

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
February 14, 2022 at 7:00 PM**

PLEDGE OF ALLEGIANCE

*Presentation of Retirement Plaques to: 1) Richard Brooks, Working Foreman (DPW)
2) Steven Dupre, Dep. Fire Chief*

I. APPROVAL OF MINUTES:

- A.** 1) October 18, 2021 2) November 8, 2021 3) November 22, 2021 4) December 6, 2021
5) December 20, 2021 6) January 24, 2022

II. PUBLIC HEARING

II. APPOINTMENTS: By the Board of Selectmen/Vote to appoint:

B. 1. Rev. Ethan Drutchas, Whitinsville Downtown Crossroads Historic District Commission (Historical Society Rep.)

2. Bryan Bradley, Zoning Board of Appeals (Assoc. Member) / **Present: Doug Curving, ZBA Chair**

By the Town Manager/Vote to affirm:

C. 1. Jamie Luchini, Interim DPW Director/**Present:** Jamie Luchini/Highway Superintendent

2. Lillian Thompson, Assessors Clerk/**Present:** Robert Fitzgerald, Principal Assessor

Board of Health Department / Present: Jeanne Gniadek, Board of Health Administrator:

3a. Premsai Nagabhyrava, Regional Epidemiologist

3b. Debra Vescera, Regional Public Health Nurse

3c. Kaitlin Donahue, Part-Time Health Inspector, subject to pre-employment requirements

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

D. Stone Hill Partners, LLC [Stone Hill Condos] /Vote to accept monetary gift in the amount of \$100,000.00 (Mumford Riverwalk improvements)

VI. DISCUSSIONS

VII. TOWN MANAGER'S REPORT

E. Draft Spring Town Meeting Warrant (includes draft Capital Funding Plan)

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"/>

A.1.

BOARD OF SELECTMEN'S MEETING

October 18, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 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.

APPROVAL OF MINUTES: August 16, 2021. A motion/Mr. Collins, seconded/Mr. Melia to approve the August 16, 2021 meeting minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING: SD Briere L.L.C. dba Valley Pub - Noise complaints/Present: Stephanie Briere, Mgr. A motion/Mrs. Cannon, seconded/Mr. Collins to open the public hearing. Vote yes/Unanimous. Chairman Ampagoomian explained that this complaint was brought forward by residents who live in the vicinity of the Valley Pub. Josell Turner, 43 Union Lane, who was present on behalf of Ms. Briere, stated that she is the General Manager at Valley Pub. Also present was Attorney Tom Baker, who represents Ms. Briere. Chairman Ampagoomian asked if there was anything they would like to add to the complaints that were received by the Town. Attorney Baker noted that there will be no further outdoor entertainment for the remainder of the year until the spring. Ms. Turner reasoned that they expanded the back patio and decided to have live music outdoors and then changed the time of live music outdoors specifically on Saturdays. She explained that the bands used to play indoors from 9 PM until just before close, but they changed the time from 7 PM to 10 PM. Ms. Turner mentioned that they are having signs made that will be posted on their property, to respect the neighbors, and if the patrons cannot cooperate, they will be given no trespass orders. Attorney Baker stated that the current owners have been trying as hard as they can to keep the property clean, cleaning on weekends before opening and they would be happy to do so on weekday mornings, as they do take it seriously and want to be good neighbors. He voiced a concern that if the entertainment license were to be taken away their business would suffer greatly. He advised the Board that the Valley Pub always has two bartenders working, a door person, and the police department has patrolled the parking lot as well. Ms. Turner stated that they are looking to hire an additional doorman/security to patrol the parking lot too. Selectman Collins asked what time the bands stop. Ms. Turner replied that they do indoor entertainment from 8 PM to 11 PM and 7 PM– 10 PM outdoors, which is done for the season. Selectman Cannon noted that one of the complaints brought forward was for Sunday entertainment and the current license held by the Valley Pub does not allow for entertainment on Sundays. Ms. Turner stated that they have nothing else planned and noted that it's possible Stephanie was not aware of that. Selectman Melia stated that he believes the outdoor entertainment license was an oversight on the Board's part, and after listening to the neighbors, he would not want to live there with what they described. He reiterated the importance of obtaining a Sunday license if they plan to continue to have Sunday Entertainment and noted that their current entertainment license for outdoor could be revoked or revised. Chairman Ampagoomian invited any abutters with new information to come forward. Timothy Lachapelle, 40 Plummer Ave., noted that there was an incident just last week, where two operators on motorcycles were racing up and down the street and one dumped his motorcycle all while the patrons from the Valley Pub were cheering them on from the front door. Mr. Lachapelle added that the motorcycles were revving their bikes for minutes, a third incident where his mother's lawn was taken out, which will be the fourth time in one year. Chief Labrie advised the Board that there are police reports for those incidents along with charges on the accidents. Town Manager Gaudette observed that it appears that there are other issues going on other than the loudness of the entertainment, with incidents happening at 4 PM, trash and debris lining the street, etc. and it appears that things have turned to an unruly nature. He then asked Ms. Turner what has changed in the management style where the previous owner did not have these issues. Ms. Turner explained that she feels that COVID has made them busier than they have ever been and feels it is the higher volume of people

looking to go out. Selectman Athanas asked if surveillance cameras would have any impact if they were to install them in the parking lot. Chief Labrie explained that sometimes they work and sometimes they don't, and they would be subject to a search warrant. Selectman Cannon asked Chief Labrie if any of the last incidents where the police have been involved if overserving has been a concern. Chief Labrie stated yes, it's clearly what is causing issues. Selectman Collins asked if they had a doorman to count the amount of people coming in to keep the crowd within the capacity limits. Ms. Turner replied yes, she has a counter that sits at the front door. Jason Glennon, 92 Plummer Ave., added that he has had people urinate in his bushes, drive off the road onto the train tracks, and it's not only happening on the weekends and nights. Selectman Athanas asked how many parking spots are in the lot. Ms. Turner replied that she was not sure on the amount but noted that they are working on paving the parking lot to have spots painted. Selectman Athanas asked what the average age of the clientele is. Ms. Turner replied that they have a wide range of ages, and she works days, where the patrons are older, a Friday night is typically 20's & 30's and Saturday nights is the older crowd, as they tend to like the live music. A motion/Mr. Melia, seconded/Mr. Athanas to close the public hearing. Vote yes/Unanimous. A motion/Mr. Melia to revoke the outdoor entertainment license through the end of the 2021 calendar year; issue a letter of reprimand to Valley Pub for the disturbances that have been listed and documented as well as to provide an action plan of how they intend to alleviate the issues. Selectman Cannon amended the motion adding that she would also like to change the indoor entertainment license hours so entertainment has to end at midnight rather than 1 AM. Selectman Athanas amended the action plan be submitted with the liquor license renewal. Ms. Turner stated that any neighbors that have any issues are welcome to reach out to her or Stephanie to express any concerns. A motion/Mr. Melia seconded/Mr. Athanas to revoke the outdoor entertainment license through the end of the 2021 calendar year; issue a letter of reprimand to Valley Pub for the disturbances that have been listed and documented, provide an action plan (at the time of the license renewal) as how they plan to alleviate the issues and change the hours of the indoor entertainment license to end at 12 midnight rather than 1AM. Vote yes/Unanimous.

Paul McKeon, Member-Board of Health. Town Charter Section 8-6 Removals and Suspension/Present: Paul McKeon. Mr. McKeon began by asking about the burden of proof on the accuser. Selectman Ampagoomian replied that he would not be granting a continuance, as there was plenty of notice given in advance of this hearing, which Mr. McKeon requested after an executive session hearing. A motion/Mr. Collins, seconded/Mr. Melia to open the public hearing. Vote yes/Unanimous. Mr. McKeon had nothing to add. Selectman Cannon noted that at the last meeting, the Selectmen were given meeting notes, which she believed to be information supporting his innocence but in reading through the information it did not make Mr. McKeon to be the innocent party. Selectman Cannon recalled a meeting in September where the attendance of a member was questioned. Town Manager Gaudette prompted the Board that the meeting he and Selectman Melia attended, which was September of 2020, Mr. McKeon, who was Chairman at the time, wanted to discuss the removal of a staff person. Mr. McKeon rebutted that it was regarding the retirement of the Health Agent/Inspector and they wanted to know how to replace her. Town Manager Gaudette read aloud the following excerpt from the Board of Health minutes of September 15, 2020: *“Mr. McKeon stated that the Board of Health is a statutory Board whether appointed or elected – bottom line – the Board of Health hires and fires its Clerk and its Agents”* Mr. McKeon noted that there is a misconception on our website as it states they follow M.G.L. Chapter 111, which states Boards of Health, whether they are appointed or elected have the right to hire all agents necessary. Mrs. Cannon noted an earlier situation involving attendance records and there was a confrontation around that and the Board of Health felt the Administrator should not have given the attendance information to the Board of Selectmen. The attendance records of all Boards and Committees are collected annually and shared with the Board of Selectmen. Mr. McKeon stated he recalls the minutes and the Board of Health Administrator writes the minutes. Selectwoman Cannon asked if he approved the minutes, to which Mr. McKeon replied that they did. Town Manager Gaudette clarified the M.G.L. discussion for the Board. He read aloud the following excerpt from the Board of Health minutes of September 15, 2020: *Mr. Gaudette asked why the Board is discussing an opinion that is 27 years old. Mr. McKeon stated that the girls are running to you for help and*

that there have been a couple of disputes recently and that they shouldn't be bothering you. Town Manger Gaudette stated that he felt that was why he called the meeting was due to a dispute where the Board of Health Administrator came to the Town Manager to advise him that a Board of Health member was doing things outside of the Board of Health jurisdiction. When asked by Mr. McKeon which Board member was putting the Board in jeopardy, Town Manager Gaudette responded to Mr. McKeon stating that it was you. Mr. McKeon argued that he didn't think that he was. Town Manager Gaudette reiterated to Mr. McKeon that an email was sent to him, letting him know that what he was looking to do was not allowed, and at the next Board of Health meeting Mr. McKeon attempted to coerce the other Board members to agree to fire the Board of Health Administrator. Mr. McKeon disagreed with that statement. Selectwoman Cannon asked if the Town Manager spoke with any Board of Health Members regarding this matter since the last meeting. Town Manager Gaudette replied that he did speak with other Board members to make sure this incident did happen this way and they confirmed and agreed that it should be in the minutes. Town Manager Gaudette reminded the Board that their job was to determine if the incident happened, and the second would be if the Board feels any discipline should be warranted because of it. Selectman Melia requested the Board of Health Administrator testify prior to taking a vote. Mrs. Gniadek started by saying this has been going on for a while and it is very uncomfortable, especially sitting here next to him now. She stated that she does not feel that there is any need for what he did to her at that meeting. She explained that the Board of Selectmen requests attendance records of Board of Health members every year, which she provided, and then was berated at a Board of Health meeting for doing a task that was requested and required of her. She felt that for him to yell at her was uncalled for. She stated she has been an employee of the Town for 28 years and feels she has provided exemplary service to the Town and she is proud of what she has done with the Board of Health. She mentioned that she feels there is a pattern of his behavior. Selectman Collins commended Mrs. Gniadek on a job well done during this pandemic and stated that we, as a board, need to stand behind you and not have you working in a toxic environment. Selectman Athanas followed suit, stating that the Health industry has been very challenging with the pandemic and this kind of behavior it is not acceptable. Selectman Melia thanked Ms. Gniadek for everything she has done. He also thanked Mr. McKeon for his years of service on the Board of Health and speaking directly to Mr. McKeon said he feels he comes across the wrong way and feels a lot of people think that, and though it may not always be intentional, town staff should do not need to put up with it. Mr. Melia recognized Mrs. Gniadek hard work during the pandemic, volunteering her time, and the efforts to get people in for their vaccinations who were not able to or did not have the means to make an appointment online. Chairman Ampagoomian inquired if Mr. McKeon had completed the ethics training along with the sexual harassment training. Mr. McKeon stated that he believes he did. Chairman Ampagoomian noted that after signing and turning in those signed documents he should have known that he stepped over the line when he berated Mrs. Gniadek. Mr. McKeon stated that he didn't feel that's what was stated in the minutes. Selectman Cannon voiced that whether elected or appointed, there is still a requirement to behave in respectful and professional ways. She continued stating that she has attended meetings when Mr. McKeon did not act in a professional or respectful manner and she feels that employees or anyone else should not be fearful or uncomfortable working with Board members. A motion/Mr. Collins, seconded/Mrs. Cannon to close the public hearing. Vote yes/Unanimous. A motion/Mr. Melia, seconded/Mrs. Cannon that the complaint received from Mrs. Gniadek is hereby substantiated. Vote yes/Unanimous. A motion/Mr. Collins, seconded/Mrs. Cannon to remove Mr. McKeon from the Board of Health. Vote yes/Unanimous.

APPOINTMENTS/By the Town Manager (Vote to affirm): D. 1) Danielle Edmands, Regional Health Inspector. Mrs. Gniadek explained that the Central Massachusetts Regional Planning Commission applied for and received a Public Health Excellence Grant through the Mass Department of Public Health Office on behalf of 8 towns in the Blackstone Valley. The grant provided the towns of Blackstone, Douglas, Hopedale, Mendon, Millville, Upton, Uxbridge and Northbridge with 2 full time employees, to supplement existing public health services within these communities. Northbridge agreed to be the host community and therefor the 2 individuals will be Town of Northbridge employees. All of their payroll and benefits will be fully funded through this grant, so there is no cost to the Town. The positions were advertised and the

oversight committee, consisting of one member of each of the 8 participating communities, interviewed and made these selections. Mrs. Gniadek introduced Ms. Edmands, stating the board may recognize her, as she was hired as the part time Housing Inspector in March of 2019. Mrs. Gniadek expressed that she is very glad to have her on staff as a full time Regional Health Inspector. Ms. Edmands stated that she is extremely excited for the opportunity and to be able to do this for the Town of Northbridge and the surrounding communities. **2) Daniel Markman, Regional Health Inspector/Health Educator – Present: Jeanne Gniadek, Board of Health Adm.** Mrs. Gniadek stated that Mr. Markman is also full time, but his duties will be split between the Regional Health Inspector and Public Health outreach, which would include working at the senior center and the school, creating flyers updating websites and more. Mr. Markman stated that he is very excited to start in this new position. A motion/Mrs. Cannon, seconded/Mr. Melia to affirm the Town Manager’s appointments of Danielle Edmands as Regional Health Inspector and Daniel Markman as Regional Health Inspector/Health Educator. Vote yes/Unanimous.

By the Board of Selectmen (Vote to appoint): 1) Kayleigh Poudrier, Records Access Officer (School Dept.). 2) Lt. John Ouillette, Records Access Officer (Police Dept.)/Present: Linda Zywiec, Town Clerk (Super Records Access Officer). Mrs. Zywiec explained that these appointments would be replacing people who have moved on. Ms. Poudrier is the Administrative Assistant to the Superintendent of Schools and with the Lieutenant being promoted to Chief, we now need to update the Records Access Officer for the Police Department. Mrs. Zywiec explained that with the change to the public records law in 2017, the Town Clerk is considered the Super Records Access Officer, meaning that all public records requests go through her and she funnels the requests she receives to the department it pertains to. A motion/Mr. Melia, second/Mrs. Cannon to appoint Kayleigh Poudrier and Lt. John Ouillette as Records Access Officers for their respective departments. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT: Paul and Mary Parenteau, 81 Deane Way and Sandra Albury, 61 Deane Way came forward to voice their concerns about the construction and noise in the Stone Hill Condo development. Mrs. Parenteau informed the Board that they were here in August with concerns about the construction going on behind Deane Way and nothing has changed. She added that an elder resident is now ill with breathing issues and is not sure if it was caused by the construction. Mrs. Parenteau shared pictures with the Board. Selectman Collins requested that the Building Department conduct spot checks. Town Manager Gaudette added that he will go to the site with the Building Inspector tomorrow to see where the equipment is and speak to Mr. Boucher.

Little Man Handbags, 110 Church Street, Whitinsville/Request for hourly parking signs to be located in the business district of Church Street/Present: Christine Guanipa. Ms. Guanipa and Ms. Glode, owner of Lulu’s Gifts and Jewelry were present. Ms. Guanipa expressed concern for parking issues on Church Street. She explained that she has two parking spaces that serve three businesses, which are public parking spaces. What they are finding is that cars are being left there unattended, which is detrimental to businesses downtown. Recently there was a box truck parked in front of her building, which was here over a week. Unfortunately, the Police Department was unable to assist with removing it since it is a public parking area. Ms. Guanipa requested that hourly signage be placed. Ms. Glode added that a lot of out-of-town people do not realize that there is parking behind the building, and she would love to see signage to direct people to it. Selectman Melia stated that in his opinion this is something for the Safety Committee to discuss. Selectman Athanas agreed with Selectman Melia and added that if the threat is there for limited parking, he feels that would help greatly. Selectman Cannon inquired about the board voting on the hourly limit signs since it wasn’t a safety concern. Town Manager Gaudette explained that the Safety Committee handle any signs or traffic issues and suggested sending it to the Safety Committee for follow up. Selectman Melia asked if anyone had spoken or knows who’s parking in these spaces. Ms. Burke, owner of Bridals by Rochelle explained that one of the individuals is a tenant in a building on Church Street. He was spoken to but replaced the box truck with a utility truck. Ms. Burke stated that there was a car that was parking there for three weeks, which is another business owner who is upset because that truck stayed there, but she

explained that the car is filled with trash and does not have a valid inspection sticker. Ms. Burke stated that it has since been moved. The Selectmen agreed to have this matter forwarded to the Safety Committee for a recommendation that will then come back to the Board of Selectmen.

2020 Re-precincting map (Vote to approve) / Present: Linda Zywiec, Town Clerk. Mrs. Zywiec thanked Town Planner Gary Bechtholdt and Assessor Robert Fitzgerald for their help on this re-precincting map project. She explained that after the census, every town in Massachusetts needs to go through a re-precincting. Typically, this consists of tweaking the lines for each precinct, however, this year we are adding a fifth precinct due to the increase in population. Mrs. Zywiec explained that they take the polling locations and legislative districts. The polling place will not change but the senatorial districts are changing. Currently, precincts 1 and 3 are represented by Senator Ryan Fattman and precincts 2 and 4 are represented by Senator Michael Moore and at the end of the year it will change to be one Senator for the whole Town. Mrs. Zywiec noted that she is required by law to let everyone know if their precinct changes and there is a plan in place for that. All of the voting equipment has been purchased already. Once the map is approved, it will be submitted to the Local Election District Review Commission and once approved the new precincts will be in effect for ten years. Selectmen Collins asked who the Representative would be. Town Manager Gaudette replied that it would be Senator Fattman. A motion/Mr. Collins, seconded/Mrs. Cannon to approve the 2020 re-precincting map. Vote yes/Unanimous.

Amend a Host Community Agreement/Community Outreach Meeting, Main Street Recreational Marijuana Dispensary/Present: Attorney Phil Silverman. Mr. Silverman introduced himself and gave some background on a previous company (True Natures Wellness) that he was here with several years ago. He stated that the company is now at their limit for licenses, so they are not able to go forward with their permit in Northbridge. What they decided to do instead was to find another company that wanted to come to this location. That said, he advised he is looking for the Board to grant approval to transfer the permit to a new entity. Ms. Dirany Patel, who is looking to take over the location, has worked in pharmaceuticals for 20 years, and is currently working at a bio-firm managing quality control. Mr. Silverman reported that there are now about 160 retail marijuana facilities open in Massachusetts so there are no longer any traffic issues. He did point out, however, that there is an issue with this particular license because it states that it cannot be transferred. Mr. Silverman stated that he will be reaching out to the Planning Board to inquire about transferring their special permit and requested the Selectmen to authorize Town Manager Gaudette to execute a new Host agreement or acknowledge that there has been a change of ownership in True Natures Wellness. Town Manager Gaudette noted that if the Board wishes to grant his request all of the conditions that were listed in the agreement with True Natures Wellness would remain the same in the new agreement. Selectman Melia asked if a detail officer would be hired for traffic issues and when they expect to have their license. Mr. Silverman stated that they would have a police detail for the first 30 days. He explained that there is a significant construction process as they will need to get the new company licensed by the state and all of the inspections completed, so it would be between 12-14 months. A motion/Mr. Athanas, seconded/Mrs. Cannon to authorize the Town Manager to amend and sign the amended Host Community Agreement. Vote yes/Unanimous.

Whitinsville-Downtown Crossroads Historic District Commission: BOS to solicit/appoint Commission Members in accordance w/LHD Bylaw. Town Manager Gaudette reminded the Board the Town accepted the Local Historic District as part of the National Park Service Designation and the by-law requires certain members to be appointed, and what we would be looking to do is solicit for Commission members. A motion/Mr. Melia, seconded/Mr. Athanas to solicit and appoint Commission members for the Whitinsville-Downtown Crossroads Historic District Commission in accordance with the Local Historic District bylaw. Vote yes/Unanimous.

Town of Northbridge's Americans with Disabilities Act Grievance Procedure. Vote to Adopt/Reaffirm Procedures. Town Manager Gaudette explained the Town Planner is applying for a grant

through the Department of Disabilities at the State and one of their requirements is that the town needs a grievance procedure, which includes a process for any grievances and distinguishes a coordinator, which is the Town Manager. A motion/Mr. Athanas, seconded/Mr. Collins to adopt Town of Northbridge's Americans with Disabilities Act Grievance Procedure. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Karen Bird [Lot No. 55 & 56B, 3 single lots, Walnut Ave., South]. A motion/Mr. Athanas, seconded/Mr. Melia to approve the sale of Lots No. 55 & 56B, 3 single lots, Walnut Ave., South to Karen Bird. Vote yes/Unanimous.

The Board moved the items out of order as there were presenters waiting.

Northbridge Local Rapid Recovery Plan/Present: Sarah Adams, CMRPC & Jeannie Hebert, Blackstone Valley Chamber of Commerce. Ms. Hebert explained that the Local Rapid Recovery Plan was created by the Baker/Polito Administration to help communities stabilize and grow the economy after the effects from COVID -19. The grant was made to develop actionable project-based recovery plans unique to economic challenges and COVID related impacts. Applicants are assigned a planned facilitator, which was at the discretion of the State and it could be anyone across the Country. Northbridge was lucky enough to be paired with CMRPC. The Planning team, which consists of Ms. Adams of CMRPC, Town Planner Gary Bechtholdt and Ms. Hebert, came up with short term frame strategies for economic recovery in downtown Whitinsville and along Providence Road. Ms. Hebert explained that when they submitted the application they did submit for every zone in Northbridge, but they were advised by the State that they needed to cut back. Ms. Adams, Principal Planner with CMRPC, stated that she also grew up here, so it made it a joy to be able to pull this plan together. Ms. Adams explained the process, what was found during the diagnostic phase of the plan, and how that then formed the recommendations. In the first phase of the planning process, they completed physical observations, community outreach, and a community meeting. The findings were broken up into the following four categories, customer base, physical environment, business environment and administrative capacity. They were required to come up with at least 5 recommendations, which is based on the community size. The first recommendation, a high priority/low-cost item, would be to create a strategy for the Northbridge Economic Development Committee (EDC). While Northbridge does have an EDC, but they do not meet consistently. Recommendation #2 would be to develop a shared marketing strategy. Recommendation #3 is for streetscape and sidewalk improvements, specifically along Route 122, as there are not a lot of sidewalks or crossing opportunities in that area. Recommendation #4 is to establish new walking trails and/or maps based on cultural asset inventories, specifically in reference to pedestrian loops to bring people by the historic assets to build off of the walking and trolley tours that are currently offered through the National Park Service. The hope is to also tie in the Mumford River Walk, which CMRPC is currently working with the Conservation Agent to map the area and be available on the website. Recommendation #5 is to support and enhance the historical events that are already happening. Cultural events and activities were something that survey respondents reported wanting to see more of, so tying in a pedestrian walking loop with the trolley tour to kick that off and possibly tie it into an event where businesses could have specials would be a big draw. Recommendation #6 is to support business with rapid website development or ecommerce. The final Recommendation #7 is to improve wayfinding within the study area. As far as funding goes, the Rapid Recovery Plan program has assembled a funding resource team, who will help identify appropriate funding sources and application requirements for up to two projects. Selectman Melia asked what the funding is estimated to be. Ms. Adams told the Board that the numbers are still being established, but it will be based on community need and she is not sure where Northbridge will fall. Selectman Athanas asked if the funds were tied to a time frame. Ms. Adams replied that there is not a specific time limit tied to the funding pot. Selectman Ampagoomian asked which area of town the streetscape would apply to. Ms. Adams noted that it would be specific to Route 122 as it has the greatest need, but there are certainly other areas that could be focused on.

Fall Annual Town Meeting [October 26, 2021]/Vote positions on warrant articles. ARTICLE 1: (Board of Selectmen) – To see if the Town will vote to amend the votes taken under Article 3 of the 2021 Spring Session of the Annual Town Meeting (May 4, 2021), for the Omnibus Budget Article. Items totaling in \$515,580.40. **ARTICLE 2: (Board of Selectmen)** – Prior year bills, which there are a couple related to Insurance deductible payments. **ARTICLE 3: (Board of Selectmen)** – This change will bring us in line with the State law by increasing the maximum real estate tax abatement for Senior Tax Work Off volunteers from \$1,000 to \$1,500 per Fiscal Year. **ARTICLE 4: (Board of Selectmen)** – This change will bring us in line with the State law by increasing the maximum real estate tax abatement for Veterans Tax Work Off volunteers from \$1,000 to \$1,500 per Fiscal Year. A motion/Mr. Melia seconded/Mr. Athanas to support articles 1-4. Vote yes/Unanimous. **ARTICLE 5: (Planning Board)** - This is to vote to accept the remaining, unaccepted portion of Roosevelt Drive as a public way as heretofore laid out by the Board of Selectmen. A motion/Mr. Melia, seconded/Mr. Athanas to support article 5. Vote yes/Unanimous. **ARTICLE 6: (Planning Board)** – Amend Zoning Bylaw, Chapter 173 (Floodway and Floodplain Districts). A motion/Mr. Collins, seconded/Mr. Athanas to support article 6. Vote yes/Unanimous. **ARTICLE 7: (Conservation Commission)** - Create and establish a Conservation Fund pursuant to MGL Chapter 40, Section 8C. A motion/Mr. Collins, seconded/Mr. Melia to support article 7. Vote yes/Unanimous. **ARTICLE 8: (Charter Review Committee)** – Amendments to the Town Charter – Mr. King, Charter Review Committee member, presented the board with the proposed amendments. The Charter requires that every ten years, a Charter Review Committee be established to review the Charter and make any necessary changes. There are nine recommendations for changes, which include correcting typos and changing the appointment of the Finance Committee. Currently, the Moderator appoints all seven members and the Charter Review Committee is recommending it be changed to be split among the moderator, School Committee and Board of Selectmen. The Finance Committee disagrees with this change and does not support it. Selectman Cannon asked how the process will work moving forward if it is adopted, since there are members currently appointed and questioned how the available openings on the Finance Committee would be distributed to appointees. Town Manager Gaudette stated that if it is adopted the current members would stay on the Board. Mr. King explained that some towns will draw from a hat until you get through the transition and all spots are filled. Another big change would be to eliminate the Personnel Board as they have not been active in ten years. A motion/Mr. Collins, seconded/Mr. Melia to support article 8. Vote yes/Athanas, Ampagoomian, Collins and Melia. Abstain: Cannon. **ARTICLE 9: (Charter Review Committee)** -Amendments to the Town Charter - grammatical and stylistic Amendments to Home Rule Charter. The Finance Committee supports these changes. A motion/Mr. Collins, seconded/Mr. Athanas to support article 9. Vote yes/Unanimous. **ARTICLE 10: (Petition):** This is a petition article from the residents at the end of Emond Street asking the Town to discontinue the paper portion of Emond Street. This is an unbuilt portion of road that divides their land, and the remaining portion would remain a public way and maintained by the DPW. Town Manager Gaudette recommended the Board wait until Town Meeting to hear the request from the petitioner and the arguments for and against and make a decision that night. Town Manager Gaudette added that there have been neighbor disputes and he was not sure if this was associated with those disputes. Chief Labrie noted that the Police have been called and ended up in court for harassment prevention orders and violations. The Board did not take a position on this article at this time. **ARTICLE 11: (Petition):** This article will authorize the Board of Selectmen to enter into a Real and Personal Property Tax Agreement with **Northbridge McQuade, LLC** or its affiliated entity, with a business address at 4 Liberty Square, Boston, MA 02109, for a period of up to twenty-five (25) years, and to approve said agreement under which **Northbridge McQuade, LLC** or its affiliated entity, will pay the Town a sum of money per year relative to a Large-Scale Ground Mounted Solar Photovoltaic Installation with an expected nameplate capacity of approximately 2.9 megawatts (MW) AC which **Northbridge McQuade, LLC** or its affiliated entity proposes to construct and operate on a 60 acre+/- parcel of land located on the easterly side of McQuade’s Lane, Northbridge and further to allow the Board of Selectmen to negotiate any necessary amendments to said Tax Agreement. A motion/Mr. Collins, seconded/Mr. Athanas to support article 11. Vote yes/Unanimous.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, October 4, 2021 – Attended the Board of Selectmen Meeting. Tuesday, October 5, 2021 – Meeting with State Rep Muradian. Wednesday, October 6, 2021 – Met with the owner of Eskar on-site; the Recreational Marijuana Dispensary is now open. Monday, October 11, 2021 – Town Offices closed for Columbus Day. Tuesday, October 12, 2021 – Attended and spoke at the National Parks Ribbon Cutting Ceremony. Wednesday, October 13, 2021 – Attended the BPC Meeting for the Fire Station Project. Thursday, October 14, 2021 – Met with Financial Team regarding NES Borrowing. Thursday, October 14, 2021 – Conference Call with Town Counsel re: BOH Member removal process. Friday, October 15, 2021 – Conference Call with Town Counsel re: ESKAR Marijuana Manufacturing HCA Negotiations. **2) Balmer School Building Project:** The Building Inspector provided an extension of the Temporary Certificate of Occupancy until November 1st. The GC Fontaine is working on punch list items to complete the project. Chief White and Chief Labrie have been working with NPS staff to safely address parking, access, and routing issues. The GC Fontaine has provided a stop sign exiting the site, and the DPW temporary crosswalk markings per the Board of Selectmen's recommendation. **3) Lasell Field Turf Project:** The BPC Meeting met last week on September 15, 2021 and voted to close-out the project and release the final retainage to Green Acres in the amount of \$56,000. The next step will be to reconcile the payments/budget for the project to see what funds remain for the purposes of making final purchases or improvements by the Town. **4) Fire Station Project:** The design team continues to work on the schematic design now that the field survey has been completed. The architect TGAS is also working on a Schedule of Values and a Design Development Budget which is to be discussed at the November 3rd BPC Meeting. The Town Manager has scheduled the design team to do a presentation of the project status at the BOS Meeting on November 8th. **5) Other:** The Town Manager is working with the financial team and NFP to solicit pricing for health insurance plans as Fallon is getting out of the municipal market. The RFP has been advertised. The Town Manager has prepared an RFP for Strategic Planning Services for the Fire Department which was advertised this past week on October 13th. 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 would then follow with similar projects for the Police Department and DPW, as well as any other department that has interest.

SELECTMEN'S CONCERNS/Selectman Cannon 1) thanked the DPW for getting the lines painted at the Hills of Whitinsville. **Chairman Ampagoomian 1)** asked if the bylaw review committee has been meeting. Selectman Cannon stated that they are waiting for the moderator to make an appointment.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/NONE

EXECUTIVE SESSION/None

Town Manager Gaudette stated that he and the staff here believe in a positive culture and working for Town services can be very difficult and challenging and to have the Board support to foster a positive working environment. He commended the Board for stepping up and doing that on behalf of staff tonight, and he acknowledged that it was not an easy decision.

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

Meeting Adjourned: 10:00 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

October 18, 2021

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES: A. August 16, 2021

-Copy of August 16, 2021 meeting minutes

II. PUBLIC HEARING: B. SD Briere L.L.C. dba Valley Pub - Noise complaints/Present: Stephanie Briere, Mgr.

-Copy of current entertainment license
-Copy of email addressing concerns of noise issue
-Copy of Fire Inspection report 2021
-Copy of Fire Inspection report 2020
-Copy of Fire Inspection report 2019
-Copy of Fire Inspection report 2019
-Copy of Fire Inspection report 2018
-Copy of Fire Inspection report 2018

C. Paul McKeon, Board of Health Member– Town Charter Section 8-6 Removals and Suspension/Present: Paul McKeon

-Copy of letter to Mr. McKeon regarding a complaint against him
-Copy of memorandum from the Board of Health Administrator regarding Board of Health member
-Copy of Bylaw, Article 8

III. APPOINTMENTS/By the Town Manager (Vote to affirm): D. 1) Danielle Edmands, Regional Health Inspector and 2) Daniel Markman, Regional Health Inspector/Health Educator – Present: Jeanne Gniadek, Board of Health Adm.

-Copy of cover letter for Danielle Edmands
-Copy of minutes from the Blackstone Valley Partnership
-Copy of job offer acceptance letter for Daniel Markman
-Copy of resume for Daniel Markman
-Copy of Job descriptions for Regional Health Inspector and Health Educator

**By the Board of Selectmen (Vote to appoint): E. 1) Kayleigh Poudrier, Records Access Officer (School Dept.) and 2) Lt. John Ouillette, Records Access Officer (Police Dept.)/Present: Linda Zywiem, Town Clerk (Super Records Access Officer)
No documentation**

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS

F. Little Man Handbags, 110 Church Street, Whitinsville/Request for hourly

parking signs to be located in the business district of Church Street/Present:

Christine Guanipa

- Copy of letter requesting hourly parking
- Copy of email regarding hourly parking

G. 2020 Re-precincting map (Vote to approve) /Present: Linda Zywiec, Town Clerk

- Copy of Legal Boundary Description
- Copy of map
- Copy of signature page for re-precincting

H. Amend a Host Community Agreement/Community Outreach Meeting, Main Street Recreational Marijuana Dispensary/Present: Attorney Phil Silverman

- Copy of Marijuana dispensary presentation
- Copy of host community agreement

I. Whitinsville - Downtown Crossroads Historic District Commission: BOS to solicit/appoint Commission Members in accordance w/LHD Bylaw

- Copy of memo regarding the appointment of Commission members to the Whitinsville-Downtown Crossroads Historic District Commission
- Copy of Article 7 of the October 22, 2019 Fall Town Meeting adopting the portion of the bylaw for the Whitinsville - Downtown Crossroads Historic District Commission
- Copy of Downtown Crossroads Historic District map

J. Town of Northbridge's Americans with Disabilities Act Grievance Procedure - Vote to Adopt/Reaffirm Procedures

- Copy of grievance procedure

K. Pine Grove Cemetery Deed/Karen Bird [Lot No. 55 & 56B, 3 single lots, Walnut Ave., South]

- Copy of deed for Karen Bird, Lot No. 55 & 56B, Walnut Ave., South

L. Fall Annual Town Meeting [October 26, 2021]/Vote positions on warrant articles

- Copy of draft Fall Town Meeting Warrant
- Copy of Fall Town Meeting Warrant positions page

VI. DISCUSSIONS

M. Northbridge Local Rapid Recovery Plan/Present: Sarah Adams, CMRPC & Jeannie Hebert, Blackstone Valley Chamber of Commerce

- Copy of memo regarding the Rapid Recovery Plan

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

A.2.

BOARD OF SELECTMEN'S MEETING

November 8, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Collins, Cannon, and Melia. Also Present: Adam D. Gaudette, Town Manager. Selectman Athanas was absent, and it is duly noted.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: 1) September 13, 2021. A motion/Mrs. Cannon, seconded/Mr. Melia to approve the September 13, 2021 meeting minutes as presented with the readings omitted. Vote yes/Board members: Ampagoomian, Cannon, Collins and Melia. **2) September 27, 2021.** A motion/Mrs. Cannon, seconded/Mr. Melia to approve the September 27, 2021 meeting minutes as presented with the readings omitted. Vote yes/ Board members: Ampagoomian, Cannon, Collins and Melia. **3) October 26, 2021 [FATM].** A motion/Mr. Melia, seconded/Mrs. Cannon to approve the October 26, 2021 meeting minutes as presented with the readings omitted. Vote yes/ Board members: Cannon, Collins and Melia. Abstain: Ampagoomian.

The Chairman announced that it was not yet 7:05 so they would be moving the agenda items out of order until it is time for the public hearing.

APPOINTMENTS/By the Board of Selectmen: (Vote to Appoint) 250th Anniversary Committee: 1) Brian Paulhus 2) Maria Paulhus. A motion/Mr. Collins, seconded/Mr. Melia to appoint Brian Paulhus and Maria Paulhus to the 250th Anniversary Committee. Vote yes/ Board members: Ampagoomian, Cannon, Collins and Melia.

CITIZENS' COMMENTS/INPUT/None

The following items were taken out of order

Winter Parking Ban [December 1, 2021 to April 1, 2022]/Vote to Approve. A motion/Mr. Collins, seconded/Mrs. Cannon to approve the Winter Parking Ban [December 1, 2021 to April 1, 2022] Vote yes/ Board members: Ampagoomian, Cannon, Collins and Melia.

2022 Selectmen's Meeting Schedule/Vote to approve. A motion/Mr. Collins, seconded/Mr. Melia to approve the 2022 Selectmen's Meeting schedule. Vote yes/ Board members: Ampagoomian, Cannon, Collins and Melia.

2022 Holiday Schedule/Vote to approve. A motion/Mr. Melia, seconded/Mrs. Cannon to approve the 2022 Holiday Schedule. Vote yes/ Board members: Ampagoomian, Cannon, Collins and Melia.

Roosevelt Drive Street Acceptance Conveyance/Vote to accept (authorized by town meeting vote under Article 5 of the October 26, 2021 Fall Annual Town Meeting). A motion/Mr. Melia, seconded/Mrs. Cannon to accept the Roosevelt Drive Street conveyance as authorized by Town Meeting vote under Article 5 of the October 26, 2021 Fall Annual Town Meeting. Vote yes/Board members: Ampagoomian, Cannon, Collins and Melia.

Riverdale Cemetery Deed/1) Elizabeth Gomes [Lot 30, Maple Ave. North, single grave]. A motion/Mr. Collins, seconded/Mrs. Cannon to approve the sale of Lot 30, Maple Ave. North, single grave], to Elizabeth

Gomes. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia. **2) Michael Bangma [Lot 20C, Hemlock Ave., two graves].** A motion/Mr. Collins, seconded/Mrs. Cannon to approve the sale of [Lot 20C, Hemlock Ave., two graves to Michael Bangma. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Pine Grove Cemetery Deed/David and Patricia Arsenault [Lot 400, Forest Ave., East (South), two graves]. A motion/Mr. Collins, seconded/Mrs. Cannon to approve the sale of lot 400, Forest Ave., East (South), two graves to David and Patricia Arsenault. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Good Shepard Signage/Present: Jamie Luchini, Highway Superintendent. Mr. Luchini explained that a couple weeks ago that the Good Shepard Church approached the Board to request permission to have a sign placed on route 122 in both directions. Since it is a State Road, Mr. Luchini reached out to the State to request permission, and they did not have an issue with it. Mr. Luchini reported that the Safety Committee did not have an issue with it either. Mr. Lucini explained that with it being a new sign, it does need approval from the Board of Selectmen. A motion/Mr. Collins, seconded/Mr. Melia to approve the request for a sign to be placed on Route 122 in both directions. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

The Board moved to the public hearing as it was 7:05 PM.

PUBLIC HEARING: 7:05 PM - FY'22 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor. Chairman Ampagoomian read aloud the public hearing notice. A motion/Mr. Collins, seconded/Mr. Melia to open the public hearing. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia. Mr. Fitzgerald explained that the hearing allows the Selectmen to decide whether or not to shift the tax burden between the classes of residential, commercial and industrial and personal property. The breakdown would start with the 2021 levy limit, then you would add the proposition 2 ½, and new growth add the debt exclusion of the Balmer School, then divided by the new valuation of the community. This year's new growth was much larger due to the Solar Farm pilots and St. Camillus, which was non-profit, was purchased and now they are for profit, adding to the new growth. Based on that information the FY'22 rate is \$13.77, last year it was \$14.49. Mr. Fitzgerald explained the options of the tax rate to the Selectmen. **1)** The first option is to have a single rate, which spreads the tax burden among all classes of property; **2)** The second option is to select a residential exemption; and **3)** the third option is to select a small commercial exemption. As is customary, the Board of Assessors recommends the single tax rate option. Chairman Ampagoomian asked how many condos are in town. Mr. Fitzgerald reported that there are about 810 condos. Selectman Melia sought clarification that the tax rate would be going down .72¢ per thousand. Mr. Fitzgerald replied that this is an estimate, and the official number will come after the tax recap is signed and approved. Mr. Alex from Joseph Circle asked if Mr. Fitzgerald anticipated the FY'23 tax rate to decrease. Mr. Fitzgerald explained that if the numbers were to remain the same, yes but its not likely. The school will increase and there may be the other variables, such as the Fire Department. A motion/Mr. Melia, seconded/Mr. Collins to close the public hearing. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia. A motion/Mr. Collins, seconded/Mr. Melia to maintain the single tax rate. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

MSM Management, Inc. dba Sparetime Recreation, 117 Church Street, Whitinsville, [Mark Moon, Mgr.]/Request to change the hours of operation for their: 1) Non-alcoholic Common Victualler License, and 2) Wines and Malts Common Victualler Liquor License – Current Hours (Th, Fri & Sat): 9AM -11PM Requested hours: (Th, Fri & Sat: 9AM – 1AM)* No change to the Sun -Wed hours/Present: Mark Moon, Mgr. Mr. Moon explained that they are looking to extend the hours on Thursday, Friday and Saturday due to the growth of patrons, and they have two new pool leagues. Selectman Melia asked if they were having entertainment at the facility. Mr. Moon explained that he delivered

paperwork to the building department this afternoon for the changes to the building and the entertainment license paperwork. Mr. Moon stated that as of right now they are doing a comedy show once a month averaging about 20 people to the show. Selectman Melia asked if he has a current entertainment license. Mr. Moon stated that he has his Pool table license, and automatic amusement license. He continued stated that the entertainment license was held up due to the pandemic. Selectman Melia reiterated that he did not have an entertainment license and asked how many comedy shows Mr. Moon has been holding. Mr. Moon replied that they have had three shows, which are every third Saturday of the month. Mr. Moon apologized for not coming before the Board for the approval of these events. Town Manager Gaudette expressed concern where the Building and Fire Department have not signed off on their applications, which are safety concerns. Mr. Moon stated that he would put a cease and desist on the future entertainment until the license is approved. A motion/Mrs. Cannon, seconded/Mr. Melia to approve the request to change the hours of operation for their: 1) Non-alcoholic Common Victualler License, and 2) Wines and Malts Common Victualler Liquor License from (*Th, Fri & Sat*): 9AM -11PM to *Th, Fri & Sat*: 9AM – 1AM, pending approval of the Fire Chief. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Tri-Valley Front Runners [Terri Powell] / 1) Request to hold the Annual 1st Day 5K Road Race on Saturday, January 1, 2021 beginning at 11 AM subject to the safety requirements of the Northbridge Police Department; and 2) Request to close Linwood Avenue between 10:50 AM and 12 PM/Present: Terri Powell. Ms. Powell explained the MRA Multisport used to hold this race, but they dissolved and turned it over to the Tri-Valley front runners. Ms. Powell stated that the route and details have not changed. Chief Labrie informed the Board that this race has been going on for about nine years and they do not have any issues. Chief Labrie requested Ms. Powell reach out to her when they are ready to schedule details for the race. A motion/Mr. Melia, seconded/Mr. Collins to approve the request to hold the Annual 1st Day 5K Road Race on Saturday, January 1, 2021 beginning at 11 AM, subject to the safety requirements of the Northbridge Police Department; and to close Linwood Avenue between 10:50 AM and 12 PM. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Northbridge Fire Department/Tree Lighting – Parade Event, Saturday, November 27, 2021 1) Request to use Rockdale Common from 3 PM to 4 PM 2) Request to use Memorial Park from 4 PM – 6 PM 3) Request to close Church Street from Park Street to Main Street. Chief White explained that a fire truck will be escorting Santa around town, then to the Rockdale Common where they will light the park, then to Memorial Park, for the tree lighting. A motion/Mr. Melia, seconded/Mr. Collins to approve the request to use Rockdale Common from 3 PM to 4 PM and to use Memorial Park from 4 PM – 6 PM and to close Church Street from Park Street to Main Street. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Safety Committee Meeting Minutes [October 20, 2021]/Vote to accept recommendations/Present: James Shuris, Chairman. Mr. Shuris gave a brief overview of the recommendations that the Safety Committee reviewed at this meeting. One of the items was for hourly parking on Church Street, as there have been issues with cars parking there for weeks, taking away spaces for customers. The signs would begin at the DJ Cutters barber shop and go to Johnson Ave. A motion/Mr. Collins, seconded/Mrs. Cannon to accept recommendations as presented in the Safety Committee minutes from October 20, 2021. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Northbridge Public Schools Update/Present: Superintendent Amy McKinstry. Ms. McKinstry provided the Board with an update on happenings this School year. Ms. McKinstry reported that they ran a lot of programs over the summer, most of which was funded by grants. She reported that the students have experienced a lot of learning loss and social and emotion impact from Covid so the summer programs were incorporated to help. They ran a social learning camp for the elementary students, traditional summer school, STEM based co-op programs, literacy and math academies, extended school year and special ed camps. Ms. McKinstry announced that they developed a new three-year strategic plan, which is a product

of months of hard work. The plan focuses on shared leadership, creating an inclusive and socially just school and creating a learning environment that nurtures the students' individual strengths, backgrounds, weaknesses, interests and trying to close the access and opportunity gap that have been created. They are using grant funding to implement these programs and received notification last week of the approval of the Elementary and Secondary School Emergency Relief (ESSER) funding. A plan will be created and posted on the website. Most of the funding will be going towards additional staffing that was needed to instill these additional efforts. NES punch list items are still being completed, but they are open and running smoothly. The biggest issue was parent pickup, but after assessing the issues, they developed a QR code scanning system, and they added a pick up door as well. The parking lot on the preschool side was opened today, which decreases the long pickup line by about 40 vehicles. Ms. McKinstry reported that the PreK to 2 playground is scheduled to open this week. A new house model was developed at the middle school so instead of being assigned to a grade level team students are now assigned to a house with multiple grades. The teachers teach two grades, and this exposes the students to the curriculum standards above and below their own grade level. In addition, the students have 80-minute blocks for their four cores, which allows for the teachers to provide more robust instructional time, as well as group work, class discussions and independent practice with teacher oversight. A daily block has been implemented, which provides students with appropriate interventions for students beyond their regular core classes. At the Highschool they started a program called freshmen academy, specifically for 9th graders. There is a specific group of teachers, and the students also have their own adjustment counselor, and their classes are housed in one section of the building. The reason this was implemented was due to a trend of failures in the freshmen class over the last few years and felt it was important to address this. Ms. McKinstry noted that they also had significant disciplinary and social/emotional issues. Ms. McKinstry stated that they are operating under the mask mandate put forward by the State, which will be revisited on January 15th. As of October 31st the High School has a 66% vaccination rate, 46% at the Middle school. Ms. McKinstry commended the nursing staff at the schools for all their hard work conducting tests, contact tracing and maintaining the database. Selectman Cannon asked if she could explain how they are using the QR scanning code for drop offs. Ms. McKinstry explained that each family has a card with their specific QR code, and an administrator scans their QR code when the parent arrives for pickup, once scanned the student's information is automatically filled into a spreadsheet, which the teachers all have access to and they can send the students to the exits, when their parent arrives. Selectman Collins asked if it was a waste of money to have as many busses as they do with only four kids on the bus. Ms. McKinstry explained that most of the buses are full, but this year because of covid they have seen more parent pickups than students taking the bus. Selectman Melia asked what the student population is. Ms. McKinstry replied that they have close to 2,000 students. Selectman Melia noted that he has noticed how dark it is on Linwood Ave. going into Lassell Field and asked if it could be investigated.

Fire Station Project Update/Present: Ted Galante (TGAS), Joe Sullivan (CHA), and BPCC representatives - Joint meeting with the BPCC. Town Manager Gaudette introduced the design team, gave a background for the project on the Feasibility study process, project funding approvals, and explained the designer/OPM selection process. Present at the meeting was Joe Sullivan of CHA is the Owners Project Manager, Ted Galante, owner of TGAS, who is the project architect, also present is his Project Manager Yar Laakso, and Chief White and BPCC Chairman Michael Beaudin, and member Warren Fairbanks. Town Manager Gaudette explained that a feasibility study was completed in 2019 and a selection process which was related to response time related to different sites and from there they pursued design operations. The feasibility study was funded with free cash and overseen by the BPCC. Two major approvals happened in June of 2020 where town meeting and ballot question approvals gave authorization to borrow \$18,968,000. Last fall he, along with the BPCC and Fire Chief prepared a Request for Qualification to hire the Owners Project Manager, who is a liaison between the town and the architect. The OPM, Mr. Sullivan in this case, assisted in the Architecture Selection Process. Once proposals were received the BPCC held interviews and chose the final candidate. Mr. Galante noted that the location is a very deep site off of Providence Road, with two options. Mr. Galante reviewed the layout of the proposed building, which is available to view in

the [Selectmen's November 8, 2021 agenda packet](#). Design Development cost estimates are expected to be in by November 19th. He added that they are also in the process with the Planning Board and the Conservation Commission as well as Mass DOT. They are also working on getting an Early Bid Pack issued, which would take care of the clearing and grubbing on the site prior to general contractor bidding the project, this will give them a better idea of what they are working with. Selectman Cannon asked if they could talk about the options that were eliminated and the decision process that went along with it. Mr. Sullivan explained that it is a multistep process, which begins with the feasibility study and then the schematic design, which assures them that they met all the facets for the Fire Department. In doing that they look at the costs based on any changes in the design, and square footage. Once it moves forward, Mr. Sullivan explained, that the team then goes into the development stage which incorporates features within the building that they are able to throw cost against. Mr. Sullivan stated that when they go back and forth and add in more detail the cost changes, which can result in removal of items to keep within the budget. Mr. Galante further explained that as the schematic design costs came in, they were high for many reasons, the pandemic being one of them, rise in the cost of materials, and supply chain issues. Where they were not able to eliminate space from the fire department, the Planning wing was the first piece they looked at. Mr. Galante explained that the feasibility study did not include all the storage space that was also needed with the Planning wing. Another cost they were able to bring down was the driveway, at first, they were looking at two driveways, but they were able to bring it down to one and still have it be safe for those entering/exiting the station. Mr. Galante also noted that they had a Building Management System incorporated as part of the plan, but where it was not necessary, they were able to cut the cost there as well. Mr. Galante explained that the Building Management System gives control to a user to remotely control the heating from outside the station. Mr. Galante noted that the final piece was to include five items as add/alternates. Selectman Melia questioned if the planning wing that was eliminated is completely gone or could it be an option still. Town Manager Gaudette replied that after discussion and the ultimate goal is to construct a fire station, and it doesn't make sense to eliminate a bay for something that was a great idea, but just not feasible right now. Selectman Melia asked if there were any issues with ledge. Mr. Sullivan reported that they have ran into ledge, but it helped determine the best location of the building. Selectman Melia asked if the building is a single floor. Mr. Galante reported that it would be a single floor with mezzanines. Selectman Melia inquired about a date for construction to start. Mr. Galante replied that with bidding in March, they will likely have construction to start in May. Chairman Ampagoomian asked what was going in the mezzanine. Mr. Laakso replied that one will be used for training, and storage. Chairman Ampagoomian asked if the meeting room would be accessible to the public and if so, would it be ADA compliant. Mr. Galante replied that it will be accessible to the public and ADA Compliant. Chairman Ampagoomian asked about safety lights on the street. Mr. Galante explained that lighting is before the State, and they are requiring two flashing lights on both sides directly outside the station entrance.

Town Manager Goal Setting Process. Town Manager Gaudette explained that at this time of year the Board sets Goals for him for the upcoming year. Each Board member comes up with a list of goals they would like to see accomplished. Town Manager Gaudette noted that currently the budget process is a goal every year and is under works now. Also up and coming is the Fire Station project, civil service process ARPA Funding, NES reuse study, Fire Department strategic plan and the Town Annex project. At the next meeting the Board can set any other goals in addition to what he is already working on. Selectman Cannon asked about the Health insurance and if it would be wrapped up in 2022. Town Manager Gaudette explained that Fallon will be going away for the municipal portion of Health Insurance, so there is a need to have a new insurance before July 1, 2022.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, October 18, 2021 – Conference Call with Ross Smith re: West Hill Road. Monday, October 18, 2021 – Attended the Board of Selectmen Meeting. Wednesday, October 20, 2021 – Attended a site visit with Jamie Luchini (DPW) that was led by Rep. Muradian at the Curtain Factory to discuss impacts of the recent flooding of the Blackstone River. Wednesday, October 20, 2021 – Conference Virtual Call with NFP and Finance Team re: RFP responses

for Health Insurance. Thursday, October 21, 2021 – Gave a tour of NES with Jamie Luchini to interested parties of the space. Friday, October 22, 2021 – Held a Department Head Meeting. Monday, October 25, 2021 – Conference Call with Town of Blackstone re: Recycling Contract. Tuesday, October 26, 2021 – Attended a Virtual MMA Fiscal Policy Committee Meeting. Tuesday, October 26, 2021 – Assisted Representative Muradian with his Senior Center luncheon. Tuesday, October 26, 2021 – Attended the Fall Annual Town Meeting. Wednesday, October 27, 2021 – Met with Heather Elster from Whitin Community Center. Wednesday, October 27, 2021 – Conference Call with Town Counsel to discuss Civil Service Hearing. Wednesday, October 27, 2021 – Conference Call with the Town of Rutland regarding their preparation for their 300th Celebration. Thursday, October 28, 2021 – Oversaw the RFP submittals for the Fire Department Strategic Plan. Tuesday, November 2, 2021 – Conference Call with R. Smith regarding the ongoing tempt to negotiate a deal with Army Corps for the use of West Hill Road. Tuesday, November 2, 2021 – Attended a Virtual Pre-Hearing Conference for the Lieutenant position appeal with Mass. Civil Service Department. Wednesday, November 3, 2021 – Met with Rebecca Sasseville from the Whitinsville Social Library. Wednesday, November 3, 2021 – Met with Chief White to review the Strategic Plan RFP Submittals. **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 this past week with the BPCC on November 3rd. The Town Manager has scheduled the design team to do a presentation of the project status at the BOS Meeting on November 8th. **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 are reviewing the submittals and will likely hold interviews prior to making a selection. **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 financial team and NFP to solicit pricing for health insurance plans as Fallon is getting out of the municipal market. The RFP has been advertised. NFP will be analyzing cost impacts of any/all submittals as it relates to active and retiree health plans. **6) Northbridge Elementary School Reuse Study**: The Town Manager provided a draft RFP for an Adaptive Reuse Feasibility Study to the BPCC this past November 3rd. The Town Manager will advertise and ask the BPCC to select a qualified firm to perform the study over the winter/spring of 2022.

SELECTMEN'S CONCERNS: **Selectman Melia 1)** asked if the paving across from the Christian School came out and if it was working out. Mr. Luchini replied that it reached its goal, but its not a permanent fix for that edge of the road. **2)** mentioned the Pine Grove Cemetery Sign. Mr. Luchini announced that the area is cleared out and staff are currently working on building the frame and it should be mounted by the end of this week the latest. **3)** addressed a drainage on Providence Road. Mr. Luchini replied that he and Mr. Pickard would be going out this week. Mr. Melia noted that it is not there right now. **4)** asked if when the Building Inspector issues a letter for any violations if there is a follow up visit to determine if the issue has been rectified. Town Manager Gaudette explained that the main goal is to get people in compliance, so there could be multiple follow ups and possibly fines, and failure to pay fines could end up in court. **Selectman Cannon 1)** announced that the first 250th meeting will be held on Wednesday, November 10, 2021 at 7 PM, at the Town Hall, and the public is encouraged to attend this meeting and provide any ideas for events. **Selectman Collins 1)** mentioned the dread trees on Purgatory Road. Mr. Luchini replied that he was in that area today evaluating trees, and they have been going through the listing. **Selectman Ampagoomian 1)** asked about the telephone poles coming from the Solar Farm on Church Street and when the poles will be removed. Mr. Shuris replied that they are installing larger and higher poles and it has been in the works. However, it has been delayed but they are wrapping up. **2)** heading towards Walmart on Main Street someone threw a tv set and requested it be picked up. **3)** thanked the Veterans for their service as this

Thursday, November 11 is Veteran's Day. On Saturday November 13th, the Knights of Columbus will be having a Veterans Day Spaghetti Super, and encourages those who are able to attend.

ITEMS FOR FUTURE AGENDA/None
CORRESPONDENCE/None
EXECUTIVE SESSION/None

A motion/Mr. Collins, seconded/Mrs. Cannon to adjourn the public meeting. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Meeting Adjourned: 8:54 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 8, 2021

- I. APPROVAL OF MINUTES: A. 1) September 13, 2021**
-Copy of September 13, 2021 meeting minutes
2) September 27, 2021
-Copy of September 27, 2021 meeting minutes
3) October 26, 2021 [FATM]
-Copy of October 26, 2021 [FATM] meeting minutes
- II. PUBLIC HEARING: B. 7:05 PM - FY'22 Tax Rate Classification Hearing/Present: Robert Fitzgerald, Principal Assessor**
-Copy of the public hearing notice
-Copy of letter addressed to the Board of Selectmen outlining the hearing
-Copy of FY 2022 tax rate breakdown
-Copy of 2021 surrounding town's tax rates
-Copy of FY 2022 Pie Chart of the Valuation by class
-Copy of table of tax changes from FY2021 to FY 2022
-Copy of tax shift options for 2022
- III. APPOINTMENTS/ C. By the Board of Selectmen: (Vote to Appoint) 250th Anniversary Committee: 1) Brian Paulhus 2) Maria Paulhus**
-Copy of Talent Bank Form of Brian Paulhus
-Copy of Talent Bank Form of Maria Paulhus
- IV. CITIZENS' COMMENTS/INPUT**
- V. DECISIONS:**
- D. MSM Management, Inc. dba Sparetime Recreation, 117 Church Street, Whitinsville, [Mark Moon, Mgr.]/Request to change the hours of operation for their: 1) Non-alcoholic Common Victualler License, and 2) Wines and Malts Common Victualler Liquor License – Current Hours (Th, Fri & Sat): 9AM -11PM Requested hours: (Th, Fri & Sat: 9AM – 1AM)* No change to the Sun -Wed hours/Present: Mark Moon, Mgr.**
-Copy of letter requesting the change in hours
-Copy of Certificate of Vote
-Copy of License Routing Slip
- E. Good Shepard Signage/Present: Jamie Luchini, Highway Superintendent/No Documentation**
- F. Tri-Valley Front Runners [Terri Powell] / 1) Request to hold the Annual 1st Day 5K Road Race on Saturday, January 1, 2021 beginning at 11 AM subject to the safety requirements of the Northbridge Police Department; and 2) Request to close Linwood Avenue between 10:50 AM and 12 PM/Present: Terri Powell**
-Copy of letter requesting permission for the items mentioned above
-Copy of email confirming detail officers for the event
-Copy of race layout
-Copy of Hold Harmless Agreement
-Copy of approval from the DPW

G. Northbridge Fire Department/Tree Lighting – Parade Event, Saturday, November 27, 2021 1) Request to use Rockdale Common from 3 PM to 4 PM 2) Request to use Memorial Park from 4 PM – 6 PM 3) Request to close Church Street from Park Street to Main Street
-Copy of letter requesting the items above
-Copy of email approving the event from the DPW
-Copy of email approving the event from the Police Department

H. Safety Committee Meeting Minutes [October 20, 2021]/Vote to accept recommendations/ Present: James Shuris, Chairman
-Copy of October 20, 2021 Safety Committee Meeting Minutes
-Copy of letter requesting no parking signs on Church Street

I. Winter Parking Ban [December 1, 2021 to April 1, 2022]/Vote to Approve
-Copy of parking ban listing from the Police Department

J. 2022 Selectmen’s Meeting Schedule/Vote to approve
-Copy of 2022 Selectmen’s Meeting Schedule

K. 2022 Holiday Schedule/Vote to approve
-Copy of 2022 Holiday Schedule

L. Roosevelt Drive Street Acceptance Conveyance /Vote to accept (authorized by town meeting vote under Article 5 of the October 26, 2021 Fall Annual Town Meeting)
-Copy of Grant of Easement
-Copy of Acceptance signature page
-Copy of Exhibit A – Legal Property Description
-Copy of layout map
-Copy of Certificate of Title

M. Riverdale Cemetery Deed/1) Elizabeth Gomes [Lot 30, Maple Ave. North, single grave], 2) Michael Bangma [Lot 20C, Hemlock Ave., two graves]
-Copy of Riverdale Cemetery Deed for Elizabeth Gomes
-Copy of Riverdale Cemetery Deed for Michael Bangma

N. Pine Grove Cemetery Deed/David and Patricia Arsenault [Lot 400, Forest Ave., East (South), two graves]
-Copy of Pine Grove Cemetery Deed for David and Patricia Arsenault

VI. DISCUSSIONS:

O. Northbridge Public Schools Update/Present: Superintendent Amy McKinstry/No documentation

P. Fire Station Project Update/Present: Ted Galante (TGAS), Joe Sullivan (CHA), and BPCC representatives - *Joint meeting with the BPCC*
-Copy of presentation

Q. Town Manager Goal Setting Process
-Copy of draft goals from August 28, 2021 through August 27, 2022

VII. TOWN MANAGER'S REPORT/No documentation

VIII. SELECTMEN'S CONCERNS/No documentation

IX. ITEMS FOR FUTURE AGENDA/None

X. CORRESPONDENCE/None

XI. EXECUTIVE SESSION/None

DRAFT

A.3.

BOARD OF SELECTMEN'S MEETING

November 22, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Cannon, Collins and Melia. Also Present: Adam D. Gaudette, Town Manager. Selectman Athanas is absent and it is duly noted.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS/By the Board of Selectmen (Vote to appoint): A. Dan O'Neill, Disability Commission/Present: Bruce Frieswick, Member and Jonathan Smith, Chairman. Mr. Frieswick noted that they have opening on the Disability Commission and received interest from Mr. O'Neill that he would like to be on the Commission and feels that he will serve the Board well. Mr. O'Neill added that is very interested in the Disability Commission and hopes that his background in Mental Health will be of help. A motion/Mr. Melia, seconded/Mrs. Cannon to appoint Mr. O'Neill to the Disability Commission. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

CITIZENS' COMMENTS/INPUT/None

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. Mr. Moon informed the Board that they were looking to obtain the Entertainment license, and noted that they are not looking to have a large band. Selectman Melia noted that on the License Routing slip it was requested that a doorman checking id's. Mr. Moon stated that they typically have two people at the door, and he and his wife will usually help out. The Chief also sent an email to Mr. Moon, following up on questions. Some of the requests were to have bracelets for those events that were not 21+. Another issue that was discussed was the parking, which Mr. Moon discussed with the auto part store across the street, and they do not have an issue with using their parking lot after 5 PM. The auto store did ask Mr. Moon about putting cameras on his building facing the parking lot so that there is surveillance. A motion/Mrs. Cannon, seconded/Mr. Collins to approve the 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. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Riverdale Cemetery Deed/George and Catherine Warren [Maple Square South. Lot 2, two graves]. A motion/Mr. Melia, seconded/Mrs. Cannon to approve the sale of lot Maple Square South. Lot 2, two graves to George and Catherine Warren. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Stone Hill Partners, LLC [Stone Hill Condos]/Vote to accept monetary gift in the amount of \$50,000.00 (Community Preservation Fund). A motion/Mrs. Cannon, seconded/Mr. Melia to accept

monetary gift in the amount of \$50,000.00 (Community Preservation Fund). Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Vote to Set Annual Goals for the Town Manager. Town Manager Gaudette reviewed the items that the Board would complete the evaluation on him next August. The items include Budgets for FY23, replacement plan for health insurance, Fire Station building project, civil service revocation, ARPA funding, Northbridge Elementary school reuse plan and the Fire Department Strategic plan. A motion/Mr. Melia, seconded/Mrs. Cannon to set the annual goals for the Town Manager as presented. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

CDBG Slum and Blight Study/Present: Ted Harvey, Pioneer Valley Planning Commission. Mr. Harvey addressed the project for the Slum and Blight study. Mr. Harvey explained that this is focused on two neighborhoods in town and over the next months staff will be on site taking pictures and notes. Once the inventory has been collected it will come before the Board to be reviewed, if approved it will then go to the State for approve. If the state qualifies the designated area as Slum and Blight, future CDBG funds can be used. Mr. Harvey explained that it is a ten-year designation. Selectman Melia asked the Town Manager if he had an idea of what direction they would look to go if approved. Town Manager Gaudette noted that this will take a portion of the funds received from the grant, and his thought was to tackle the area through CDBG funds for housing rehabilitation. Selectman Ampagoomian asked how they plan to notify residents when they are going to be in the area. Mr. Harvey replied that initially they were going to send a pamphlet out to ever resident, but it would have been a lot of mailing. Instead, they will likely send the pamphlets just to the street they are working on. Selectman Melia suggested they reach out to the Police Department to let them know which street they will be on as well. Mr. Harvey replied that they plan to do that as well. Town Manager Gaudette suggested that he will reach out to the Police Chief to find out about the reverse 911 call as well to make residents in that area aware.

TOWN MANAGER'S REPORT: 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. Town Manager Gaudette proved the Board with an update on the issues at Deane Way. The town was in contact Ms. Delmar from DEP and she was able to walk the site with the project superintendent and out Building Inspector. Ms. Delmar provided a letter which noted that the paved roads are swept, newly planed grass has grown, unpaved roads were topped with stone dust and compacted down, and she could see the use of calcium chloride on the unpaved roads, the dump truck that left the site had the mesh covering. The letter also mentions that she noticed the rock crushers on site, a noise buffer, use of an excavator to drop large rocks onto soil, which breaks the rocks up into smaller pieces before going into the rock crusher, and there is a section that is near Deane Way where the crusher will need to be used once they are ready to pour the foundation.

SELECTMEN'S CONCERNS: Selectman Cannon 1) asked about the leaf pick up program and if it would continue past Thanksgiving. Town Manager Gaudette is going to look into this. **2)** announced that the 250th Anniversary Committee will be holding its second meeting Tuesday, November 23, 2021 at 7 PM and they are looking for volunteers for the sub-committees. **Selectman Melia 1)** Thanked the Town Manager and Mr. Luchini for their hard work on getting the sign replaced at Pine Grove Cemetery **2)** noted that other towns have digital sign boards and thought it would be easier if we could replace the board on the Town Hall lawn and possibly add a board on the Rockdale Town Common area. Town Manager Gaudette replied that he would look into that. **3)** wished all the Town employees, their families and the residents of the Town of Northbridge a happy and safe Thanksgiving. **Selectman Ampagoomian 1)** announced that Saturday, November 27, 2021 is the tree lighting ceremony. **2)** thanked the Police and Fire Departments for their quick response on the structural fire that occurred in town.

ITEMS FOR FUTURE AGENDA/None
CORRESPONDENCE/None
EXECUTIVE SESSION/None

A motion/Mr. Melia, seconded/Mr. Collins to adjourn the public meeting. Vote yes/Board members: Ampagoomian, Collins, Cannon and Melia.

Meeting Adjourned: 7:29 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

November 22, 2021

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS/By the Board of Selectmen (Vote to appoint): A. Dan O'Neill, Disability Commission/Present: Bruce Frieswick, Member and Jonathan Smith, Chairman**
 - Copy of talent bank form for Dan O'Neill
- IV. CITIZENS' COMMENTS/INPUT/None**
- 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**
 - Copy of Annual Weekday Entertainment application
 - Copy of Revenue Enforcement and Protection Attestation
 - Copy of Workers' Compensation Affidavit
 - Copy of Certificate of Liability Insurance
 - Copy of emergency contact information
 - Copy of floor plan
 - C. Riverdale Cemetery Deed/George and Catherine Warren [Maple Square South. Lot 2, two graves]**
 - Copy of Riverdale Cemetery deed for George and Catherine Warren
 - D. Stone Hill Partners, LLC [Stone Hill Condos] /Vote to accept monetary gift in the amount of \$50,000.00 (Community Preservation Fund)**
 - Copy of Memo regarding the monetary determination
 - E. Vote to Set Annual Goals for the Town Manager**
 - Copy of draft goals
- VI. DISCUSSIONS**
 - F. CDBG Slum and Blight Study/Present: Ted Harvey, Pioneer Valley Planning Commission**
 - Copy of Slum and Blight explanation
 - Copy of proposed timeline
- VII. TOWN MANAGER'S REPORT/No documentation**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

BOARD OF SELECTMEN'S MEETING

December 6, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Athanas, Cannon, Collins and Melia. Chairman Ampagoomian and Town Manager Adam D. Gaudette are absent, and it is duly noted.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: October 4, 2021 [Executive Session]. A motion/Mr. Collins seconded/Mrs. Cannon to approve but not release the October 4, 2021 [Executive Session] meeting minutes. Vote yes/Athanas, Cannon, Collins and Melia.

PUBLIC HEARING/None

APPOINTMENTS/By the Board of Selectmen (Vote to Appoint): 1) Caryn Gagner, Historical Commission. A motion/Mr. Collins seconded/Mr. Athanas to appoint Caryn Gagner to the Historical Commission. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

2) Robert Anderson, Zoning Board of Appeals/Present: Cynthia Donati. Ms. Donati stated that they would love to have Mr. Anderson on the Board. Mr. Anderson explained that he was on the Conservation Commission for about eight years and is happy to be back. A motion/Mr. Collins seconded/Mr. Athanas to appoint Mr. Anderson to the Zoning Board of Appeals. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

CITIZENS' COMMENTS/INPUT: Mr. Kevin Plante of 3 Arcade Street, petitioned the Board to re-evaluate the parking ban that is in place. Mr. Plante noted that snowfall accumulations have been much less over the years, and he was hoping it could be re-evaluated to have it during snow events.

Moon Management Agency, Inc. dba The Neighborhood Kitchen, 125 Church Street, Whitinsville: Application for a Common Victualler license subject to departmental signoffs. Note: Vote to approve the license through December 31, 2022/Present: Mark Moon. Mrs. Moon explained that the pizza place on the corner from where the bowling alley came up for lease and they decided to pick it up and turn it into a pickup and sit-down restaurant. Mrs. Moon stated that their menu will have comfort foods and American classics, they also plan to have specials. The menu will be a limited menu so they can offer the freshest options and will change. Mr. Moon stated that they plan to eventually open at 6 AM for breakfast, but first they will only be open for lunch and dinner and will close at 11 PM Sunday through Thursday and Friday and Saturday until 1 AM. Mr. Moon explained that the reason for the late hours on Friday and Saturday are to accommodate the bowling alley. Mr. Moon noted that once they are established, they would look to potentially add on a BYOB license and then possibly get a liquor license instead. A motion/Mr. Collins seconded/Mrs. Cannon to approve the Common Victualler license for Moon Management Agency, Inc. dba The Neighborhood Kitchen, 125 Church Street, Whitinsville, subject to departmental signoffs. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

SD Briere, LLC dba Valley Pub/1) Noise complaint follow-up – Plan of Action submittal and 2) 2022 License Renewal with conditions & restrictions [if applicable]. Selectman Melia provided a recap of the October 18, 2021 meeting where the Board requested they be provided with an action plan addressing complaints expressed at the October 4, 2021 meeting. Ms. Briere reasoned that they want to work with everybody. Mr. Briere noted that they would like to have the outdoor entertainment license for 2022, when

the weather allows for outdoor entertainment, as it helped their business tremendously, especially with the Covid restrictions. Mr. Briere reiterated that had they been made aware of these issues they would have done something to rectify these issues. Mrs. Briere reasoned that they would be looking to hold acoustic music on Thursday's until 9 PM and have Friday and Saturday music until 10 PM. Mrs. Briere added that they added more staff and have recertified their Tips, and have had follow-up with the Police Department. Selectman Athanas asked if they have looked into sound barriers. Mrs. Briere replied that they are looking into a dome covering over the stage. Mr. Briere further explained that they were looking into planting shrubbery, and also discussed acoustic foam, but explained that unfortunately that will deteriorate. Selectman Collin asked Chief Larbie if there have been any issues that the Police have responded to since the last meeting. Chief Labrie stated that there have not been any issues. Selectman Cannon asked if the no parking signs have been installed. Mr. Luchini noted that the Safety Committee is going to discuss it at their upcoming meeting, as they have not yet met since before the previous Selectmen's meeting. Mrs. Briere added that they did make signs for the parking area requesting patrons be respectful of the neighborhood. Selectman Melia sought the opinion of the neighbors, asking if they felt the action plan was a suitable measure to rectifying the issues. Mrs. LaChapelle, of 1216 Providence Road, expressed that she and her husband have no issue with the outdoor entertainment license with the revised hours. Mrs. LaChapelle reiterated that they are willing to work with Mrs. Briere and want to see her business succeed. Mr. Tim LaChapelle, 47 Plummer Ave, voiced that the neighbors do not feel safe in the neighborhood, when patrons are destroying property. Patricia LaChapelle of 47 Plummer Ave. noted that things have quieted down since the last meeting. Selectman Athanas asked if they were picking up trash in the morning or night and the crowd control has gotten better. Mr. Briere replied that he goes out in the morning, and it has gotten better. Selectman Athanas followed up asking if they still have patron parking on the road. Mrs. Briere replied that sometimes people do, but explained that everyone comes in their own car, and with the size of the lot it makes it difficult for people to park. Selectman Athanas inquired about a sound reducing canopy and if that would be completed before the start of the outdoor season next year. Mrs. Briere replied that they are planning to, and they are also turning the stage as well. Vice Chairman Melia quired the Board as to what they would like to take action on and what stipulations if any. Selectman Athanas sought to set a direct number of Fridays during the timeframe of May to September and install the sound dampening. Discussion continued and it was decided to allow one Friday a month in addition to acoustic Thursdays, Saturdays. Selectmen Cannon noted that she was comfortable approving the license from Thursday to Saturday with reduced hours to end live music by 10 PM as mentioned in their action plan. A motion/Mr. Collins, seconded/Mr. Athanas to adopt the action plan presented by Stephanie Briere Manager of the Valley Pub, with the entertainment license bring acoustic on Thursday's, one Friday a month, and Saturdays to end by 10 PM, between the months of May to September and to install a sound dampening barrier. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

2022 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. A motion/Mr. Collins, seconded/Mr. Athanas to approve the 2022 Miscellaneous License Renewals subject to the payment of all monies due to the Town. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

2022 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town. Selectmen Cannon inquired about the valley Pub license as it was crossed off in the Packet. Vice Chairman Melia stated that since the entertainment portion was handled and no changes were made to their liquor license they would be including Valley Pub as part of the renewals. A motion/Mr. Collins, seconded/Mrs. Cannon to approve the 2022 Annual Liquor License Renewals, subject to payment of all monies due to the Town. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

Town Clerk/Request to hang a banner across Church Street 1) from Sunday, May 8, 2022 to Sunday, May 22, 2022 to advertise the 2022 Annual Town Election to be held May 17, 2022, and 2) from

Sunday, October 30, 2022 to Sunday, November 13, 2022 to advertise the Annual State Election. A motion/Mrs. Cannon, seconded/Mr. Athanas to approve the request to hang a banner across Church Street from Sunday, May 8, 2022 to Sunday, May 22, 2022 to advertise the 2022 Annual Town Election to be held May 17, 2022, and from Sunday, October 30, 2022 to Sunday, November 13, 2022 to advertise the Annual State Election. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

TOWN MANAGER'S REPORT/No Report

SELECTMEN'S CONCERNS: Selectman Melia 1) thanked Cheryl Tibman, Julie Cray and their team for leading the donation drive and their efforts towards getting the holiday lights up on the both Whitinsville and Rockdale Town Common as well as those who donated and the Fire Department in assisting with hanging decorations.

Vice Chairman Melia announced that the next meeting is scheduled for Monday, December 20, 2021.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

A motion/Mr. Collins, seconded/Mr. Athanas to adjourn the public meeting. Vote yes/Board members: Athanas, Cannon, Collins and Melia.

Meeting Adjourned: 7:45 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

December 6, 2021

- I. APPROVAL OF MINUTES: A. October 4, 2021 [Executive Session].**
-October 4, 2021 executive session minutes withdrawn as they are not yet released
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS/By the Board of Selectmen (Vote to Appoint): B. 1) Caryn Gagner, Historical Commission**
-Copy of Talent Bank Application of Caryn Gagner
- 2) Robert Anderson, Zoning Board of Appeals/Present: Cynthia Donati**
-Copy of Talent Bank Form of Robert Anderson
- IV. CITIZENS' COMMENTS/INPUT**
- V. DECISIONS:**
- C. Moon Management Agency, Inc. dba The Neighborhood Kitchen, 125 Church Street, Whitinsville: Application for a Common Victualler license subject to departmental signoffs. Note: Vote to approve the license through December 31, 2022/Present: Mark Moon**
-Copy of application for a Common Victualler License
-Copy of Revenue Enforcement and Protection Attestation form
-Copy of Workers' Compensation Insurance Affidavit
-Copy of Certificate of Liability Insurance
-Copy of business entity summary
- D. SD Briere, LLC dba Valley Pub/1) Noise complaint follow-up – Plan of Action submittal and 2) 2022 License Renewal with conditions & restrictions [if applicable]**
-Copy of Valley Pub Action Plan
-Copy of letter from Fire Department regarding the completion of outstanding items
-Copy of letter from State Line Fire Equipment regarding the fire suppression kitchen maintenance
- E. 2022 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**
-Copy 2022 License Renewal Listing
- F. 2022 Annual Liquor License Renewals/Vote to approve subject to the payment of all monies due the Town**
-Copy of 2022 Annual Liquor License Renewal listing
- G. Town Clerk/Request to hang a banner across Church Street 1) from Sunday, May 8, 2022 to Sunday, May 22, 2022 to advertise the 2022 Annual Town Election to be held May 17, 2022, and 2) from Sunday, October 30, 2022 to Sunday, November 13, 2022 to advertise the State Primary in September [Date: TBD]**
-Copy of memo requesting a banner be hung across Church Street

- VI. DISCUSSIONS/None**
- VII. TOWN MANAGER'S REPORT/None**
- VIII. SELECTMEN'S CONCERNS**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

DRAFT

BOARD OF SELECTMEN'S MEETING December 20, 2021

A meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 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.

APPROVAL OF MINUTES: October 4, 2021. A motion/Mr. Athanas, seconded/Mrs. Cannon to approve the October 4, 2021 meeting minutes as presented with the readings omitted. Vote yes/Unanimous.

PUBLIC HEARING/None

APPOINTMENTS: By the Town Manager [Vote to Affirm]/1) Amy Cowen, Council on Aging - Program/Volunteer Coordinator Present: Kelly Bol, COA Director. Ms. Bol introduced Ms. Cowen who is a Northbridge resident with a very impressive resume and looks forward to having Ms. Cowen on the Council on Aging Team. Ms. Cowen was thankful for this opportunity, and has worked with seniors in the past, and explained she most recently has spent the last 13 years as a classroom teacher. Ms. Cowen explained she wanted to get back to working with seniors and loved the idea of being able to serve the town in which she resides. A motion/Mr. Melia, seconded/Mrs. Cannon to affirm the Town Manager's appointment of Ms. Cowen to the Council on Aging as the Program/Volunteer Coordinator. Vote yes/Unanimous.

RESIGNATION: Yvette Ayotte-Kind, Council on Aging / Vote to accept. A motion/Mr. Melia, seconded/Mr. Collins to accept the resignation of Yvette Ayotte-Kind from the Council on Aging. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

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. Mrs. Briere noted that there were no changes to her renewal. A motion/Mr. Athanas, seconded/Mrs. Cannon to renew the 2022 licenses for the Common Victualler, Automatic Amusement [Juke Box], and Weekday indoor Entertainment licenses. Vote yes/Unanimous.

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. A motion/Mr. Melia, seconded/Mr. Collins to approve the request from Whitinsville Golf Club, Inc. for a Change of Manager/Officers – All Alcohol Club License and the request a change of manager for the Non-alcoholic Common Victualler. Vote yes/Unanimous.

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. Members Mr. Trier, Mr. Gallagher and Mr. Farley were in attendance to present their request. Mr. Trier thanked the Board and Town for their ongoing support in honor the Veterans throughout the town. Mr. Gallagher explained they have been working on getting documentation together on veterans, which contains a plethora of information sorted by conflict. The documentation is not complete, and information is missing. Currently the manual they are working on contains information on 96 veterans, monuments in town, bridges, fields, and squares. Mr. Farley explained they have updated 5

plaques throughout the squares in town to which include veterans name, branch of service and date of death. The hope in updating the squares is to make new residents informed as to who these veterans were. Mr. Trier stressed the importance of respecting our veterans and make sure they are recognized and remembered. Mr. Trier recommended installing a new memorial for Walter J Crother, who was killed in action in Germany. The location of the memorial would be on the corner of Fowler Road and Hill Street. The Board agreed in educating students in the importance of respecting veterans and all support their efforts and ideas. A motion/Mrs. Cannon, seconded/Mr. Melia to place a square on the corner of Fowler Road and Hill Street honoring World War II fallen service member Walter Crothers. Vote yes/Unanimous.

Winter Parking Ban/Present: Kevin Plante. Town Manager Gaudette explained that Mr. Plante contacting him about bringing a discussion forward to revise the winter parking ban and concerns he has. Selectman Melia inquired if the resident has spoken with the Chief of Police or the Safety Committee. Chief Labrie replied that he has not. Mr. Plante was not present at this meeting, so the Board moved forward.

Fire Station Project Update (Joint meeting with the BPC)/Present: Ted Galante, Yar Lasko, Joe Sullivan, Fire Chief David White. Town Manager Gaudette informed the Board that since the last update, he has studied the budget and done some reconciliation. Mr. Galante reviewed the draft plans and explained the layout of the building and entry point. Mr. Galante then moved on to the budget, noting that there have been significant increases in cost on materials, labor, site work, building program requirements, and Planning Board requirements. He explained that as these cost increases come, they try and balance them with cost offsets. To do that, they could eliminate the Planning wing or build a slab for the outbuilding. Mr. Collins asked what an independent commission agent is. Mr. Galante explained that it is an outside group that tests all of the HVAC and plumbing to make sure it is what was designed. Mr. Collins felt that the way it was sold to the public was that this would be a new fire station with the Code Enforcement wing attached and felt they should go back to the town for more money. Selectman Athanas asked if the neighbors had attended the Planning Board meeting to indicate their needs and concerns. Mr. Galante replied they had. Selectman Melia noted that the number given tonight is a guesstimate as to how much the project could be over budget by the time the bids come out. Selectman Melia pointed out that at the previous meeting the Board was told March 1st would be the date shovels go in the ground. He then followed up to ask what the date would be now with the budget setback. Mr. Sullivan replied that it would still be March 1st, which will include grubbing of the site and clearing stumps to prepare the land, and they would still be putting out the bid in the Spring and would have a hard number prior to the Town Meeting. Mr. Galante added that the bids are going to be done in two phases, the first will be the site clearing phase, and the second would be done in late April for the hard bids, which will go to the May 3rd Town Meeting. Selectman Melia asked if there were any other areas that could be cut without sacrificing too much. Mr. Galante advised that they have worked with all teams looking for possible cuts, but all cuts have been made. Mr. Sullivan acknowledged that since the beginning of the project they evaluate the costs to get the lowest cost without sacrificing the needs. Selectman Melia explained that several months ago we were notified the first portion of the borrowing for the school came in at a very favorable interest rate. Chairman Ampagoomian reasoned that he felt they should keep to the original plan to keep the planning wing as part of the fire station. Selectman Athanas questioned what happens if the voters choose not to support the additional funding for the Fire Station. Mr. Galante replied that it would delay the project until the next town meeting, and the building size would need to decrease. He further noted that the prices will escalate in that waiting period and you will end up paying more money for a smaller building. Selectman Cannon asked if there are any other Towns facing a similar situation. Mr. Galante replied that they just went through the process with the Town of Dennis, the bids came in favorable, but they brought hard bids in before signing the contractor. Chief White added that they have been working very diligently and made cuts where possible. Town Manager Gaudette explained that they would be advertising the pre-qualifications next week, and the Board will be updated as the project moves along.

TOWN MANAGER'S REPORT: 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 14th. The first Conservation Commission Meeting was held on December 1st. The BPCC held a meeting this past week on December 15th. The Town Manager, BPCC, and design team will discuss with the BOS at their Meeting this coming Monday, December 20th. **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 1st. **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 3rd. 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 8th. Next step is to have the providers proposing plans to present to the IAC on Wednesday, January 5th. **6) Northbridge Elementary School Reuse Study**: The RFP was advertised on November 17th. The Town manager and Highway Superintendent Jamie Luchini held a building walk-through on December 1st. Proposals were due today on December 17th. 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 27th and all staff will be remote until at least January 31st 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.

SELECTMEN'S CONCERNS: Selectman Melia 1) wished all the residents and employees a Merry Christmas and a Happy New Year. **Chairman Ampagoomian 1)** asked if there were enough plow drivers. Town Manager Gaudette replied that we do and he has not been told it is a concern. **2)** wished everyone a Merry Christmas and a Happy New Year.

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

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

Meeting Adjourned: 8:01 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

December 20, 2021

- I. APPROVAL OF MINUTES: A. October 4, 2021**
-Copy of October 4, 2021 meeting minutes
- 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**
-Copy of offer letter to Amy Cowen
-Copy of cover letter
-Copy of resume
- C. RESIGNATION: Yvette Ayotte-Kind, Council on Aging / Vote to accept**
-Copy of letter of resignation
- 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/No documentation**
- 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**
-Copy of memo to the Board of Seletmen outlining the requested changes
-Copy of Monetary Transmittal Form
-Copy of DOR Certificate of Good Standing
-Copy of Unemployment Certificate of Good Standing
-Copy of application for multiple amendments
-Copy of Entity Vote
-Copy of corporation Certificate
-Copy of payment confirmation
-Copy of Certificate of Liability
-Copy of Tips Certifications
-Copy license routing slip
-Copy of Application for Common Victualler's License
- 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.**
-Copy of Trustee's of Soldiers' Memorials report
- VI. DISCUSSIONS:**
- G. Winter Parking Ban/Present: Kevin Plante/No documentation**

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

- VII. TOWN MANAGER'S REPORT/No documentation**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

DRAFT

A.6.

BOARD OF SELECTMEN'S MEETING

January 24, 2022

A virtual meeting of the Board of Selectmen was called to order by Chairman Ampagoomian at 7:00 PM, using Zoom Video Communication (Video Conferencing App). Board Members Present: Ampagoomian, Athanas, Cannon, Collins and Melia. Also Present: Adam D. Gaudette, Town Manager.

Chairman Ampagoomian asked all attendees to mute their microphones unless they are speaking or wish to speak. The Pledge of Allegiance was recited by those present.

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

APPROVAL OF MINUTES/None

PUBLIC HEARING/None

APPOINTMENTS: A. Open Space and Recreation Plan Update Committee: 1) Christine Johnson, Member at Large. Ms. Johnson acknowledge that she was pleased to be considered to be a member of the Open Space and Recreation Plan Update Committee. She is currently on the Historical Commission and the Cultural Council and looks forward to giving back to the town through volunteering. **2) Christopher Allen, Selectmen's Rep.** Mr. Allen thanked the Board for having him. Selectman Melia asked both candidates what interested them in coming forward to serve on this committee and what they expect to accomplish. Ms. Johnson replied that she grew up in the Blackstone Valley and it is very near and dear to her and continuing to provide for the future generations, things that she enjoyed as a youngster means a lot. Mr. Allen mentioned that he has lived here for 20 years and enjoys the Open Space and the ruralness and would like to help to preserve that. A motion/Mr. Melia, seconded/Mrs. Cannon to appoint Christine Johnson to the Open Space and Recreation Plan Update Committee as the member at large, and Christopher Allen to the Open Space and Recreation Plan Update Committee as the Selectmen's Rep. Vote yes/Unanimous.

CITIZENS' COMMENTS/INPUT/None

Blackstone Valley Chamber of Commerce/Request for a one-day Weekday Entertainment License for the 2022 Home and Community Expo to be held Saturday, March 12, 2022, 10AM – 2PM at the NHS Field House. Present: Liz O'Neil, Director of Programs, Events and Memberships & Jeannie Hebert, President and CEO. Ms. Hebert explained that after canceling for two years they are now moving forward with the Home and Community Expo, and with that they usually have entertainment, which is community based. A motion/Mr. Athanas, seconded/Mr. Melia to approve the request for a one-day Weekday Entertainment License for the 2022 Home and Community Expo to be held Saturday, March 12, 2022, 10AM – 2PM at the NHS Field House. Vote yes/Unanimous.

Rockdale Gun & Rod Club/1) Vote to accept the monetary donation to the Police Department in the amount of \$2,500.00 2) Vote to accept the monetary donation to the Fire Department in the amount of \$2,500.00 /Present: Police Chief Labrie, Fire Chief White. Shane Fung-A-Fat, President of the Rockdale Fun and Rod Club was in attendance, and reasoned that they wanted to make a donation to the

Police and Fire Department. Chairman Ampagoomian commented that it was sad to see them forces to dissolve the club as a result of the property and inquired if there were any other locations they could obtain. Mr. Fung-A-Fat answered that they have but finding the land would be a large monetary amount, so they opted to dissolve the club and the memberships have been absolved by other clubs. Lt. Ouillette noted that the Police Department greatly appreciates the donation, and they plan to purchase additional patrol rifles in the cruisers. Chief White graciously appreciated the donation as well and noted that they plan to purchase first aid kits for all the apparatus. A motion/Mr. Collins, seconded/Mrs. Cannon to accept the monetary donation to the Police Department in the amount of \$2,500.00 and the monetary donation to the Fire Department in the amount of \$2,500.00. Vote yes/Unanimous.

Pine Grove Cemetery Deed/Peter Bedrosian [Lot #36, Two Graves, Walnut Ave (North)]. A motion/Mr. Athanas, seconded/Mr. Melia to approve the sale of Lot #36, Two Graves, Walnut Ave (North) to Peter Bedrosian. Vote yes/Unanimous.

Spring Annual Town Meeting [May 3, 2022] / 1) Vote to close the warrant on Friday, March 4, 2022 at 12:00 Noon and 2) Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant. A motion/Mr. Melia, seconded/Mrs. Cannon to close the warrant on Friday, March 4, 2022 at 12:00 Noon and to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant. Vote yes/Unanimous.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, January 10, 2022 – Weekly Conference Call for the Fire Station Project. Tuesday, January 11, 2022 – Met virtually with UniBank President, Michael Welch. Wednesday, January 12, 2022 – Conducted a walk-through of NES with J. Luchini for folks looking to rent space. Wednesday, January 12, 2022 – Attended a virtual BPCC meeting for the Fire Station Project. Friday, January 14, 2022 – Had a virtual meeting with the Fire Station Architect, Yar Lasko from TGAS, to discuss the Planning Wing layout. Monday, January 17, 2022 – Holiday – MLK Day. Wednesday, January 19, 2022 – Met with Chief T. Labrie to discuss Budget and Personnel. Wednesday, January 19, 2022 – Met with Selectman Melia to provide updates. Thursday, January 20, 2022 – Held a virtual Department Head Meeting. Thursday, January 20, 2022 – Met virtually with Town Counsel, Chief Labrie and the Police Union to discuss Civil Service Revocation. Friday, January 22, 2022 – Attended the virtual MMA Conference. **2) Fire Station Project:** The BPCC will hold its next meeting on February 1st. The architect continues to work on the design which now again includes the Planning Wing. The Design Team is preparing to advertise the early site package. Pre-qualifications for Subs and GC's have been submitted and the group will be providing rankings to the BPCC. **3) Fire Department Strategic Plan:** The Town Manager and Fire Chief selected the consultant CPSM for this project. The services agreement has been finalized and the Town Manager has issued the Notice to Proceed. The Project is expected to be completed in the next 150-180 days. **4) American Rescue Plan Act (ARPA):** 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 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 Manager will provide a Funding Project Plan as part of the FY2023 Budget and Capital Planning Process. **5) Northbridge Elementary School Reuse Study:** The RFP Proposals were due on December 17th. The BPCC will be holding interviews at their next meeting on February 1st to select a qualified firm to perform the study over the winter/spring of 2022. **6) Fire Department Radio Communications Study:** The RFP for this project, which is being funded by a State Capital Earmark, was advertised on January 12th and responses are due January 28th. **7) 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 had the providers proposing plans present to the IAC on Wednesday, January 5th. The IAC will be meeting on January 26th to select the new provider. Selectmen Athanas asked what the cost would come in at compared to what is in place now. Town Manager Gaudette replied that we

have two providers in the range of 4-5%, which isn't bad for active employees. Right now the Insurance Advisory Committee are pondering the two different proposals. **8) 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. Draft budgets and capital plans will be prepared for February 1st.

SELECTMEN'S CONCERNS: Selectman Melia 1) asked if Town Manager Gaudette could explain the Fire Department Strategic Plan. Town Manager Gaudette outlined that the Strategic Plan is a process or study where an outside third party assists in evaluating strengths and weaknesses and to set up goals and objections for a 5-year period. He further explained that a good time to do this is when there is a change in leadership, and even though Chief White has been on for four years now, with the new station coming on, it would be a good time to undergo as there will be discussions of capital, staffing, and resources. Looking ahead, next year will be the Police Department, with the recent changes in upper management. Selectman Melia asked how long it takes. Town Manager Gaudette stated typically 4-6 months. The idea is the goals and objectives will be reviewed every year by a committee to evaluate and reset every 5 years depending on any hurdles or advancements that come within that timeframe. **2)** followed up on his previous request for a quote for digital signboard. Town Manager Gaudette reported that Mr. Luchini provided him with a quote, and it would be part of the capital review process and will need to be prioritized. **3)** asked if the Bylaw Review Committee should be meeting. Town Manger Gaudette replied that they are slightly behind, but we just recently got the fourth candidate, so the plan is once the committee is full, they will begin meeting. **4)** asked about the car wash that the Town took over and if the owner has up to a year to pay off the taxes and take the property back. Town Manager Gaudette explained that the property is in tax title, so it does not necessarily belong to the town. The tax title taking process goes to court and eventually the town has exercised its rights to acquire the property and then the owner has a year to pay back their taxes to regain full ownership.

ITEMS FOR FUTURE AGENDA/None
CORRESPONDENCE/None
EXECUTIVE SESSION/None

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

Meeting Adjourned: 7:25 PM

Respectfully submitted,

Russell D. Collins, Clerk

/mjc

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

January 24, 2022

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS:**
A. Open Space and Recreation Plan Update Committee: 1) Christine Johnson, Member at Large
-Copy of Christine Johnson's Talent Bank Form
2) Christopher Allen, Selectmen's Rep.
-Copy of Christopher Allen's Talent Bank Form
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS**
B. Blackstone Valley Chamber of Commerce/Request for a one-day Weekday Entertainment License for the 2022 Home and Community Expo to be held Saturday, March 12, 2022, 10AM – 2PM at the NHS Field House. Present: Liz O'Neil, Director of Programs, Events and Memberships & Jeannie Hebert, President and CEO
-Copy of application for an entertainment license
-Copy of Revenue Enforcement and Protection attestation
-Copy of Workers' Compensation Insurance Affidavit
-Copy of Certificate of Liability Insurance
C. Rockdale Gun & Rod Club/1) Vote to accept the monetary donation to the Police Department in the amount of \$2,500.00 2) Vote to accept the monetary donation to the Fire Department in the amount of \$2,500.00 /Present: Police Chief Labrie, Fire Chief White
-Copy of letter to the Police Department explained the monetary donation
-Copy of letter to the Fire Department explaining the monetary donation
D. Pine Grove Cemetery Deed/Peter Bedrosian [Lot #36, Two Graves, Walnut Ave (North)]
-Copy of Pine Grove Cemetery Deed for Peter Bedrosian
E. Spring Annual Town Meeting [May 3, 2022] / 1) Vote to close the warrant on Friday, March 4, 2022 at 12:00 Noon and 2) Vote to give notice to the Town Clerk to place vacancies from elected boards on the Town Election Warrant.
-Copy of memo giving notice of vacancies
- VI. DISCUSSIONS/None**
- VII. TOWN MANAGER'S REPORT**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

TALENT BANK APPLICATION

B.2.

please return to:

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

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

Date: 1/3/2022

Name Bryan Bradley

P. O. Box

Home Address 15 Lousia Dr, Whitinsville, MA 01588

Email Address bbradleyarmy@yahoo.com

Telephone Cell 5089541257

Business Worldband

Address 174 Mendon St, Bellingham, MA 02019 Tel. 5086571095

Current Occupation/Title President Of Operations

Education Vocational Degree (Blackstone Valley Tech)

Governmental, Civic & Community Activities

Charitable & Educational Activities Current IT Chair Advisor for BVT, SkillsUSA Manager for BVT

Town Committees or Offices None

I am interested in the following Committees: Zoning Board of Appeals

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

NAME: **Bryan Bradley**

PRECINCT# **1**

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- | | |
|-----------------------------------|-----------|
| 1. Zoning Board of Appeals | 4. |
| 2. | 5. |
| 3. | 6. |

Present Interest or business affiliation (dates, places)

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

Current chairman of BVT Advisory IT Committee

Special skills and education (be specific)

Vocational Degree in IT

I run a small to medium size IT Business that handles IT for multiple trades and local government.

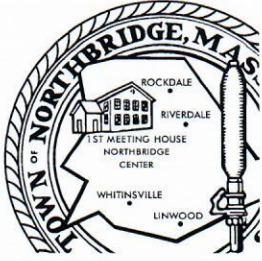
How experience relates to particular committee interest

This would be a new position for me. I am new to Northbridge and want to help contribute my time and in continuing to grow Northbridge with future project. I am motivated to learn and to work as team player. I am very eager to get involved with local government and its committees t help better the community.

ADDITIONAL COMMENTS: **I spent 9 years in the Army. During those 9 years safety, dedication and commitment were taught. I will bring all I know to help, and if I don't know it I will learn it.**

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


C.1.



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

MEMORANDUM

TO: Board of Selectmen
FROM: Adam Gaudette, Town Manager 
RE: DPW Director Position
DATE: Wednesday, February 9, 2022

Please allow this correspondence to serve as my recommendation to appoint Jamie Luchini (currently the Highway Superintendent) as the Interim DPW Director as of Jim Shuris' Retirement Date on March 4th.

This will allow for a smooth transition while Jamie and I plan for the future of the Department in terms of structure and organization.

If you require additional information, please let me know.

To Whom it may concern,

I am interested in applying to the clerk position in the assessor's office. I have been acknowledged for my friendly manner, ability to give helpful information, and maintain efficiency while working in a fast paced environment. I'd welcome speaking with you in person about how I can fill the clerk position at the Northbridge Town Hall.

My qualifications include:

Associates degree in business from Eastern Nazarene College

Familiar with Microsoft office products

Type at 40 wpm

Pc aptitude

I've included the application from the Town Hall website as well as my resume for your review. Thank you in advance for your consideration



Lillian Thompson

~~XXXXXXXXXXXX~~

~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

APPLICATION FOR EMPLOYMENT

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

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

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

(PLEASE PRINT)

Date of Application: 1/10/2022

Position(s) Applied For: Clerk - Assessor's office

Referral Sources: Advertisement Friend Relative Walk-In
 Employment Agency Other: Town website

Name: Thompson Last Lillian First Margaret Middle

Address: ~~XXXXXXXXXXXXXXXXXXXX~~ West Hill Road No. Uxbridge City MA State 01569 Zip Code

Telephone: ~~XXXXXXXXXXXX~~ Area Code

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

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

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

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

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

On what date would you be available for work? ASAP

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

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

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

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

1. Employer: Uxbridge Public Schools Address: 116 Granite St.
City: Uxbridge State: MA Zip: 01569 Phone: 508-278-9653 ext. 3
Supervisor: Betty Jean Brodeur Reason for Leaving: Working as a substitute, need more hours
Dates Employed: from: 2015 to: present Work Performed: Day Care Aid

2. Employer: Carroll Enterprises Address: 554 Main St.
City: Worcester State: MA Zip: 01608 Phone: 508-770-0257
Supervisor: _____ Reason for Leaving: family needed my attention
Dates Employed: from: 2014 to: 2015 Work Performed: Data Entry,
Filing, research

3. Employer: Golden Pond Address: 50 West Main St.
City: Hopkinton State: MA Zip: 01748 Phone: 508-435-1250
Supervisor: _____ Reason for Leaving: Opportunity to work days
Dates Employed: from: 2009 to: 2014 Work Performed: Certified Nurses Assistant

4. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

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

EDUCATION:

	High School	College/University	Graduate/Profession
School Name:	Stoughton High School	Fisher College / Eastern Nazarene College	
Years Completed: (Circle)	1 2 3 ④	1 ② 3 4	1 2 3 4 or more
Diploma/Degree		Assoc. General Studies / Assoc. Business	
Describe Course of Study:			
Describe specialized training, apprenticeship, skills, and/or extracurricular activities			
Honors Received:		High honors /	

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

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

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

1. Philippe Jordan ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ Uxbridge MA
2. Anthony Borzarsti ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ Bridgewater MA
3. Andrew Weidner ~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~ Plymouth MA

APPLICANT'S STATEMENT

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

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

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

 _____
Signature of Applicant

1/10/2022
Date

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

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

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

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

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

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

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

Signature _____

Date: _____

1/10/2022

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

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

~~XXXXXXXXXXXX~~ < Uxbridge MA, 01569

Lillian M. Thompson

~~XXXXXXXXXX~~ < ~~XXXXXXXXXX~~@gmail.com

Experience

Uxbridge Public Schools Oct. 2010 – June 2011, Sept 2014 - 2019, substitute 2019 - present

Daycare Aide Uxbridge, MA

Implementation of social and academic activities, as well as, supervision and support of students in an academic setting.

Carroll Enterprises April 2014 – 2015 Commissions processor Worcester, MA

Prepared documents for data entry, entered data into designated database and forms. Recorded all tasks and activities, prepared and submitted reports.

Golden Pond Assisted Living Facility August 2009 – April 2014 CNA Hopkinton, MA

Working within a fast paced, multi-task oriented position concentrating on the care and well-being of many residents while maintaining a homelike environment. Protected and promoted resident rights and assisted the person to maintain independence.

Stay-at-home Mother February 2001 – August 2009

Worked alongside teachers to help plan and oversee academic goals through team meetings. Also implemented and coordinated multiple activities and schedules.

Education

Fisher College General Studies N. Attleboro, Ma

Completed an associate's degree of science in general studies. Credits received include; Introduction to Computer spread sheets, Computer Operating systems, Business Communication with power point.

Eastern Nazarene College Business Quincy, MA

Completed an associate's degree of liberal arts in business general. Credits received include; Principles of Marketing, Speech Communications, Self and Team Management Skills, Foundations of Leadership.

C.3.a.

Premsai Nagabhyrava, MPH

~~XXXXXX~~ 200 Maple Street, Boston, MA 01505

~~XXXXXX~~ XXXX@XXXXXX.com | 508-380-30X6

EDUCATION

Boston University School of Medicine
Masters of Science in Medical Sciences

May 2022

Tulane University School of Public Health and Tropical Medicine
Master of Public Health, Epidemiology

Sept 2020

Boston University
Bachelor of Arts and Sciences, Neuroscience
Dean's List: Fall 2012, Spring 2013, Spring 2016

May 2016

RESEARCH EXPERIENCE

Boston Children's Hospital, Boston, MA
Neurology Department

Jul 2019 - Jul 2020

Clinical Research Specialist

- Designed our study protocol and informed consent forms for natural history study on Adaptor protein-4-associated hereditary spastic paraplegia
- Performed chart reviews and consented families with rare neurological disorders for study entitled "Investigating the Cellular Basis of Neurological Disorders"
- Recorded and compiled consent documents and data
- Organized and reported written summaries of project reports and program outcomes in a timely manner
- Assisted in creating and maintaining study-specific manuals of operations
- Designed, developed and maintained REDCap database for natural history study on Kleefstra syndrome

Spivack Center for Clinical and Translational Neuroscience, Boston, MA
Laboratory for Human Neurobiology

Jul 2015- Aug 2016

Undergraduate Research Assistant

- Worked as a primary psychometrician administering 1.5-hour neuropsychological batteries on schizophrenic and healthy patients
- Conducted literature searches and developed trial protocols
- Maintained detailed notes of each laboratory meeting and assisted with lab upkeep
- Created chart reviews of gathered data, summarized research findings and presented during weekly laboratory meetings

Evans Biomed Research Center, Boston, MA
Undergraduate Research Assistant

Feb 2013- Jan 2014

- Carried out Western blotting, protein assays, and cell culture on mammalian cells
- Maintained lab equipment by autoclaving, dishwashing and preparing solutions and tissue culture media
- Conducted literature searches on autosomal dominant polycystic kidney disease and von Hippel-Lindau disease
- Prepared minutes for weekly laboratory meetings

CLINICAL EXPERIENCE

Beth Israel Deaconess Medical Center, Boston, MA
Orthopedics Department

Nov 2018 - Jun 2019

Medical Scribe

- Accompanied providers to document patient interactions, assisted with patient flow, and partnered with staff to deliver efficient patient care
- Performed detailed SOAP note documentation for clinic visits and assisted with billing encounters
- Provided non-medical supportive care to patients and families
- Managed medical documents within the EMR, assisted with e-prescribing and e-visit tickets

Tulane Medical Center, New Orleans, LA

Jan 2018 - Jun 2018

Dept of Plastic and Reconstructive Surgery, Dept of Otolaryngology

Clinical Shadowing

- Shadowed Dr. Chaffin (plastic surgeon) and Dr. Ellis (otolaryngologist) in outpatient clinics
- Attended weekly surgical grand rounds
- Observed burn scar contracture releases, skin grafting, liposuction, and blepharoplasty procedures
- Assisted physicians during wound debridements

LEADERSHIP EXPERIENCE

Sathya Sai Community Service Organization, Boston, MA

Jul 2013 - Jan 2016

Massachusetts Chapter Young Adult Representative

- Coordinated monthly and yearly community service projects such as sing-alongs in nursing homes and volunteering at the Perkins School for the Blind
- Worked with Habitat for Humanity volunteers to install drywall, sand, and paint houses damaged from flood and fire in Breezy Point, NY after Hurricane Sandy
- Raised funds to donate clothes and hygiene kits to homeless women
- Worked alongside 22 non-profits and 5 faith-based organizations to bring communities together and celebrate unity in diversity through a community fair

Tulane University Student Government Association, New Orleans, LA

Sept 2017 – Jun 2018

Student Health Chair

- Planned and moderated four thought symposiums, study groups, and monthly general body meetings
- Organized a Gun Violence Awareness Day and school-wide walkout for the #metoo movement.
- Led a multilingual advertising campaign to promote available health services
- Promoted cultural competency by creating a health education program for international students

VOLUNTEER EXPERIENCE

People In Peril Shelter, Worcester, MA

Jan 2008-Aug 2016

Volunteer

- Cooked and served healthy meals to homeless shelter residents in Worcester, MA every month

St. Joseph's Leprosy Patients Society, Khammam, India

Sept 2016-Dec 2016

Community Volunteer

- Worked with local volunteers to serve hot meals and distribute clothes to individuals suffering with Hansen's disease

Sankalp Volunteer, Khammam, India

May 2014- Aug 2014

International English Teacher

- Taught seventeen young women basic conversational English in preparation for their job interviews
- Developed system of classroom supplies by collecting unused and misprinted paper from a local printing store for note-taking

SKILLS

Language: Telugu (Proficient), Spanish (Basic)

Software: SAS, STATA, SPSS, MATLAB, CCC (Center for Clinical Computing), REDCap, Microsoft Office, Adobe

Professional: Excellent communication skills and extensive experience speaking to large groups

HONORS

(2021) Omega National Honorary Society in Public Health

PUBLICATIONS

Ebrahimi-Fakhari D, Teinert J, Behne R, Wimmer M, D'Amore A, Eberhardt K, Brechmann B, Ziegler M, Jensen DM, Nagabhyrava P. Defining the clinical, molecular, and imaging spectrum of adaptor protein complex 4-associated hereditary spastic paraplegia. *Brain*. October 2020.

Also worked for same facility as Per Diem Staff Charge Nurse Skilled Nursing and Long term care Unit, Nursing Supervisor and Staff Development Coordinator

Regional Wound Care Specialist/Nurse Consultant

TRINITY MEDICAL SERVICES - Newton, MA
2002 to 2003

Wound Care Assessment and treatment recommendations, Medicaid Certifications and recertifications for specialty mattresses and wound care therapies, Provided Nursing Staff Education Programs about skin, skin care, wound prevention and wound treatments

Home Care Case Management Nurse and IV Therapy Nurse

CERTIFIED NURSING SERVICES - Worcester, MA
1996 to 1999

Wound Care Management
Home IV/Chemotherapy Nurse

Primary RN

FALLON CLINIC SURGERY AND UROLOGY DEPARTMENT - Worcester, MA
1993 to 1996

Medical Surgical/Urology Nurse
Assisted in minor outpatient surgical procedures
Wound Care Nurse, and Telephone Triage

Education

Master's in Community/Public Health Nursing

Worcester State University - Worcester, MA
September 2019 to Present

Certificate in Public Health

MA Local Public Health Institute - Worcester, MA
February 2013 to June 2013

Bachelor's in RN to BSN Program

Anna Maria College - Paxton, MA
2000 to 2010

Associate of Science in Nursing

Quinsigamond Community College - Worcester, MA
December 1993

Health Care Certificate Program

Quinsigamond Community College - Worcester, MA
1989 to June 1990

Nursing Licenses

RN

Expires: May 2022

State: MA

Skills

- References and Portfolio with skills, awards and achievements provided at time of interview. Experience is more than (10+ years)
- Staff Nurse
- Home Health
- Med Surg
- RN
- Medical Surgical
- Microsoft Excel
- Documentation review
- Nursing
- Microsoft Word
- Occupational health
- Public health
- Basic IV
- Medication administration
- Case management
- EMR systems
- Hospital experience
- Experience administering injections
- Workers' compensation
- Teaching
- Home care
- Customer service

Certifications and Licenses

Health Provider BLS

Yellow Fever Vaccination Administration Certified

Present

Assessments

Attention to Detail Skills — Proficient

January 2019

Measures a candidate's ability to use diligence when drafting and editing documents.

Full results: [Proficient](#)

Verbal Communication — Highly Proficient

January 2019

Measures a candidate's ability to effectively convey information when speaking.

Full results: [Highly Proficient](#)

Electronic Medical Records Knowledge — Highly Proficient

January 2019

Measures a candidate's knowledge of EMR data and associated privacy regulations, as well as best practices for EMR use.

Full results: [Highly Proficient](#)

First Aid Skills — Proficient

January 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [Proficient](#)

Nursing Skills: Clinical Judgment — Highly Proficient

January 2019

Measures a candidate's ability to assess a patient's condition and implement the appropriate medical intervention.

Full results: [Highly Proficient](#)

Medical Terminology — Proficient

January 2019

Measures a candidate's ability to understand and appropriately use medical terminology.

Full results: [Proficient](#)

First Aid — Familiar

May 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [Familiar](#)

Electronic Medical Records Knowledge — Expert

July 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: [Expert](#)

Active Listening — Proficient

July 2019

Actively listening and appropriately responding in conversations.

Full results: [Proficient](#)

Critical Thinking — Highly Proficient

July 2019

Using logic to solve problems.

Full results: [Highly Proficient](#)

First Aid — Highly Proficient

August 2019

Treating common medical emergencies.

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Any additional information and/or references will be provided at time of interview

- Portfolio provided for review at time of interview
- Portfolio contains Education information, physical exam and proof of immunity to MMR, varicella, and Hepatitis B as well as vaccination and TB Skin Test results

C.3.c



TOWN OF NORTHBRIDGE
BOARD OF HEALTH

7 Main Street
Whitinsville, MA 01588
Phone# (508) 234-3272 Fax# (508) 234-0821

MEMORANDUM

February 9, 2022

To: Adam Gaudette, Town Manager

From: Jeanne M. Gniadek, Board of Health Administrator /jmg

Subject: Part-Time Health Inspector Position – Kaitlin Donahue

Please be advised that at a meeting of the Board of Health, held February 8, 2022, the Board discussed the candidates for the part-time health inspector position and is providing you, as the appointing authority, their recommendation that Ms. Kaitlin Donahue be appointed to this position.

Ms. Donahue would replace the positions recently vacated by Ms. Terry Gilchrist, our restaurant inspector who recently retired, and Ms. Danielle Edmands, our housing inspector who recently was hired full-time through the Blackstone Valley Partnership for Public Health Excellence Grant.

Ms. Donahue is currently employed part-time with the Town of Uxbridge as their Health Inspector. I had the privilege of working side by side with Ms. Donahue during the Southern Worcester County Covid Vaccination Clinics and I can attest to her work ethic in that regard.

I've attached her resume and look forward to hearing from you to get this appointment confirmed through your office as soon as possible.

If you should have any questions regarding this matter, please do not hesitate to contact me.

/jmg
Enclosure

Kaitlin Donahue

Uxbridge, MA

Authorized to work in the US for any employer

Work Experience

Health Inspector

Town of Uxbridge Board of Health - Uxbridge, MA

August 2021 to Present

Health Inspector for the Town of Uxbridge

- Food Establishment Inspections - all routine scheduled inspections
- Process food inspections with FoodCode Pro software
- Maintain a relationship with Relevant and FoodCode Pro team
- Maintain current training and updates associated with FoodCode Pro software
- Update shared files with all inspection reports
- Complaint Inspections
- ServSafe Manager Food Safety Certified
- MA PHIT Housing certified
- Work in collaboration with other departments and Regional Inspectors on a as needed basis.
- MA PHIT housing certified
- Housing and Nuisance complaints and inspections
- Attend monthly Board of Health meetings
- MHOA, MEHA, NACCHO member and continue to attend all applicable training and conferences.

Administrative Assistant

Town of Uxbridge - Uxbridge, MA

March 2021 to July 2021

Administrative Assistant for Board of Health and Southern Worcester County Vaccination Clinic

- Manage patient records for Board of Health and Southern Worcester County Vaccine Clinic
- Schedule patient appointments
- Provide excellent customer service
- Provide timely support to other staff for any immediate or unforeseen needs
- Use personal judgement and knowledge to answer questions/concerns with clinic patients or other clinic volunteers/staff in a fast paced environment
- Maintaining office supply inventory in conjunction with other BOH administrators
- Developed unique practices to accommodate time constraints and boost efficiency
- Maintain and process sensitive account information
- HIPAA
- Travel and coordinate within Southern Worcester County collaborative towns for pop-up clinics at various locations and schools
- Maintain great working relationships with all Board of Health and Emergency Services employees within the 13 town collaborative

Independent Contractor

Renaissance Salon - Bellingham, MA
September 2017 to April 2019

- Transitioned to independent contractor as Master Stylist to continue servicing my clients in a new space and maintain client retention
- Responsible for all ordering, booking, and record keeping for personal client base
- Well rounded stylist who cares deeply not only about their clients hair but their general well being and life as well

Owner/Master Stylist

Salon Hue - Milford, MA
January 2012 to August 2017

- Designed and built in December of 2011 and opened in January 2012
- Responsible for all aspects of salon operations
- Operated as a booth rental salon with 4 stylists
- Implemented Vagaro salon scheduling software
- Experience with Keratin Color Therapy, Keratin smoothing services, Goldwell, as well as many other color lines and specific products that are utilized for different targeted services and applications
- Experienced in all aspects of haircutting and styling
- Specializing in wedding and formal hair styles for both in-salon and on-site services
- Continuously maintaining good working relationships with fellow stylists and networking within the industry

Hair Stylist

Independent Contactor - Milford, MA
June 2008 to December 2011

- Transitioned from a commission based position to an independent contractor renting space in Milford
- Client retention maintained strong throughout transition
- Obtained many new clients from surrounding area thru existing relationships
- Responsible for all product orders, scheduling and bookkeeping

Hair Stylist

Kim's Cutting Connection - Franklin, MA
February 2002 to May 2008

- Highly recommended by lead instructor for an assisting position at a well established salon in Franklin
- Assisted the owner, gaining the confidence and knowledge that allowed me to build a full 40+ hour clientele upon achieving my state board of cosmetology license
- Attended various color, cutting and Keratin training courses through CB Sullivan and Marcello Salon Services education departments
- Built strong relationships with clients, a majority of which I've had the pleasure of working with for almost 15 years

Education

Adult Cosmetology Program

Tri-County Regional Vocational Technical High School - Franklin, MA
September 2001 to June 2002

3 Semesters in Psychology

Westfield State University - Westfield, MA
September 1999 to March 2001

High school diploma

Nipmuc Regional High School - Upton, MA
September 1995 to June 1999

Skills

- Customer service
- Administrative Experience
- Microsoft Office
- Front Desk
- Bookkeeping
- MS Office, Excel, Word, Powerpoint and Outlook
- Administrative (10+ years)
- Calendar management (10+ years)
- Purchasing and ordering supplies
- Bookkeeping (10+ years)

Certifications and Licenses

Cosmetology Type 1

June 2004 to June 2020

State Board of Cosmetology license # 1118226

Cosmetology Type 2

June 2002 to June 2004

State Board of Cosmetology Type 2

ServSafe Food Protection Manager

August 2021 to August 2026

MA PHIT Housing certification

Present

Continuing many classes through the Local Public Health Institute of Massachusetts.

APPLICATION FOR EMPLOYMENT

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

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

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

(PLEASE PRINT)

Date of Application: 12/29/21

Position(s) Applied For: Food Inspector

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

Name: Donahue Kaitlin M
Last First Middle

Address: ~~XXXXXXXXXXXXXXXXXXXX~~ Uxbridge MA 01509
Number Street City State Zip Code

Telephone: ~~XXXXXXXXXXXX~~
Area Code

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

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

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

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

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

On what date would you be available for work? asap

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

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

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

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

1. Employer: Uxbridge BOH Address: 21 S. Main St.
City: Uxbridge State: MA Zip: 01509 Phone: 508-278-8600 ext 8
Supervisor: Erin Hightower Reason for Leaving: _____
Dates Employed: from: Aug 31, 2021 to: Present Work Performed: food inspections
housing inspections

2. Employer: Self-Employed Hair Stylist Address: _____
City: Milford State: MA Zip: 01757 Phone: _____
Supervisor: _____ Reason for Leaving: skin allergies
Dates Employed: from: 2008 to: 2017 Work Performed: salon owner & operator. All aspects of running a hair salon. Ordering, bookkeeping, permits

3. Employer: Kim's Cutting Connection Address: _____
City: Franklin State: MA Zip: 02038 Phone: _____
Supervisor: Kim Cogliano Reason for Leaving: _____
Dates Employed: from: 2001 to: 2008 Work Performed: _____

4. Employer: Carboni's Restaurant Address: 280 Cedar St.
City: Hopkinton State: MA Zip: 01748 Phone: 508-435-3465
Supervisor: Maryanne Lorentzen Reason for Leaving: Have helped her fill in a
Dates Employed: from: 2000 to: 2007 Work Performed: shift here & there over years.

5. Employer: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Supervisor: _____ Reason for Leaving: _____
Dates Employed: from: _____ to: _____ Work Performed: _____

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

EDUCATION:

	High School	College/University	Graduate/Profession
School Name:	Nipmuc Regional High School	Westfield State College	Tri-County Adult Education
Years Completed: (Circle)	1 2 3 ④	1 ② 3 4	① 2 3 4 or more
Diploma/Degree		psychology	cosmetology
Describe Course of Study:			
Describe specialized training, apprenticeship, skills, and/or extracurricular activities			
Honors Received:			

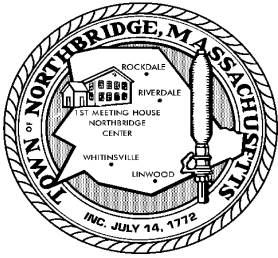
State any additional information you feel may be helpful to us in considering your application:

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

Food Protection Manager ServSafe Certified

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

1. Ann Marie Moore ~~XXXXXXXXXXXXXXXXXXXX~~
2. Erin Hightower
3. Sara Manganelli



D.

TOWN OF NORTHBRIDGE, MASSACHUSETTS

COMMUNITY PLANNING & DEVELOPMENT

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

MEMORANDUM

Date: January 24, 2022

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, February 14, 2022) to accept a monetary donation (/gift) from Stone Hill Partners, LLC, Owner/Developer of Stone Hill Condominiums.

Funds, in the amount of \$100,000.00 represents the sixth payment (/donation) for the Stone Hill Senior Living Development, where the Planning Board, as part of its Special Permit approval (dated July 19, 2019) allowed for payment in lieu of affordable units (\$467,500.00).

In accordance with the Special Permit approval Planning recommends the sum of \$100,000.00 be designated for design/construction/improvements to the Mumford Riverwalk.

[Suggested motion]

Vote to accept monetary donation (/gift) in the amount of \$100,000.00 from Stone Hill Partners, Inc. to be expended under the direction of the Planning Board for improvements to the Mumford Riverwalk.

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 DPW Director /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**

MEMORANDUM

TO: Board of Selectmen
FROM: Adam Gaudette, Town Manager/Chief Procurement Officer
RE: FY2023 Budget/Capital/Warrant Development Process
DATE: Tuesday, February 8, 2022

Please see attached several documents for your use for the Board of Selectmen Meeting coming this Monday, February 14, 2022.

These documents include the following:

1. FY2023 Budget and SATM Calendar
2. May 3, 2022 Draft Warrant (V2)
3. FY2023 Capital Funding Matrix (V2)

Also please note the following balances for reserve accounts were used in developing the FY2023 Capital Funding Plan:

- ✓ Surplus Capital Articles from Prior Years:
\$233,540.26 General Government and \$5,110.79 Sewer Enterprise
- ✓ Building Maintenance Fund:
\$307,072
- ✓ Free Cash/Retained Earnings:
\$2,221,617 Free Cash, \$537,807 Sewer RE, and \$782,303 Water RE
- ✓ Pine Grove Balances from Prior Years:
\$53,114.02

If you require additional information, please let me know.



FY2023 BUDGET CALENDAR
for
SPRING ANNUAL TOWN MEETING
May 3, 2022

-
- ~~Nov. 22, 2021:~~ BoS Meeting – Budget Goals for FY2023 for the Town Manager
- ~~Dec. 3, 2021:~~ Staff Meeting – Monthly Meeting: Discuss FY2023 Budget Development Process
- ~~Jan. 10, 2022:~~ Department Budgets and Capital Plan Updates due to Town Manager
- ~~Jan. 21, 2022:~~ Staff Meeting – Monthly Meeting: Budget Update
- ~~Jan. 24, 2022:~~ BoS Meeting – **Vote to Close the SATM Warrant on March 4, 2022 (7 Fridays)**
- ~~Feb. 1, 2022:~~ BPC Meeting – Review & Approve 5-year Capital Improvement Plan Update
- ~~Feb. 1, 2022:~~ Town Manager Submits Capital Improvement Plan to the BoS and FinCom (per Bylaws)
- Feb. 14, 2022: BoS Meeting – Introduce Draft Warrant Articles for Annual Town Meeting Warrant
- Feb. 16, 2022: FinCom Meeting – Preliminary FY2023 Budget Discussion / Introduce Draft Warrant
- Feb. 25, 2022: Staff Meeting – Monthly Meeting: Preliminary FY2023 Budget Discussion
- Feb. 28, 2022: BoS Meeting – Preliminary FY2023 Budget Discussion and **Vote to Place Articles on the Spring Annual Town Meeting Warrant**
- Mar. 2, 2022: FinCom Meeting – Public Safety Budget Presentations (Police, Fire, and DPW)
- Mar. 4, 2022: **Spring Annual Town Meeting Warrant Close Date** (at least 7 Fridays prior to SATM)
- Mar. 9, 2022: FinCom Meeting – NPS and BVT FY2023 Budget Presentations
- Mar. 14, 2022: BoS Meeting – Town Manager FY2023 Budget Update and **Vote to Place Questions on the Annual Election Ballot (if any)**
- Mar. 16, 2022: FinCom Meeting – **Public Meeting:** SATM Warrant/FY23 Budget/ARPA Presentation
- Mar. 23, 2022: FinCom Meeting – Final Budget/Capital Plan Presentation & Vote Article Positions
- Mar. 25, 2022: Staff Meeting – Monthly Meeting – Budget and Warrant Update
- Mar. 28, 2022: BoS Meeting – **Vote to Sign SATM Warrant pending Town Counsel Review**
- Apr. 1, 2022: **Last day to Post Warrant as required by Bylaw** (28 days prior to SATM is April 5)
- Apr. 1, 2022: **Last day to publish Town Manager’s Summary** (28 days prior to SATM is April 5)
- Apr. 8, 2022: FinCom Booklet Recommendations to the Town Manager’s Office
- Apr. 11, 2022: BoS Meeting – **Vote Positions on Town Meeting Warrant Articles**
- Apr. 11, 2022: **Last day to notify Town Clerk of Ballot Questions** (at least 35 days prior to Election)
- Apr. 15, 2022: FinCom Booklet to the Printer (mail postcards only – also post on-line when available)
- May 3, 2022: **Spring Annual Town Meeting**
- May 17, 2022: **Annual Town Election**
-

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE
WARRANT FOR SPRING ANNUAL TOWN MEETING
TRANSACTION OF TOWN BUSINESS
TUESDAY, MAY 3, 2022 - 7:00 P.M.**

DRAFT #2 - 2.7.22

WORCESTER, ss:

To any Constable of the Town of Northbridge in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Northbridge, qualified to vote in Town elections and Town affairs, to meet in the Northbridge Middle School on Linwood Avenue, in Whitinsville, in said Northbridge, Massachusetts, on Tuesday, May 3, 2022 at 7:00 o'clock P.M., then and there to act on the following articles:

ARTICLE 1: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills; or take any other action relative thereto.

ARTICLE 2: (Board of Selectmen)

To see if the Town will vote to amend the votes taken under Article 3 of the 2021 Spring Session of the Annual Town Meeting (May 4, 2021), and under Article 1 of the 2021 Fall Session of the Annual Town Meeting (October 26, 2021), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

ARTICLE 3: (Finance Committee)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Health Insurance Stabilization Fund such sums of money, not to exceed \$50,660,922 to defray the necessary and usual expenses of the several departments of the Town for FY 2023, beginning July 1, 2022 and ending June 30, 2023; or take any other action relative thereto.

ARTICLE 4: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund a sum of money to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2023; or take any other action relative thereto.

ARTICLE 5: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund a sum of money to operate the Water Enterprise Operation of the Department of Public Works for FY 2023; or take any other action relative thereto.

ARTICLE 6: (Board of Selectmen)

To see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or notes of the Town therefor in anticipation of the receipt of said State Aid; or take any other action relative thereto.

ARTICLE 7: (Board of Selectmen)

To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2023, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

ARTICLE 8: (Board of Selectmen)

To see if the Town will vote to set the FY 2023 spending limits for the Town’s revolving funds under section 5-113 of the Northbridge Code as follows:

Program or Purpose	FY 2023 Spending Limit
Playgrounds and Recreation	\$20,000
Food Health and Safety	\$25,000
Compost Site	\$10,000

or take any other action relative thereto.

ARTICLE 9: (Board of Selectmen)

To see if the Town will vote to appropriate and transfer a sum of money from the Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2023 beginning July 1, 2022 and ending on June 30, 2023, said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

ARTICLE 10: (Community Preservation Committee)

To see if the Town will vote to appropriate or reserve for future appropriation from the Community Preservation Fund annual revenues, the amounts of money recommended by the Northbridge Community Preservation Committee for community preservation projects and other expenses for the Fiscal Year 2023, with each item to be considered a separate appropriation; or take any other action relative thereto.

Reserves:

1. a) From FY2022 estimated revenues for Historic Resources Reserve -the sum of \$
2. b) From FY2022 estimated revenues for Community Housing Reserve -the sum of \$
3. c) From FY 2022 estimated revenues for Open Space & Recreation Reserve -the sum of \$
4. d) From FY 2022 estimated revenues for Budgeted Reserve -the sum of \$

ARTICLE 11: (Community Preservation Committee)

To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund reserves to the Northbridge Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act, including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2023; or take any other action relative thereto.

ARTICLE 12: (Community Preservation Committee)

To see if the Town will vote to appropriate the sum of One Hundred and Fifty Thousand Dollars, (\$150,000) from Community Preservation Funds, (\$73,000 from Open Space and Recreation CPC account and \$77,000 from Undesignated CPC account). Such funds to be spent at the direction of the Recreation Committee for the renovation of the Linwood Basketball complex; or take any other action relative thereto.

ARTICLE 13: (Board of Health)

To see if the Town will vote to appropriate and transfer the sum from available funds, the sum of \$25,000 to comply with the Immediate Response Action Plan submitted to the Massachusetts Department of Environmental Protection for activities at the Quaker Street Landfill; or take any other action relative thereto.

ARTICLE 14: (Board of Selectmen)

To see if the Town will vote to appropriate the sum of \$30,000 by transferring said sum of money from the Pine Grove Cemetery Account 01022010-XXXXXX for the following cemetery maintenance projects: \$10,000 for Tree and Stump Removal and \$20,000 to make Cemetery Road Improvements; said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

ARTICLE 15: (Board of Selectmen)

To see if the Town will vote to transfer the amount of \$5,111 from the unexpended balance of the Sewer Department Capital Account (60001512-5330000), and to appropriate and/or transfer the sum of \$409,889 from the Retained Earnings Account of the Sewer Enterprise Fund to be expended under the direction of the Director of Public Works, the amount of \$150,000 for the purpose of funding work recommended as a result of the Town’s Comprehensive Wastewater Management Plan (CWMP) and infiltration & inflow reports for the multi- year program to make physical improvements to the Town’s sewer collection system, including the sealing/replacement of leaking manhole structures and relining/replacement of deficient/cracked/broken sewer lines; the amount of \$24,889 for the purpose of undertaking a WWTP facilities upgrade study; the amount of \$35,000 to purchase a utility pick-up truck; and the amount of \$200,000 to upgrade the WWTP SCADA system; or take any other action relative thereto.

ARTICLE 16: (Board of Selectmen)

To see if the Town will vote to appropriate and/or transfer the sum of \$696,375 from the Retained Earnings Account of the Water Enterprise Fund, for the purpose of financing water infrastructure repairs, including the replacement of water mains, within the streets of Linwood Avenue, Court Street, and Edgemere Avenue; or take any other action relative thereto.

ARTICLE 17: (Board of Selectmen)

To see if the Town will vote to appropriate and transfer a sum of money from the Town Building Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for maintenance of Town-owned buildings and facilities in Fiscal Year 2023, the following sums of money: \$35,000 for the Town’s Green Communities Energy Efficiency Projects Application; \$8,625 for the Town Clerk Vital Records Preservation Project, and \$10,000 to Replace the Entrance Heating Unit at the Town Hall; or take any other action relative thereto.

ARTICLE 18: (School Committee)

To see if the Town will vote to appropriate and transfer the sum of \$253,447 from the Town Building-Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for maintenance of Town-owned buildings and facilities in Fiscal year 2023, for the purpose of updating security cameras at the Middle School and High School (\$52,519), replacing the intercom and clock system at the High School (\$81,160), upgrading the network switches at the Middle School and High School (\$119,768), and to transfer the sum of \$67,029 from prior year articles (\$50,400 from account 0102219-585831; and \$16,629 from account 01021804-XXXXXX) for the purposes of updating security cameras at Middle School and High School (\$17,109) and to replace the cafeteria tables at the Middle School (\$49,920); or take any other action relative thereto.

ARTICLE 19: (Board of Selectmen)

To see if the Town will vote to fund the capital projects shown below by appropriating and transferring the total sum of \$744,503 from the undesignated fund balance (free cash); or take any other action relative thereto.

<u>Project Title</u>	<u>Department</u>	<u>Amount</u>
Master Plan Study	Planning Board	\$65,000
Lasell Field Driveway Curbing	Public Works	\$15,532
Heavy Duty Container	Public Works	\$12,000
Complete Streets Grant Match	Public Works	\$221,971
Replace Breathing Apparatus	Fire Department	\$160,000
Purchase New Turnout Gear	Fire Department	\$70,000
Linwood Playground Basketball Court Upgrades	Parks & Recreation	\$200,000
	TOTAL	\$744,503

or take any other action relative thereto.

ARTICLE 20: (Board of Selectmen)

To see if the Town will vote to appropriate and transfer the sum of \$652,114 from available funds (Free Cash) and to transfer the sum of \$166,511.26 from prior year articles (\$9,041.75 from account 01020608-530300; \$81,681 from account 01021319-530300); \$7,000 from account 01022017-530000; \$29,325.01 from account 01021812-5XXXXX; \$10,000 from account 010222018-585324; \$4,500 from account 01022018585310; \$5,256.55 from account 01022116-585330; \$4,077.00 from account 01022116-585017; \$480 from account 01022219-585831; \$7.36 from account 010221919-585016; \$1,226 from

account 01022018-585327; \$6,249.92 from account 01021804-XXXXXX; and \$7,666.67 from account 01021819-587936); for the purposes of building a new storage building associated with the new Fire Station Headquarters project; or take any other action relative thereto.

ARTICLE 21: (Board of Selectmen)

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town a sum of money for the purpose of financing the design and construction of a new Fire Station at 1681 Providence Road, including design services, permitting, and site improvements, said sum to be expended under the direction of the Building, Planning and Construction Committee, and that to meet this appropriation the Treasurer/Collector, with the approval of the Board of Selectmen, be authorized to borrow said sum under M.G.L. Chapter 44, section 7(3) and 3(A), as amended, or any other enabling authority, and to issue bonds or notes of the Town therefor; and to authorize the Building, Planning and Construction Committee to take any action necessary to carry out this construction and renovation project provided, however, that no debt shall be incurred hereunder unless and until the Town first votes to exempt from the provisions of M.G.L. Chapter 59, Section 21C (Proposition 2½, so-called), the amounts required to pay the principal and interest of said debt; or take any other action relative thereto.

ARTICLE 22: (Zoning Board of Appeals) Possible Warrant Article regarding the following:

New section 3A to the Zoning Act (Chapter 40A of the General Laws) requires each of the 175 MBTA communities to have a zoning district in which multifamily zoning is permitted as of right, and that meets other requirements set forth in the statute. An MBTA community that does not comply with Section 3A is not eligible for funding from the Housing Choice Initiative, the Local Capital Projects Fund, or the MassWorks Infrastructure Program.

ARTICLE 23: (Finance Committee)

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to the Stabilization Fund; or take any other action relative thereto.

And you are directed to serve this warrant by posting attested copies thereof at the Whitinsville Post Office, in Whitinsville, in Precinct 1; Gary's Variety and the Northbridge Post Office in Northbridge, all in Precinct 2; Town Clerk's Office and 1Quickstop in Whitinsville, all in Precinct 3; and the Whitinsville Social Library and Town Hall Annex in Whitinsville, all in Precinct 4; twenty-eight (28) days at least before the time and place of meeting aforesaid.

WHEREOF FAIL NOT, and make due return of the warrant, with your doings thereon, to the Town Clerk at the time and place of said meeting. GIVEN under our hand this 14th day of March in the year Two Thousand Twenty-Two.

SELECTMEN OF NORTHBRIDGE

Charles Ampagoomian, Jr., Chairman

Thomas J. Melia, Vice Chairman

James J. Athanas

Alicia M. Cannon

Russell D. Collins

WORCESTER, SS Northbridge

Date:

By virtue of this warrant I have this day notified the inhabitant of the Town of Northbridge qualified to vote in town elections and town affairs to meet at the time and place and for the purpose stated in said warrant by posting attested copies thereof as within directed.

Constable, Town of Northbridge

Department	Project / Item Description	Article #	Request Amount	Not Funded	Free Cash	Water R. Earnings	Sewer R. Earnings	Ambul. Receipts	Building Mainten.	P. Grove Trust	Sewer Transfer	Account Transfer
General Government Projects and Purchases												
Green	Green Community Projects Match	17	\$35,000						\$35,000			
Planning Board	Master Plan Study	19	\$65,000		\$65,000							
Annex	Entrance Door Replacement		\$17,000	X	HOLD							
Annex	Building Envelope Weatherization		\$22,148	X	HOLD							
BOH	Quaker Landfill	13	\$25,000		\$25,000							
DPW	Sidewalk Replacement Program		\$25,000	X								
DPW	Pavement Maintenance Program		\$200,000	X								
DPW	Guardrail Replacement - Upton Town Line		\$30,000	X								
DPW	Field Mower (Bagger/Mulcher/High-Dump)		\$45,000	X								
DPW	Heavy Duty Container	19	\$12,000		\$12,000							
DPW	Hook and Load Catchbasin Cleaner		\$120,000	X								
DPW	Front End Loader		\$210,000	X								
DPW	Complete Streets Match	19	\$264,000		\$221,971							
Fire Dept	Replace Breathing Apparatus	19	\$160,000		\$160,000							
Fire Dept	Purchase New Turnout Gear	19	\$70,000		\$70,000							
Fire Dept	Replace Department Pick-Up Truck		\$80,000	X								
Fire Dept	Storage Building - New Fire Station Project	20	\$800,000		\$652,114							\$166,511
Library	Gas Conversion		\$35,000	X								
Pine Grove	Cemetery Tree/Stump Removal	14	\$10,000							\$10,000		
Pine Grove	Cemetery Road Improvements (270 Tons/Yr)	14	\$20,000							\$20,000		
Police Dept	Sewer Connection		\$60,000	X								
Recreation	Linwood Playground Basketball Courts	19	\$200,000		\$200,000							
Town Clerk	Vital Records Preservation	17	\$8,625						\$8,625			
Town Hall	Replace Entrance Heating Unit	17	\$10,000						\$10,000			
Town Hall	Electronic Sign Board		\$45,000	X								
Public School Projects and Purchases												
Lasell Field	Driveway Curbing/Loam & Seed	19	\$15,532		\$15,532							
MS & HS	Security Camera Upgrades	18	\$69,628						\$52,519			\$17,109
HS	Replace Intercom and Clocks	18	\$81,160						\$81,160			
MS	Cafeteria Tables	18	\$49,920									\$49,920
MS & HS	Network Switches	18	\$119,768						\$119,768			

Enterprise Fund Projects and Purchases												
Sewer	WWTP Study	15	\$30,000				\$24,889				\$5,111	
Sewer	Infiltration & Inflow (I&I) Program	15	\$150,000				\$150,000					
Sewer	Ford Ranger	15	\$35,000				\$35,000					
Sewer	SCADA Upgrades	15	\$200,000				\$200,000					
Water	Edgemere Ave, Court St, Linwood Ave	16	\$695,375			\$696,375						
<i>DRAFT (2/7/22)</i>	TOTALS		\$4,015,156		\$1,421,617	\$696,375	\$409,889	\$0	\$307,072	\$30,000	\$5,111	\$233,540