

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
December 5, 2022 at 7:00 PM**

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

**II. PUBLIC HEARING**

**III. APPOINTMENTS/Resignations**

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS:**

**A.** Town Clerk/Request to hang a banner across Church Street from Sunday, April 23, 2023 through Sunday, May 7, 2023 to advertise the Annual Town Election on May 16, 2023

**B.** Blackstone Valley Chamber of Commerce **1)** request for a one-day wine and malt license for their Open House on Wednesday, January 25, 2023 from 4:30 PM – 6:30 PM **2)** request for an entertainment license for the Home & Community EXPO on March 25, 2023 at the Northbridge High School/**Present:** Jeannie Hebert, President & CEO and Liz O'Neil Director of Programs, Events & Membership

**C.** Pine Grove Cemetery Deeds/**1)** David Frieswick and Paula Frieswick [Lot No. 311, Woodlawn Ave. [North]; **2)** Scott Wallen [Lot no. 50 Birch Path [North]

**D.** Town Manager Goals for 2023 – Vote to Approve

**E.** 2023 Miscellaneous License Renewals [Common Victualler, Class I, Class II, Class III, Automatic Amusement Devices, Weekday Entertainment, Sunday Entertainment, etc.]/Vote to approve subject to the payment of all monies due the Town

**F.** 2023 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town

**VI. DISCUSSIONS**

**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  
OFFICE OF THE TOWN CLERK**

7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS, 01588  
Phone: 508-234-2001 • Fax 508-234-7640

**A.**  
Linda B. Zywień, CMC  
Town Clerk

[lzywień@northbridgemass.org](mailto:lzywień@northbridgemass.org)

**Laura Medeiros**  
Assistant Town Clerk  
[lmedeiros@northbridgemass.org](mailto:lmedeiros@northbridgemass.org)

TO: Melissa Ciaramitaro, Senior Administrative Assistant  
FROM: Linda Zywień, Town Clerk  
DATE: December 2, 2022  
RE: Request to Hang Election Banner

---

Melissa, I am respectfully requesting the following time slot to hang out election banner across Church Street to announce the Annual Town Election:

**Sunday, April 23, 2023 through Sunday, May 7, 2023**

Thank you,

# B.1.

**TOWN OF NORTHBRIDGE  
APPLICATION FOR SPECIAL LICENSE**

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto.  
Chapter 138, Section 14

FULL NAME OF PERSON/ORGANIZATION MAKING APPLICATION:

Blackstone Valley Chamber of Commerce

Name of Responsible Person: Jeannie Hebert

TYPE OF LICENSE REQUESTED:  All Alcohol (non-profit organizations only) (must submit 501c(3))

→  Wine and/or Malt Beverages

EVENT DETAILS:

Event name: Open House

Indoor/Outdoor: Indoor

Date and Hours of Event: Jan 25, 2023

# of persons expected: 75

4:30 pm - 6:30 pm

GIVE LOCATION BY STREET AND NUMBER: 670 Linwood Ave, Suite 5  
Whitinsville, MA 01588

DESCRIPTION OF PREMISES: BVCC offices

Where will alcohol be stored? BVCC - closet

Where will Alcohol be served? BVCC - conference room

Do you plan on having Entertainment?  Yes  No

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

**\*The town highly recommends that you notify your insurance company of this event.**

Jeannie Hebert  
(Signature of Applicant)

Print Name: Blackstone Valley Chamber of Commerce

Mailing Address: 670 Linwood Ave, Suite 5

City: Whitinsville, MA

State, Zip: MA, 01588

Phone: (508) 234-9090

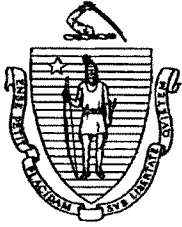
Name of Distributor(s): Atlas Distribution

SPECIAL LICENSES ISSUED UNDER SECTION 14 [ONE-DAY LICENSES]: MUST PURCHASE THE EVENT ALCOHOL/BEER/WINE FROM A DISTRIBUTOR OTHERWISE YOU ARE IN VIOLATION OF STATE LAW.

Received: \_\_\_\_\_  
(Date) (Time)

Agenda: \_\_\_\_\_

\_\_\_\_\_  
Date License Granted



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

**FORM MUST BE FILLED  
 OUT COMPLETELY**

If you carry Workers Comp. Insurance, you must provide proof to the Town in the form of a Certificate of Insurance.

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Blackstone Valley Chamber of Commerce  
 Address: 670 Linwood Ave Suite 5  
 City/State/Zip: Whitinsville MA 01588 Phone #: (508) 234-9090

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 4 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: Gaudette Insurance Agency / The Hartford  
 Insurer's Address: 1 Plummers Corner  
 City/State/Zip: Whitinsville, MA 01588  
 Policy # or Self-ins. Lic. # 08WECA0000 Expiration Date: 1/27/2023

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: [Signature] Date: 11-29-2022  
 Phone #: \_\_\_\_\_

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: Northbridge Permit/License # \_\_\_\_\_

**Issuing Authority (circle one):**

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
 6. Other \_\_\_\_\_

Contact Person: Melissa Wetherbee Phone #: 508-234-2095

**SPECIAL PERMIT/LICENSE**

**RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT**

*\*\*\*Please read this document thoroughly before completing and signing\*\*\**

I, Jeannie Hebert, in consideration of a special permit/license granted by the Town of Northbridge for a non-town sponsored private function, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of the issuance and/or use of a special permit/license granted by the Town of Northbridge and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees or agents as the result of the issuance and/or use of a special permit/license granted by the Town of Northbridge and all activities related thereto.

I hereby further covenant for myself, my successors and assigns not to sue the said Town on account of any such claim, demand or liability.

I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of the issuance and/or use of a special permit/license granted by the Town of Northbridge and all activities related thereto.

To the extent I am signing this document on behalf of an organization, corporation, association or similar entity, I represent that I am fully authorized by said entity to execute this document.

Witness my hand and seal this 29<sup>th</sup> day of November, 2022

Name (Printed): Jeannie Hebert

Jeannie Hebert  
Signature

[Signature]  
Witness



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/17/2022

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

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

<b>PRODUCER</b> Gaudette Insurance Agency, Inc. 1 Plummers Corner Whitinsville MA 01588	<b>CONTACT NAME:</b> Michael C. Devish <b>PHONE (A/C, No, Ext):</b> 508-266-6441 <b>FAX (A/C, No):</b> 508-234-8121 <b>E-MAIL ADDRESS:</b> mdevish@gaudette-insurance.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : The Hartford</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : The Hartford		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														

**INSURED** Blackstone Valley Chamber of Commerce, Inc. BLACVAL-13

670 Linwood Ave, Unit 5  
Whitinsville MA 01588

### COVERAGES

CERTIFICATE NUMBER: 1488014632

REVISION NUMBER:


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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			08SBAAR0CH9	1/27/2022	1/27/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			08SBAAR0CH9	1/27/2022	1/27/2023	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			08WECAR0CUU	1/27/2022	1/27/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

### CERTIFICATE HOLDER

### CANCELLATION

Town of Northbridge 7 Main Street Whitinsville MA 01588	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# NTM License Slips

Row 2

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**Current Status** December 5, 2022 Agenda

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**Done**

---

**License ID:** NTM#16147

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**License Type:** One-day Wine & Malt

---

**Description:** Blackstone Valley Chamber of Commerce is looking to hold their open house on Wednesday, January 25, 2023 from 4:30 to 6:30 inside the BVCC Office located at 670 Linwood Ave, Suite 5, Whitinsville.

---

**Business:** Blackstone Valley Chamber of Commerce

---

**Applicant:** Jeanne Hebert

---

**Address:** 670 Linwood Ave. Suite 5

---

**Approval Target** 12/01/22

---

**Slip Started on:** 11/29/22 2:56 PM

---

**PLANNING Approve:**

---

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

---

**POLICE Approve:**

---

**POLICE Comments:** No issues

---

**FIRE Approve:**

---

**FIRE Comments:**

---

**BUILDING ZONING Approve:**

---

**BUILDING ZONING Comments:**

---

**CONSERVATION Approve:**

---

**CONSERVATION** N/A  
**Comments:**

---

**HEALTH**   
**Approve:**

---

**HEALTH**   
**Comments:** Approved subject to requirement that any food vendors obtain a one-day food permit for this event.

---

**ASSESSORS**   
**Approve:**

---

**ASSESSORS**  
**Comments:**

---

**TREASURER**   
**COLLECTOR**   
**Approve:**

---

**TREASURER**  
**COLLECTOR**  
**Comments:**

---



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

## APPLICATION FOR A ONE-DAY WEEKDAY ENTERTAINMENT 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):

**TO:** Obtain a One-day Entertainment License for:

<b>Type:</b> (Check all that apply):	<input type="checkbox"/> Concert	<input type="checkbox"/> Dance	<input checked="" type="checkbox"/> Exhibition	<input type="checkbox"/> Cabaret Public Show
	<input type="checkbox"/> Live band		<input type="checkbox"/> Other: _____	
<b>Includes:</b>	<input type="checkbox"/> Dancing by patrons	<input checked="" type="checkbox"/> Dancing by entertainers or performers	<input type="checkbox"/> Recorded music	
	<input checked="" type="checkbox"/> Live music	<input checked="" type="checkbox"/> Amplification System	<input checked="" type="checkbox"/> Floor show	
	<input type="checkbox"/> Light show	<input type="checkbox"/> Theatrical exhibition, play or moving picture show	<input checked="" type="checkbox"/> Other dynamic audio or visual show (whether live or recorded)	
	<input type="checkbox"/> INDOOR	<input type="checkbox"/> OUTDOOR	<input type="checkbox"/> BOTH	

**GIVE LOCATION BY STREET AND NUMBER:**

**AT:** Northbridge High School, 427 Linwood Ave, Whitinsville (Field House)  
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

**ON:** (date and time)\* Sat. March 25, 2023

*Jeanne Steben*  
(Signature of Applicant)

**Print Name:** Blackstone Valley Chamber of Commerce

**Address:** 670 Linwood Ave, Suite 5

**City:** Whitinsville

**State, Zip:** MA, 01588

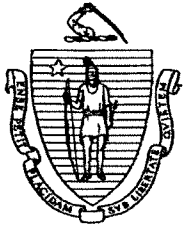
**Phone:** (508) 234-9090

**Email:** jhebert@blackstonevalley.org

Received: _____ <small>(Date)</small> <span style="float: right;"><small>(Time)</small></span>
Agenda: _____

\_\_\_\_\_  
Date License Granted

**\*\*Please note a separate application is needed for a one-day Sunday Entertainment**



The Commonwealth of Massachusetts  
 Department of Industrial Accidents  
 Office of Investigations  
 600 Washington Street  
 Boston, MA 02111  
 www.mass.gov/dia

**FORM MUST BE FILLED  
 OUT COMPLETELY**

If you carry Workers Comp. Insurance, you must provide proof to the Town in the form of a Certificate of Insurance.

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: Blackstone Valley Chamber of Commerce  
 Address: 670 Winwood Ave, Suite 5  
 City/State/Zip: Whitinsville, MA 01588 Phone #: (508) 234-9090

**Are you an employer? Check the appropriate box:**

1.  I am an employer with 4 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5.  Retail
6.  Restaurant/Bar/Eating Establishment
7.  Office and/or Sales (incl. real estate, auto, etc.)
8.  Non-profit
9.  Entertainment
10.  Manufacturing
11.  Health Care
12.  Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

**I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.**

Insurance Company Name: Gaudette Insurance Agency / The Hartford  
 Insurer's Address: 1 Plummers Corner  
 City/State/Zip: Whitinsville, MA 01588  
 Policy # or Self-ins. Lic. # 08WEPCAROCUU Expiration Date: 1/27/2023

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

**I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.**

Signature: [Signature] Date: 11-29-2022  
 Phone #: 508 9815782

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: Northbridge Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health
2. Building Department
3. City/Town Clerk
4. Licensing Board
5. Selectmen's Office
6. Other \_\_\_\_\_

Contact Person: Melissa Wetherbee Phone #: 508-234-2095



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/17/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement.

PRODUCER
Gaudette Insurance Agency, Inc.
1 Plummers Corner
Whitinsville MA 01588

CONTACT NAME: Michael C. Devish
PHONE (A/C, No., Ext): 508-266-6441
FAX (A/C, No): 508-234-8121
E-MAIL ADDRESS: mdevish@gaudette-insurance.com

Table with 2 columns: INSURER(S) AFFORDING COVERAGE, NAIC #. Rows include INSURER A: The Hartford, INSURER B, C, D, E, F.

INSURED
Blackstone Valley Chamber of Commerce, Inc.
670 Linwood Ave, Unit 5
Whitinsville MA 01588
BLACVAL-13

COVERAGES CERTIFICATE NUMBER: 1488014632 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED.

Main table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, and Workers Compensation.

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

CERTIFICATE HOLDER
Town of Northbridge
7 Main Street
Whitinsville MA 01588

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

AUTHORIZED REPRESENTATIVE
[Signature]

# NTM License Slips

Row 1

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**Current Status** December 5, 2022 Agenda

---

**Done**

---

**License ID:** NTM#16148

---

**License Type:** One-Day Entertainment License

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**Description:** Blackstone Valley Chamber of Commerce is looking to obtain a one-day entertainment license for their Home and Community EXPO. EXPO to be held at the Northbridge High School in the Field House. Entertainment to include live music, dancing by patrons, exhibition, use of an amplification system, floor show and other dynamic and audio or visual. Event Date: Saturday, March 25, 2023

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**Business:** Blackstone Valley Chamber of Commerce

---

**Applicant:** Jeanne Hebert

---

**Address:** Northbridge High School [Field House], 427 Linwood Ave,  
Whitinsville, MA

---

**Approval Target** 12/01/22

---

**Slip Started on:** 11/29/22 3:06 PM

---

**PLANNING Approve:**

---

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

---

**POLICE Approve:**

---

**POLICE Comments:** No issues

---

**FIRE Approve:**

---

**FIRE Comments:**

---

**BUILDING ZONING Approve:**

---

**BUILDING ZONING Comments:**

---

**CONSERVATION**

---

Approve:

---

**CONSERVATION**  
Comments: N/A

---

**HEALTH**  
Approve:

---

**HEALTH**  
Comments: N/A

---

**ASSESSORS**  
Approve:

---

**ASSESSORS**  
Comments: N/A

---

**TREASURER  
COLLECTOR**  
Approve:

---

**TREASURER  
COLLECTOR**  
Comments:

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*Know all Men by These Presents,* **C.1.**

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Three Thousand Two Hundred Dollars, paid by **David Frieswick and Paula Frieswick, of 40 High Street, Uxbridge, MA, 01569**, the receipt of which is hereby acknowledged, does sell and convey to said **David Frieswick and Paula Frieswick**, one double burial **Lot Number 311, situated on the way called Woodlawn Avenue (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:

1<sup>st</sup>. 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.

2<sup>nd</sup>. 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.

3<sup>rd</sup>. 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.

4<sup>th</sup>. 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.

5<sup>th</sup>. 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 5<sup>th</sup> day of December, in the year of our Lord Two Thousand Twenty-Two.

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*Know all Men by These Presents,* **C.2.**

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Three Thousand Two Hundred Dollars, paid by **Scott Wallen, of 178 Hill Street, Northbridge, MA, 01588**, the receipt of which is hereby acknowledged, does sell and convey to said **Scott Wallen**, one double burial **Lot Number 50, situated on the way called Birch Path (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:

1<sup>st</sup>. 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.

2<sup>nd</sup>. 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.

3<sup>rd</sup>. 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.

4<sup>th</sup>. 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.

5<sup>th</sup>. 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 5<sup>th</sup> day of December, in the year of our Lord Two Thousand Twenty-Two.

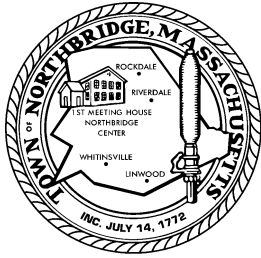
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Adam D. Gaudette  
Town Manager

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](http://www.northbridgemass.org)

D.

## **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.

DRAFT

## 2023 Annual License Renewals

# E.

### Establishment

### Manager/Owner

### License Type

#### *Expires January 1, 2023 - Class I Used Car Dealer License - \$ 50*

Whitehorse Truck & Trailer & Service & Sales, LLC	Mr. Ryan Rudy	Class I - Trailers Only
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#### *Expires January 1, 2023 - Class II Used Car Dealer License - \$ 50*

4K's Auto Exports LLC	Mr. Abdul Kafal	Class II - Used Car Dealer License
Claude Elias dba Elias Motors	Mr. Claude Elias	Class II - Used Car Dealer License
Crothers Tire Co. & Auto Sales	Mr. Thomas Crothers	Class II - Used Car Dealer License
Harbro Sales & Service, Inc.	Mr. Paul T. Hare	Class II - Used Car Dealer License
J & S Motors, Inc.	Mr. Kurt VandenAkker	Class II - Used Car Dealer License
Jonathan Shenian d/b/a Cappy's Automotive	Mr. Jonathan Shenian	Class II - Used Car Dealer License
Kearns Collision Repair, Inc.	Mr. Thomas F. Colonair,	Class II - Used Car Dealer License
Perry Sales & Service Inc.	Ms. Aimee Rossetti	Class II - Used Car Dealer License
R.E.N. Sales & Service, Inc	Mr. Robert E. Nydam	Class II - Used Car Dealer License
Robert Miller dba Grinding Gears Garage	Mr. Robert Miller	Class II - Used Car Dealer License
Pace Automotive, Inc. dba Pace Auto Service	Mr. Sean Pace	Class II - Used Car Dealer License
Robert Garrigan	Mr. Robert Garigan	Class II - Used Car Dealer License
Zeus Gas Station DBA Valley Gas	Mr. Samih Younes	Class II - Used Car Dealer License

#### *Expires January 1, 2023 - Class III Used Car Dealer License - \$ 50*

Brian Hanley dba Northbridge Salvage		
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#### *Expires Decemeber 31, 2022 - Automatic Amusement Devices License - \$ 100 (Juke Box \$30)*

MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Automatic Amusement Devices License
MSM Management, Inc. dba Sparetime Recreation	Mr. Mark Moon	(25) Automatic Amusement Devices License
National Entertainment Network	Ms. Tina Chavez	(12) Auto. Amusement Devices License
National Entertainment Network	Ms. Tina Chavez	(1) Auto. Amusement Devices License
SD Briere L.L.C dba Valley Pub	Mrs. Stephanie Briere	Auto. Amuse. Dev. License [Juke Box]
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	(1) Auto. Amuse Device Lic. [JukeBox]

#### *Expires Decemeber 31, 2022 - Common Victualler's License - \$20*

481 Yogi Convience Store, Inc. d/b/a Highland Farms	Mr. Govind Patel	Common Victualler's License
Crystal Gas, Inc.	Mr. Mark El Houssan	Common Victualler's License
Cumberland Farms, Inc. #6682	Attn: Licensing Dept.	Common Victualler's License
D & Ng, Inc. dba King Jade	Mr. Nathan Ng	Common Victualler's License
Dimple A. Desai, Inc. dba Subway #35002 [Walmart]	Ms. Dimple A. Desai	Common Victualler's License
Dimple A. Desai, Inc. dba Subway of Whitinsville	Ms. Dimple A. Desai	Common Victualler's License
Donna Picard dba Masion de Manger	Ms. Donna Picard	Common Victualler's License
Douglaspak Inc. dba Arcade Package Store	Mr. Chanjay Amin	Common Victualler's License
Dufficy Enterprises, Inc dba Domino's Pizza	Mr. Jeff Dufficy	Common Victualler's License
Emperors Garden, LLC dba New China Pacific	Ms. Jinny Chen	Common Victualler's License
Fresh Brewed Inc., dba Dunkin Donuts	Ms. Barbara Denesowicz	Common Victualler's License
Friendly Discount Liquors Inc. dba Macy's Liquors of Whitinsv	Mr. Sook Huynh	Common Victualler's License
George Drosidas dba Village House of Pizza	Mr. George Drosidas	Common Victualler's License
George Marston Whitin Community Center	Mr. Heather Elster	Common Victualler's License
Harry's Famous Pizza	Mr. Odisefs Tsimogiannis	Common Victualler's License
HEMA Investment, Inc. dba New Ultramart Convenience Store	Mr. Manish Patel	Common Victualler's License
JMJ Endeavors d/b/a Pirates Cove	Mr. Eric Audette	Common Victualler's License
JSC Management Group, LLC dba Burger King	Ms. Cremilda Neves	Common Victualler's License
Jyoti Enterprises, Inc. dba Gary's Variety	Mr. Harshad Patel	Common Victualler's License
Kyoto of Whitinsville, LLC	Mr. Thien Phan	Common Victualler's License

## 2023 Annual License Renewals

### *Expires Decemeber 31, 2022 - Common Victualler's License - \$20 (Con't)*

Luxury Foods, Inc. dba Divine Thai	Ms. Achara Weydt	Common Victualler's License
Mina's Food Inc. dba Vera's Mini Mart	Mr. Ashraf Youssef	Common Victualler's License
MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Common Victualler's License
Moon Management, Inc dba The Neighborhood Kitchen	Mrs. Lisa Moon	Common Victualler's License
MSM Management, Inc. dba Sparetime Recreation	Mr. Mark Moon	Common Victualler's License
Mumford Knights of Columbus Corp. #365	Mr. John Masterson	Common Victualler's License
Niyas Corporation dba Mill House Wine and Spirits	Mr. Mehul Patel	Common Victualler's License
Northbridge Donuts Inc. dba Dunkin Donuts	Mr. Thomas Denesowicz	Common Victualler's License
Northbridge House of Pizza	Mr. Amir E. Roufail	Common Victualler's License
On A Roll Food Truck	Mr. Randy Ross	Common Victualler's License
Paulette Ruth dba The Valley Café	Ms. Paulette Ruth	Common Victualler's License
Purgatory Beer Company, LLC	Mr. Kevin Mulvehill	Common Victualler's License
S & C Coffee, Inc dba Stephanie's Daily Grind	Mr. Charles Ganiman	Common Victualler's License
Samarpan, Inc., 1 Quickstop Conv.	Mr. Bhikhabhai Patel	Common Victualler's License
SD Briere L.L.C dba Valley Pub	Ms. Stephaine Briere	Common Victualler's License
Selia Corp. dba McDonald's Restaurant	Mr. Joseph Spadea	Common Victualler's License
Speedway, LLC dba Speedway #2415	Ms. Rachael Ingham	Common Victualler's License
SR Golf Club, LLC	Mr. Louis Papadellis	Common Victualler's License
The 87 Diner	Ms. Margaret Gagner	Common Victualler's License
The Donut Shop dba Jumbo Donuts	Mr. Chris Mitkonis	Common Victualler's License
The Green Plate, LLC	Ms. Danielle Desrosiers	Common Victualler's License
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Common Victualler's License
Therecka, Inc dba The Grill	Mr. William Therecka	Common Victualler's License
Twins Nutrition, LLC dba Twins Nutrition	Ms. Christina Pare	Common Victualler's License
USRS 786, Inc dba Village Variety	Mr. Rashid Ali	Common Victualler's License
West End Creamery	Mr. Greg VandenAkker	Common Victualler's License
Whitinsville Gas and Market, LLC	Mr. Tarik Yatim	Common Victualler's License
Whitinsville Golf Club	Ms. Kimberly Martin	Common Victualler's License
Whitinsville New England Pizza, Inc	Mr. Samy Morcos	Common Victualler's License

### *Expires Decemeber 31, 2022 - Entertainment License - No fee*

D & Ng, Inc. dba King Jade	Mr. Nathan Ng	Entertainment License
Donna Picard dba Masion de Manger	Ms. Donna Picard	Entertainment License
Emperors Garden, LLC dba New China Pacific	Ms. Jinny Chen	Entertainment License
MLJJ, Inc. d/b/a The Gray Barn	Mr. John H. Mellor	Entertainment License
MSM Management, Inc dba Sparetime Recreation	Mr. Mark Moon	Entertainment License
Open Sky Community Services, Inc.	Ms. Cristi Collari	Entertainment License
Purgatory Beer Company	Mr. Kevin Mullvehill	Entertainment License
SD Briere L.L.C dba Valley Pub	Ms. Stephaine Briere	Entertainment License
SR Golf Club, LLC	Mr. Louis Papadellis	Entertainment License
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Entertainment License

### *Expires Decemeber 31, 2022 - Sunday Entertainment License - \$100*

Alternatives Unlimited, Inc.	Ms. Cristi Collari	Sunday Entertainment
The Philo Group, LLC d/b/a The Rock	Mr. Jay Michael Husson	Sunday Entertainment [Juke Box]

## Melissa Ciaramitaro

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**From:** Elizabeth Lachapelle <blachapelle@verizon.net>  
**Sent:** Tuesday, November 29, 2022 1:52 PM  
**To:** Melissa Ciaramitaro  
**Subject:** Re: Valley Pub Outdoor Entertainment Renewal

Hello Melissa

Sorry I am getting back to you so late.

No, at this time Paul and I do not have anything other issues.

We will be attending the meeting on the 5th in case anyone has any questions. I believe that is the next meeting.

Thanks  
Beth

-----Original Message-----

From: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>  
To: blachapelle@verizon.net <blachapelle@verizon.net>  
Sent: Tue, Nov 22, 2022 10:31 am  
Subject: Valley Pub Outdoor Entertainment Renewal

*Good morning Beth,*

*Adam asked me to reach out to let you know that the Selectmen will be voting on the annual licenses on Monday, December 5<sup>th</sup>. Did you have any further issues after you last spoke with Adam? If so, could you get me something in writing by December 1<sup>st</sup>?*

*Thank you and I hope you and your family have a wonderful Thanksgiving.*

*Melissa Ciaramitaro, Sr. Adm. Asst./HR. Asst.  
Town Manager's Office  
Town of Northbridge  
7 Main Street Whitinsville, MA 01588  
Phone: 508-234-2095 Ext. 1202*

## 2023 Liquor License Renewals

# F.

Establishment	Address	License Type
<b><i>Expires December 31, 2022 All Alcohol Common Vic- \$1,150</i></b>		
D and Ng, Inc. / King Jade Resturaunt	1229 Providence Road	All Alcohol Common Vic.
Emperors Garden, LLC d/b/a New China Pacific	683 Linwood Ave.	All Alcohol Common Vic.
Kyoto of Whitinsville, LLC	185 Church Street Unit 16-4	All Alcohol Common Vic.
Luxury Foods, Inc. dba Divine Thai	123 Church Street	All Alcohol Common Vic.
MLJJ, Inc. d/b/a The Gray Barn	c/o 63 Deer Track Court	All Alcohol Common Vic.
The Philo Group Inc., dba The Rock	2043 Providence Road	All Alcohol Common Vic.
Therecka, Inc. d/b/a Grille 122	91 Providence Road	All Alcohol Common Vic.
<b><i>Expires December 31, 2022 All Alcohol Gen. on Premises - \$1,150</i></b>		
SD Briere L.L.C. dba Valley Pub	40 Plummer Ave.	All Alcohol Gen. on Premises
SR Golf Club, LLC dba Shinning Rock Golf Club	91 Clubhouse Lane	All Alcohol Gen. on Premises
<b><i>Expires Decemeber 31, 2022 Club License - All Alcohol - \$1,050</i></b>		
Mumford Knights of Columbus Corp. 365	77 Prescott Road	Club License - All Alcohol
Whitinsville Golf Club, Inc.	179 Fletcher Street	Club License - All Alcohol
<b><i>Expires December 31, 2022 Package Store - All Alcohol - \$1,150</i></b>		
Douglaspak, Inc. dba Arcade Package Store	185 Church Street Unit 16-6	Package Store - All Alcohol
Friendly Discount Liquors dba Macy's Liquors of Whitinsville	1167 Providence Road Unit 7	Package Store - All Alcohol
Jyoti Enterprises, Inc. dba Gary's Variety	2201 Providence Road	Package Store - All Alcohol
Niyas Corporation dba Mill House Wine and Spirits	670 Linwood Avenue	Package Store - All Alcohol
<b><i>Expires December 31, 2022 Package Store - Wines &amp; Malt - \$1,000</i></b>		
481 Yogi Convenience Store Inc. dba Highland Farms	218 Church Street	Package Store - Wines & Malt
Crystal Gas, Inc	175 Church Street	Package Store - Wines & Malt
Mina's Foods Inc. dba Vera's Mini Mart	One Plummers Corner	Package Store - Wines & Malt
Samarpan, Inc., 1 Quickstop Convenience	206 N. Main Street	Package Store - Wines & Malt
USRS786, Inc. dba Village Variety, LLC	84 Border Street	Package Store - Wines & Malt
<b><i>Expires Decemeber 31, 2022 Wine &amp; Malt Common Vic. - \$1,000</i></b>		
George Drosidas dba Village House of Pizza	191 N. Main Street	Wine & Malt Common Vic.
MSM Management, Inc. dba Sparetime Recreation	117 Church Street	Wine & Malt Common Vic.
<b><i>Expires December 31, 2022 Farmer Brewery Pouring Permit - \$1,000</i></b>		
Purgatory Beer Company, LLC	670 Linwood Ave., Bldg C 111A	Farmer Brewery Pouring Permit
<b><i>Expires December 31, 2022 Bring Your Own Bottle -No fee</i></b>		
Donna Picard dba Masion De Manger	670 Linwood Ave.	BYOB (LLA License -Not issued through the ABCC)

# **Town Manager's Report for the Period of November 21, 2022 – December 2, 2022**

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

- Monday, November 21, 2022 – Met with S. Susienka and David Labonte from MIIA for the annual General Insurance Policy Review.
- Monday, November 21, 2022 - Participated in the weekly Fire Station Design Team call.
- Monday, November 21, 2022 – Attended the virtual monthly Strategic Health Insurance Group Board Meeting.
- Monday, November 21, 2022 – Conference call with newly elected Selectman Thom Begin.
- Monday, November 21, 2022 – Attended the Board of Selectmen Meeting.
- Tuesday, November 22, 2022 – Held a Department Managers' Meeting.
- Monday, November 28, 2022 – Participated in the weekly Fire Station Design Team call.
- Monday, November 28, 2022 – Attended the Cable Advisory Meeting along with Bill Hewig from KP Law via zoom.
- Thursday, December 1, 2022 – Attended a virtual presentation from NearMap, a mapping software company that provides software for use by departments such as Conservation, Planning, DPW and Fire.
- Thursday, December 1, 2022 – Attended the weekly Fire Station Construction Site Visit.

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 and paving the binder coat next week. The Design Team continues to work through bidding questions/change order clarifications. The BPCC meets next on 12/13/2022.
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 at the 12/13/2022 meeting 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. Staff assignments have been distributed with budget/capital submissions due Friday, January 13, 2023.