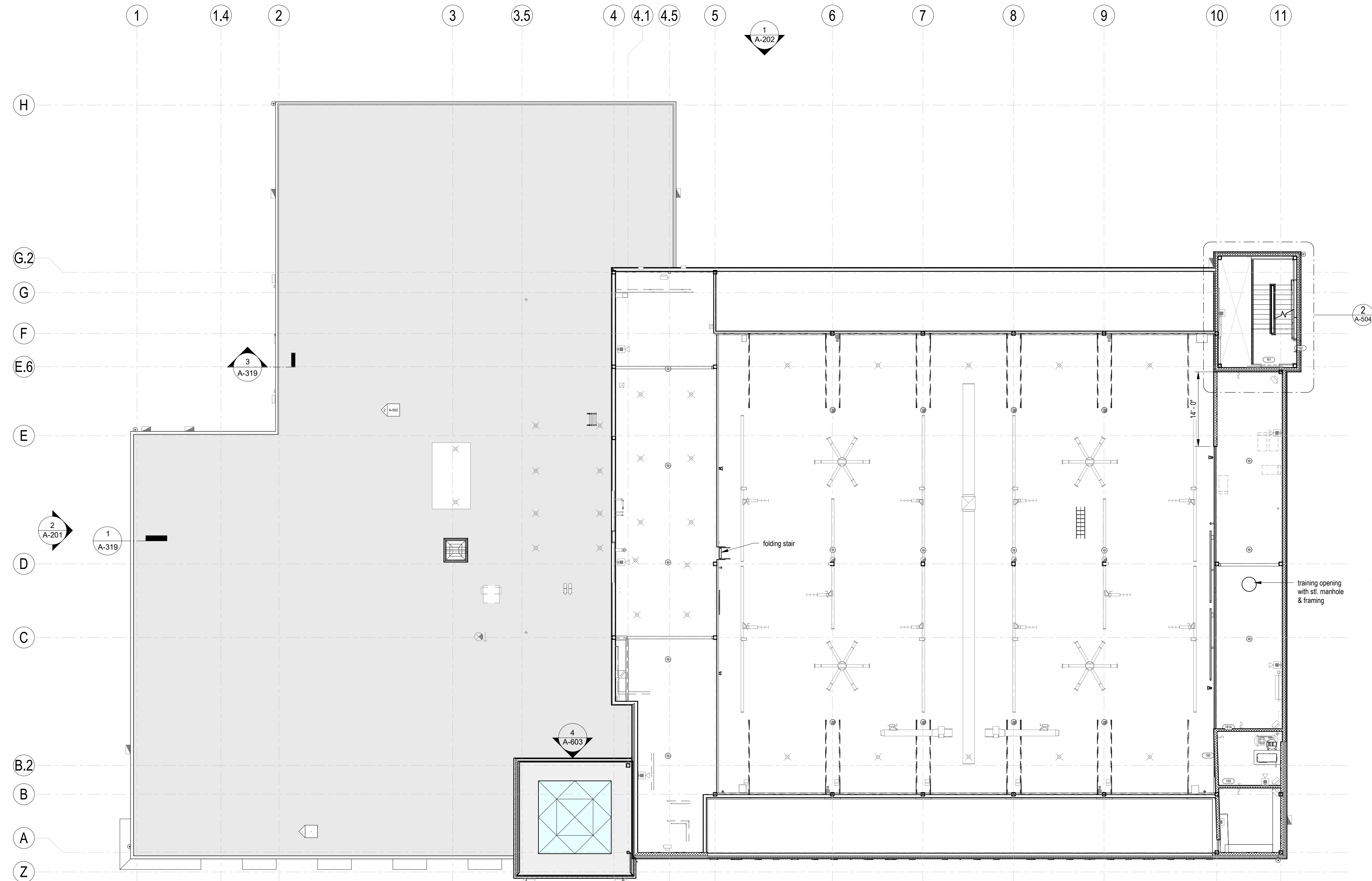
Gross Sq. Ft. Main Building = 27,900



3 Tower Fourth Floor  
3/32" = 1'-0"



2 Tower Third Floor  
3/32" = 1'-0"











# Budget Narrative

**Feasibility Study Construction Cost** = **\$15,020,000**

---

**Feasibility Study Total Project Budget** = **\$18,997,000**

---

# Budget Narrative

## Cost Increases:

- Market forces - Covid 19 & Inflation
- Site work increases
- Building program requirements increased from feasibility
- Buffer landscaping requirements - Planning Board

# Budget Narrative

## Cost Reduction Strategies:

- Eliminate Planning wing
- Outbuilding
  - materials donated
  - labor outsourced to local vocational school

# Budget Narrative

**Construction Cost Subtotal = \$17,962,000**

**Project Total Cost = \$21,640,000**

**Town Vote Approval = \$18,997,000**

---

**Budget Variance = \$ 2,643,000**

---

---

**Budget Variance with Planning Wing = \$ 3,700,000**

---

**PROJECT TITLE: Northbridge Fire Station**
**KBA Study**
**11/3/2021**
**11/22/2021**
**12.1.21**
**Projection**
**Projection**
**Projection**
**Current Projection**
**Administration**

Legal Fees	\$10,000	\$10,000	\$10,000	\$10,000
Owners Project Manager	\$526,000	\$495,000	\$495,000	\$495,000
OPM Additional Services	\$0	\$6,000	\$6,000	\$6,000
Advertising, Printing & Copying	\$5,000	\$5,000	\$5,000	\$5,000
Site work, clearing, and demolition	By Others	By Others	By Others	By Others
Town Administration Expenses	By Town	By Town	By Town	By Town
Finance Costs/Bonding Costs	By Town	By Town	By Town	By Town
Builders Risk Policy	\$30,000	\$50,000	\$50,000	\$50,000
Moving Expenses	\$10,000	\$10,000	\$10,000	\$10,000
<b>Subtotal</b>	<b>\$581,000</b>	<b>\$576,000</b>	<b>\$576,000</b>	<b>\$576,000</b>

**Architecture and Engineering Fees**
**Basic Services**

Design Fee	\$1,427,000	\$1,400,000	\$1,400,000	\$1,400,000
Cost Estimates	\$8,000	\$0	\$0	\$0

**Additional A&E Expenses**
**Subtotal**

	\$71,000	\$50,000	\$50,000	\$50,000
<b>Subtotal</b>	<b>\$1,506,000</b>	<b>\$1,450,000</b>	<b>\$1,450,000</b>	<b>\$1,450,000</b>

**Testing & Commissioning**
**Geotechnical Engineer/Licensed Site Professional**

Soil Testing and Exploration	\$10,000	\$20,000	\$20,000	\$20,000
Geotechnical Engineer/Licensed Site Professional	\$20,000	\$15,000	\$15,000	\$15,000
Electrical and Plumbing Inspections	\$5,000	\$5,000	\$5,000	\$5,000
Structural Peer Review	\$6,000	\$0	\$0	\$0
Land Survey	\$15,000	\$15,000	\$15,000	\$15,000

**Testing Services**

On Site Testing and Inspections	\$75,000	\$50,000	\$50,000	\$50,000
Structural Peer Review	\$0	\$0	\$0	\$0

**Commissioning**

Independent Commissioning Agent	\$25,000	\$25,000	\$25,000	\$25,000
---------------------------------	----------	----------	----------	----------

**Subtotal**

<b>Subtotal</b>	<b>\$156,000</b>	<b>\$130,000</b>	<b>\$130,000</b>	<b>\$130,000</b>
-----------------	------------------	------------------	------------------	------------------

**Construction Costs**

<b>Construction Cost Estimate</b>	<b>\$15,020,000</b>	<b>\$16,400,000</b>	<b>\$16,700,000</b>	<b>\$17,062,000</b>
-----------------------------------	---------------------	---------------------	---------------------	---------------------

**PROJECT TITLE: Northbridge Fire Station**
**KBA Study**
**11/3/2021**
**11/22/2021**
**12.1.21**
**Projection**
**Projection**
**Projection**
**Current Projection**

Quality Improvements / Landscape Requirements

\$355,000

\$725,000

Material for OutBuilding (Trade School Constructs)

\$175,000

**Subtotal**
**\$15,020,000**
**\$16,400,000**
**\$17,055,000**
**\$17,962,000**
**Site Development**
**Utilities**

Utility Company Charges

\$50,000

\$60,000

\$60,000

\$60,000

Land Clearing

\$10,000

\$15,000

\$15,000

\$15,000

Demo of Buildings

\$0

\$0

\$0

\$0

Landscaping

\$5,000

\$7,500

\$7,500

\$7,500

Water and Sewer / Septic

\$40,000

In Base Contract

In Base Contract

In Base Contract

**Subtotal**
**\$105,000**
**\$82,500**
**\$82,500**
**\$82,500**
**Training Facility**
**Training Pads**

4 Locations

\$0

\$0

\$0

\$0

Misc Equipment

\$0

\$0

\$0

\$0

**Subtotal**
**\$0**
**\$0**
**\$0**
**\$0**
**Furniture and Equipment**

Furniture and Equipment

\$200,000

\$150,000

\$150,000

\$150,000

Equipment Contingency

\$51,000

Dispatch Consoles / Equipment

\$55,000

\$55,000

\$55,000

\$55,000

Appliances

\$22,000

\$22,000

\$22,000

\$22,000

Washer / Dryer

\$3,000

\$2,500

\$2,500

\$2,500

Telephone Service

\$60,000

\$35,000

\$35,000

\$35,000

Security/ Access Control

\$65,000

In Base Contract

In Base Contract

In Base Contract

Access Control

\$50,000

In Base Contract

In Base Contract

In Base Contract

Life Safety Equipment

\$30,000

\$0

\$0

\$0

Vehicle Exhaust

\$55,000

In Base Contract

In Base Contract

In Base Contract

Communication Equipment

\$50,000

\$50,000

\$50,000

\$50,000

Antenna

\$62,000

\$125,000

\$125,000

\$125,000

Microwave Equipment

\$0

\$0

\$0

\$0

Tower Loading

\$0

\$0

\$0

\$0

Tower Lighting

\$0

\$0

\$0

\$0

**PROJECT TITLE: Northbridge Fire Station**

**KBA Study**

**11/3/2021**

**11/22/2021**

**12.1.21**

**Projection**

**Projection**

**Projection**

**Current Projection**

Cascade Air Line Hook up

\$0

\$0

\$0

\$0

**\$703,000**

**\$439,500**

**\$439,500**

**\$439,500**

**Contingency**

Construction Contingency

\$751,000

\$750,000

\$750,000

\$1,000,000

Design Contingency

\$175,000

*Subtotal*

**\$926,000**

**\$750,000**

**\$750,000**

**\$1,000,000**

**PROJECT TOTAL**

**\$18,997,000**

**\$19,828,000**

**\$20,483,000**

**\$21,640,000**

Town Vote Approval

\$ 18,997,000.00

Construction Costs 12.1.2021

\$21,640,000

Budget Deficiency

**\$ (2,643,000.00)**





- Administration
- Building Support
- Bunk
- Circulation
- Fire Apparatus Bays
- Fire Support
- Public Shared
- Staff Support
- Town Offices

Gross Sq. Ft. Main Building = 25,743

Gross Sq. Ft. Outbuilding = 3,304



1 First Floor Plan

Scale: N/A

2 Mezzanine Plan

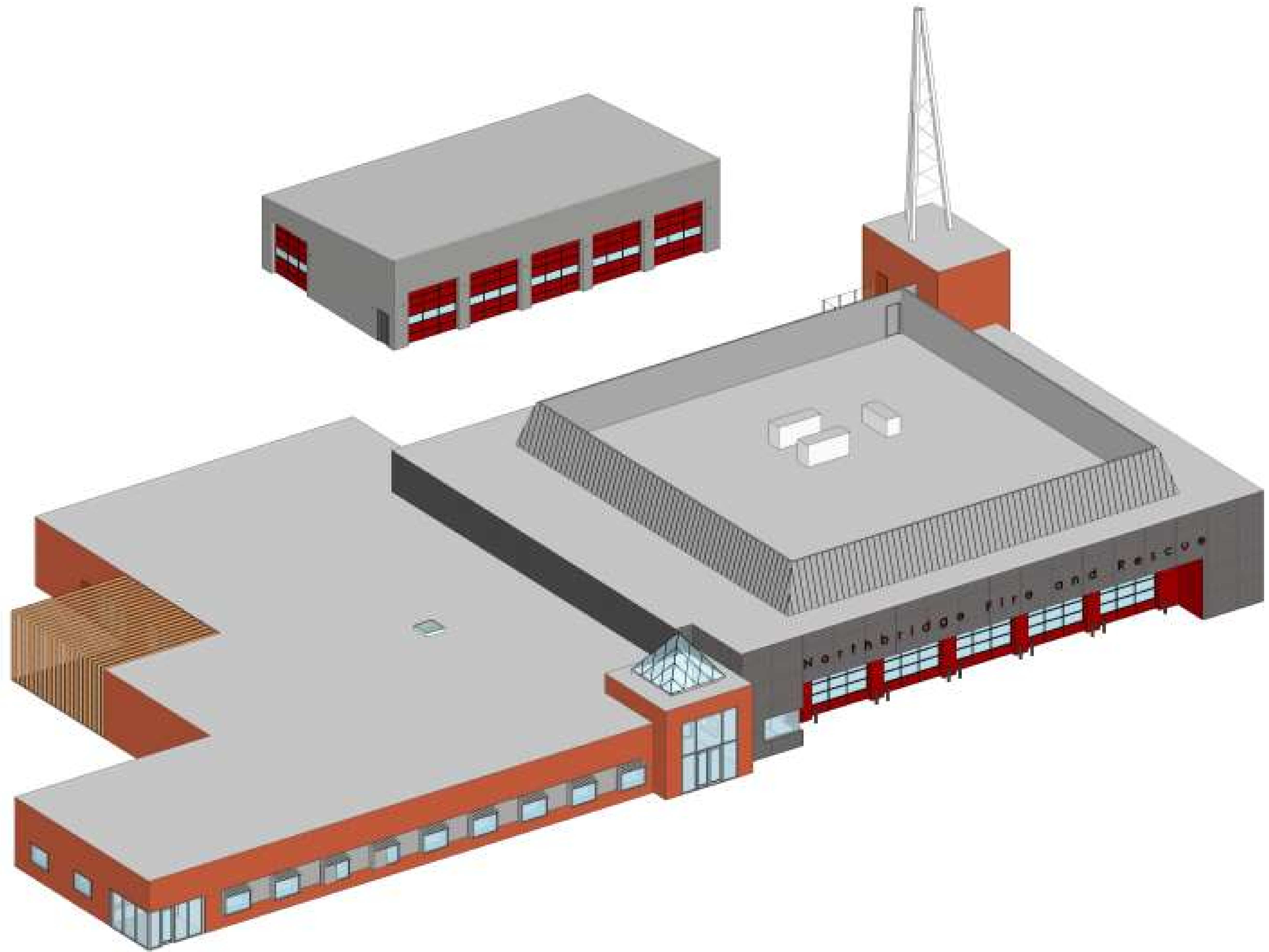
Scale: N/A

3 Out Building Floor Plan

Scale: N/A

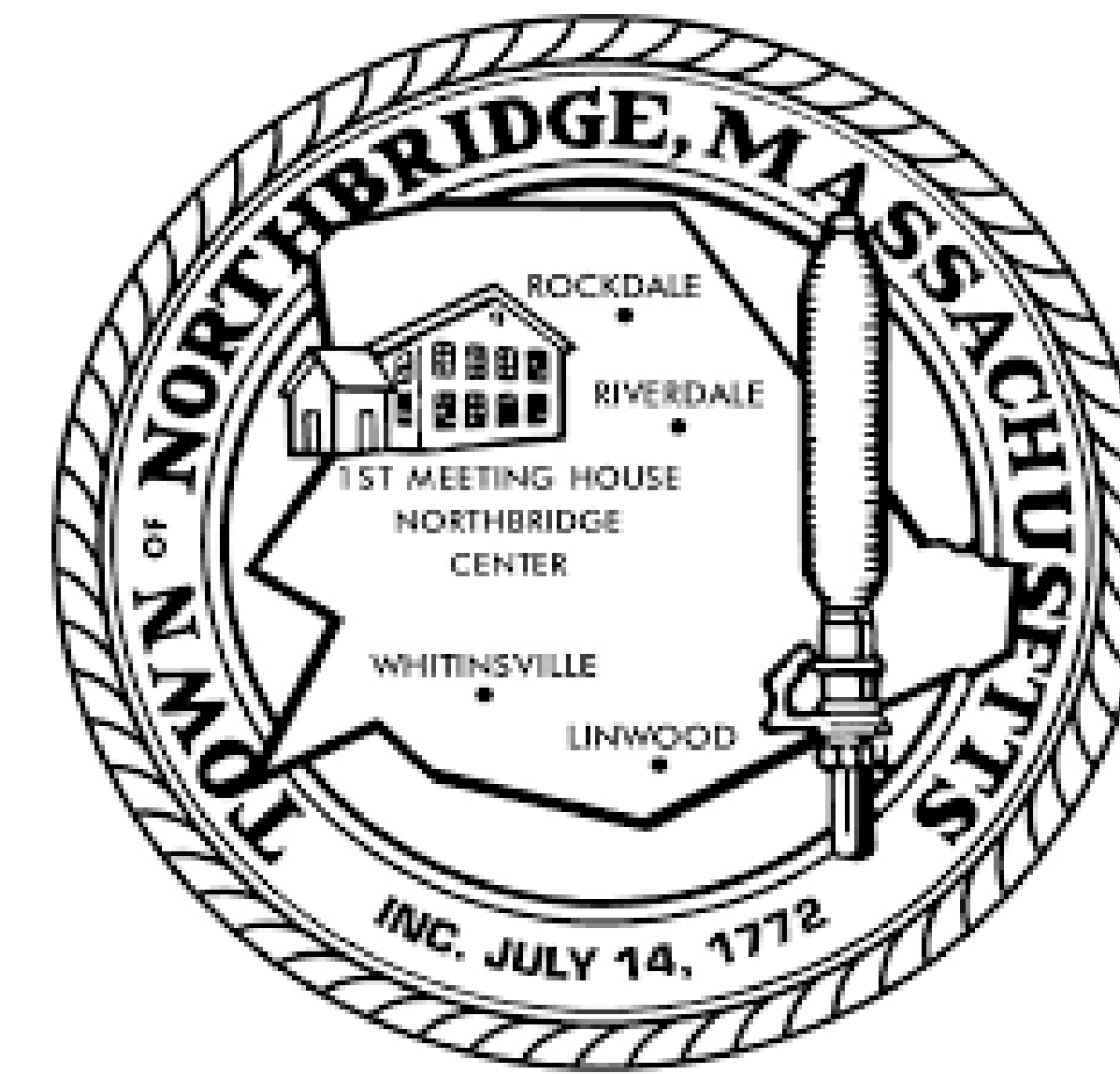
# Floor Plans - Feasibility





TGAS  
THE GALANTE ARCHITECTURE STUDIO

+



## **Town Manager's Report for the Period of December 13, 2021 – December 17, 2021**

### **1. Key Meetings Attended:**

- Monday, December 13, 2021 – Weekly Conference Call for the Fire Station Project.
- Tuesday, December 14, 2021 – Attended the Planning Board meeting via Zoom for the Fire Station Project.
- Wednesday, December 15, 2021 – Prepped the BPCC for their in-person meeting.
- Thursday, December 16, 2021 – Virtual Conference Call with Chief Labrie and Brian Maser from KP Law to prepare for a Civil Service hearing regarding a promotional appeal.
- Thursday, December 16, 2021 – Virtual Conference Call with Chief Labrie and Brian Maser as well as the Police Union to negotiate Civil Service Revocation.
- Miscellaneous Calls with Staff and Board Members.

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