

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
August 16, 2021 at 7:00 PM**

RECEIVED
21 AUG 12 PM '21

PLEDGE OF ALLEGIANCE

**I. APPOINTMENTS/By the Board of Selectmen- By the Town Manager – Vote to Affirm: A.1) John Ouillette, Police Lieutenant [Effective date: 8/1/21] and 2) Brian Collins, Police Sergeant [Effective date: 8/1/21] /Present: Chief Timothy Labrie
Pinning Ceremony for new Police Lieutenant John Ouillette and Police Sergeant Brian Collins**

II. APPROVAL OF MINUTES/None

III. PUBLIC HEARING: B. 7:05 PM – Brian Hanley dba Northbridge Salvage [Brian Hanley, Mgr.], Moon Hill Road, Northbridge, MA 01534/Application for a Class III Motor Vehicle Junk Dealer’s License, contingent upon departmental approvals/Present: Brian Hanley

IV. APPOINTMENTS/By the Board of Selectmen- Vote to Appoint: C. 1) Steven Garabedian, Board of Health (Reappointment) 2) 250th Anniversary Committee [Sel. Rep.] By the Town Manager -Vote to Affirm: D. 1.) Karen Gibson, Jr. Library Assistant, 2.) Onalie Arts, Jr. Library Assistant/Present: Rebecca Sasseville, Library Director

V. CITIZENS' COMMENTS/INPUT

E. Donation of 3 framed paintings of Northbridge/Whitinsville/Present: Mr. James Whitin and Mr. Itsuo Kiritani

VI. DECISIONS:

F. Operation Graduation 2022/Request to hold a Boot Drive at Memorial Square and Oviaan Square on Saturday, September 11, 2021 (Rain Date: September 18, 2021) from 9AM to 3PM / Present: Aimee Allen

G. Charles Thompson/Request permission to hold the road race portion of the Greenway Challenge event in Whitinsville on Saturday, September 25, 2021 from 1 PM to 4 PM, subject to the safety requirements of the Northbridge Police Department/Present: Charles Thompson, Race Coordinator

H. Whitinsville Christian School/Request to hold a road race on Saturday, September 18, 2021 at 9:00 AM (subject to the safety requirements of the Northbridge Police Department)/Present: Stefanie McAlister

I. Blackstone Valley Health & Rehabilitation/Request for a One-day weekday entertainment license for their Movie Night events on Friday, August 27, 2021 and Friday, September, 17, 2021 at 7 PM to 10 PM to be held at Blackstone Valley Health & Rehabilitation, 447 Hill Street, Whitinsville/Present: Scott Wheeler

J. Bond Obligation (Balmer Elementary School Project) in the amount of \$7,150,000 /Vote to sign/Present: Neil Vaidya, Town Accountant and Julie Harris, Treasurer/Collector

K. Safety Committee Meeting Minutes / Vote to accept the recommendations 1) Wednesday, June 16, 2021 2) Wednesday, June 23, 2021/Present: James Shuris, DPW Director

L. Fall Annual Town Meeting (October 26, 2021) / Vote to place Selectmen’s articles on the warrant

M. Open Space and Recreation Plan Update Committee / Vote to revise the composition of the committee

VII. DISCUSSIONS

N. Town Manager Evaluation Process (Review Forms)

VIII. TOWN MANAGER'S REPORT/None

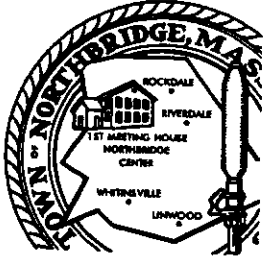
IX. SELECTMEN'S CONCERNS

X. ITEMS FOR FUTURE AGENDA/None

XI. CORRESPONDENCE/None

XII. EXECUTIVE SESSION/None

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



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

July 27, 2021

Mr. John D. Ouillette
97 Walker Street
Whitinsville, MA 01588

Re: Lieutenant Promotional Process

Dear Sergeant Ouillette:

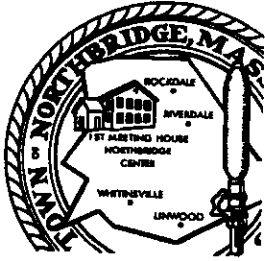
As the Appointing Authority for the Town of Northbridge, I am pleased to announce that you are hereby appointed as the next Lieutenant for the Town of Northbridge. Your experience, professionalism, and commitment to the community and to the Northbridge Police Department has put you in the formidable position to be best suited to lead the department for the years to come.

This appointment will be subject to the Northbridge Board of Selectmen ratification the night of Monday, August 16, 2021 and a successfully negotiated employment agreement with the Town Manager.

I am excited about the opportunity to work with you in your new position and wish you much success in what I am sure is a proud moment in your career.

Sincerely,

Adam Gaudette
Town Manager



Adam D. Gaudette
Town Manager

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July 27, 2021

Mr. Brian E. Collins
2 Adams Road
Grafton, MA 01519

Re: Sergeant Promotional Process

Dear Patrolman Collins:

As the Appointing Authority for the Town of Northbridge, I am pleased to announce that you are hereby appointed as the next Sergeant for the Town of Northbridge. Your experience, professionalism, and commitment to the community and to the Northbridge Police Department has put you in the formidable position to be best suited to lead the department for the years to come.

This appointment will be subject to the Northbridge Board of Selectmen ratification the night of Monday, August 16, 2021 and a successfully negotiated employment agreement with the Town Manager.

I am excited about the opportunity to work with you in your new position and wish you much success in what I am sure is a proud moment in your career.

Sincerely,

Adam Gaudette
Town Manager



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B.

**Adam D. Gaudette
Town Manager**

July 28, 2021

**Via Email: legalnotices@telegram.com
Telegram & Gazette (LEGALS)**

To Whom It May Concern:

Please place the following Legal Notice in the Telegram & Gazette for **Friday, August 6, 2021**

**TOWN OF NORTHBRIDGE
PUBLIC NOTICE**

Notice is hereby given under Chapter 140, Section 59 of the MGL's, that the Northbridge Board of Selectmen will hold a Public Hearing on **Monday, August 16, 2021 at 7:05 PM**, to consider the application of Brian Hanley dba Northbridge Salvage, located at Moon Hill Road, Northbridge, MA 01534 [Map 31, Parcel 27] [Brian Hanley, Mgr.] for a Class III License to buy/sell second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding of same, or the buying or selling of parts of second-hand motor vehicles or tires, or the assembling of motor vehicle parts.

Northbridge Board of Selectmen
Charles Ampagoomian Jr., Chairman
August 6, 2021

Please send bill to: Northbridge Town Hall
Town Manager's Office
7 Main Street
Whitinsville, MA 01588

Sincerely,

Melissa Ciaramitaro

Melissa Ciaramitaro
Sr. Admin. Assist./HR Asst.

c: Brian Hanley
Abutters [Via Certified Mail]

THE COMMONWEALTH OF MASSACHUSETTS

TOWN

NORTHBRIDGE

OF

APPLICATION FOR A LICENSE TO BUY, SELL, EXCHANGE OR ASSEMBLE SECOND HAND MOTOR VEHICLES OR PARTS THEREOF

CLASS III

I, the undersigned, duly authorized by the concern herein mentioned, hereby apply for a class license, to Buy, Sell, Exchange or Assemble second hand motor vehicles or parts thereof, in accordance with the provisions of Chapter 140 of the General Laws.

1. What is the name of the concern? Northbridge Salvage

Business address of concern. No. Moch Hill Rd (Map 31, Parcel 27) Northbridge MASS City - Town.

2. Is the above concern an individual, co-partnership, an association or a corporation? NO

3. If an individual, state full name and residential address. BRIAN J HANLEY 17 Jencks Rd MILFORD MASS 01757

4. If a co-partnership, state full names and residential addresses of the persons composing it.

5. If an association or a corporation, state full names and residential addresses of the principal officers. President Secretary Treasurer

6. Are you engaged principally in the business of buying, selling or exchanging motor vehicles?

If so, is your principal business the sale of new motor vehicles?

Is your principal business the buying and selling of second hand motor vehicles?

Is your principal business that of a motor vehicle junk dealer? YES

7. Give a complete description of all the premises to be used for the purpose of carrying on the business.

.....
.....
.....
.....

8. Are you a recognized agent of a motor vehicle manufacturer? NO
(Yes or No)

If so, state name of manufacturer

.....

9. Have you a signed contract as required by Section 58, Class 1? NO
(Yes or No)

10. Have you ever applied for a license to deal in second hand motor vehicles or parts thereof? NO
(Yes or No)

If so, in what city — town

Did you receive a license?

(Yes or No)

For what year?

11. Has any license issued to you in Massachusetts or any other state to deal in motor vehicles or parts thereof ever been suspended or revoked? NO
(Yes or No)

.....
.....
.....

Sign your name in full.....

(Duly authorized to represent the concern herein mentioned)

Residence. 17 Jencks Rd., Milford, MA
01757

IMPORTANT

EVERY QUESTION MUST BE ANSWERED WITH FULL INFORMATION, AND FALSE STATEMENTS HEREIN MAY RESULT IN THE REJECTION OF YOUR APPLICATION OR THE SUBSEQUENT REVOCATION OF YOUR LICENSE IF ISSUED.

NOTE: If the applicant has not held a license in the year prior to this application, he must file a duplicate of the application with the registrar. (See Sec. 59)

APPLICANT WILL NOT FILL THE FOLLOWING BLANKS

Application after investigation (Approved or Disapproved)

License No. granted Fee \$.....

Signed.....

.....
.....
.....
.....
.....

CHAPTER 140 OF THE GENERAL LAWS, TER. ED., WITH AMENDMENTS THERETO (EXTRACT)

SECTION 57. No person, except one whose principal business is the manufacture and sale of new motor vehicles but who incidentally acquires and sells second hand vehicles, or a person whose principal business is financing the purchase of or insuring motor vehicles but who incidentally acquires and sells second hand vehicles, shall engage in the business of buying, selling, exchanging or assembling second hand motor vehicles or parts thereof without securing a license as provided in section fifty-nine. This section shall apply to any person engaged in the business of conducting auctions for the sale of motor vehicles.

SECTION 58. Licenses granted under the following section shall be classified as follows:

Class 1. Any person who is a recognized agent of a motor vehicle manufacturer or a seller of motor vehicles made by such manufacturer whose authority to sell the same is created by a written contract with such manufacturer or with some person authorized in writing by such manufacturer to enter into such contract, and whose principal business is the sale of new motor vehicles, the purchase and sale of second hand motor vehicles being incidental or secondary thereto, may be granted an agent's or a seller's license; provided, that with respect to second hand motor vehicles purchased for the purpose of sale or exchange and not taken in trade for new motor vehicles, such dealer shall be subject to all provisions of this chapter and of rules and regulations made in accordance therewith applicable to holders of licenses of class 2.

Class 2. Any person whose principal business is the buying or selling of second hand motor vehicles may be granted a used car dealer's license.

Class 3. Any person whose principal business is the buying of second hand motor vehicles for the purpose of remodeling, taking apart or rebuilding the same, or the buying or selling of parts of second hand motor vehicles or tires, or the assembling of second hand motor vehicle parts, may be granted a motor vehicle junk license.

SECTION 59. The police commissioner in Boston and the licensing authorities in other cities and towns may grant licenses under this section which shall expire on January first following the date of issue unless sooner revoked. The fees for the licenses shall be fixed by the licensing board or officer, but in no case shall exceed \$100. dollars. Application for license shall be made in such form as shall be approved by the registrar of motor vehicles, in sections fifty-nine to sixty-six, inclusive, called the registrar, and if the applicant has not held a license in the year prior to such application, such application shall be made in duplicate, which duplicate shall be filed with the registrar. No such license shall be granted unless the licensing board or officer is satisfied from an investigation of the facts stated in the application and any other information which they may require of the applicant, that he is a proper person to engage in the business specified in section fifty-eight in the classifications for which he has applied, that said business is or will be his principal business, and that he has available a place of business suitable for the purpose. The license shall specify all the premises to be occupied by the licensee for the purpose of carrying on the licensed business. Permits for a change of situation of the licensed premises or for addition thereto may be granted at any time by the licensing board or officer in writing, a copy of which shall be attached to the license. Cities and towns by ordinance or by-law may regulate the situation of the premises of licensees within class 3 as defined in section fifty-eight, and all licenses and permits issued hereunder to persons within said class 3 shall be subject to the provisions of ordinances and by-laws which are hereby authorized to be made. No license or permit shall be issued hereunder to a person within said class 3 until after a hearing, of which seven days' notice shall have been given to the owners of property abutting on the premises where such license or permit is proposed to be exercised. All licenses granted under this section shall be revoked by the licensing board or officer if it appears, after hearing, that the licensee is not complying with sections fifty-seven to sixty-nine, inclusive, or the rules and regulations made thereunder; and no new license shall be granted to such person thereafter, nor to any person for use on the same premises, without the approval of the registrar. The hearing may be dispensed with if the registrar notifies the licensing board or officer that a licensee is not so complying. Any person aggrieved by any action of the licensing board or officer refusing to grant, or revoking a license for any cause may, within ten days after such action, appeal therefrom to any justice of the superior court in the county in which the premises sought to be occupied under the license or permit applied for are located. The justice shall, after such notice to the parties as he deems reasonable, give a summary hearing on such appeal, and shall have jurisdiction in equity to review all questions of fact or law and may affirm or reverse the decision of the board or officer and may make any appropriate decree. The decision of the justice shall be final.

N

James Nogueira
335.16
N 23° 07' 40" E
235.16

100.00

S 38° 23' 00" E
225.80

1.52 Acres
(66,368 ± SF)

dh
set

N 33° 26' 20" W
207.95

W 325.69 W
130.82
S 22° 41' 40" W
94.87

80.76
S 18° 19' 20" W
19.24

23.64
dh
set

Tbd
set
(off PUDDON ST)

Property to be conveyed from
James Nogueira to
Ludovico E Ambrogi



Plot Plan of Land in
NORTHBRIDGE, MASS.
Scale 1" = 40 FT Date May 27
SCHOFIELD BROTHERS, INC.
REGISTERED LAND SURVEYOR
48 PARK ST, FRAMINGHAM, MASS
121 EAST MAIN ST, MILFORD, MA



TOWN OF NORTHBRIDGE OFFICE OF THE TOWN CLERK

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

Linda B. Zywiec, CMC
Town Clerk
lzywiec@northbridgemass.org

Laura A. Medeiros
Assistant Town Clerk
lmedeiros@northbridgemass.org

BUSINESS CERTIFICATE APPLICATION

Fee \$25

Date 7-15-2021

IN CONFORMITY WITH THE PROVISIONS OF CHAPTER ONE HUNDRED AND TEN, SECTION FIVE OF THE GENERAL LAWS, AS AMENDED, THE UNDERSIGNED HEREBY DECLARE(S) THAT A BUSINESS IS CONDUCTED UNDER THE TITLE OF

Brian Hanley DBA / Northbridge SALVAGE

AT MOON HILL RD Northbridge MASS
(Address)

BY THE FOLLOWING NAMED PERSON(S): (Include corporate name and title, if corporate office)

Brian J Hanley
Full Name

17 Jencus Rd MILFORD MASS
508-309-9599
Residence and Telephone

SIGNATURES:

On July 15, 2021 the above named person(s) personally appeared before me and made oath that the foregoing statements are true.

Linda B Zywiec
Town Clerk, Assistant Town Clerk, Other

OR – This certificate has been Notarized as follows:

County:
State:

ON THIS _____ DAY OF _____, 20____, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED _____ (name of document signer/s), PROVED TO ME THROUGH SATISFACTORY EVIDENCE OF IDENTIFICATION, WHICH WAS _____

_____, TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SIGNED ABOVE, AND WHO SWORE OR AFFIRMED TO ME THAT THE CONTENTS OF THE DOCUMENT ARE TRUTHFUL AND ACCURATE TO THE BEST OF HIS/HER OR THEIR KNOWLEDGE AND BELIEF.

(Official signature and Seal of Notary) Commission Expires _____

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 337 OF THE ACTS OF 1985 AND CHAPTER 110, SECTION 5 OF MASSACHUSETTS GENERAL LAWS, **BUSINESS CERTIFICATES SHALL BE IN EFFECT FOR FOUR YEARS FROM THE DATE OF ISSUE AND SHALL BE RENEWED EACH FOUR YEARS THEREAFTER.** A STATEMENT UNDER OATH MUST BE FILED WITH THE CITY CLERK UPON DISCONTINUING, RETIRING, OR WITHDRAWING FROM SUCH BUSINESS OR PARTNERSHIP.

COPIES OF SUCH CERTIFICATES SHALL BE AVAILABLE AT THE ADDRESS AT WHICH SUCH BUSINESS IS CONDUCTED AND SHALL BE FURNISHED ON REQUEST DURING REGULAR BUSINESS HOURS TO ANY PERSON WHO HAS PURCHASED GOODS OR SERVICES FROM SUCH BUSINESS. VIOLATIONS ARE SUBJECT TO FINE OF NOT MORE THAN THREE HUNDRED DOLLARS (\$300) FOR EACH MONTH DURING WHICH SUCH VIOLATION CONTINUES.

CERTIFICATE EXPIRES 2025 (Four (4) yrs from effective date)

This Business Certificate registers your name and your business name in the Town of Northbridge, making you compliant with MGL Chapter 110, Sec. 5. It DOES NOT give you permission to operate the business. The acquisition of any licenses or permits required for the operation of your business is your responsibility.



**TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN CLERK**

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

Linda B. Zywiec, CMC
Town Clerk
lzywiec@northbridgemass.org

Laura A. Medeiros
Assistant Town Clerk
lmedeiros@northbridgemass.org

MEMO

Date: _____

TO: James Sheehan, Inspector of Buildings/Zoning Agent

RE: Business Certificate Request

TO BE COMPLETED BY APPLICANT:

Name: Brian Hanley

Address: 17 Jencks RD MILFORD MASS 01757

Telephone: 508-309-9599

Has requested the issuance of a Business Certificate for a business located at:

MOON HILL RD NORTHBRIDGE MASS

Nature of Business:

JUNK, SALVAGE

Please review and state your opinion.

TO BE COMPLETED BY ZONING AGENT:

I have reviewed the attached Business Application and have determined the following:

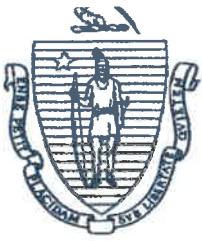
Approved **NOT Approved**

Existing Business

James Sheehan
Inspector of Buildings/Zoning Agent

Date 7-19-2011

This Business Certificate registers your name and your business name in the Town of Northbridge, making you compliant with MGL Chapter 110, Sec. 5. It DOES NOT give you permission to operate the business. The acquisition of any licenses or permits required for the operation of your business is your responsibility.



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

**FORM MUST BE FILLED
 OUT COMPLETELY**

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: _____

Address: _____

City/State/Zip: _____ Phone #: _____

Are you an employer? Check the appropriate box:

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

Business Type (required):

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

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

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

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

Insurance Company Name: _____

Insurer's Address: _____

City/State/Zip: _____

Policy # or Self-ins. Lic. # _____ Expiration Date: _____

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

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

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

Signature: _____ Date: 7/4/2021

Phone #: 508-309-9599

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

City or Town: Northbridge Permit/License # _____

Issuing Authority (circle one):

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

Contact Person: _____ Phone #: 508-234-2095



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Adam D. Gaudette
Town Manager

Date: July 28, 2021

To: James Sheehan, Building Inspector
From: Melissa Ciaramitato, Sr. Administrative Assistant/HR Assistant
Re: Class III License (Second Hand Motor Vehicle Parts Dealer)

Name(s): Brian Hanley

Address: Moon Hill Road

City, ST, Zip: Northbridge MA 01534

Telephone: 508-309-9599

Has requested a Class III License to:

buy/sell secondhand motor vehicles for the purpose of remodeling/rebuilding or
buying/selling of parts of second hand motor vehicles or tires or the assembling of second hand
motor vehicle parts
(purpose)

Moon Hill Road, Northbridge, MA 01534
(location)

Please review and state opinion as to: 1) whether or not the above location is suitable and 2) if the type of business is a permitted use at that location and is in compliance with Town of Northbridge zoning bylaws. See attached license application.

Allowed Use - Use is existing


James Sheehan
Inspector of Buildings

7-30-2021
Date

NTM License Slips

Row 6

Current Status	Agenda 8.16.21
Done	<input type="checkbox"/>
License ID:	NTM#16122
License Type:	Class III Junk Motor Vehicle
Description:	Brian Hanley, executor of L.Ambrogli's Estate, is looking to obtain a class III Used Vehicle Junk dealer's license. Our Town counsel has reviewed the documentation showing his rights as a personal representative and provided a statement of consent from the trust for his proposed operation, at the request of Town Counsel.
Business:	Brian Hanley dba Northbridge Salvage
Applicant:	Brian Hanley
Address:	Moon Hill Road
Approval Target	08/09/21
Slip Started on:	07/28/21 2:16 PM
PLANNING Approve:	<input type="checkbox"/>
PLANNING Comments:	Understanding of Planning "use" may be considered pre-existing non-conforming w/in underlying zoning district; to be review/confirmed by Inspector of Buildings/Zoning Enforcement Officer; Planning defers to Building & Conservation for land use permitting requirements
POLICE Approve:	<input type="checkbox"/>
POLICE Comments:	Questions: Hours of operation? Is there a building on site to conduct business? Where is the access point and how much traffic is expected? This is a residential area now.
FIRE Approve:	<input checked="" type="checkbox"/>
FIRE Comments:	
BUILDING ZONING Approve:	<input checked="" type="checkbox"/>
BUILDING ZONING Comments:	Existing Use
CONSERVATION Approve:	<input checked="" type="checkbox"/>
CONSERVATION Comments:	Conservation Commission reviewed and has no concerns at this time.
HEALTH Approve:	<input checked="" type="checkbox"/>
HEALTH Comments:	It is unclear whether there is a structure at this location that serves as a sales office. Potable Water service provided? On-site septic system? N/A as site is pre-existing.
ASSESSORS Approve:	<input checked="" type="checkbox"/>
ASSESSORS Comments:	Map 31 Parcel 27, past Prairie St, in the woods, near Upton Town Line, 1.52 Acre.
TREASURER COLLECTOR Approve:	<input checked="" type="checkbox"/>
TREASURER	This parcel of land has outstanding taxes for the fiscal years 2020

COLLECTOR and 2021. Approximately \$1537.06 with the next quarter due on
Comments: 8/2/2021 in the amount of \$515.25.

 **Comments**

Melissa Wetherbee (mwetherbee@northbridgemass.org) | August 13, 2021 11:27 AM
From Chief Labrie: Approved

Melissa Wetherbee (mwetherbee@northbridgemass.org) | Created August 10, 2021 8:59 AM |
Updated August 10, 2021 9:01 AM
Hours of Operation Weekdays 9 AM - 6 PM Sat 9 AM - 4 PM, there is no building on site, access point is his right of way alongside 37 Prairie Street. With no structure onsite there is no water service or septic system. Taxes have been paid.

Melissa Wetherbee (mwetherbee@northbridgemass.org) | August 12, 2021 2:00 PM
From Jeanne: N/A as site is pre-existing.

julie harris (jharris@northbridgemass.org) | July 28, 2021 5:11 PM
Do you have a parcel id for the property in which this would be located?

Melissa Wetherbee (mwetherbee@northbridgemass.org) | July 29, 2021 8:50 AM
Map 31 Parcel 27, past Prairie St, in the woods, near Upton Town Line, 1.52 Acre.

Melissa Wetherbee (mwetherbee@northbridgemass.org) | Created July 28, 2021 3:56 PM | Updated July 28, 2021 3:58 PM
Questions: (emailed Mr. Hanley for a response)
1) Official access road?
2) Hours of operation
3) Building for the exchange of money for parts?
4)hazardous waste material licenses? And a plan for the hazardous waste?

D.1

MEMO

To: Adam Gaudette, Northbridge Town Manager

From: Rebecca Sasseville, Library Director, Whitinsville Social Library

Subject: Recommendation of Karen Gibson for Library Assistant

Date: July 28, 2021

I am writing to recommend Karen Gibson's appointment for the vacant Junior Library Assistant position.

Although Ms. Gibson has been out of the workforce for several years she has customer service experience working with all types of people at a hotel front desk and in a retail environment. She recently volunteered at Northbridge Middle School. She volunteered in her hometown library when she was in high school. She has a background in local journalism and knows the Northbridge community well.

She is a lifelong library user and is an avid reader. She is confident in her technology skills and ability to learn new technology. Her positive demeanor would be an asset at the circulation desk.

I highly recommend that Ms. Gibson be hired to work as a part-time Library Assistant at Whitinsville Social Library.

If you have any questions or concerns feel free to contact me further.

Tuesday, July 27, 2021

Karen Gibson
85 Delmar Drive
Whitinsville, MA 01588

Dear Ms. Gibson,

I am very pleased to be able to offer you a job as a part-time Library Assistant at the Whitinsville Social Library for the Town of Northbridge contingent upon your satisfactory completion of a physical exam and CORI (Criminal Offender Record Information) check.

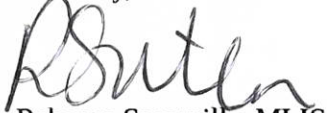
Your hourly pay will start at \$13.42. Your initial schedule will always include at least one shift a week and some Saturdays with the possibility of picking up additional shifts due to staff unavailability. The maximum hours of possible work per week is 19.75. This position does not include benefits or paid time off; the library is closed on all federal holidays.

Your first day tentatively will be Tuesday, August 17, 2021 from 3 PM to 8:15 PM, following your affirmation by Northbridge's Board of Selectmen at their Monday, August 16 meeting at 7 PM at the Northbridge Town Hall.

By signing and returning a copy of this letter, you indicate that you accept the offer.

I look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Sasseville". The signature is written in a cursive style with a large initial "R".

Rebecca Sasseville, MLIS
Library Director

Accept Job Offer

By signing and dating this letter below, I, Karen Gibson, accept this job offer of Library Assistant at the Whitinsville Social Library for the Town of Northbridge, MA.

Signature: _____

Karen Gibson

Date: _____

7/28/21

CORI/SORI Check

Please call Sharon Susienka or Melissa Ciaramitaro in the Town Manager's office at the Town Hall to schedule a time for you to appear before them for a CORI check. Phone number is 508-234-2095. Ext. 1201 or 1202

Physical Exam – Please wait to hear from Sharon or Melissa before calling for a physical

TeamWork Occupational Health Milford Regional Medical Center

115 Water Street Milford, MA 01757

Phone: 508-422-2318

Fax: 508-634-8732

For pre-employment physicals call: 508-422-2761 option #1

This appointment is for a pre-employment physical and does include drug testing. Please bring a copy of the job description to your appointment.

Whitinsville Social Library
17 Church Street
Whitinsville, MA 01588

July 7, 2021

Dear Rebecca Sasseville,

I would like to apply for the position of part time library assistant. I have been out of the workforce raising my children for ten years, however I am a voracious reader and have a book Facebook page with over 1,200 members that I keep up every day.

I volunteered in my hometown library during high school and was a newspaper reporter and editor for ten years. I have a Bachelor Degree in English/Journalism from Framingham State and I have dealt with covid virtual learning with my four children for the last year and a half. The written word is my great love, and the library is my favorite place.

Thank you for considering me for this position.

Sincerely,

A handwritten signature in black ink that reads "Karen Gibson". The signature is written in a cursive, flowing style.

Karen Gibson
85 Delmar Dr
Whitinsville, MA 01588
gibson1family@charter.net
508-813-7520

D.2

MEMO

To: Adam Gaudette, Northbridge Town Manager

From: Rebecca Sasseville, Library Director, Whitinsville Social Library

Subject: Recommendation of Onalie Arts for Library Assistant

Date: July 30, 2021

I am writing to recommend Onalie Arts' appointment for the vacant Junior Library Assistant position.

Ms. Arts has customer service experience working with all types of people as a massage therapist and in a retail environment. She has a background in ballet and was a dance instructor for over 15 years for both children, college students, and adults.

She has an appreciation for libraries and is a reader of both fiction and non-fiction. She is confident in her technology skills and is looking forward to learning more. Her friendliness and positivity will be a great asset at the circulation desk when helping the members of the Northbridge community access the library's resources.

I highly recommend that Ms. Arts be hired to work as a part-time Library Assistant at Whitinsville Social Library.

If you have any questions or concerns feel free to contact me further.



Whitinsville Social Library
17 Church Street
Whitinsville, MA 01588

Tuesday, July 27, 2021

Onalie Arts
78 Mendon St
Upton, MA 01568

Dear Ms. Arts,

I am very pleased to be able to offer you a job as a part-time Library Assistant at the Whitinsville Social Library for the Town of Northbridge contingent upon your satisfactory completion of a physical exam and CORI (Criminal Offender Record Information) check.

Your hourly pay will start at \$13.42. Your initial schedule will include two shifts a week from the following days and times: Mondays 9:45-3 and Tuesdays 3-8:15 with the possibility of picking up additional shifts due to staff unavailability. The maximum hours of possible work per week is 19.75. This position does not include benefits or paid time off.

Your first day tentatively will be Monday, August 23, 2021 at 9:45 AM, following your affirmation by Northbridge's Board of Selectmen at their Monday, August 16 meeting at 7 PM at the Northbridge Town Hall.

By signing and returning a copy of this letter, you indicate that you accept the offer.

I look forward to working with you.

Sincerely,

Rebecca Sasseville, MLIS
Library Director



Whitinsville Social Library
17 Church Street
Whitinsville, MA 01588

Accept Job Offer

By signing and dating this letter below, I, Onalie Arts, accept this job offer of Library Assistant at the Whitinsville Social Library for the Town of Northbridge, MA.

Signature: Onalie Arts Date: 7-29-21

CORI/SORI Check

Please call Sharon Susienka or Melissa Ciaramitaro in the Town Manager's office at the Town Hall to schedule a time for you to appear before them for a CORI check. Phone number is 508-234-2095. Ext. 1201 or 1202

Physical Exam - Please wait to hear from Sharon or Melissa before calling for a physical

TeamWork Occupational Health Milford Regional Medical Center

115 Water Street Milford, MA 01757

Phone: 508-422-2318

Fax: 508-634-8732

For pre-employment physicals call: 508-422-2761 option #1

This appointment is for a pre-employment physical and does include drug testing. Please bring a copy of the job description to your appointment.

Boot Drive Request Form

Boot Drive Date: 9/11/2022²¹ Time: 9am to 3pm

Rain date: 9/18/2021

Location (Select one) Memorial Square Ovian Square Both

Organization: NHS Class of 2022 Opp Grad

Description of the cause:

We are raising money for the class NHS class of 2022 so they can enjoy a fun and safe post graduation celebration.

Contact information: Aimee Allen (508) 887-6806
(Name) (Phone)

Next available agenda: August 16, 2021 Date approved: _____
Date and time available: Yes _____ cc: Chief of Police

The Town of Northbridge will allow **one** boot drive per month at Memorial Square and/or Ovian Square from the first Saturday in April through the first Saturday in November for the purpose of raising funds for a registered charity under the following conditions:

1. All drives must be approved in advance by the Police Department.
2. All drives are limited to the hours of 9:00 AM and 3:00 PM.
3. Each location will be limited to a maximum of 5 participants.
4. All participants must be at least 18 years of age at the time of the drive.
5. All participants must wear a reflective vest approved by the Police Department.
6. All participants may approach the traffic from the sidewalk or island side and
 - a. Not impede the flow of traffic
 - b. Not activate the electronic crosswalk devices
 - c. Not harass or intimidate drivers.

BOOT DRIVES WILL NOT BE ALLOWED BETWEEN the first Saturday in November and the first Saturday in April

The Northbridge Police Department shall have the authority to suspend any drive in the interest of public safety.

Note:

- a.) *The Selectmen voted unanimously on December 4, 2006, to approve the above policy as recommended by Chief Warchol and amended by Selectman Davis.*
- b.) *The Selectmen further voted to amend this policy at their April 28, 2008 meeting.*
- c.) *Further amended by the Board, November 6, 2017, allowing boot drives from the first Saturday in April to the first Saturday in November.*

USE OF TOWN OF NORTHBRIDGE

**BOOT DRIVE
EVENT DATE:**

RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT

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

I, Aimee Allen, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/11/2021, and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of my use or the use of my guests, employees or agents of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/11/2021, and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/11/2021, and all activities related thereto.

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

I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on 9/11/2021, and all activities related thereto.

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

Witness my hand and seal this 28th day of July, 2021.

Name (Printed): Aimee Allen

Aimee Allen
Signature

[Signature]
Witness

Sharon Susienka

To: Tim Labrie
Subject: RE: Boot Drive for Class of 2022

From: Tim Labrie <tlabrie@northbridgemass.org>
Sent: Tuesday, August 03, 2021 7:58 AM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Subject: RE: Boot Drive for Class of 2022

No issues and Amy can come get the vests.

Thanks

Tim

From: Sharon Susienka
Sent: Friday, July 30, 2021 9:48 AM
To: Jim Shuris <jshuris@northbridgemass.org>; Jamie Luchini <jluchini@northbridgemass.org>; Tim Labrie <tlabrie@northbridgemass.org>
Cc: Adam Gaudette <agaudette@northbridgemass.org>; Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>; Anna Bassett <abassett@northbridgemass.org>
Subject: FW: Boot Drive for Class of 2022

Gentlemen:

Please see the attached documents from Op Grad 2022. Should you have any issues with this request, let us know as we have scheduled this to go before the BOS at the next meeting, August 16th.

Chief, Ms. Allen has been advised to contact you about the vests, etc.

Thank you.

*Sharon L. Susienka
Exec. Asst. to the Town Manager
Town of Northbridge
Phone: 508-234-2095
Fax: 508-234-7640*



From: Aimee Allen <ae2allen@yahoo.com>
Sent: Friday, July 30, 2021 8:56 AM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Cc: Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>
Subject: Re: Boot Drive for Class of 2022

Melissa Ciaramitaro

From: Jamie Luchini
Sent: Thursday, August 12, 2021 11:57 AM
To: Melissa Ciaramitaro
Cc: Anna Bassett; Sharon Susienka
Subject: Re: Boot Drive for Class of 2022

Melissa,

I have no issues with this request at all.

Thanks,
- *Jamie*

Jamie Luchini
Highway Superintendent
Northbridge DPW

From: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>
Sent: Thursday, August 12, 2021 11:40 AM
To: Jamie Luchini <jluchini@northbridgemass.org>
Cc: Anna Bassett <abassett@northbridgemass.org>; Sharon Susienka <ssusienka@northbridgemass.org>
Subject: RE: Boot Drive for Class of 2022

Jamie,

Could you let me know if there are any issues with this request? This is on the agenda for this Monday, and I need approval for the Board's packet.

Thank you

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

From: Melissa Ciaramitaro
Sent: Wednesday, August 11, 2021 3:14 PM
To: Jim Shuris <jshuris@northbridgemass.org>; Jamie Luchini <jluchini@northbridgemass.org>
Cc: Anna Bassett <abassett@northbridgemass.org>; Sharon Susienka <ssusienka@northbridgemass.org>
Subject: RE: Boot Drive for Class of 2022

Good afternoon,

Just following up any issues with this request?

Thank you

Melissa Ciaramitaro

From: Charles Thompson <thompsoncharlie51@gmail.com>
Sent: Friday, July 30, 2021 11:40 AM
To: Melissa Ciaramitaro
Cc: Heather Elster; Alice Benson
Subject: Re: Greenway Challenge

Hi Melissa:

We will sign and send in the Public Ways For Road Race document next week.

August 1st marks the time I start meeting with local police and town officials concerning the use of streets in their town(s) for the Greenway Challenge. For Northbridge this year, it will be runners only (no bikes, etc.). It is the final segment of the Challenge, with runners coming from Uxbridge, entering Northbridge exiting off Providence Road onto Linwood Avenue. The route will be Linwood Ave. to Cross Street, Cross Street across Church Street to Cottage Street, Cottage Street to Hill Street, up Hill Street to the tennis court entrance of Whitin Park. Approx. 60 runners, extremely spread out - 1 p.m. to 4 p.m.

We are aware of the Village Church's fair on the town common.

I will be contacting Tim Labrie next week to review our route and plans.

- Charlie Thompson, Greenway Challenge

On Thu, Jul 29, 2021 at 3:36 PM Melissa Ciaramitaro <mciamitaro@northbridgemass.org> wrote:

Good afternoon Charlie,

I know you typically handle the road request for the Greenway Challenge. We have a request before the Board of Selectmen for a one-day beer and wine license for the greenway challenge so I wanted to make sure I reached out to you as well so I can make the Board aware that a request is coming. Just so you are aware, We have a meeting August 16th and September 13th. We have a special virtual meeting August 10th, but I don't know that we would have enough time to get that on that meeting.

For your convenience I have attached the Hold Harmless. Same as every year. If you could send me a separate email with the details, a map of the race the Hold Harmless, and certificate of insurance.

I know the previous year this was held, there was an event going on at the Village Congregational Church, and it is scheduled the same weekend this year as well. Where the race is ending in Whitinsville I wanted to make you aware that Church Street will be closed beginning in front of the Church, located at 5 Church Street, to Park Street, from 8 AM to 4 PM.

Let me know if you have any questions.

GC Road Run River Bend to WCC

3.52 mi Distance 10:00 min/mi Avg Pace 35:10 Goal Time

Running Course Type

Elevation

256 ft Elevation Gain 149 ft Elevation Loss

Expand Share

Map features: Hide Options, Google Maps, Satellite, Terrain, Bike Lanes & Trails, Mile Markers, Course Points (0)

Map labels: Whitinsville, Linwood, North Uxbridge, Blackstone Valley Tourism Association, Northbridge Middle School, Whitinsville Christian School, Northbridge High School, Fletcher St Conservation Land, Mumford Riverwalk, Linwood Pond, Blackstone River Conservation Area, Linwood Historic District, Whitin Pond, Rogersons Village Historic District, Tri-River Family Health Center, Blackstone River a Canal Heritage State, Taft Early Learning Center.

Google
 (https://maps.google.com/maps?ll=42.101104,-71.643004&z=15&t=m&hl=en-US&gl=US&mapclient=apiv3)

Melissa Ciaramitaro

From: Jamie Luchini
Sent: Thursday, August 12, 2021 11:59 AM
To: Melissa Ciaramitaro; Tim Labrie; Jim Shuris
Cc: Kim Corey
Subject: Re: Road Race Request - Greenway Challenge

Melissa,

They have my approval.

Thanks,
- Jamie

Jamie Luchini
Highway Superintendent
Northbridge DPW

From: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>
Sent: Thursday, August 12, 2021 11:42 AM
To: Tim Labrie <tlabrie@northbridgemass.org>; Jim Shuris <jshuris@northbridgemass.org>; Jamie Luchini <jluchini@northbridgemass.org>
Cc: Kim Corey <kcorey@northbridgemass.org>
Subject: RE: Road Race Request - Greenway Challenge

Just a reminder, I will need approval on this no later than tomorrow for the Selectmen's packet.

Thank you

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

From: Melissa Ciaramitaro
Sent: Wednesday, August 11, 2021 2:52 PM
To: Tim Labrie <tlabrie@northbridgemass.org>; Jim Shuris <jshuris@northbridgemass.org>; Jamie Luchini (jluchini@northbridgemass.org) <jluchini@northbridgemass.org>
Cc: Kim Corey (kcorey@northbridgemass.org) <kcorey@northbridgemass.org>
Subject: Road Race Request - Greenway Challenge

Good afternoon,

Please see attached road race request information and the course map. If you need any further information please let me know and I will request it from Mr. Thompson. Please let me know if your Department has any issues with this request.



HOMECOMING 5K
WHITINSVILLE CHRISTIAN SCHOOL

Saturday, September 18, 2021
Race: 9 AM

COURSE DESCRIPTION:

- THE RACE STARTING LINE WILL BE LOCATED ON THE WCS TRACK
- THE RACE WILL BEGIN BY HEADING RIGHT OF THE SCHOOL TOWARDS LINWOOD AVENUE
- RIGHT ON LINWOOD AVENUE
- RIGHT ON CROSS STREET
- RIGHT ON EAST STREET
- CONTINUE STRAIGHT ONTO LELAND ROAD
- U-TURN AT MARKED POINT ON LELAND ROAD
- CONTINUE STRAIGHT ONTO EAST STREET
- LEFT ON CROSS STREET
- LEFT ON LINWOOD AVENUE
- LEFT ONTO WCS CAMPUS AND CONTINUE TOWARDS WCS TRACK
- RUNNERS WILL FINISH WITH LAP ON TRACK

NOTE:

RACE MAP IS FOR REPRESENTATIONAL PURPOSES ONLY. THE RACE DIRECTORS HAVE THE RIGHT TO MAKE ADJUSTMENTS TO THE POSTED COURSE AT ANY TIME PRIOR TO THE START OF THE RACE. PARTICIPANTS ARE RESPONSIBLE FOR FOLLOWING ALL POSTED SIGNAGE AND INSTRUCTIONS PROVIDED BY RACE VOLUNTEERS.



Melissa Ciaramitaro

From: Tim Labrie
Sent: Friday, August 13, 2021 12:08 PM
To: Melissa Ciaramitaro; Jamie Luchini; Jim Shuris
Subject: Re: Road Race Approval

No issues. They have had this one before. I'll check the schedules to see what coverage they need. Can you have the race organizer either email me or call me on Monday or Tuesday of next week? Thanks. Tim.

Get [Outlook for iOS](#)

From: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>
Sent: Friday, August 13, 2021 12:05:26 PM
To: Jamie Luchini <jluchini@northbridgemass.org>; Jim Shuris <jshuris@northbridgemass.org>; Tim Labrie <tlabrie@northbridgemass.org>
Subject: Road Race Approval

Good afternoon,

On the agenda for Monday. Just came in late last night right before I posted the agenda. Please let me know as soon as possible if you have any issues or concerns.

Thank you

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

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

APPLICATION FOR A ONE-DAY WEEKDAY ENTERTAINMENT
LICENSE

TO THE LICENSING AUTHORITIES:

The undersigned hereby applies for a License in accordance with the provisions of the Statutes relating thereto
(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION):

Blackstone Valley Health & Rehabilitation

TO: Obtain a One-day Entertainment License for: Movie Night

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

GIVE LOCATION BY STREET AND NUMBER:

AT: Blackstone Valley Health 447 Hill St, Whitinsville, MA 01588

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

ON: (date and time)* Fri 08/27/21 and Fri 09/17/21

7PM-10PM

(Signature of Applicant)

Print Name: Scott Wheeler

Address: 447 Hill St

City: Whitinsville

State, Zip: ma 01588

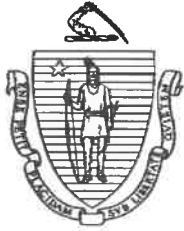
Phone: 508-234-7306

Email: scott@blupointhealthcare.com

Received:	<u>Aug 9</u>	<u>2:30</u>
	(Date)	(Time)
Agenda:	<u>Aug 16, 2021</u>	

Date License Granted

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



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

**FORM MUST BE FILLED
 OUT COMPLETELY**

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

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: Blackstone Valley Health and Rehabilitation
 Address: 447 Hill St.
 City/State/Zip: Scott Wheeler Wheelersville MA 01588 Phone #: 447 Hill St 508-234-7306

Are you an employer? Check the appropriate box:

- 1. I am an employer with 135 employees (full and/or part-time).*
- 2. I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
- 3. We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]**
- 4. We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: MA Care Self Insurance Group
 Insurer's Address: _____
 City/State/Zip: _____
 Policy # or Self-ins. Lic. # 1186296596 Expiration Date: 1/1/22

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

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

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

Signature: [Signature] Date: 8/5/21
 Phone #: 508-234-7306

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

City or Town: Northbridge Permit/License # _____

Issuing Authority (circle one):

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/7/2021

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

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


PRODUCER Gaudette Insurance Agency, Inc. 1 Plummers Corner Whitinsville MA 01588	CONTACT NAME: Caren Fortin PHONE (A/C, No, Ext): 508-266-6442 FAX (A/C, No): 508-234-8121 E-MAIL ADDRESS: cfortin@gaudette-insurance.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : MA Care Self-Insurance Group,</td> <td></td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : MA Care Self-Insurance Group,		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER B :														
INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
INSURED Blupoint Management II, LLC dba Blackstone Valley Health & Rehabilitation 447 Hill Street Whitinsville MA 01588	BLUPMAN-01													

COVERAGES **CERTIFICATE NUMBER:** 1186296596 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A	018000000438121	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER FOR INFORMATIONAL PURPOSES ONLY	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**The Commonwealth of Massachusetts
William Francis Galvin**

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
One Ashburton Place, 17th floor
Boston, MA 02108-1512
Telephone: (617) 727-9640

Certificate of Organization
(General Laws, Chapter)

Identification Number: 001430822

1. The exact name of the limited liability company is: BLUPOINT MANAGEMENT II LLC

2a. Location of its principal office:

No. and Street: 396 WASHINGTON ST
SUITE 198
City or Town: WELLESLEY HILLS State: MA Zip: 02481 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 396 WASHINGTON ST
SUITE 198
City or Town: WELLESLEY HILLS State: MA Zip: 02481 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:
TO MANAGE NURSING HOMES

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: JOSEPH CUZZUPOLI
No. and Street: 396 WASHINGTON STREET
City or Town: WELLESLEY HILLS State: MA Zip: 02481 Country: USA

I, JOSEPH CUZZUPOLI resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	JOSEPH CUZZUPOLI	396 WASHINGTON ST WESTON, MA 02493 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
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8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	JOSEPH CUZZUPOLI	396 WASHINGTON STREET WELLESLEY HILLS, MA 02481 USA

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 14 Day of March, 2020,
JOSEPH CUZZUPOLI**

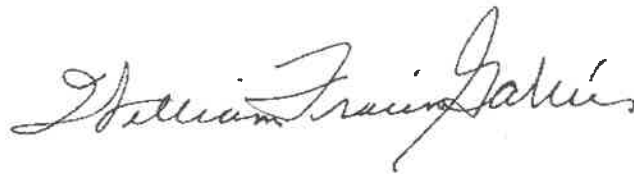
(The certificate must be signed by the person forming the LLC.)

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

March 14, 2020 01:50 PM

A handwritten signature in cursive script that reads "William Francis Galvin". The signature is written in black ink and is centered on the page.

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

NTM License Slips

Row 2

Current Status 8.16.21 Agenda

Done

License ID: NTM#16126

License Type: One-Day Weekday Outdoor Entertainment License

Description: Blackstone Valley Health & Rehabilitation is looking to hold two movie nights on Friday, August 27, 2021 and Friday, September 17, 2021 at their location at 447 Hill Street, Whitinsville

Business: Blackstone Valley Health & Rehabilitation

Applicant: Scott Wheeler

Address: 447 Hill Street

Approval Target 08/12/21

Slip Started on: 08/09/21 3:07 PM

PLANNING Approve:

PLANNING Comments: N/A -not applicable

POLICE Approve:

POLICE Comments:

FIRE Approve:

FIRE Comments:

BUILDING ZONING Approve:

BUILDING ZONING Comments:

CONSERVATION Approve:

CONSERVATION Comments: N/A

HEALTH Approve:

HEALTH Comments: Subject to any outside vendors that may be offering food obtaining a one-day food permit for each event.

ASSESSORS Approve:

ASSESSORS Comments:

TREASURER COLLECTOR Approve:

TREASURER COLLECTOR Comments:

Term Bond due June 1, 2039	
<u>Year</u>	<u>Amount</u>
2038	\$240,000
2039*	240,000

*Final Maturity

Term Bond due June 1, 2041	
<u>Year</u>	<u>Amount</u>
2040	\$240,000
2041*	240,000

*Final Maturity

Term Bond due June 1, 2046	
<u>Year</u>	<u>Amount</u>
2042	\$235,000
2043	235,000
2044	235,000
2045	235,000
2046*	235,000

*Final Maturity

Term Bond due June 1, 2051	
<u>Year</u>	<u>Amount</u>
2047	\$235,000
2048	235,000
2049	235,000
2050	235,000
2051*	235,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated July 30, 2021, and a final Official Statement dated August 9, 2021 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to establish post issuance federal tax compliance procedures and continuing disclosure procedures in such

forms as the Town Treasurer and bond counsel deem sufficient, or if such procedures are currently in place, to review and update said procedures, in order to monitor and maintain the tax-exempt status of the Bonds and to comply with relevant securities laws.

Further Voted: that any certificates or documents relating to the Bonds (collectively, the “Documents”), may be executed in several counterparts, each of which shall be regarded as an original and all of which shall constitute one and the same document; delivery of an executed counterpart of a signature page to a Document by electronic mail in a “.pdf” file or by other electronic transmission shall be as effective as delivery of a manually executed counterpart signature page to such Document; and electronic signatures on any of the Documents shall be deemed original signatures for the purposes of the Documents and all matters relating thereto, having the same legal effect as original signatures.

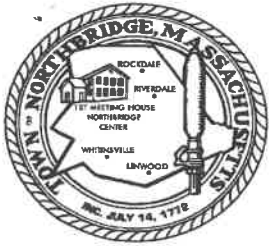
Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the agenda for the meeting, a copy of which is attached hereto, was posted on the bulletin board of the town at least 48 hours before the meeting in compliance with Section 7-1(b) of the Town Charter.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: August 16, 2021

Clerk of the Board of Selectmen



TOWN OF NORTHBRIDGE, MASSACHUSETTS
K.1.
NORTHBRIDGE SAFETY COMMITTEE

James Shuris, P.E., MBA, Chairman/Director of Public Works & Town Engineer
7 Main Street, Whitinsville, MA 01588
(508) 234-3581 jshuris@northbridgemass.org

June 16, 2021

Northbridge Board of Selectmen
Northbridge Memorial Town Hall
7 Main Street, Whitinsville MA 01588

Dear Board of Selectmen:

The Northbridge Safety Committee met **WEDNESDAY JUNE 16, 2021** in the Police Station Class Room (1 Hope Street). The following members were present: Chairman James Shuris, Chief of Police Walter Warchol, Fire Chief David White, George Murray, Peter Bedigian, Lt. Tim Labrie (Alternate) Jamie Luchini (Alternate) were present. R. Gary Bechtholdt, George Simmons, and James Sheehan (Alternate) were absent.

The following members of the public were in attendance:

Selectman Tom Melia
Steven Tyler – HSH
Spencer Donnelley – HSH

CALL MEETING TO ORDER

Chairman Jim Shuris called the meeting to order at 10:03 AM.

I. APPROVAL OF MINUTES

Upon motion duly made (Chief Warchol) and seconded (Chief White) the Safety Committee voted (6-0) to ACCEPT the meeting minutes of April 21, 2021. G. Murray abstained from the vote.

II. ROCKDALE SIGNALIZATION & SAFETY IMPROVEMENTS – Tip project No. 60944

Howard Stein Hudson Engineering Consultants

J. Shuris gave an overview of the intersection of Sutton Street and Providence Road project, now known as TIP Project No. 60944. He introduced Steven Tyler and Spencer Donnelly of Howard Stein Hudson, hereinafter referred to as HSH, the Town's consultant on this project.

HSH gave an in-depth presentation of the proposed two design options for this project.

A lengthy discussion with several questions directed to HSH followed.

Chief Warchol questioned the loss of parking spaces on Rt. 122 northbound, as well as Rt. 122 southbound, near Coz Chemical.

T. Melia pointed out that a discussion about the possible re-use of the current Rockdale Fire Station land, located opposite of the proposed eliminated parking spaces, as a parking area took place at the last Selectmen's meeting.

J. Shuris sought an explanation of how important incorporating bike lanes in this plan are to the DOT. HSH replied that the bike lanes, that would eliminate parking spaces on Rt. 122, were a critical piece of criteria for this project to move forward with the DOT and would need review at the Secretary of Transportation level.

J. Shuris inquired if any waivers on this project could be applied for.

HSH suggested that a waiver could be applied for on School Street to eliminate the proposed westbound bike lane in favor of a shared use lane on the eastbound lane.

G. Murray asked how a bike lane would take a right-hand turn onto School Street if heading north on Rt. 122.

HSH pointed out there is unpainted space available for this turn.

T. Labrie was in favor of adding a designated right-only turn on Sutton Street.

HSH pointed out that this could add to additional parking space losses on Sutton Street but would greatly decrease the staging time of idle traffic eastbound on Sutton Street.

P. Bedigian wanted to know if lighting would be incorporated into this project.

HSH informed the Committee that typically street lighting was a local issue and not incorporated into DOT projects.

Upon motion duly made (Chief Warchol) and seconded (G. Murray) the Safety Committee voted (7-0) in favor of supporting the proposed TIP project design, with the following conditions:

A shared use lane eastbound on School Street, in lieu of two dedicated bike lanes,

The removal of 5 parking spaces northbound on Rt. 122 for the incorporation of a bike lane,

And that a discussion about lane totals on Sutton Street, will be held at a later date.

III. COMPLETE STREETS/SHARED STREETS PROGRAM – Status Update

Howard Stein Hudson Engineering Consultants

J. Shuris updated the Committee on the ongoing complete streets application for Linwood Avenue.

J. Shuris stated that we had sent in a Tier 3 application and asked HSH on the probability this plan will be funded.

HSH replied that they felt there was a high probability that this project would be funded.

IV. LINWOOD AVENUE/CHRISTIAN SCHOOL ROADWAY IMPROVEMENTS

J. Shuris informed the Committee that a discussion about roadway improvements along the shoulder of Linwood Avenue, eastbound, took place at the last Selectmen's meeting. They are seeking the recommendation of the Safety Committee if an addition portion of the shoulder could be paved.

J. Shuris informed the Committee that there is a 50-foot right-of-way at that location. Roughly 3 feet beyond the fog line. He then opened up discussion to the rest of the Committee.

It was decided after a discussion, that the Safety Committee would schedule an onsite meeting, Wednesday, June 23rd at 1:00pm, to lay out a possible lane shift and/or additions to accommodate two lanes of eastbound travel on Linwood Avenue.

J. Shuris will extend an invitation to the principal of Whitinsville Christian School

V. SHINING ROCK JERSEY BARRIER REPLACEMENT

Jim Shuris informed the Committee that a resident asked the Selectmen, at the last Selectmen's meeting to have the concrete barricades in front of the trail parking area on Shining Rock Drive removed and that a gate be placed there instead. The Selectmen wanted the Safety Committee's recommendation on this issue.

P. Bedigian said that roadside parking at that location has made travel at that location a safety issue and that a gate would not help that situation.

J. Shuris read an email from the Conservation Committee that supports the re-opening of this parking lot to grant safe parking to those who wish to use the trails.

J. Luchini stated that a trash receptacle can be added to this location for weekly disposal as with several other field locations already contracted.

Upon motion duly made (P. Bedigian) and seconded (G. Murray) the Safety Committee voted (7-0) in FAVOR of removing the concrete barricades and reopening the parking lot.

VI. OLD/NEW BUSINESS

P. Bedigian asked on the follow up to the traffic light timing question from the last Safety Committee meeting.

J. Luchini will follow up with an inquiry to the State if the sensor line was damaged during the water line construction that took place 2 years ago.

VII. STATUS OF ACTION: 21 April 2021 Safety Committee Meeting Minutes

J. Shuris informed the Committee that he reached out to the resident looking for a mirror installation on Pollard Road, informing them that this was a private matter and that the Safety Committee would not be recommending that the DPW install a mirror at that location.

VIII. NEXT SAFETY COMMITTEE MEETING DATE

June 23, 2021 at 1:00pm, on location at the entrance of Whitinsville Christian School, Linwood Ave.

IX. ADJOURNMENT

Having no additional business, the Safety Committee adjourned its meeting Wednesday June 16, 2021 at or about 11:33AM.

Respectfully yours,


James Shuris, P.E., MBA - Director of Public Works & Town Engineer
CHAIRMAN, NORTHBRIDGE SAFETY COMMITTEE



TOWN OF NORTHBRIDGE, MASSACHUSETTS
NORTHBRIDGE SAFETY COMMITTEE

James Shuris, P.E., MBA - Chairman/Director of Public Works & Town Engineer
7 Main Street, Whitinsville, MA 01588
(508) 234-3581 jshuris@northbridgemass.org

June 23, 2021

Northbridge Board of Selectmen
Northbridge Memorial Town Hall
7 Main Street, Whitinsville MA 01588

Dear Board of Selectmen:

The Northbridge Safety Committee met **WEDNESDAY JUNE 23, 2021** on Linwood Avenue, opposite of the Whitinsville Christian School. The following members were present: Chairman James Shuris, R. Gary Bechtholdt, George Murray, Peter Bedigian, Lt. Tim Labrie (Alternate) Jamie Luchini (Alternate). George Simmons, Chief of Police Walter Warchol, Fire Chief David White, and James Sheehan (Alternate) were absent.

The following members of the public were in attendance:
Chris Vanderbaan – Principal of Whitinsville Christian School

CALL MEETING TO ORDER

Chairman Jim Shuris called the meeting to order at 1:01 PM.

I. LINWOOD AVENUE/CHRISTIAN SCHOOL ROADWAY IMPROVEMENTS

J. Shuris described the boundaries of Town-owned land within the right-of-way on the shoulder of Linwood Avenue.

J. Shuris proposed a new layout of lanes in front of the Christian School entrance.

This layout would include two dedicated turning lanes, as well as two through lanes. They will be delineated with traffic markings. Additional paving will also be required on the southbound lane.

G. Bechtholdt questioned if this will impact the current Complete Streets proposal.

J. Shuris replied that it would not.

Furthermore, DPW Director marked-out two (2) proposed additional lanes extending along frontage of school, w/in existing pavement/layout (Linwood Ave) & shoulder area; creating a dedicated stacking lane along northerly side of Linwood Ave & a left-turning lane into site; Mumford Riverwalk (path) would be maintained & separated by barriers from vehicles traveling easterly along Linwood Ave; Committee members voted in support of proposal presented by DPW Director.

Upon motion duly made (G. Murray) and seconded (LT. Labrie) the Safety Committee voted (6-0) to ACCEPT the proposed traffic lane layout on Linwood Avenue, at the entrance of the Whitinsville Christian School.

II. NEXT SAFETY COMMITTEE MEETING DATE

TBD

III. ADJOURNMENT

Having no additional business, the Safety Committee adjourned its meeting Wednesday June 23, 2021 at or about 1:13 PM.

Respectfully yours,



James Shuris, P.E., MBA - Director of Public Works & Town Engineer
CHAIRMAN, NORTHBRIDGE SAFETY COMMITTEE

-JCL

Cc: Northbridge Town Clerk
/File

Northbridge Town Manager

Lt. Timothy Labrie

**COMMONWEALTH OF MASSACHUSETTS
WARRANT FOR FALL ANNUAL TOWN MEETING
TOWN OF NORTHBRIDGE
TRANSACTION OF TOWN BUSINESS
TUESDAY, OCTOBER 26, 2021 - 7:00 P.M.**

DRAFT #3 – AUGUST 12, 2021

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, October 26, 2021 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 amend the votes taken under Article 3 of the 2021 Spring Session of the Annual Town Meeting (May 4, 2021), appropriations and transfers under the Omnibus Budget Article, to raise and appropriate, and/or to transfer from available funds in the Treasury and/or the Health Insurance Stabilization Fund to supplement appropriations under the Omnibus Budget Article; or take any other action relative thereto.

ARTICLE 2: (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 various sums of money and authorize the payment of prior year bills; or take any other action relative thereto. *The info below will only appear in the booklet and motion.*

LINE #	ACCOUNT NAME	VENDOR	AMOUNT
42	PROPERTY/LIABILITY INSURANCE	Cabot Risk Strategies, LLC	\$169.24
42	PROPERTY/LIABILITY INSURANCE	Cabot Risk Strategies, LLC	\$ 11.60
42	PROPERTY/LIABILITY INSURANCE	Cabot Risk Strategies, LLC	\$413.27

ARTICLE 3: (Board of Selectmen) Senior Tax Work Off Program abatement increase to \$1,500

To see if the Town will vote to amend the vote taken under Article 12 of the 2018 Spring Session of the Annual Town Meeting (May 1, 2018) by increasing the real estate tax abatement for Senior Tax Work Off volunteers from \$1,000 to \$1,500 per Fiscal Year, in addition to any other exemptions or abatements for which they may be eligible; or take any other action relative thereto.

ARTICLE 4: (Board of Selectmen) Veteran Tax Work Off Program abatement increase to \$1,500

To see if the Town will vote to amend the vote taken under Article 20 of the 2013 Spring Session of the Annual Town Meeting (May 7, 2013) by increasing the real estate tax abatement for Veteran Tax Work Off volunteers from \$1,000 to \$1,500 per Fiscal Year, in addition to any other exemptions or abatements for which they may be eligible; or take any other action relative thereto.

ARTICLE 5: (Planning Board)

To see if the Town will vote to accept as a public way, Roosevelt Drive (remaining portion of) as heretofore laid out by the Board of Selectmen, a copy of which layout is on file with the Office of the Town Clerk, and further authorize the Board of Selectmen, in the name and behalf of the Town, to acquire by purchase, eminent domain, gift or otherwise, easements in said way for the purpose for which public ways are used in the Town; or take any other action relative thereto.

ARTICLE 6: (Planning Board)

To see if the Town will vote to AMEND Town of Northbridge Zoning Bylaw Chapter 173, by DELETING in its entirety (current) Section 173-18 [Floodway and Floodplain Districts] and INSERTING in place thereof the following (new) provision entitled "Floodway and Floodplain Overlay Districts":

Section 173-18 Floodway and Floodplain Districts

A. Purpose

The purpose of the Floodway and Floodplain Overlay District is to: (a) Ensure public safety through reducing the threats to life and personal injury; (b) Eliminate new hazards to emergency response officials; (c) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding; (d) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding; (e) Eliminate costs associated with the response and cleanup of flooding conditions; and (f) Reduce damage to public and private property resulting from flooding waters.

B. District Delineation

1. The Floodway and Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within the Town of Northbridge designated as Zone A, AE, AH, AO, or A99 on the Worcester County Flood Insurance Rate Map (FIRM) dated July 16, 2014, issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Worcester County Flood Insurance Study (FIS) report dated July 16, 2014. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Inspector of Buildings, Conservation Commission and Board of Assessors.
2. The boundaries of the Floodway and Floodplain District are shown on map entitled "Town of Northbridge, Massachusetts Floodway & Floodplain Overlay Districts" prepared by CMRPC - Central Massachusetts Regional Planning Commission dated October 26, 2021.
3. Floodplain management regulations found in this section shall take precedence over any less restrictive conflicting local laws, provisions, or codes.
4. The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.
5. If any section, provision, or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the bylaw shall be effective.

C. Designation of Floodplain Administrator

Northbridge hereby designates the position of Inspector of Buildings to be the official Floodplain Administrator for the Town of Northbridge.

D. Requirement to submit new technical data

If the Town acquires data that changes the base flood elevations in the FEMA mapped Special Flood Hazard Area, the Town will, within six (6) months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s). Notification shall be submitted to: FEMA Region 1 Risk Analysis Branch Chief, 99 High Street, 6th Floor, Boston, MA 02110 and copy of notification to: Massachusetts NFIP State Coordinator, MA Department of Conservation & Recreation, 251 Causeway Street, Boston, MA 02114.

E. Variances to building code floodplain standards

1. If the State issues variances to the flood-resistant standards as found in the State Building Code:
 - a) The Town of Northbridge will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance and will maintain this record in the community's files.
 - b) The Town shall also issue a letter to the property owner(s) regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.
 - c) Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain overlay district.

F. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP)

A variance from these floodplain bylaws must meet the requirements set out by State law and may only be granted if: Good and sufficient cause and exceptional non-financial hardship exist; the variance will not

result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and the variance is the minimum action necessary to afford relief.

G. General provisions

1. Permits required for all proposed development in the Floodplain Overlay District
 - a) The Town of Northbridge shall require a permit for all proposed construction or other development in the floodplain overlay district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.
 - b) Assure that all necessary permits are obtained
 - I. The town's permit review process includes the requirement that the proponent obtain all local, state, and federal permits that will be necessary in order to carry out the proposed development in the floodplain overlay district. The proponent must acquire all necessary permits and must submit a list demonstrating that all necessary permits have been acquired.
2. Subdivision proposals
 - a) All subdivision proposals and development proposals in the floodplain overlay district shall be reviewed to assure that: Such proposals minimize flood damage; Public utilities and facilities are located & constructed so as to minimize flood damage; and Adequate drainage is provided.
 - b) When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.
3. Unnumbered A Zones and Floodway encroachment
 - a) In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.
 - b) In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge. In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.
4. Watercourse alteration or relocations in riverine areas
 - a) In a riverine situation, the Conservation Commission shall notify the following of any alteration or relocation of a watercourse: (1) Adjacent Communities, especially upstream and downstream; (2) Bordering States, if affected; (3) NFIP State Coordinator: Massachusetts Department of Conservation and Recreation, 251 Causeway Street, 8th floor Boston, MA 02114; NFIP Program Specialist: Federal Emergency Management Agency, Region I, 99 High Street, 6th Floor, Boston, MA 02110
5. AO and AH zones drainage requirements
 - a) Within Zones AO and AH on the FIRM, adequate drainage paths must be provided around structures on slopes, to guide floodwaters around and away from proposed structures.

6. Recreational vehicles

- a) In A1-30, AH, and AE Zones all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

H. Floodway use regulations

1. Except by special permit of the Zoning Board of Appeals, only the following uses of low flood damage potential and causing no obstructions to flood flows shall be allowed, provided that they do not require structures, fill or storage of materials or equipment:
 - a) Agricultural uses such as farming, grazing, truck farming, horticulture and forestry and nursery uses;
 - b) Outdoor recreational uses, including fishing, boating and play areas, etc.;
 - c) Conservation of water, plants, and wildlife; wildlife management; and foot-, bicycle or horse paths;
 - d) Temporary non-residential structures used in connection with fishing or with growing, harvesting or storage of crops raised on the premises;
 - e) Buildings lawfully existing prior to May 10, 1983; and
 - f) In Zone AE, along watercourses that have a regulatory floodway designated on the Northbridge FIRM encroachments are prohibited in the regulatory floodway which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

I. Floodplain District use regulations

1. The Floodplain District is established as an overlay district to all other districts. All development in the district, including structural and nonstructural activities, whether permitted by right or by special permit, must be in compliance with MGL C. 131, § 40, and with the requirements of the following:
 - a) Massachusetts State Building Code addressing Floodplain areas;
 - b) Wetland Protection Regulations, Department of Environmental Protection (DEP);
 - c) Inland Wetlands Restriction, DEP; and
 - d) Minimum requirements for the subsurface disposal of sanitary sewage, DEP.

Any variation from the provisions and requirements of the above referenced state regulations may only be granted in accordance with the required variance procedures of these state regulations.

2. No structure or building shall be erected, constructed substantially improved or otherwise created or moved and no earth or other materials shall be dumped, filled, excavated, or transferred unless a special permit is granted by the Zoning Board of Appeals. Said Board may issue a special permit hereunder, subject to other applicable provisions of this Chapter if the application is in compliance with the following provisions:
 - a) Proposed use shall comply in all respects with the zoning provisions of the underlying district;
 - b) All encroachments, including fill, new construction, substantial improvements to existing structures and other development, are prohibited unless certification by a registered professional engineer is provided by the applicant demonstrating that such encroachment shall not result in any increase in flood levels during the occurrence of the one-hundred-year flood.
 - c) Within 10 days of receipt of the application, the Zoning Board of Appeals shall transmit copy of the development plan (application) to the Conservation Commission, Planning Board, Board of Health, Town Engineer, Inspector of Buildings, and the Board of Selectmen. Final action shall not be taken until reports have been received from the above Boards or until 35 days have elapsed.
 - d) The Zoning Board of Appeals may specify such additional requirements and conditions as it finds necessary to protect the health, safety and welfare of the public and the occupants of the proposed use or take any other action relating thereto.

3. New construction and improvements

- a) Refer to Massachusetts State Building Code
- b) Electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities shall be designed and/or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

J. Definitions

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is: (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register; (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district; (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either: (1) By an approved state program as determined by the Secretary of the Interior or (2) Directly by the Secretary of the Interior in states without approved programs. [US Code of Federal Regulations, Title 44, Part 59]

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. New construction includes work determined to be substantial improvement. [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is: (a) Built on a single chassis; (b) 400 square feet or less when measured at the largest horizontal projection; (c) Designed to be self-propelled or permanently towable by a light duty truck; and (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use. [US Code of Federal Regulations, Title 44, Part 59]

REGULATORY FLOODWAY - see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE or V1-30. [Base Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns. Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial

improvement, the actual “start of construction” means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3(b)(5), (c)(4), (c)(10), (d)(3), (e)(2), (e)(4), or (e)(5) is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

ZONE A means an area of special flood hazard without water surface elevations determined

ZONE A1-30 and ZONE AE means area of special flood hazard with water surface elevations determined

ZONE AH means areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined

ZONE AO means area of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) ft. (Velocity flow may be evident; such flooding is characterized by ponding or sheet flow.)

ZONE A99 means area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. (Flood elevations may not be determined.); 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; the Northbridge Post Office, in Northbridge, in Precinct 2; Town Clerk's Office, in Whitinsville, 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 13th day of September in the year Two Thousand Twenty-one.

SELECTMEN OF NORTHBRIDGE

Charles Ampagoomian, Jr., Chairman

Alicia M. Cannon

James J. Athanas

Russell D. Collins

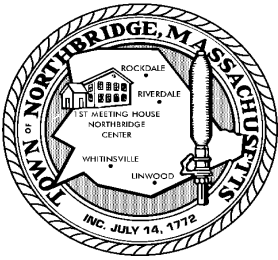
Thomas J. Melia

WORCESTER, SS Northbridge

Date:

By virtue of this warrant I have this day notified the inhabitants 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



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: August 09, 2021

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

From: R. Gary Bechtholdt II, Town Planner 

RE: **AD-HOC OPEN SPACE & RECREATION PLAN UPDATE COMMITTEE**
Composition of & Appointments

Planning continues to seek resident/volunteers to participate on the Ad-hoc Open Space & Recreation Plan Update Committee. Additionally, attempts have been made to contact those who had previously expressed an interested or took part in past work. For this renewed effort the Community Planning & Development Office recommends the composition of the ad-hoc committee be as follows:

- Town Planner -Ex officio member
- Planning Board -one (1) representative
- Conservation Commission -two (2) representatives
- Playground & Recreation Commission -one (1) representative
- Disability Commission -one (1) representative
- **Board of Selectmen -one (1) representative** **Selectman Athanas was appointed as the Selectmen's Rep on August 17, 2020**
- Member at-large -Joel Vande Werken
- Member at-large (Vacant)
- Member at-large (Vacant)
- Member at-large (Vacant)
- Member at-large (Vacant)

Correspondence will be sent out to the other board/commissions to confirm appointment/re-appointment for the Planning Board, Playground & Recreation Commission and Disability Commission. The Conservation Commission has designated two (2) representatives: Barbara McNamee & Chloe Mawn.

On June 21, 2021, Planning hosted an OSRP Overview Session (via ZOOM); attended by Glenn King, Chloe Mawn, Mike Tonry, & David Troen-Krasnow. It is my understanding Mr. King, Mr. Tonry & Mr. Troen-Krasnow have all submitted Talent Bank Forms indicating an interest/desire to serve on this committee. Accordingly, Planning requests the Board of Selectmen make arrangements for its 09/13/2021 meeting to appoint Glenn King, Mike Tonry & David Troen-Krasnow to the Open Space & Recreation Plan Update Committee (Member at-large positions).

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

Take care & be well.

Cc: S. Susienka, Exec. Asst. to Town Manager
Disability Commission
Conservation Commission

L. Zywiem, Town Clerk
J. Vande Werken
/File

Planning Board
G. King

Playground & Rec
M. Tonry



Adam D. Gaudette
Town Manager

TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
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N.

SELECTMEN'S GOALS FOR THE TOWN MANAGER

Year 4 – August 28, 2020 through August 27, 2021

1) Budget Preparation for FY2022

Oversee the budget development process for FY2022 by working with Department Managers to provide budget materials for analysis by the Board of Selectmen and Finance Committee, in order to produce a “balanced budget” for adoption at the Annual Town Meeting on May 4, 2021. The Town Manager will also incorporate the following within his Budget Preparation in an effort to protect and enhance the financial health of the Town:

- Capital Improvements Planning and Budgeting
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- School Department Funding
- Free Cash and Stabilization
- Seek out and apply for Grants and other sources of revenue to supplement appropriations
- Continue to utilize fiscal discipline, identify areas of savings, and promote transparency
- Negotiate new Collective Bargaining Agreements (CBA) with the Town's four (4) collective bargaining units.

Town Manager's Summary of Accomplishments:

- Spearheaded the FY2022 **Budget Development Process** starting with discussing Budget Goals with the Board of Selectmen in December 2020 and carrying through to the Spring Annual Town Meeting (SATM) on May 4, 2021; also coordinated the preparation of the SATM **Warrant** that included budgetary items, capital planning, housekeeping, etc.
- Established Budget Development goals for Department Managers to apply to budget and capital request submissions along with coordinating the 5-year Capital Plan update. Met regularly with **Department Managers and the Finance Committee** throughout the Budget Development Process including the distribution of materials and presentations, at the Finance Committee Public Meeting.
- Obtained Town Meeting adoption of a “**Balanced Budget**” in the amount of \$48,991,891 which equated to a 1.81% increase (\$868,635) in spending, despite the challenges of a 4.60% increase from BV Tech, a 4.0% increase in Health Insurance Premium, a \$300,000 deficit in Snow & Ice,

and a \$35,000 increase in out of district vocational expenses, and \$35,000 in increased general liability insurance costs.

- Met with the **School Department** (NPS) and communicated the Town's financial position and the ability to fund school department needs. The approved budget for NPS included a 2.23% increase (\$485,080). In addition, \$225,000 was approved for NPS Capital Spending (remove portable classrooms, IT systems, and security upgrades).
- Updated the **5-year Capital Plan** working with Department Managers and gaining approval from the Building, Planning, and Construction Committee. Also, established the FY2022 **Capital Plan for adoption at the Annual Town Meeting**, which addressed projects including equipment purchases, building renovations, and infrastructure projects through the use of \$1,325,680 in Free Cash, \$200,000 from Ambulance Receipts, \$54,460 from Building Maintenance, \$44,232 from Pine Grove Cemetery Trust, and \$180,868 from Sewer Retained Earnings.
- Negotiated the **Health Insurance premium rate**, which resulted in a 4.0% renewal premium rate increase from the Town's existing carrier (Fallon). In addition, negotiated the Senior Plan Renewal of 3.0% and a 0% increase from the Town's Dental provider.
- Achieved **General Liability Insurance premium rate stabilization** successfully negotiating a 0.25% decrease from the Town's existing carrier (MIIA), before adding the \$40,000 increase for the policy change for the new School Building project.
- Achieved an **increase to the Town's S&P Global Bond Rating** from "AA" to "AA+". This is credited to our financial strategy of increased fund balances, history of surplus performance, and stable debt metrics.
- **Grants/Other Funding Sources:** In order to supplement Town Meeting appropriations for operations and project funding, Town Staff was successful applying and being awarded the following grants:
 - **Capital Budget Earmarks** (Town Manager/Public Safety/NPS): Working with our Legislators, we were awarded **\$120,000** in earmarks in the State's FY2022 Budget in the amount of \$25,000 for the Town's 250th Anniversary, \$20,000 for school security cameras, \$25,000 for public health and safety improvements, and \$50,000 for police and fire radio upgrades.
 - **Accounting:**
 - ❖ CARES ACT - **\$1,475,222** from the Federal Government for Purchases related to COVID-19 responses
 - ❖ FY'21 Earmark for Health and Safety(Dept. of Tourism) - **\$21,428.57** for COVID-related purchases such as sneeze guards, distance barriers, laptops and printer for remote work.
 - ❖ ARPA Coronavirus Local Fiscal Recovery from the Federal Government - **\$4,985,467.00** – TBD.
 - **Board of Health:**
 - ❖ CMRPC/MDPH: **\$10,000.00** for COVID-19 Response (supplies, PPE).
 - ❖ CMRPC/MDPH: **\$3,500.00** for COVID-19 Testing of firefighters/paramedics.
 - ❖ CMRPC/MDPH: **\$8,761.45** for COVID-19 Regional Clinic Support.

- ❖ CMRPC/MDPH: **\$323,629.83** for the Blackstone Valley Partnership for Public Health – shared health services – Intermunicipal Agreements with Northbridge as the lead.
- **DPW/Highway Department:**
 - ❖ MassDOT Shared Streets and Spaces Program - **\$135,739.80** for the Northbridge Middle School Drop Off Project which included signage, pavement markings, barriers in order to improve traffic flow at drop-off and pick-up times.
 - ❖ MassDOT Complete Street Funding Program - **\$400,000** for Linwood Ave and Mumford Riverwalk Pathway access improvements including sidewalks, signage, and crossing improvements.
 - ❖ EOEA – MVP-Action Grant Application - **\$221,246** to study improvements to Carpenter Road Causeway – *waiting for decision this fall.*
 - ❖ MIIA FY 20' Risk Management Grant - Personal Voltage Meter - **\$598.00**
 - ❖ MIIA FY 21' Risk Management Grant - Manhole Cover Lift - **\$1,945.00**, (8) Logging Helmets - **\$598.00**, and a Multigas Detector - **\$1,547.00**.
- **Fire Department:**

❖ AFG- Corona Supplemental Grant	PPE, N95Masks	\$5,238.10
❖ Department of Fire Services 20	Cancer hoods	\$3,135.00
❖ Senior SAFE 20	Senior Fire Education	\$2,600.00
❖ SAFE 21	Fire Education	\$5,281.00
❖ Senior SAFE 21	Senior Fire Education	\$2,680.00
❖ DFS Gear Grant 21	Personal Protective Clothing	\$14,994.00
❖ EOPSS CESFP	Sanitizing Equipment	\$16,785.00
❖ EMPG19	Emergency generator	\$4,600.00
❖ EMPG20	Command Dual band radio	\$3,900.00
❖ FEMA Public Assistance 1&2	Corona unbudgeted costs	\$92,268.71
❖ FEMA Vaccine(Pending)	Vaccine administration	<u>\$75,336.16</u>
❖ Total Grant Revenue		\$226,817.97
- **Planning:**
 - ❖ **Green Communities** – The Town was awarded our FY2021 Green Community Grant Application in the amount of **\$190,178** for town building energy projects that include LED lighting at NMS and NHS, a Hybride heat pump DHW heater at Town Hall, and HVAC uninvent Demand Controls at NHS.
 - ❖ **Community Development Block Grant (CDBG)** – The Town was awarded our FY2020 CDBG Application in the amount of **\$800,000** that will allow us to create a Slum & Blight Property Inventory for future application needs and also Rehabilitate fourteen (14) housing units for low to moderate income families.
 - ❖ **Local Rapid Recovery Plan Program (DHCD)** – Technical Assistance Grant for **\$30,000** in response to effects of COVID-19 on Local Businesses.
 - ❖ **CDBG-CV Federal Cares Act** – Regional Microenterprise Assistance Grant Program (Webster - lead community) up to **\$25,000** for qualified businesses and **\$4,000** for purchase of freezer(s) for local food pantry.
- **Police Department:**
 - ❖ State 911 Department-Support & Incentive Grant: **\$54,000.00** used for Dispatcher Salaries.
 - ❖ EOPPS – Department of Justice – Bryne Grant: **\$40,000.00** used for Cruiser Laptops, Detective Equipment, Computers for Station.

- ❖ 911 Training Grant: **\$10,000.00** used for Dispatcher Training/Replacement costs.
 - ❖ EOPPS – Corona Grant: **\$17,000.00** used to purchase Fogging Machine/Ultraviolet Lights to disinfect building and cruisers.
 - ❖ MIAA Flex Grant: **\$3,000.00** - Purchased (3) body armor vests.
 - **Town Clerk** (Center for Tech and Civic Life): **\$7,293** for Election Costs related to COVID modifications.
 - **Whitinsville Social Library:**
 - ❖ **\$425:** Mass Cultural Council and Northbridge Cultural Council, Henry the Juggler (Children's program)
 - ❖ **\$400:** Mass Cultural Council and Northbridge Cultural Council, Magic by Scott Jameson (Children's program)
 - ❖ **\$275:** Mass Cultural Council and Northbridge Cultural Council, Artist Theresa Monteith (Tween program)
 - ❖ **\$900:** CFE, EEC, SMOC/Head Start, and Beginning Bridges, Music & Movement with Deb Hudgins (Children's program)
 - ❖ **\$450:** Northbridge Cultural Council, Ed the Wizard (Children's program)
-

2) Fire Station Building Project

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

- OPM Selection Process: a) preparing a Request for Qualifications (RFQ) for OPM services to be reviewed and approved by the BPCC, b) advertising the RFQ, c) administering the proposal submission and completion review process, d) coordinating the interview and selection process by the BPCC, and e) negotiating the terms of the OPM services agreement.
- Architect Selection Process: Assist the OPM with a) preparing a Request for Qualifications (RFQ) for architectural design services to be reviewed and approved by the BPCC, b) advertising the RFQ, c) administering the proposal submission and completion review process, d) coordinating the interview and selection process by the BPCC, and e) negotiating the terms of the architectural design services agreement.
- The Town Manager will coordinate BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review.
- The Town Manager will also incorporate a review and comment process on project design development with the Board of Selectmen, Finance Committee, and residents, including informational relative to project costs.
- The Town Manager will regularly communicate aspects of the project design and the development process.
- The Town Manager will work closely with the Fire Chief and his staff on design development; coordinated with the OPM and Architect.

- If timing dictates during this goal evaluation process, oversee and coordinate, along with the OPM and the Architect, the construction bid selection process and award.

Town Manager's Summary of Accomplishments:

- Coordinated all BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review during the review period.
- OPM Selection Process:
 - a) Successfully prepared the Request for Qualifications (RFQ) for OPM services which was approved by the BPCC in October 2020,
 - b) Successfully advertised the RFQ in October 2020,
 - c) Successfully administered the proposal submissions and completion review process, which were received in November 2020,
 - d) Successfully coordinated the interview and selection process by the BPCC in December 2020, and
 - e) Successfully negotiating the terms of the OPM services agreement with the selected firm, CHA, in January 2021 for the fee of \$495,000.
- Architect Selection Process: Successfully assisted the OPM with:
 - a) preparing the Request for Qualifications (RFQ) for architectural design services which was reviewed and approved by the BPCC in February 2020,
 - b) advertising the RFQ in February 2020,
 - c) administering the proposal submission and completion review process in March of 2020,
 - d) coordinating the interview and selection process by the BPCC in April of 2020, and
 - e) negotiating the terms of the architectural design services agreement in April of 2020 for the fee of \$1,400,000.
- Reviewed and commented on the Scope of Services Agreement with subcontractor for field survey services which were completed in July 2020.
- Reviewed and processed initial Invoices #1 for CHA and #1 - #3 for TGAS.
- Provided regular updates to the Board of Selectmen and Finance Committee on process, consultant selection, and plan development forwarding relative presentation documents.
- Continuing to work with the Fire Chief, staff, and BPCC on design development with the OPM and Architect. Next steps are timeline and schedule of values.

3) Oversee the Process for Replacing the Retiring Chief of Police

Oversee the Chief of Police Replacement process, working with the current Chief of Police and the Massachusetts Department of Human Resources/Civil Service (HRD/CS), and making an appointment recommendation for the Board of Selectmen ratification. Suggested tasks include:

- **COMPLETED:** On 11/13/2019, the Town administered a promotional exam through the use of a sole assessment center with education and experience for the rank of Chief of Police in conformance with the HRD/CS guidelines.
- **COMPLETED:** The results of the assessment center were forwarded to HRD/CS and using a formula that accounted for a candidate's education and experience, HRD/CS subsequently ranked all eligible candidates. HRD/CS created an eligibility list for the Chief of Police position, which is considered active for a 2-year period.
- Prior to 12/31/2020, the Town Manager will notify the Town's Civil Service representative that the Town would like to move forward with the appointment process for the rank of Chief of Police.
- The Town Manager will then generate a Departmental Promotional Certification listing of all eligible candidates.
- The Town Manager will then notify the eligible candidates of the promotional opportunity. Candidates will be required to sign the Departmental Promotional Certification list signifying if they are willing to accept or decline the potential appointment.
- According to HRD/CS regulations, the Town must select one candidate from the highest ranked three candidates who have indicated that they would be willing to accept the position. If two or more candidates indicate they are willing to accept the position of Chief of Police, the Town Manager will implement an interview process to select the best candidate for the position.
- The Town Manager would establish a minimum three (3)-member panel consisting of at least 3 area police chiefs or a minimum combination of 2 police chiefs and another area town official such as a town manager. One of the panelists would be appointed as chairman. Each member of the panel would generate 5-10 potential questions/scenarios and submit them prior to the interviews. A master list of selected questions would be created from the submitted questions/scenarios along with a grading rubric and would be provided to the interview panel on the day of the interviews.
- The interview panel would complete the interviews and make their selection using the grading rubric. The chairman would generate a letter to the appointing authority (Town Manager) stating the reasons for the candidate's selection. All grading rubrics will be retained for a possible appeal to civil service.
- If the panel does not select the top candidate on the list, the Town Manager must notify the bypassed candidate(s) of the reason(s) for the bypass. HRD/CS prefers positive reasons for a bypass unless there are major negative reasons in a candidates file.
- The Town Manager would then inform the bypassed candidate(s) that they have 60 days to appeal the appointing authority's decision.
- The Town Manager will file all necessary forms and paperwork with HRD/CS through their online portal.
- Based on guidance from the HRD/CS, the Town Manager would notify the selected candidate that he shall assume his duties within 30/45 days from appointment.
- During the 30-45 days leading up to the candidate starting the position, the Town Manager would bring the selected candidate before the Board of Selectmen for ratification.
- The intent is that there would be a several-month period where the selected candidate would work in tandem with the current Chief of Police to provide some over-lapping experience to take place.

Town Manager's Summary of Accomplishments:

- **PREVIOUSLY COMPLETED:** On 11/13/2019, the Town administered a promotional exam through the use of a sole assessment center with education and experience for the rank of Chief of Police in conformance with the HRD/CS guidelines.
 - **PREVIOUSLY COMPLETED:** The results of the assessment center were forwarded to HRD/CS and using a formula that accounted for a candidate's education and experience, HRD/CS subsequently ranked all eligible candidates. HRD/CS created an eligibility list for the Chief of Police position, which is considered active for a 2-year period.
 - In March of 2021, the Town Manager notified the Town's Civil Service representative that the Town would like to move forward with the appointment process for the rank of Chief of Police.
 - In March of 2021, the Town Manager generated a Departmental Promotional Certification listing of all eligible candidates.
 - In April of 2021, the Town Manager developed the interview process which would be used to assist with the selection of a candidate.
 - In April of 2021, the Town Manager notified all the eligible candidates of the promotional opportunity. All three (3) candidates signed the Departmental Promotional Certification list signifying they were willing to accept the potential appointment. (According to HRD/CS regulations, the Town must select one candidate from the highest ranked three candidates who have indicated that they would be willing to accept the position. If two or more candidates indicate they are willing to accept the position of Chief of Police, the Town Manager will implement an interview process to select the best candidate for the position.)
 - In April 2021, the Town Manager established a three (3)-member panel consisting of a retired police chief, an active area town manager and himself. The Town Manager acted as chairman overseeing the interview process. Each member of the panel generated 5-10 questions/scenarios and a master list of selected questions was created along with a grading rubric.
 - In April of 2021, the interview panel conducted the interviews and made a recommendation of selection using the grading rubric. The Town Manager generated a letter the reasons for the candidate's selection.
 - Because the panel did not select the top candidate on the promotional list, the Town Manager notified the bypassed candidate of the reasons for the bypass and informed the bypassed candidate that they have 60 days to appeal the appointing authority's decision.
 - In April of 2021, The Town Manager then filed all necessary forms and paperwork with HRD/CS through their online portal. HRD/CS was provided the positive reasons for the bypass.
 - In April of 2021, the Town Manager notified the selected candidate, Timothy Labrie, that he shall assume his duties within 30/45 days from appointment.
 - In May of 2021, the Town Manager brought forward Chief Labrie before the Board of Selectmen for ratification.
 - In June of 2021, the Town Manager successfully negotiated an employment with Chief Labrie.
 - Because of Chief Labrie's appointment, the Town Manager assisted Chief Labrie with the Lieutenant and Sergeant promotional processes during July of 2021.
-

4) Roadway Infrastructure Planning, Design, and Construction

Work with the Department of Public Works Director and Highway Superintendent on the Town's strategic road enhancement plan that seeks to target locations and road network reconstruction that may also include intersection realignments, bridge replacement, culvert, and other drainage related improvements.

Coordinate application preparation for eventual grant funding for road network infrastructure improvements under the following programs:

- Accelerated Bridge Program
- Complete Streets
- Municipal Vulnerability Preparation
- Hazard Mitigation
- Safe Routes to School
- Chapter 90 – approximately \$475,000 annual allotment
- Shared Streets – recent award of \$140,000 for Linwood Ave / Middle School circulation
- Transportation Improvement Program – oversee Rockdale project (School Street, Sutton Street, Providence Road, Upton Street) intersection improvements
- Transportation Improvement program – work to submit MADOT filings for Church Street Extension and Linwood Avenue projects.

Town Manager's Summary of Accomplishments:

- **Complete Streets:** The Town was awarded **\$400,000** by MassDOT to provide crosswalk improvements and wayfinding for the Mumford Riverwalk at the intersection of Linwood Avenue and Cross Street, as well as to construct a sidewalk on the southbound side of Linwood Avenue to the Mumford Riverwalk. The project will also reconstruct a section of sidewalk in front of the Northbridge Middle School sports fields and improve the existing crossings on the north side of Linwood Avenue between the Northbridge Middle and High Schools.
- **Municipal Vulnerability Preparation:** The Town submitted a Municipal Vulnerability Preparedness grant application for the Carpenter Road Causeway Alternatives Analysis and Comprehensive Road-Stream Crossing Assessment. This application was submitted in May 2021 and the Town is hopeful for an award announcement this fall.
- **Safe Routes to School and Shared Streets:** MassDOT Shared Streets and Spaces Program awarded the Town **\$135,739.80** for the Northbridge Middle School Drop Off Project which included signage, pavement markings, barriers in order to improve traffic flow at drop-off and pick-up times. The project was completed in the fall of 2020 and both the school, police, and DPW monitor for improved circulation.
- **Chapter 90:** The Town received **\$467,888** in FY2021, which was delayed due to the late adoption of the State's FY2021 budget due to COVID. The majority of the funds were used to pave portions of Church Street and Highland Street and \$150,000 is going towards the Rockdale TIP Design. The Town recently received its FY2022 allocation in the amount of **\$467,358**, which is to be used on town paving projects in the areas of Swift Road, Mason Road, and Arcade streets which provide direct access in the area of the new School Building Project.
- **TIP – Transportation Improvement Program:** The Town's PNF (Project Notification Form)

was approved by MassDOT for the School Street / Providence Road / Sutton Street / Upton Street Intersection Improvements. After MassDOT's review of the PNF, the Town was notified it is eligible for Federal Highway Aid funding for improvements at the Sutton Street, Providence Road, Upton Street, School Street intersection. In order to receive a grant for the estimated construction cost of **\$2,760.000**, the Town must first complete the Design/Engineering phase obtain Right of Way easements in order to be programmed. The Town signed an agreement for **\$318,620** with Howard Stein Hudson (HSH) to complete the design. This is being funded with \$150,519 in Chapter 90 and \$168,101 in Free Cash that was approved at the 2020 Spring Annual Town Meeting. HSH has completed the survey work and are nearing 25% design review submission to MassDOT. This falls on the heels of getting necessary feedback from the Board of Selectmen in June 2020.