

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
November 22, 2021 at 7:00 PM**

NORTHBRIDGE TOWN CLERK
LINDA B. ZYWIEN

RECEIVED
21 NOV 18 PM 3:53

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES

II. PUBLIC HEARING

III. APPOINTMENTS/By the Board of Selectmen (Vote to appoint): A. Dan O'Neill, Disability Commission/Present: Bruce Frieswick, Member and Jonathan Smith, Chairman

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

B. MSM Management, Inc. dba Sparetime Recreation, 117 Church Street, Whitinsville, MA 01588/Request for an annual weekday indoor entertainment license to include: live bands, comedy nights, karaoke, dancing by patrons, live music, dancing by entertainers or performers, Theatrical exhibition and recorded music. Hours: Wednesday - Saturday 7 PM to 11 PM/Present: Mark Moon, Mgr. – License to expire December 31, 2022

C. Riverdale Cemetery Deed/George and Catherine Warren [Maple Square South. Lot 2, two graves]

D. Stone Hill Partners, LLC [Stone Hill Condos] /Vote to accept monetary gift in the amount of \$50,000.00 (Community Preservation Fund)

E. Vote to Set Annual Goals for the Town Manager

VI. DISCUSSIONS

F. CDBG Slum and Blight Study/Present: Ted Harvey, Pioneer Valley Planning Commission

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

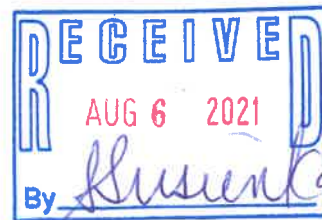
X. CORRESPONDENCE

XI. EXECUTIVE SESSION

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

TALENT BANK APPLICATION

A.



please return to:

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

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

yes, per Town Clerk 8.13.21

Date: 8/3/21

Name Dan O'Neill

P. O. Box

Home Address XXXXXXXXXXXXXXXXXXXXXXXXXXXX Whitinsville MA 01588

Email Address becky.o.neill@northbridge.ma.us

Telephone XXXXXXXXXXXXXXXXXXXXXXXX Cell

Business

Address Tel.

Current Occupation/Title retired state employee; [redacted]

Education High school diploma

Governmental, Civic & Community Activities Northbridge Historical Commission Member for 3 years

Charitable & Educational Activities

Town Committees or Offices

I am interested in the following Committees: Disability Commission or similar groups

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. No

NAME:

PRECINCT#

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- | | |
|--------------------------|----|
| 1. disability commission | 4. |
| 2. | 5. |
| 3. | 6. |

Present Interest or business affiliation (dates, places)

25 year serhoptonic history, retired state employee

Experience: Volunteer, social service, business (dates, places)

Special skills and education (be specific)

I am considred ~~by~~ disabled

How experience relates to particular committee interest

ADDITIONAL COMMENTS:

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

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR ENTERTAINMENT LICENSE [WEEKDAYS ONLY]

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto

NAME OF APPLICANT, FIRM, OR CORPORATION: M/S/M MANAGEMENT INC.

TO: Obtain an Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: 117 CHURCH ST NORTHBRIDGE MA 01588
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

Please check the day(s) and list the hours of the proposed entertainment

- Sunday** 12AM TO 8PM MAYBE
- Monday: _____
- Tuesday: _____
- Wednesday: 9PM TO 12PM
- Thursday: 7PM TO 11PM
- Friday: 7PM TO 11PM
- Saturday: 7PM TO 11PM

Print Name: MARK E. MOON

Address: 35 BROOK ST.

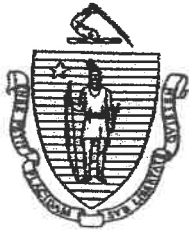
City: WATENTSVILLE

State, Zip: MA 01588
774-545-0888

Official Use:	
Received: <u>11/8/21</u>	<u>5PM</u>
(Date)	(Time)
_____ Date License Granted	

[Signature]
(Signature of Applicant)

**Please note a separate application is needed for 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: MSM MANAGEMENT INC
 Address: 117 CHURCH ST SPARE TIME RECREATION
 City/State/Zip: NORTHBRIDGE MA 01588 Phone #: 774-545-0888

Are you an employer? Check the appropriate box:

1. I am an employer with 1 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: ESP INSURANCE
 Insurer's Address: 306 MAIN ST W
 City/State/Zip: WORCESTER MA 01608
 Policy # or Self-ins. Lic. # SI8ML 02372-211 Expiration Date: 11/1/2022

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: 11/1/2021
 Phone #: 774-545-0888

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 [Initials] 5. Selectmen's Office
 6. Other _____

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2021

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

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

PRODUCER

ESP Insurance Brokerage, LLC

306 Main Street

Worcester

MA 01608

INSURED

MSM Management Inc, DBA: Sparetime Recreation

117 Church St

Whitinsville

MA 01588

CONTACT NAME: Lauren Kachadorian**PHONE (A/C, No, Ext):** (877) 670-2377**FAX (A/C, No):****E-MAIL ADDRESS:** lauren.kachadorian@espspecialty.com**INSURER(S) AFFORDING COVERAGE****NAIC #****INSURER A:** Everest National Insurance Company

10120

INSURER B:**INSURER C:****INSURER D:****INSURER E:****INSURER F:****COVERAGES****CERTIFICATE NUMBER:** 2021-2022 Master COI**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 SUBR INSD 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 GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	SI8ML02372-211	10/30/2021	10/30/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 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 Employee Benefits \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		SI8ML02372-211	10/30/2021	10/30/2022	EACH OCCURRENCE \$ AGGREGATE \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	SI8WC00838-211	10/30/2021	10/30/2022	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Liquor Liability		SI8ML02372-211	10/30/2021	10/30/2022	Each Comm Cause \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks-Schedule, may be attached if more space is required)
 The certificate holder is included as additional insured with respect to general liability as required by written contract.

CERTIFICATE HOLDERTown of Northbridge
7 Main St

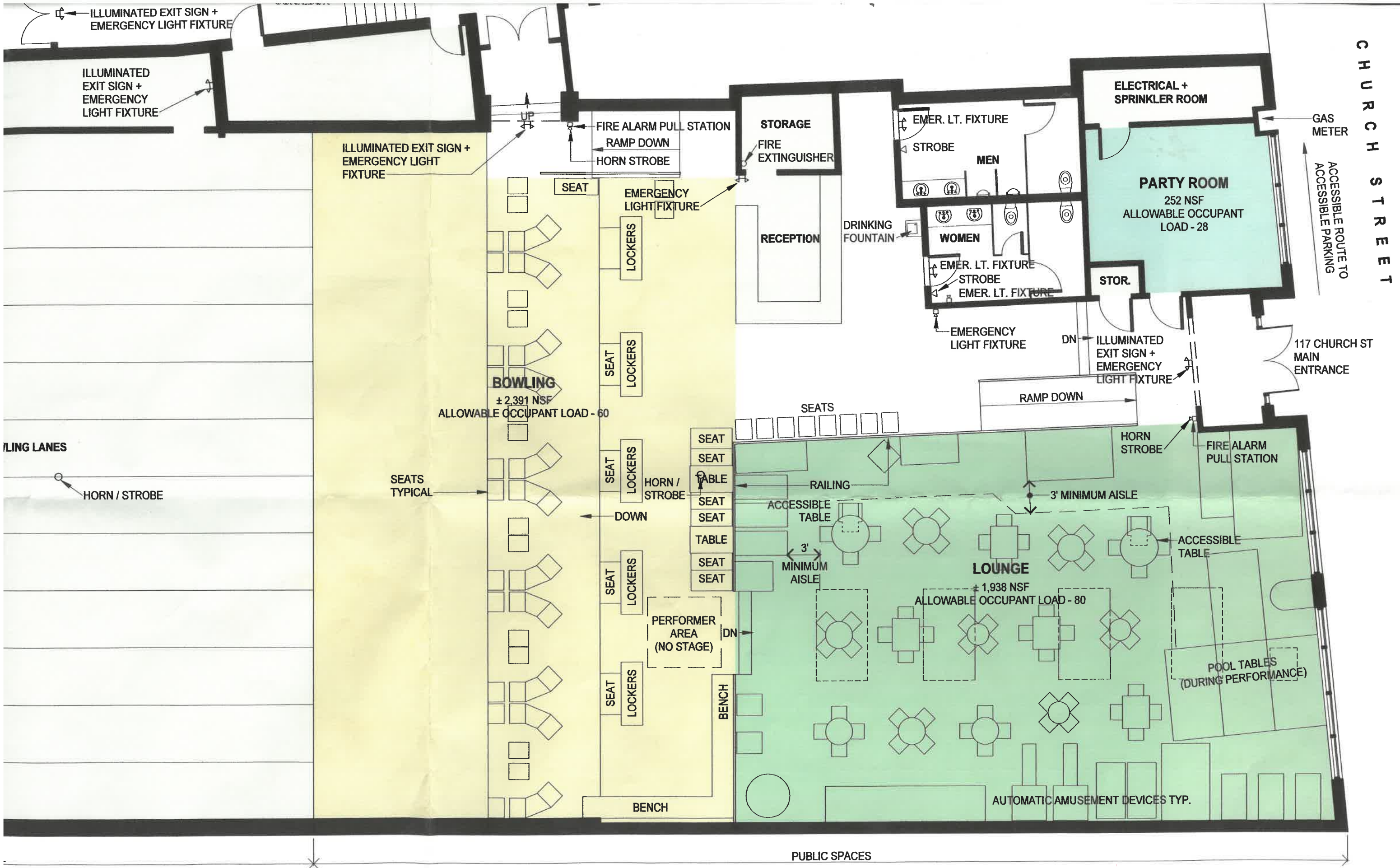
Whitinsville

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



PUBLIC SPACES



Know all Men by These Presents,

C.

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Eight Hundred Dollars, paid by **George and Catherine Warren, of 9 Cottage Street, Northbridge (Whitinsville), MA**, the receipt of which is hereby acknowledged, does sell and convey to said George and Catherine Warren, that certain cemetery **Lot 2**, two graves, situated on the way called **Maple Square South** in the **Riverdale Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

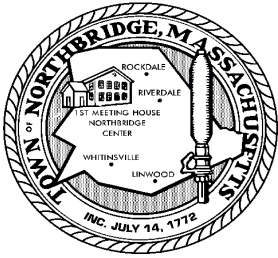
2nd. That if any trees or shrubs in said Lot shall become in any way detrimental to the adjacent lots or avenues, or dangerous or inconvenient, the Town shall have the right to enter into said Lot and remove said trees or shrubs, or such parts thereof as are dangerous, detrimental or inconvenient.

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

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

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

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 22nd day of November, in the year of our Lord Two Thousand Twenty-One.

**COMMUNITY PLANNING & DEVELOPMENT**

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

MEMORANDUM

Date: November 16, 2021

TO: CHARLIE AMPAGOOMIAN, CHAIR BOARD OF SELECTMEN
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner

RE: **STONE HILL CONDOMINIUMS**
Monetary Donation -Acceptance of Gift

Arrangements have been made for the Board of Selectmen (Monday, November 22, 2021) to accept a monetary donation (/gift) from Stone Hill Partners, LLC, Owner/Developer of Stone Hill Condominiums.

Funds, in the amount of \$50,000.00 represents the fifth payment (/donation) for the Stone Hill Senior Living Development, where the Planning Board, as part of its Special Permit approval (dated July 19, 2021) allowed for payment in lieu of affordable units in the sum of \$467,500.00.

In accordance with the Special Permit approval Planning recommends the sum of \$50,000.00 be designated and deposit to the Northbridge Community Preservation Fund.

[Suggested motion]

Vote to accept monetary donation (/gift) in the amount of \$50,000.00 from Stone Hill Partners, Inc. to be deposited into the Northbridge Community Preservation Fund, where said funds may be designated and expended under the direction and recommendation of the town's Community Preservation Committee in accordance with the Community Preservation Act.

If you should require additional information or have any questions please contact the Planning office.

Take care & be well.

Cc: Planning Board Bldg. Dept. Stone Hill Partners, Inc. Accountant CPC Chair /File

E.



**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**

**Adam D. Gaudette
Town Manager**

SELECTMEN'S GOALS FOR THE TOWN MANAGER

August 28, 2021 through August 27, 2022

1) Budget Preparation for FY2023

Oversee the budget development process for FY2023 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 3, 2022 as well as any ballot questions for the Annual Election on May 17, 2022. 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 Design Development and Bidding 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 coordinate BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review.
- The Town Manager will also incorporate a review and comment process on project design development with the Board of Selectmen, Finance Committee, and residents, including informational relative to project costs.
- The Town Manager will regularly communicate aspects of the project design and the development process.
- The Town Manager will work closely with the Fire Chief and his staff on design development; coordinated with the OPM and Architect.

- The Town Manager will work closely with the Design Team to oversee and coordinate the construction bid selection process and award.

3) **Coordinate the Civil Service Revocation Process for the Police Department**

Spearhead, along with Town Counsel and the Chief of Police, the revocation of the Northbridge Police Department from the Civil Service Requirements of the MA Department of Human Resources. Suggested tasks include:

- Research the process that other communities (30+) have used to withdraw from Civil Service.
- Develop new Promotional Policy for the Department.
- Impact Bargain with the Police Association.
- Develop Ballot Question for May 17, 2022 for approval by the Board of Selectmen.
- Develop presentation material for public meeting to be held with the Board of Selectmen prior to the Annual Election.
- Coordinate transition (if approved) with the MA Department of Human Resources.

4) **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. The Town has already received its first payment of \$872,883.50. Funds must be expended by December 2024 and do not require Town Meeting Appropriation.

The Town Manager will coordinate project development and approvals. Suggested tasks include:

- Develop a project application process for Department Heads.
- Review project submittals for statutory eligibility which includes four categories: Public Health and its Negative Impacts, Premium Pay, Revenue Loss, and Investments in Water, Sewer, and Broadband Infrastructure.
- Prioritize Projects based on the projects ability to address a community need.
- Present recommendations for project approval to the Finance Committee and Board of Selectmen.
- Coordinate project implementation including procurement.
- Oversee project reporting by the Town Accountant to the Department of the Treasury.

Other:

Fire Department Strategic Plan

NES Reuse Study

DRAFT



Town of Northbridge

Office of Community Planning & Development

(508) 234-2447 cdbg@northbridgemass.org

Understanding a “Slum and Blight” Designation

Introduction

The Town of Northbridge’s Office of Community Planning and Development has contracted with the Pioneer Valley Planning Commission (PVPC) to complete two comprehensive slums and blight inventories. These inventories will be restricted to the New Village and Rockdale neighborhoods. Over the next few months you may see PVPC staff members conducting a parcel-by-parcel inventory and evaluation by photographing and documenting property and infrastructure conditions. Conducting this type of field survey work is a required part of the designation process to get the most accurate up-to-date information.

Please Note: Initial field survey reconnaissance may extend outside and beyond the target area(s).

What does slum and blight designation mean?

Designating an area as slum and blight makes the Town eligible for funding to make improvements that it might not otherwise have the ability to. Under the federal Community Development Block Grant Program (CDBG), one of three CDBG National Objectives must be met in order to be eligible for funding. These are 1) Benefit to Low and Moderate Income Persons 2) Prevention and/or the Elimination of Slum and Blight or 3) Urgent or Critical Need.

An area which meets the Commonwealth’s definition of a “substandard, blighted, or decadent” area qualifies under the federal CDBG National Objection of the Prevention and /or Elimination of Slum and Blight. It does not mean the area designated is a slum. Under the federal standard, a mere 25% of properties must be in observable, deteriorating condition and/or abandonment. Properties built prior to 1978 are presumed to have lead and are considered to be a deficiency. Similarly, known brownfield sites, deteriorating public facilities (streets, sidewalks, water, sewer, drainage) and high turnover and/or vacancy rates are contributing factors to meeting the Commonwealth’s definition of a substandard, blighted, or decadent area.

What does this mean for my property?

Slum and blight designation means nothing for your property. If your property is located in the designated area that does not mean that your home or business is “blighted”. Blight is a legal term used solely for the purposes of determining whether a community can qualify for certain funding for redevelopment. Some areas that qualify for redevelopment have well-maintained homes and businesses interspersed among deteriorating structures.

So what does this all mean?

It means that slum and blight are dirty words that most cities and towns would seem to want to avoid. It does not mean that a city or town is, in fact, a slum. The Town of Northbridge, as well as hundreds of other places across the country, has sought out this designation because of the significant redevelopment benefits that can result. This designation will not only make more federal funds available to the town, but it will also make the town more competitive in receiving those funds.

Town Manager's Report for the Period of November 8, 2021 – November 19, 2021

1. Key Meetings Attended:

- Monday, November 8, 2021 – Fire Station Project Weekly Zoom Call.
- Monday, November 8, 2021 – Attended the Board of Selectmen Meeting.
- Tuesday, November 9, 2021 – Conference Call with Craig Maxim, Family Continuity regarding ARPA Funding Application.
- Monday, November 15, 2021 – Fire Station Project Weekly Zoom Call.
- Tuesday, November 16, 2021 – Conference Call with M. Walker, NPS Business Manager, to discuss FY2023 Capital Planning.
- Tuesday, November 16, 2021 – Meeting with the Police Union to discuss Civil Service Revocation.
- Wednesday, November 17, 2021 – Conference Call with Alan Clapp from Nexamp regarding the McQuades Lane Solar Farm Project.
- Wednesday, November 17, 2021 – Conference Call with Brian Maser from KP-Law regarding Civil Service Revocation Negotiations.
- Thursday, November 18, 2021 – Conference Call with resident Ross Smith re: West Hill Rd.
- Thursday, November 18, 2021 – Conference Call with Jon Niedzilinski from Congressman McGovern's Office regarding West Hill Road.
- Thursday, November 18, 2021 – Conference Call via Zoom with CPSM to discuss the Fire Department Strategic Plan RFP submittal.

2. **Fire Station Project:** The design team continues to work on design development and budget schedule now that the field survey and schematic design has been completed. The architect TGAS met last week with the Board of Selectmen on November 8th to introduce the Project Team and provide an update. The design team is also coordinating local permitting with the Planning Board and the Conservation Commission. The first meeting with the Planning Board is this coming November 23rd. Next for the BPCC is to go over the reconciled budget on December 3rd before heading back to the Board of Selectmen in either December or January.
3. **Fire Department Strategic Plan:** The Town Manager advertised an RFP for Strategic Planning Services for the Fire Department. The goal is to work with the management team and staff to develop a goals and action plan for the next 3 years. The Town Manager and Fire Chief reviewed the submittals and interviewed the consultant CPSM this past week on November 18th. The Town Manager will be making a decision and issuing a Notice to Proceed in the next 7-10 days.
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. 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 is 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 have analyzed cost impacts of the submittals as it relates to active and retiree health plans. The next step is to hold an informational meeting with the IAC on December 8th.

6. **Northbridge Elementary School Reuse Study:** The Town Manager received approval from the BPCC to advertise the RFP which was posted this week on November 17th. The goal is for the BPCC to select a qualified firm to perform the study over the winter/spring of 2022. There is a building walk-through on December 1st and proposals are due December 17th.
7. **FY2023 Budget and Capital Plan Development:** The Town Manager has begun developing the process for staff and committees for the upcoming FY2023 Budget and Capital Plan process which will begin in early December 2021.