

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
NORTHBRIDGE TOWN HALL
7 MAIN STREET - WHITINSVILLE, MA 01588
September 25, 2023 at 7:00 PM**

PLEDGE OF ALLEGIANCE

I. APPROVAL OF MINUTES: A. August 14, 2023 [Exec. Sess.]

II. PUBLIC HEARING – B. 7:05 PM/Massachusetts Electric Company d/b/a National Grid to install 2-3” underground conduits from existing jointly owned Pole 2 across the street to new secondary handhole on property located at 34 Chipper Hill Road, Northbridge per Plan #30834642 dated August 29, 2023/**Present:** Jeffrey Silva, National Grid

III. APPOINTMENTS:

C. By the Board of Selectmen: Paula Lea, Cultural Council / **Present:** Christine Johnson

D. By the Town Manager: 1) Heather Wade, Interim Library Director and 2) Rose Yulfo, Library Asst. **Present:** Rebecca Sasseville, Library Director

IV. CITIZENS' COMMENTS/INPUT

V. DECISIONS:

E. Central New England Collectible Authority dba Northbridge Coin & Gold, 68 Church Street, Whitinsville [Robin McDonald, Mgr.]/Request for a Junk Dealers License/**Present:** Robin McDonald

F. Our Lady of The Valley School/Request to post a lawn sign on the Rockdale Common to advertise their Trick or Trot 5K, Saturday, October 21, 2023

G. Blackstone Valley Chamber of Commerce/Request for an entertainment license for the Home & Community EXPO on March 16, 2024 at the Northbridge High School/**Present:** Jeannie Hebert, President & CEO

H. Northbridge Police Association – Holiday Tree Lighting Event and Parade Event [November 25, 2023 /1) Request to use Memorial 1) Request to use Rockdale Common from 3 PM to 4 PM 2) Request to use Memorial Park from 4 PM – 6 PM. 3) Request to close Church Street from Park Street to Main Street 4 PM - 6 PM

I. Ambulance Fund/Vote to write off uncollectible accounts. **Present:** Sharon Emerick, Finance Director/Town Accountant and David White, Fire Chief

J. Local Emergency Operations Plan (LEOP)/Vote to adopt. **Present:** David White, Fire Chief and Kevin Filchak, MEMA

K. Housing Production Plan/Vote to Adopt. **Present:** Lori Tanner, Pioneer Valley Planning Commission (Consultant); Becky Rushford, Planning Board Chair & Gary Bechtholdt, Town Planner

L. Pine Grove Cemetery Deed - Dana Scully/Vote to approve the sale of Lot No. 7, Walnut Ave [North]

M. Safety Committee Minutes (July 19, 2023)/Vote to accept the recommendations

VI. DISCUSSIONS:

N. Conservation Commission and Planning Board Project Updates: 1) Castle Hill Farm 2) Rockdale Pocket Park 3) Mumford River Walk Project 4) Benson Road Town Land 5) Other/**Present:** David Pickart, Conservation Agent & Gary Bechtholdt, Town Planner

O. RFP Response for 193 Main Street (Fire Station Headquarters Building & Property)/**Present:** David Michaud, Old New England Construction, Inc.

VII. TOWN MANAGER'S REPORT

VIII. SELECTMEN'S CONCERNS

IX. ITEMS FOR FUTURE AGENDA

X. CORRESPONDENCE

XI. EXECUTIVE SESSION

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

THIS AGENDA IS SUBJECT TO CHANGE

B.

NATIONAL GRID

PUBLIC HEARING

READ THE PUBLIC HEARING NOTICE ALOUD.

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.) you are hereby notified that a **Public Hearing** has been scheduled for **Monday, September 25, 2023 at 7:05 PM**, at the Northbridge Town Hall, Selectmen's Room, 7 Main Street, Whitinsville, MA based upon the petition of Massachusetts Electric Company d/b/a National Grid for permission to install underground electric conduits as follows:

34 Chipper Hill Road, Northbridge, MA:

National Grid to install 2-3” underground conduits from jointly owned Pole 2 across the street to new secondary handhole on the property of 34 Chipper Hill Road, Northbridge.

Plan No. 30834642, Dated: August 29, 2023

ASK FOR A MOTION TO OPEN THE HEARING

ASK FOR PUBLIC COMMENTS

ASK FOR A MOTION TO CLOSE THE PUBLIC HEARING

OFFER A MOTION TO APPROVE or DISAPPROVE the petition of Massachusetts Electric Company d/b/a National Grid for permission to install 2-3” underground conduits from jointly owned Pole 2 across the street to new secondary handhole on the property of 34 Chipper Hill Road, Northbridge.

Plan No. 30834642, Dated: August 29, 2023



**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**

NOTICE

September 13, 2023

To: Abutters
Massachusetts Electric Company d/b/a National Grid (Robert Leonida, Engineering)
Emily O'Brien
Michael Fraser

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.) you are hereby notified that a **Public Hearing** has been scheduled for **Monday, September 25, 2023 at 7:05 PM**, at the Northbridge Town Hall, Selectmen's Room, 7 Main Street, Whitinsville, MA based upon the petition of National Grid, Plan No. 30834642, dated August 29, 2023, for permission to install underground electric conduit as follows:

Massachusetts Electric Company d/b/a National Grid

Petition to install 2-3" underground electric conduits from existing jointly owned Pole 2 across the street to new secondary handhole on property of 34 Chipper Hill Road, Northbridge, MA.

Per Plan No. 30834642

Dated: August 29, 2023

**NORTHBRIDGE BOARD OF SELECTMEN
Thomas Begin, Clerk**



August 29, 2023

Northbridge
Town of Northbridge Board of Selectmen
7 Main Street
Northbridge, Ma 01588

To Whom It May Concern:

Enclosed please find a petition of NATIONAL GRID covering the installation of underground facilities.

If you have any questions regarding this permit, please contact:

Michael Fraser #774-203-9088

Please notify National Grid's Emily O'Brien of the **hearing date / time** to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact – Michael Fraser #774-203-9088

Petition of the Massachusetts Electric Company d/b/a NATIONAL GRID
Of BROCKTON, MASSACHUSETTS
For Electric Conduit Location:

To the Board of Selectmen of Northbridge

Respectfully represents the Massachusetts Electric Company d/b/a NATIONAL GRID of Brockton Massachusetts, that it desires to construct a line of underground electric conduits, including the necessary sustaining and protecting fixtures, under and across the public way or ways hereinafter named.

Wherefore it prays that after due notice and hearing as provided by law, it be granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as it may find necessary for the transmission of electricity, said underground conduits to be located substantially in accordance with the plan filed herewith marked – Chipper Hill Road - Northbridge, Massachusetts.

The following are the streets and highways referred to: **30834642**

Chipper Hill Road - Install 2-3" conduit from existing JO Pole 2 across the street to new secondary handhole on property of 34 Chipper Hill Road.

Location approximately as shown on plan attached.

Massachusetts Electric Company d/b/a
NATIONAL GRID *Robert Leonida*
BY _____
Engineering Department

Dated: August 29, 2023

ORDERED:

Notice having been given and public hearing held, as provided by law, that the Massachusetts Electric Company d/b/a NATIONAL GRID be and it is hereby granted permission to excavate the public highways and to run and maintain underground electric conduits, together with such sustaining and protecting fixtures as said company may deem necessary, in the public way or ways hereinafter referred to, and to make the necessary house connections along said extensions, as requested in petition with said company dated the 29th day of August, 2023.

Said underground electric conduits shall be located substantially in accordance with the plan filed herewith marked – Chipper Hill Road - Northbridge, Massachusetts 30834642

The following are the public ways or part of ways along which the underground electric conduits above referred to may be laid:

Chipper Hill Road - Install 2-3" conduit from existing JO Pole 2 across the street to new secondary handhole on property of 34 Chipper Hill Road.

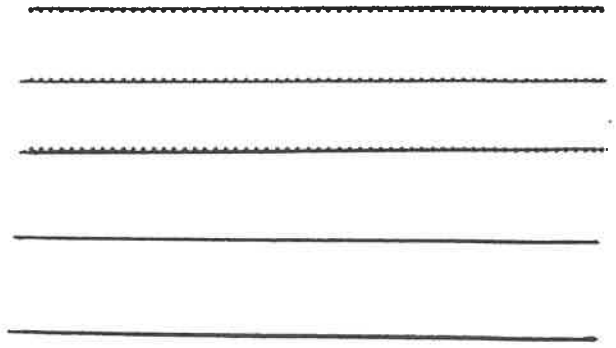
I hereby certify that the foregoing order was adopted at a meeting of the
.....
....., held on the day of, 20

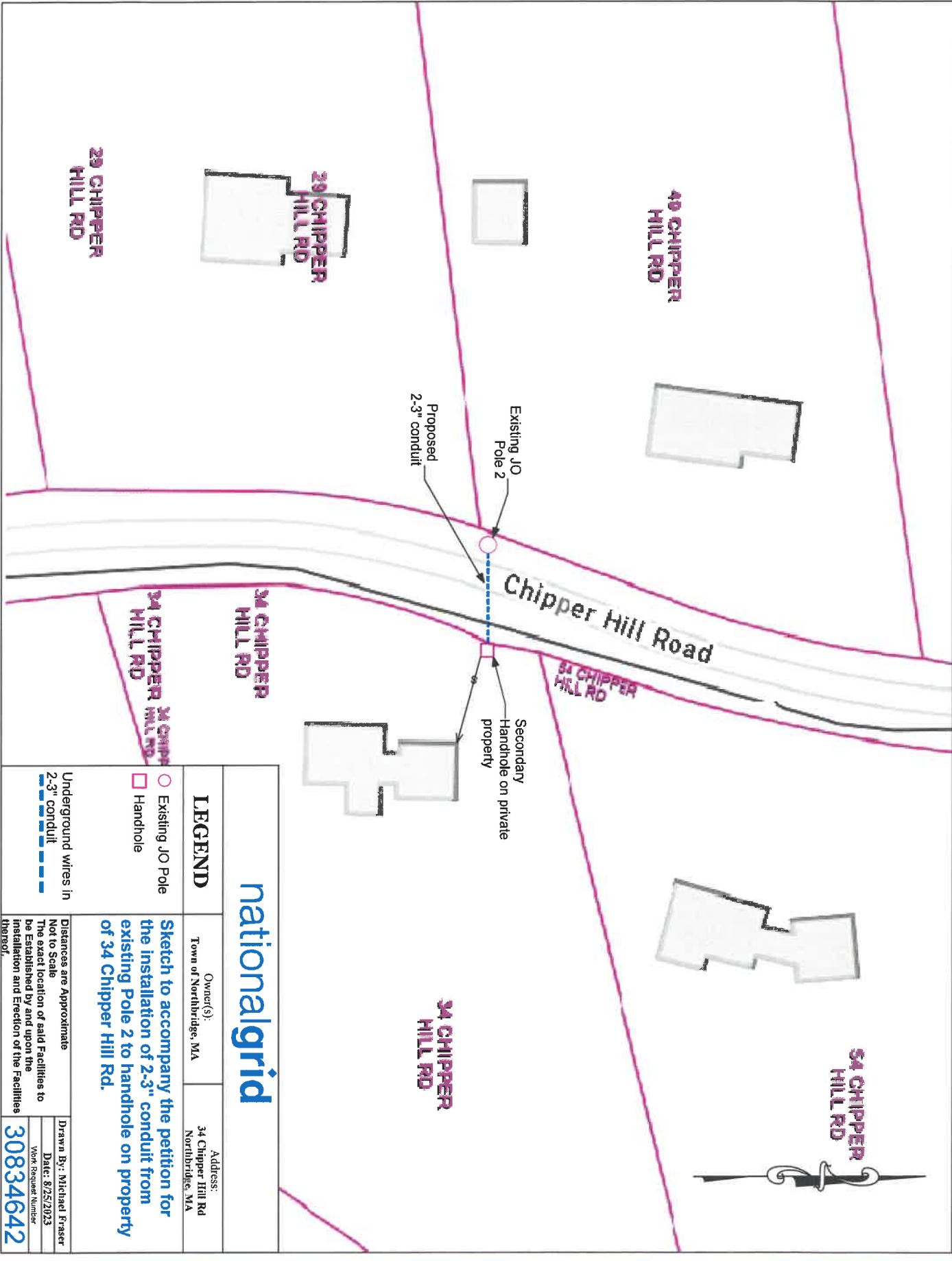
....., 20

Received and entered in the records of location orders of the City/Town of
Book Page

Attest:
.....

..... hereby certify that on September 25, 2023, at 7:05 o'clock, P.M
at Northbridge Town Hall - 7 Main St., Whitinsville, MA, a public hearing was held on the petition of
Massachusetts Electric Company d/b/a NATIONAL GRID for permission to construct the
underground electric conduits described in the order herewith recorded, and that I mailed at least
seven days before said hearing a written notice of the time and place of said hearing to each of the
owners of real estate (as determined by the last preceding assessment for taxation) along the ways
or parts of ways upon which the Company is permitted to construct the underground electric
conduits under said order. And that thereupon said order was duly adopted.





nationalgrid

LEGEND	Owner(s): Town of Northbridge, MA
○ Existing JO Pole	Address: 34 Chipper Hill Rd Northbridge, MA
□ Handhole	
Underground wires in 2-3" conduit	
<p>Sketch to accompany the petition for the installation of 2-3" conduit from existing Pole 2 to handhole on property of 34 Chipper Hill Rd.</p> <p><small>Distances are Approximate Not to Scale The exact location of said Facilities to be Established by and upon the installation and Erection of the Facilities thereof.</small></p>	
<p>Drawn By: Michael Fraser Date: 8/25/2023 Work Request Number 30834642</p>	



**TOWN OF NORTHBRIDGE
OFFICE OF THE TOWN MANAGER
NORTHBRIDGE TOWN HALL
7 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone- (508) 234-2095 Fax- (508) 234-7640
www.northbridgemass.org**

MEMORANDUM

DATE: September 5, 2023
TO: Jennifer Cecconi, Assistant Assessor
FROM: Sharon L. Susienka, Exec. Asst. to the Town Manager *SLS-JC*
SUBJECT: Abutter's List

I hereby request an abutter's list for the following purpose and location:

Massachusetts Electric Company d/b/a National Grid.

**Petition for new Handhole Electric Conduit Location at 34 Chipper Hill Road,
Northbridge, MA per Plan #30834642, Dated August 29, 2023.**

Chipper Hill Road - Install 2-3" conduit from existing JO Pole 2 across the street to new secondary handhole on property of 34 Chipper Hill Road.

Enc.: Petition
Map

Abutters to include: all owners of real estate abutting upon that part of the way upon, along, across or under which the line is to be constructed, as such ownership is determined by the last preceding assessment for taxation.

BAIRLEY MARILYN
1082 SUTTON ST
NORTHBRIDGE, MA 01534

BAKST HENRY
KRISTA BAKST
49 CHIPPER HILL RD
NORTHBRIDGE, MA 01534

CONLIN PATRICK T
KIM M CONLIN
54 CHIPPER HILL RD
NORTHBRIDGE, MA 01534

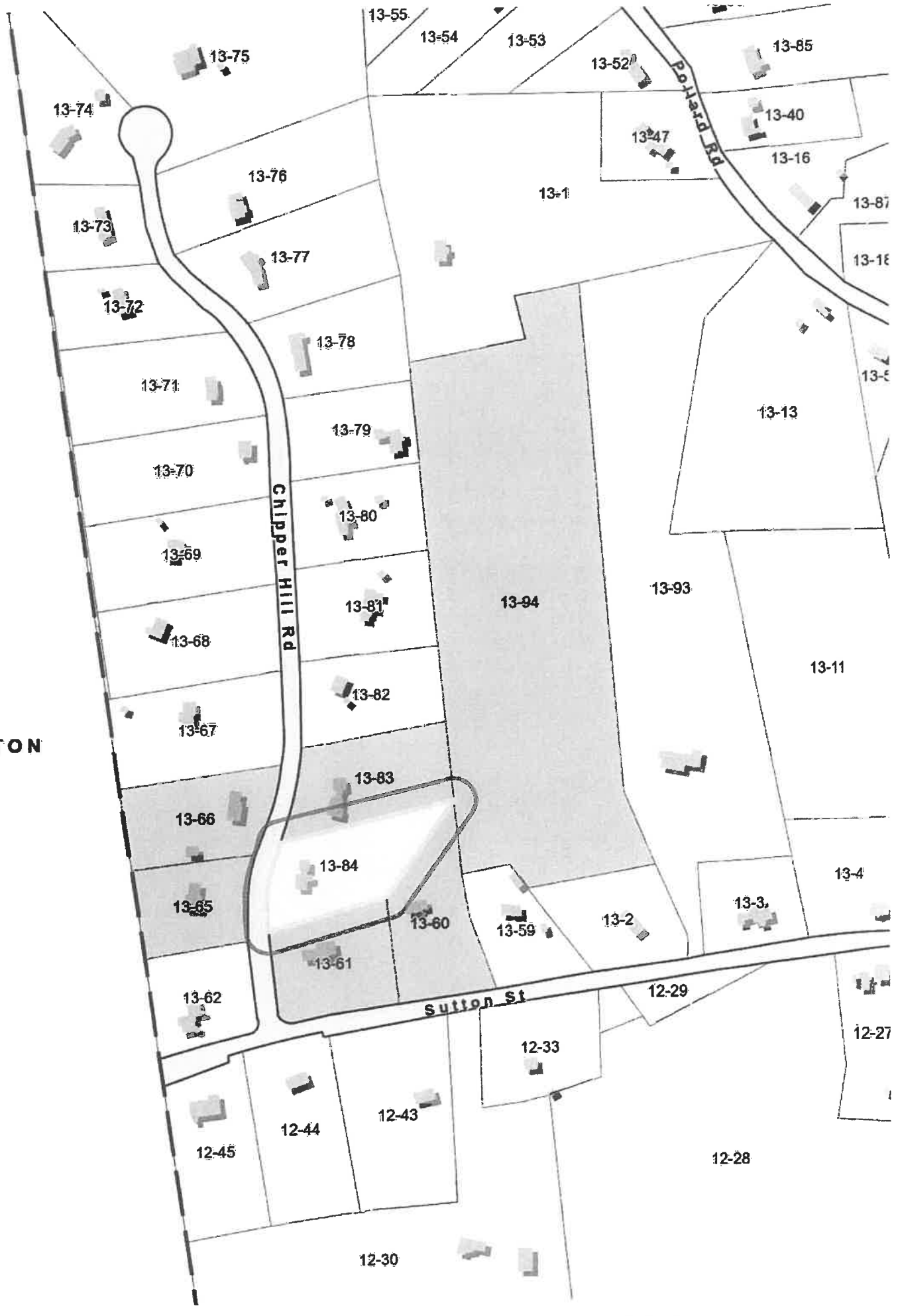
EBBELING ROBERT C TRUSTEE
THE SUTTON STREET R E TRU
984 SUTTON ST
NORTHBRIDGE, MA 01534

SPENSER THOMAS
EMILY GAUTHIER, JT
1060 SUTTON ST
NORTHBRIDGE, MA 01534

VISBEEK ZACHARY
ALLISON KEARNEY, JT
29 CHIPPER HILL RD
NORTHBRIDGE, MA 01534

*6 notices mailed via
Certified / Return Receipt
on Sept. 13, 2023*

SUTTON



Melissa Ciaramitaro

From: Jamie Luchini
Sent: Thursday, September 07, 2023 8:22 AM
To: Melissa Ciaramitaro
Cc: Sharon Susienka
Subject: Re: Chipper Hill Rd. Petition

Good morning all,

I have no issues with this proposal.

Thanks,
- Jamie

Jamie Luchini
Director of Public Works
Northbridge DPW

From: Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>
Sent: Friday, September 1, 2023 12:19 PM
To: Jamie Luchini <jluchini@northbridgemass.org>
Cc: Sharon Susienka <:ssusienka@northbridgemass.org>
Subject: FW: Chipper Hill Rd. Petition

Good afternoon Jamie,

Please see attached petition and let me know if you have any concerns or issues with this request.

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: Emily O'Brien <Emily.O'Brien@nationalgrid.com>
Sent: Tuesday, August 29, 2023 12:15 PM
To: Sharon Susienka <:ssusienka@northbridgemass.org>; Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>
Subject: Chipper Hill Rd. Petition

Good Afternoon,

Attached is a new petition that National Grid is looking to be heard at the towns next available hearing. Please just let me know if you need anything else from me. Have a great rest of your day!

Thank you

Emily O'Brien

Per Town Clerk's Office: 7/28/23
(date) **C.**
 Registered Non-Registered

TALENT BANK APPLICATION
please return to:

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

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

Date: July 1, 2023

Name Paula Lea

P. O. Box _____

Home Address XXXXXXXXXXXXXX

Email Address XXXXXXXXXXXX@XXXXXX.COM

Telephone N/A Cell 508-259-7565

Business N/A

Address _____ Tel. _____

Current Occupation/Title Retired Educator

Education BS Elementary / Special Education
MS School Counseling

Governmental, Civic & Community Activities Member of Grafton/Shrewsbury LWV
Recycling / Green Committee - Grafton
Retired MTA activities - writing letters to Reps / attending discussion groups

Charitable & Educational Activities Volunteer tutoring; Northbridge Garden Group
(just joined)

Town Committees or Offices N/A

I am interested in the following Committees: Cultural Council

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

NAME: Paula Lea

PRECINCT# 1

TOWN OF NORTHBRIDGE

COMMITTEE INTEREST (Indicate Committee preference)

- | | |
|---------------------------------------|--------------------------|
| *1. Cultural Council * | 4. Disability Commission |
| Council on Aging | 5. |
| 2. Conservation Open Space | 6. |
| 3. | |

Present Interest or business affiliation (dates, places)

Music, art, theater - Hanover + Mechanics Hall supporter
* BSO * WGBH supporter
Interested in Educational opportunities for all

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

- * Retired special needs teacher/administrator - volunteer tutoring @ all levels
- * Supervised Spec. Needs Masters students @ Assumption College 2009 to 2021.

Special skills and education (be specific)

- Worked for a bank/ managing finances - good w/ budgeting
- Gardening • Photography

How experience relates to particular committee interest

Being a teacher, I've seen the advantage of fostering opportunities for students to experience expressing themselves through art, music, theater especially when school/academics can be challenging.

ADDITIONAL COMMENTS:

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



TOWN OF NORTHBRIDGE
WHITINSVILLE SOCIAL LIBRARY **D.1**

17 CHURCH STREET
WHITINSVILLE, MASSACHUSETTS 01588
Phone: (508) 234-2151

www.northbridgemass.org/whitinsville-social-library

Rebecca Sasseville
Library Director

August 10, 2023

Ms. Heather Wade
~~2 Alfred Road~~
Milford, MA 01757

Dear Ms. Wade,

I am very pleased to offer you the position of Interim Library Director of the Whitinsville Social Library beginning on or about October 1, 2023, and ending on or around January 1, 2024. Both dates are subject to when the Director begins and ends her leave.

The position is full-time, 35 hours per week and is classified as Grade 11- Step 1, with an annual salary of \$68,872. Your other benefits - sick, vacation, and personal time, will remain in-tact. This position is also governed by the personnel rules and regulations of the Town of Northbridge, which you received when you were first hired.

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

Sincerely,

Rebecca Sasseville
Library Director

Job Offer accepted:

Heather Wade

Date: 08-10-23

D.2.



Whitinsville Social Library
17 Church Street
Whitinsville, MA 01588

September 11, 2023

Dear Ms. Yulfo,

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

Your hourly pay will start at \$15.30. Your initial schedule will include three shifts a week: Mondays 3-8, Wednesdays 3-8, and Fridays 10-5 and at least two Saturday shifts a month (9:45-2:15). This is a permanent position and does not include benefits or paid time off.

Your first day will tentatively be Wednesday, September 27 from 3 PM to 8 PM, following your affirmation by Northbridge's Board of Selectmen at their Monday, September 25 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 of employment at Whitinsville Social Library.

I look forward to working with you!

Sincerely,

Rebecca Sasseville, MLIS
Library Director

LIBRARY ASSISTANT

Position Purpose:

The purpose of this position is to perform responsible direct service work in providing circulation desk coverage, reference support, and patron assistance with location and use of library resources. Serves as library's technical assistant in processing books and other library materials. Performs all related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercising of moderate judgment and initiative to perform duties, complete assigned tasks, and analyze the facts or circumstances surrounding individual problems.

Supervision Received: Works under the general direction of the Library Director referring only unusual cases to supervisor.

Job Environment:

A majority of work is performed under typical library conditions; the noise level is quiet at most times.

Regularly operates computer, telephone, and other standard library and office equipment.

Makes frequent contact with library patrons and other library personnel. Contacts in person, in writing, and by telephone and consist mainly of an information exchange dialogue.

Most information is subject to public disclosure; has access to confidential patron borrowing records.

Work is performed under typical office and library conditions; the noise level is moderate at times.

Errors could result in reduced levels of service or poor public relations.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Performs duties at the circulation desk including charging and discharging books, shelving and shelf reading. Assists patrons; answers the phone; provides basic reference and reader advisory services; issues library cards; collects and records fines; assists patrons with the copy machine.

Places orders for supplies and keeps records of same.

Northbridge, MA
Junior Library Assistant

Assists library users in obtaining information and library materials.

Performs cataloging and book processing, interlibrary loans and film requests as needed; files catalog cards. Files library documentation. Processes magazines and newspapers upon arrival and removes old magazines and newspapers. Repairs damaged books.

Performs technical assistant duties in processing books; labels, cards, covers and repair books.

Assists in presenting and conducting special library programs and activities.

Maintains and organizes the current periodical collection. Generates various library statistics.

Attends library workshops.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

High school education required plus two years of library and computer experience preferred; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: General knowledge of library principals and techniques. Knowledge of standard office procedures, practices, forms and equipment.

Ability: Ability to communicate effectively with all members of the public in a courteous and tactful manner. Ability to use computers for automated library functions and to assist others in automated procedures. Ability to keep accurate records and to keep statistical data.

Skill: Skill in using all of the above listed tools and equipment. Very good customer service skills. Technical skills.

Physical Requirements:


(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

Some tasks can be physically challenging requiring moving books and other library materials. Regularly required to walk, stand; handles, feels or operates objects, tools, or controls, and picks up paper, books, and other common objects; replaces books on shelves, and reaches to high-level shelves. Operates a keyboard at an efficient speed. Lifts and/or moves objects weighing up to 50 pounds such as books, equipment, supplies. Intermittent reaching, crouching, climbing, and

similar activities related to library services. Vision and hearing at, or correctable to normal ranges. Certain tasks require verbal communication.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Library for the Town of Northbridge, MA.

Signature:  _____
Date: 9-12-23

Next steps:

1. 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. When you contact them they will also need to know your date of birth and your phone number for the next step.

2. Physical Exam

Do not schedule a pre-employment physical until you hear from Melissa or Sharon. When you are told to proceed, please contact:

Driver Health Services
126 Worcester Street
North Grafton, MA 01536
(774) 293-5511

This appointment is for a pre-employment physical and does include drug testing. Attached to this email is a copy of the job description, please bring to your appointment.

3. Attend Board of Selectmen's meeting

Attend the meeting on Monday September 25 at 7 PM at Northbridge Town Hall 7 Main St. Rebecca will introduce you and after one or two questions the Board will vote to approve your employment.

Rose Yulfo

~~xCentral Falls, RI 02868x~~
~~XX15401050X~~
~~XXXXXXXXXXXXXXXXXX~~

August 29th, 2023

Whitinsville Social Library
Whitinsville, MA 01588

Dear Hiring Manager,

I am interested in the open position of Junior Library Assistant and am confident I would be an excellent addition to your team. With over six years of professional experience in various customer service roles, I have developed the skills that are critical to this role.

I am excited to contribute my talents and proficiency in problem-solving toward your team efforts. Notably, I have a strong technical background, enabling me to handle any libraries' systems and databases that are unique to Whitinsville Social Library efficiently and quickly. Additionally, I am adept at managing administrative tasks, and ensuring a clean and organized workspace.

In addition to my technical experience, I bring customer service, problem-solving, and communication strengths to the table. My customer service skills will support me as I work with patrons on the library floor. I am also an excellent communicator, exceptionally skilled at understanding patron's needs and presenting information effectively. Lastly, I am an experienced problem-solver, adept in troubleshooting any inquiries patrons may have.

Thank you for your consideration. I look forward to speaking with you further and am available for an interview at your earliest convenience.

Sincerely,

Rose Yulfo

Rose Yulfo

Phone: (401) 548-1359 Email: roseyulfo5@gmail.com

Education

Johnson and Wales University

Providence, RI

Bachelor of Science in Psychology

May 2021

- Graduated cum laude, received JWU Campus Award, and Dean's list

Work Experience

Inner You Counseling Center

Johnston, RI

Front Office Coordinator

May 2023

- Answers inbound calls from clients, schedules clients and make outbound calls
- Organizes files in the correct system while maintaining a clean office environment

Dreamland Learning Center

Johnston, RI

Early Childhood Educator

Jan. 2022 - April 28 2023

- Created weekly lesson plans and organized recreational activities such as games and crafts
- Ensured students' health and safety while promoting independence

Child Careworker

Central Fall, RI

- Cared for a child age 1-3 during weekends
- Consistently ensured that the child was safe
- Created engaging and educational games for the child

September 2021

Maytag Laundromat

Central Falls, RI

Laundry Attendant

June 2019 - October 2021

- Monitored the facility to make sure it was cleaned and well organized
- Counted cash in register drawer at beginning and end of shift
- Actively listened to customer's requests and addressed any concerns

Mimi and Pops Ice Cream Shop

Server

June 2017 - October 2020

- Operated the cash registers and maintained the shop
- Provided customer service and problem solved customer issues

Summer Program

Central Falls, RI City Hall

Office Assistant

June through August of 2016

- Kept physical files and digitized records organized for easy updating and retrieval by authorized team members
- Organized, stored, and retrieved files to enhance daily operations

Skills

Customer assistance and relations, good telephone etiquette and communication

Proficient in Microsoft Office, One Drive, and Powerpoint as well as Google Docs and Slides

Organized and a fast learner

APPLICATION FOR EMPLOYMENT

COMMONWEALTH OF MASSACHUSETTS

Town of Northbridge

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

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

(PLEASE PRINT)

Date of Application: 8/30/23

Position(s) Applied For: Junior Library Assistant

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

Name: Quifo Rose Q
Last First Middle

Address: XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXX
Number Street City State Zip Code

Telephone: XXXXXXXXXXXX
Area Code

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

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

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

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

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

On what date would you be available for work? Sept. 11, 2023

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

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

Can you travel if job requires it? Yes No

EMPLOYMENT EXPERIENCE

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

1. Employer: Visiting Angels Address: townton Ave
City: East Prov. State: RI Zip: 02914 Phone: _____
Supervisor: Kristen Reason for Leaving: Change of career
Dates Employed: from: August to: still employed Work Performed: Office work

2. Employer: Inner you Address: Multiple locations
City: Johnston State: RI Zip: 02919 Phone: _____
Supervisor: Aimee Reason for Leaving: Change of career
Dates Employed: from: May to: August Work Performed: answer
calls, schedule clients, and kept office clean +
organized.

3. Employer: Dreamland Address: ~~Johnston~~ Hartford Ave
City: Johnston State: RI Zip: 02919 Phone: _____
Supervisor: Sheena Reason for Leaving: Change in career
Dates Employed: from: February 2022 to: April 2023 Work Performed:
Toddler teacher, created lesson plans + took
Care of children, and ~~organized~~ organized classroom

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

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

Phone: (508)341-2860 E.

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF NORTHBRIDGE

APPLICATION FOR JUNK DEALER'S 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):

Central New England Collectible Authority (CNECA)
DBA. Northbridge Coin + Gold

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: [Junk Dealer's License]
Provide details below:

TO: Purchase scrap (junk) silver + gold jewelry and secondary items from the general public

GIVE LOCATION BY STREET AND NUMBER:

AT: 68 Church Street
Whitinsville, MA
01588

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

Robin J. McDonald
(Signature of Applicant)

Proposed days and hours of operation:

- Sunday:
Monday:
Tuesday:
Wednesday: 10-5
Thursday: 10-5
Friday: 10-7
Saturday: 10-2

Mailing Address:

Print Name: Robin McDonald
Address: P.O. Box 435
City: Douglas
State, Zip: MA 01516

Received: 9/8/23 10AM
(Date) (Time)

Date License Granted

This license will expire on December 31 of the current year and must be renewed annually prior to January 1



**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@northbridgema.org

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

MEMO

Date: 05/04/2023

TO: James Sheehan, Inspector of Buildings/Zoning Agent

RE: Business Certificate Request

TO BE COMPLETED BY APPLICANT:

Name: Central New England Collectible Authority LLC Robin McDonald

Address: P.O. Box 435, Douglas, MA 01588

Telephone: 508-341-2860

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

68 Church Street, Whitinsville, MA 01588

Nature of Business:

Sales of a variety of collectible items

Please review and state your opinion.

A TRUE COPY ATTEST:

Linda B. Zywiec
TOWN CLERK
NORTHBRIDGE, MA

TO BE COMPLETED BY ZONING AGENT:

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

Approved NOT Approved

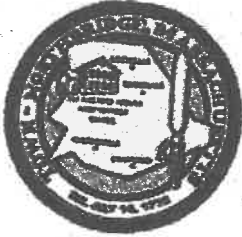
Allowed use in B-1 District

James Sheehan
Inspector of Buildings/Zoning Agent

Date

5-9-23

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

cc: Town Manager cc: Assessor

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

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

BUSINESS CERTIFICATE APPLICATION

Fee \$25

Date 05/04/2023

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

Northbridge Coin & Gold
AT 68 Church Street, Whitinsville, MA 01588
(Address)

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

Central New England Collectible Authority LLC ^{Full Name}
Robin McDonald
Robin McDonald

P.O. Box 435, Douglas, MA 01516 ^{Residence and Telephone}
508-341-2860

SIGNATURES:

On May 8th 2023 the above named person(s) personally appeared before me and made oath that the foregoing statements are true.

Laura Medeiros
Town Clerk, Assistant Town Clerk, Other

OR - This certificate has been Notarized as follows:

ON THIS 8 DAY OF _____, 2023, BEFORE ME, THE UNDERSIGNED NOTARY PUBLIC, PERSONALLY APPEARED _____ 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 2027 (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.



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: 001336605

1. The exact name of the limited liability company is: CENTRAL NEW ENGLAND COLLECTIBLE AUTHORITY LLC

2a. Location of its principal office:

No. and Street: 114 ORANGE ST
City or Town: DOUGLAS State: MA Zip: 01516 Country: USA

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

No. and Street: 114 ORANGE ST
City or Town: DOUGLAS State: MA Zip: 01516 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:

WE SELL A VARIETY OF COLLECTIBLE ITEMS ONLINE.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: LEGALINC CORPORATE SERVICES INC.
No. and Street: 1900 WEST PARK DRIVE
SUITE 280B
City or Town: WESTBOROUGH State: MA Zip: 01581 Country: USA

I, PATTY SCLIMENTI ON BEHALF OF LEGALINC CORPORATE SERVICE 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

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

SOC SIGNATORY	JONATHAN HAWES	114 ORANGE ST, DOUGLAS, MA 01516 USA
SOC SIGNATORY	ROBIN UHLMAN	284 MAIN ST, APT 4 DOUGLAS, MA 01516 USA

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	JONATHAN HAWES	114 ORANGE ST, DOUGLAS, MA 01516 USA
REAL PROPERTY	ROBIN UHLMAN	284 MAIN ST, APT 4 DOUGLAS, MA 01516 USA

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 13 Day of July, 2018,
MARSHA SIHA**

(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:

July 13, 2018 11:56 AM

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

Melissa Ciaramitaro

From: Sharon Susienka
Sent: Wednesday, September 13, 2023 3:29 PM
To: ftatro@verizon.net
Cc: Melissa Ciaramitaro
Subject: RE: [Northbridge MA] Lawn Signs (Sent by Frances Tatro, ftatro@verizon.net)

So, use of town-owned property requires approval of the Board of Selectmen. We can place on the next Selectmen's meeting agenda, which is September 25th. Does that work?

Sharon L. Susienka

*Exec. Asst. to the Town Manager/HR
Town of Northbridge*

: 508-234-2095

: 508-234-7640



From: ftatro@verizon.net <ftatro@verizon.net>
Sent: Wednesday, September 13, 2023 2:53 PM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Subject: Re: [Northbridge MA] Lawn Signs (Sent by Frances Tatro, ftatro@verizon.net)

Hello,
I didn't realize that. The Rockdale Common is in a busy area so that will be fine too. So I could tuck it in at the far corner of the park?
Best,
Frannie

On Wednesday, September 13, 2023 at 02:41:03 PM EDT, Sharon Susienka <ssusienka@northbridgemass.org> wrote:

OK, that's on the opposite end of town. The only issue I can think of is getting permission from whoever owns the property where you want to post the sign.

Sharon L. Susienka

Exec. Asst. to the Town Manager/HR

Town of Northbridge

: 508-234-2095

: 508-234-7640



From: ftatro@verizon.net <ftatro@verizon.net>
Sent: Wednesday, September 13, 2023 2:26 PM
To: Sharon Susienka <ssusienka@northbridgemass.org>
Cc: Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>; Tom Parente <tparente@northbridgemass.org>
Subject: Re: [Northbridge MA] Lawn Signs (Sent by Frances Tatro, ftatro@verizon.net)

Hello Sharon,

I apologize I'm not incredibly familiar with Northbridge. I drive through on occasion. I was thinking about the intersection down the street from Plummers Landing by the Speedway.

It is a 12" x 18" lawn sign. It will say:

OLV trick or trot 5K, Saturday, October 21 then it will have a register web address and a QR code.
Thank you,

Frannie Tatro

[Sent from the all new AOL app for iOS](#)

On Wednesday, September 13, 2023, 2:07 PM, Sharon Susienka <ssusienka@northbridgemass.org> wrote:

Hi Frances,

The Town Clerk forwarded me your email for handling. Just for clarification, are you looking to post the sign on the Rockdale Common at the intersection of Route 122 and School Street? Also, what type of sign do you intend to use, and can you tell me what the sign will say?

That information will be very helpful. Thank you.

Sharon L. Susienka

Exec. Asst. to the Town Manager/HR

Town of Northbridge

: 508-234-2095

: 508-234-7640



From: Linda Zywien <lzywien@northbridgemass.org>
Sent: Wednesday, September 13, 2023 1:53 PM
To: Sharon Susienka <ssusienka@northbridgemass.org>; Melissa Ciaramitaro <mciaramitaro@northbridgemass.org>; Tom Parente <tparente@northbridgemass.org>
Subject: FW: [Northbridge MA] Lawn Signs (Sent by Frances Tatro, ftatro@verizon.net)

Hi all. Not sure who to forward this to.

Thanks,

Linda

From: Contact form at Northbridge MA <cmsmailer@civicplus.com>
Sent: Wednesday, September 13, 2023 1:50 PM
To: Linda Zywien <lzywien@northbridgemass.org>
Subject: [Northbridge MA] Lawn Signs (Sent by Frances Tatro, ftatro@verizon.net)

Hello lzywien,

Frances Tatro (ftatro@verizon.net) has sent you a message via your contact form (<https://www.northbridgemass.org/users/lzywien/contact>) at Northbridge MA.

If you don't want to receive such e-mails, you can change your settings at <https://www.northbridgemass.org/user/88/edit>.

Message:

Good afternoon,
I am a parent volunteer at OLV in Uxbridge. We are sponsoring a 5k and I was wondering if I could put a sign up by the intersection of 122 and Church St.?
Thank you,
Frances Tatro

▪

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 Chamber of Commerce

TO: Obtain a One-day Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: Northbridge High School, 427 Linwood Ave Whitinsville 01588
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time)* Saturday March 16, 2024

[Signature]
(Signature of Applicant)

Print Name: Blackstone Valley Chamber of Commerce c/o BVEC
Address: 670 Linwood Ave, Suite 5
City: Whitinsville, I
State, Zip: MA 01588
Phone: (508) 234-9090 x102
Email: loneil@blackstonevalley.org

Received: _____	_____
(Date)	(Time)
Agenda: _____	

Date License Granted

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/06/2023

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATIONIS 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
CONTACT NAME:
PHONE (508) 234-6333
FAX (A/C, No, Ext):
E-MAIL ADDRESS:
INSURER(S) AFFORDING COVERAGE: Hartford Underwriters Insurance Company
NAIC#: 30104
INSURED: BLACKSTONE VALLEY CHAMBER OF COMMERCE

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, and Data Breach - Defense & Liab Covg.

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDER: For Informational Purposes, 670 LINWOOD AVE, WHITINSVILLE MA 01588-2068. 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: Susan E. Castaneda

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Memorial Park Request Form

H. 1.

Event Date: Nov. 25, 2023 Time: _____ to _____

Rain date: _____

Organization: Northbridge Police Assoc.

Description of the event:

Tree lighting event

Do you plan to serve alcohol?	Yes	No
Do you plan to serve food?	Yes	No
Do you plan to have entertainment?	Yes	No

Contact information: _____
(Name) (Phone)

Next available agenda: 9/25/23
Date and time available: 7:00 pm

Date approved: _____
cc: Chief of Police
DPW Director

Prior to consideration by the Board of Selectmen, any requests concerning the use of the Town Common shall be jointly referred to the Director of Public Works and the Chief of Police for comment. If they deem the use appropriate, they are encouraged to recommend any condition they feel necessary to protect the public's safety and preserve the character and integrity of the Town Common. These conditions would then be incorporated into the formal approval, which would be issued by the Board of Selectmen.

Note: *At their meeting of December 5, 2005, the Selectmen voted unanimously to approve the above policy as amended by Selectman Davis: That there will be no vehicular traffic allowed on the Common without prior approval from the DPW Director or the Police Department.*

Please note in addition to this form we will also need the following:

- ~~_____ Business Certificate~~
- ~~_____ Hold Harmless Agreement~~
- ~~_____ Certificate of Insurance~~

9/25/23

H.2. No fee

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):

Northbridge Police Association

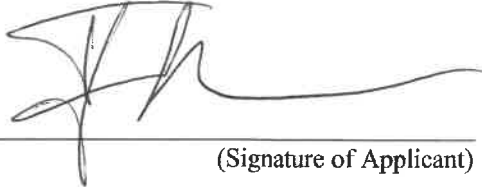
TO: Obtain a One-day Entertainment License for:

Type: (Check all that apply):			<input type="checkbox"/> Concert	<input type="checkbox"/> Dance	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Cabaret Public Show
			<input type="checkbox"/> Live band	<input checked="" type="checkbox"/> Other: <u>Holiday Tree Lighting Event</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 type="checkbox"/> Amplification System	<input type="checkbox"/> Floor show			
	<input type="checkbox"/> Light show	<input 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 type="checkbox"/> OUTDOOR	<input type="checkbox"/> BOTH	

GIVE LOCATION BY STREET AND NUMBER:

AT: Rockdale Common + Memorial Park
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time)* November 25, 2023
Rockdale 3:00-4:00pm
Memorial Park 4:00-6:00pm


(Signature of Applicant)

Print Name: Northbridge Police Dept. Association
Address: 1 Hope St.
City: Whitinsville
State, Zip: MA 01588
Phone: 508-234-6211
Email: tlabrie@northbridge.mass.org

Received: _____ (Date) (Time)
Agenda: _____

Date License Granted

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

Melissa Ciaramitaro

From: Tim Labrie
Sent: Thursday, September 21, 2023 8:09 AM
To: Sharon Susienka
Cc: Melissa Ciaramitaro; Cheryl Tivnan
Subject: Re: Tree Lighting Ceremony

Yes, I will be there to cover the bases.

Timothy Labrie
Chief of Police
508-234-6211

From: Sharon Susienka <ssusienka@northbridgemass.org>
Sent: Wednesday, September 20, 2023 10:25 AM
To: Tim Labrie <tlabrie@northbridgemass.org>
Cc: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>; Cheryl Tivnan <northbridgebeautification@gmail.com>
Subject: Tree Lighting Ceremony

Chief,

Cheryl Tivnan dropped off the One-day Entertainment License application for the Tree Lighting Ceremony to take place on Saturday, November 25th on Rockdale Common (3pm – 4pm) and Memorial Park (4pm-6pm). The application covers both locations, however, she did mention that they weren't sure yet about Rockdale. In any case, we would like to schedule this request on the next Selectmen's agenda, September 25th. Will someone be available to attend the meeting on behalf of this application?

Please advise. Thank you.

Sharon L. Susienka

*Exec. Asst. to the Town Manager/HR
Town of Northbridge*

☎: 508-234-2095

📅: 508-234-7640



Melissa Ciaramitaro

From: Jamie Luchini
Sent: Thursday, September 21, 2023 7:31 AM
To: Sharon Susienka
Cc: Melissa Ciaramitaro
Subject: Re: Tree Lighting Ceremony

I have no issues with this event at all.

Thanks,
- Jamie

Jamie Luchini
Director of Public Works
Northbridge DPW

From: Sharon Susienka <ssusienka@northbridgemass.org>
Sent: Wednesday, September 20, 2023 10:36 AM
To: Jamie Luchini <jluchini@northbridgemass.org>
Cc: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>
Subject: FW: Tree Lighting Ceremony

To keep you in the loop.....

Do you have any issues with this event? Please advise. Thx.

Sharon L. Susienka
Exec. Asst. to the Town Manager/HR
Town of Northbridge
☎: 508-234-2095
📅: 508-234-7640



From: Sharon Susienka
Sent: Wednesday, September 20, 2023 10:26 AM
To: Tim Labrie <tlabrie@northbridgemass.org>
Cc: Melissa Ciaramitaro <mciamitaro@northbridgemass.org>; Cheryl Tivnan <northbridgebeautification@gmail.com>
Subject: Tree Lighting Ceremony
Importance: High

Chief,

Cheryl Tivnan dropped off the One-day Entertainment License application for the Tree Lighting Ceremony to take place on Saturday, November 25th on Rockdale Common (3pm – 4pm) and Memorial Park (4pm-6pm). The application covers both locations, however, she did mention that they weren't sure yet about

The Town of Northbridge^{J.}

Local Emergency Operations Plan

Approved September 25, 2023



Prepared by Northbridge Emergency Management



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Promulgation Statement

A primary role of government is to provide for the safety and welfare of its citizens. The welfare and safety of citizens are never more threatened than during times of disaster and other serious emergencies. A goal of emergency management is to ensure that effective multi-discipline and multi-jurisdictional mitigation, preparedness, response, and recovery plans exist so that public welfare and safety are preserved.

The Town of Northbridge, MA Local Emergency Operations Plan (LEOP) provides a framework for a community-wide emergency management system to ensure a coordinated response to emergencies and coordinated support of certain pre-planned events. The LEOP addresses the roles and responsibilities of all community departments, agencies, government organizations, volunteers, and community partners that may be involved in response operations, and identifies how regional, state, federal, private sector, and other resources may be activated to address disasters and emergencies in the community.

It is intended that this plan along, with its Emergency Support Functions and Hazard Specific annexes, conform to the terms and conditions of all Massachusetts Laws and Regulations and as amended, the Commonwealth of Massachusetts Comprehensive Emergency Management Plan, and such Federal Acts and Regulations as may be applicable. The Town of Northbridge Local Emergency Operations Plan assures consistency with current national and state policy guidance and describes the interrelationship with other levels of government. This plan will continue to evolve, responding to lessons learned from actual disasters and emergency experiences, ongoing planning efforts, training and exercise activities, and continuing state and federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Board of Selectmen and Town Manager and within their authority vested by the citizens of the Town of Northbridge MA, we do hereby promulgate the attached Town of Northbridge MA Local Emergency Operations Plan on this September 25, 2023.

Russell Collins, Board of Selectmen

Brian Paulhus, Board of Selectmen

Thomas Begin, Board of Selectmen

Charles Ampagoomian Jr., Board of Selectmen

Thomas J. Melia, Board of Selectmen

Adam Gaudette, Town Manager

Approval and Implementation

This Local Emergency Operations Plan (LEOP) for the Town of Northbridge, MA will become effective and considered approved upon signing by the Board of Selectmen and Town Manager. When approved, this plan will supersede all previous plans for emergency management.

The Board of Selectmen and Town Manager authorizes certain Town of Northbridge, MA officials to make certain modifications to this plan without the express written approval of the Board of Selectmen. These modifications must be recorded in the Record of Changes section of this plan. It is the responsibility of the Town Manager and Emergency Management Director to ensure that any required modifications to the plan are completed in a timely manner.

Authorized modifications include:

- Changes to personnel and associated contact information
- Departmental operating procedures and guidelines
- Departmental operational plans
- Town resources
- Changes to Emergency Support Function Annexes
- Other changes as necessary to maintain operational readiness

The following Town of Northbridge, MA officials have the authority to make the above-named changes:

- Fire Chief / Emergency Management Director
- Deputy Fire Chief
- Town Manager

ADAM GAUDETTE, TOWN MANAGER

DATE

DAVID WHITE, EMERGENCY MANAGEMENT DIRECTOR

DATE

ANTHONY GENGA, DEPUTY FIRE CHIEF

DATE

Revision History

Revision Number	Revision Date	Revision Entered By	Comment

Signatures of Acceptance

We, the below-signed town officials, accept this plan and understand we are charged with the responsibilities contained herein, as well as with the additional responsibility of keeping this plan current, exercising, and ensuring that those persons within the Town of Northbridge, MA are made aware of their respective roles and the need for review of this plan.

Title	Department	
Northbridge Town Manager	Town of Northbridge	
Adam Gaudette	Signature:	Date:
Northbridge Fire Chief	Fire Department	
David White	Signature:	Date:
Northbridge Police Chief	Police Department	
Chief Tim Labrie	Signature:	Date:
Northbridge School District Superintendent	Northbridge Public School District	
Amy McKinstry	Signature:	Date:
Northbridge Public Works Director	Public Works	
Jamie Luchino	Signature:	Date:
Northbridge Board of Public Health	Chair of Northbridge Board of Health	
Lani Criasia	Signature:	Date:
Northbridge Senior Center Director	Northbridge Senior Center Director	
Kelly Bol	Signature:	Date:
Northbridge Inspector of Buildings	Northbridge Building Department	
James S. Sheehan	Signature:	Date:
Town Accountant	Northbridge Town Accountant	
Sharon Emerick	Signature:	Date:

Distribution List

Plan Holder	Number of Copies	Date Forwarded	Signature of Director
Northbridge Town Manager			
Northbridge Fire Chief			
Northbridge Police Chief			
Northbridge School District			
Northbridge Public Works			
Northbridge Board of Health			
Northbridge Senior Center			
Northbridge Building Department			
Northbridge Town Accountant			

Plan Purpose

This document is the principal planning source that explains how the government of the Town of Northbridge, Massachusetts, herein referred to as the Town, will coordinate and engage available resources to administer a comprehensive emergency preparedness program. This Plan's primary purpose is to minimize the loss of life, prevent injuries, protect property, safeguard the environment, and sustain the local economy during the event of an emergency, disaster, or catastrophic incident.

This Plan outlines a philosophy of coordination by integrating the following planning concepts into the Town's routine operations:

1. Setting forth a comprehensive program designed to help prevent, prepare for, respond to, and recover from the effects of all hazards including natural, technological, and manmade hazards.
2. Creating a Plan that applies to all departments and divisions in the Town.
3. Promoting mitigation strategies that will strengthen current efforts to improve critical facilities and infrastructure's structural and nonstructural integrity, make essential systems more resistant to interruptions, and protect vital assets.
4. Integrating the National Incident Management System (NIMS) standards and guidance into departmental plans, policies, guidelines, and Standard Operating Procedures.
5. Applying concepts and operations used during day-to-day emergencies to non-routine events and disasters.
6. Supporting a training and exercise program that will enable the Town to maintain the level of proficiency and readiness needed to manage both routine and non-routine incidents.
7. Fostering an increased level of emergency preparedness among all segments of the Town's population, so that individuals, families, businesses, and institutions can assume responsibility for taking care of their own basic needs for a minimum of 72 hours following an incident.
8. Ensuring a coordinated governmental response and recovery effort, to its utmost capability the Town is able to minimize the impact that a major emergency or disaster can have on its general population and their quality of life.
9. Instituting a recovery process so that government services impaired by the effects of a major emergency or disaster are restored as quickly as possible.
10. Assisting citizens and businesses with humanitarian and economic recovery assistance from local, state, and federal resources.

Understanding the Plan Format

The Plan is divided into three documents that address specific activities critical to emergency response and recovery efforts and meet all local, state, and federal requirements.

The Basic Plan

The Basic Plan gives an overview of policies regarding emergency preparedness activities by town departments, organizations, and citizens. It describes the Town's integrated emergency preparedness program and is a general presentation of how the Town's government and citizenry would mitigate, prepare for, respond to, and recover from "all hazards" incidents.

Availability: The Basic Plan is posted on the Town's website at www.northbridgemass.org, in the Fire Department directory under the Emergency Preparedness Plan section.

The Emergency Support Functions

The Emergency Support Functions (ESF) focuses on specific functional capabilities of town departments and closely affiliated organizations, with specific guidance on what would be required in supporting major "all hazard" incidents regarding mitigation, preparedness, response, and recovery efforts. The ESF's are divided into categories that support the guidance provided in the federal government's National Response Framework.

Hazard Specific Annexes

The Emergency Operations Plan also includes hazard-specific Annexes that outline detailed procedures that the Town will undertake during particular events and disasters.

Note: The information in the ESF's and Hazard Specific Annexes consists of operational guidelines developed, adopted, and maintained by the Town's law enforcement, public safety, first response and public health agencies for use in responding to and preventing any incident which is or appears to be an act of terrorism and which is or has the potential to jeopardize public safety and/or health. Therefore, some of the information contained in these sections shall be maintained as a closed record as provided in Massachusetts Laws MGL c.4 s. 7 cl. 26 Definition of Public Records, MGL c.66 Public Records, MGL c.66A Fair Information Practices Act, St. 2016, c.121 (H4333) Act to Improve Public Records.

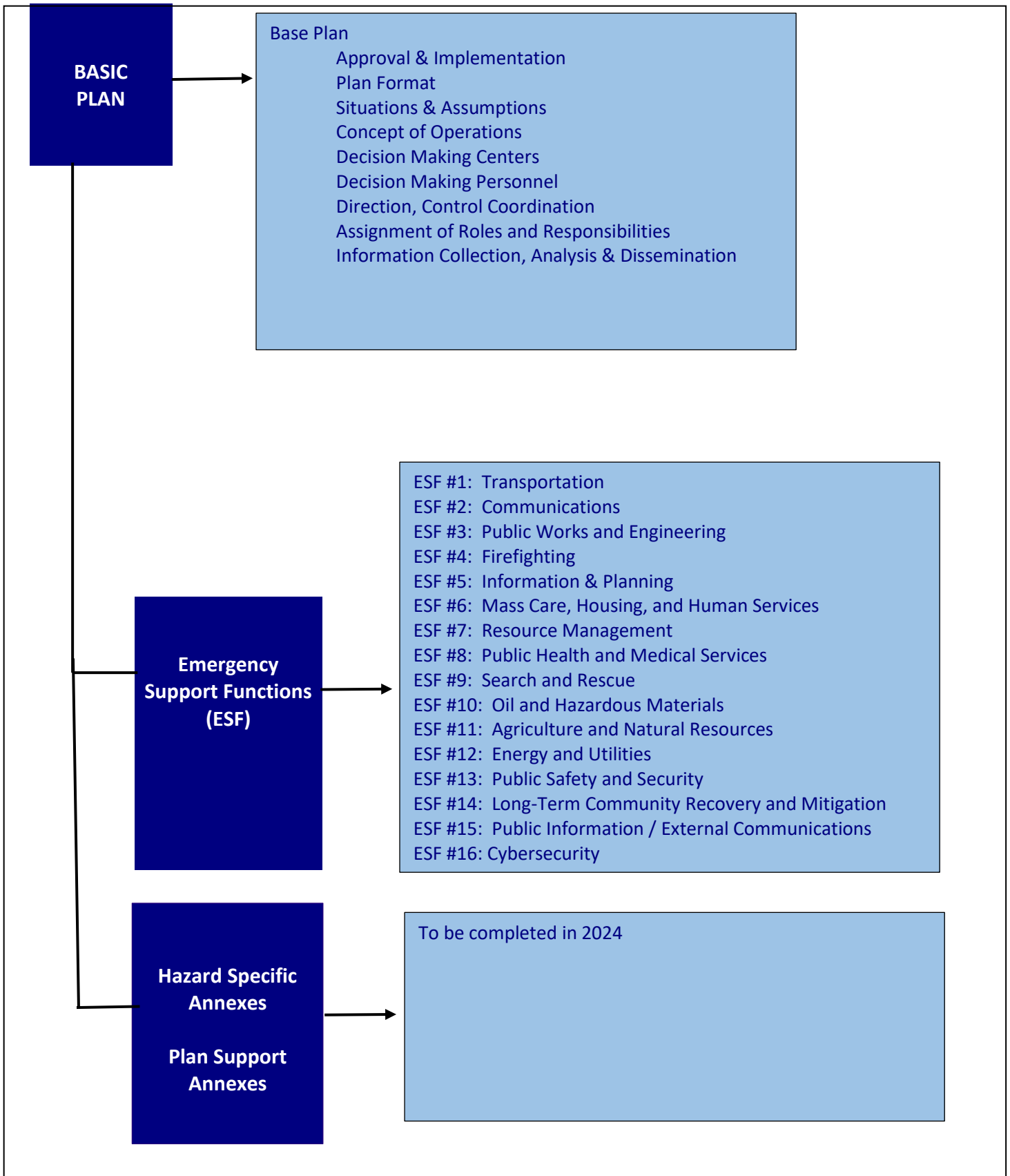


Figure 1 - EOP Plan Format

Mission

The mission of the Plan is to provide the Town's residents, property owners, businesses, institutions, government departments and emergency support organizations with a comprehensive emergency preparedness program that can:

1. Reduce community vulnerability to known hazards, both natural and manmade.
2. Encourage behavior among citizens that will lead to widespread preparedness in private and public life.
3. Foster cooperative planning at all levels of government, so there can be a uniform and rational approach to coordinating multi-agency and multi-jurisdictional actions.
4. Regularly evaluate the Town's capabilities to provide a coordinated community response/recovery effort.
5. Quicken the restoration of public services and the return of all segments of the community to, when feasible, more disaster-resistant standards for significant hazards.

Scope

This Plan outlines operational time frames and actions to be taken by town officials and cooperating private or volunteer organizations to meet or exceed mitigation, preparedness, response and recovery initiatives/requirements set forth by local and regional Emergency Preparedness Agencies, the Massachusetts Emergency Management Agency (MEMA), the Federal Emergency Management Agency (FEMA), and the International Strategy for Disaster Reduction (ISDR).

The fundamental intent of the plan is to outline how public policies and regulations that give legal standing to the Town's emergency response capabilities will be administered to provide citizens and town government with a coordinated system for managing major emergencies and disasters.

Central components of this system shall include:

- A comprehensive framework for the effective use of government, private sector, citizen, and volunteer resources.
- How town resources will be coordinated between departments.
- An outline of local town, state, federal, and citizen responsibilities/capabilities.

The lawful means to obtain supplemental assistance from state and federal governments.

This plan encompasses all four phases of the emergency management cycle - preparedness, mitigation, response and recovery - and applies to all town departments and agencies as well as other response agencies operating within the geographical boundary of the Community. The plan is applicable to all organizations acting for or on behalf of the government of The Town of Northbridge, MA in response to an emergency or in support of an event. Department or organization-specific plans may be developed by community agencies and/or partners to augment this plan to more efficiently detail and integrate actions related to agency- or venue-specific requirements.

This Plan addresses two different types of response scenarios:

- **Planned or Anticipated Incidents:** Incidents that can be planned for in advance such as a hurricane, a winter storm, extreme temperatures, major crowd events or VIP visits, etc. and;
- **Immediate Response Incidents:** such as a major traffic accident, airplane crash, tornado, earthquake, fire, hazmat incident, active shooter, kidnapping, major crime, etc.

Authorities and References

This Plan was constructed using the most current guidance and legislation from local, state, and federal governments. Resources referenced within this Plan include:

1. Local

- a. Town of Northbridge MA Charter, as amended
- b. Town of Northbridge MA Codes and regulations as amended

2. State

- a. Chapter 639 of the Acts of 1950: Civil Defense Act (MEMA law)
- b. Massachusetts Civil Defense Act, Chapter 33
- c. Massachusetts Executive Order 144
- d. Executive Order #242, Comprehensive All-hazards Emergency Planning
- e. Executive Order #469, Designation of the NIMS as the State's Incident Management Standard
- f. Statement of Understanding between the State of Massachusetts and the American Red Cross
- g. Massachusetts EOC - Standard Operating Procedures
- h. State EOC Utilization Plan
- i. State Fire Mobilization Plan
- j. MEMA Continuity of Operations (COOP) Plan
- k. Massachusetts CEMP Section 3.1.1 (Organization & Assignment of Responsibilities Local)

3. Federal

- a. Federal Public Law 93-288, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended
- b. Federal Public Law 99-499, SARA Title III
- c. Federal Civil Preparedness Guides (CPGs) 1-8 and 1-8A, as amended
- d. Code of Federal Regulations, Chapter 44, Emergency Management and Assistance (specifically section 302.3(b) (2)).
- e. Presidential Decision Directive 39 (PDD-39)
- f. The Federal Civil Defense Act of 1950 (PL 81-920)
- g. Emergency Management and Assistance, 44 U.S. Code 2.1
- h. Homeland Security Presidential Directive (HSPD) 5, "Management of Domestic Incidents
- i. Public Law-288
- j. National Response Plan (NRP)
- k. National Response Framework Third Addition 2016(NRF)
- l. CPG-101
- m. National Preparedness Goal
- n. National Incident Management System (NIMS)
- o. Incident Command System (ICS)

Additional authorities and references applicable to a specific function, support activity, or hazard are cited in the appropriate Emergency Support Function (ESF) Annexes and Incident Annexes.

Overall Situation and Assumptions

The following assumptions and situations may be applied throughout the Plan and its attached Annexes:

Assumptions:

1. Officials will recognize when an emergency incident has occurred or is about to occur and will take steps to implement this “all hazards” Local Emergency Operations Plan (LEOP).
2. Emergency situations may differ greatly in type, scope, onset and duration. Proper implementation of this LEOP will assist in reducing the loss of life, the number and severity of injuries, the total value of property damaged, the environmental impact and in expediting response and recovery within the Town.
3. Initial emergency information may be limited; however, life-saving activities will not be delayed while waiting for additional or more accurate information.
4. Response organization staff members and their families may be directly affected by the incident, which may delay response efforts.
5. When an emergency/disaster occurs or threatens to occur, the Emergency Operations Center (EOC) will be activated in a timely manner and town staff will respond as directed in this Plan and outlined in greater detail in the base plan and ESF’s.
6. Town departments will respond to provide support as detailed in this Plan. State and federal agencies will respond when requested through the established mechanisms.
7. The Town and/or the commonwealth have effective prediction and warning systems in place allowing the Town to anticipate certain emergency situations that may impact the jurisdiction.
8. When anticipating or in response to an emergency situation, the Town Manager and other community officials as designated in this LEOP are responsible for taking action, including the activation of this plan, to mitigate impacts, save lives, protect property and the environment, assist survivors, and restore essential services and facilities.
9. Town officials, agencies, and partners are familiar with this LEOP, understand their roles and responsibilities under this plan, maintain appropriate SOP’s and SOG’s, departmental plans, policies, to carry out those responsibilities, and maintain a state of readiness. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of an emergency/disaster. Resources that would normally be required for those daily functions will be redirected to tasks in support of the emergency response.
10. The Town will use its own resources in response to an emergency or disaster. Once local resources are exhausted (or near-exhausted), requests for assistance will be made.
11. A large-scale emergency or disaster may overwhelm available local resources, leading to the need for support from local/mutual aid jurisdictions, private sector partners, state agencies, and the federal government.
12. The Town anticipates support from surrounding towns/communities and other response organizations should the resources of the Town of Northbridge become exhausted. Adjacent communities and other government agencies will render assistance in accordance with the provisions of written intergovernmental and mutual aid support agreements in place at the time of the emergency.
13. When town resources become fully committed and mutual aid from surrounding jurisdictions is exhausted, the Massachusetts Emergency Management Agency (MEMA) may coordinate the provision of additional assistance to address unmet needs.
14. Disaster support from federal agencies may take at least 72 hours to arrive.
15. Facilities required to file Tier II reports develop, coordinate, and provide copies of emergency plans annually to the Emergency Management Director and/or fire chief and/or other state departments and agencies as applicable and required by codes, laws, regulations or requirements.

16. Whenever warranted, the Town Manager may declare a local state of emergency for the Town in accordance with the provisions of Massachusetts General Laws.
17. The Town Manager or their designee has the authority to issue evacuation and/or shelter-in-place orders or recommendations for the residents and/or businesses of the Town. Evacuation and/or shelter-in-place orders will be communicated to residents and businesses by all appropriate means.
18. In the event that an evacuation of the town, or any part thereof, is ordered, the majority of the evacuees will utilize their own transportation resources to evacuate. However, a percentage of the population does not have access to transportation and will require transportation assistance.
19. Individuals with pets will bring their pets with them when they evacuate. Those with livestock or other farm animals will take appropriate measures to safeguard their animals via sheltering or evacuation as appropriate.
20. The Town and its response partners will need to provide additional/enhanced assistance to individuals with access and functional needs, including but not limited to children, the elderly, individuals with disabilities, and/or chronic conditions.

Situations:

1. A major emergency, disaster, or catastrophic incident can occur at any time.
2. The Town is vulnerable to many hazards, all of which have the potential to disrupt the community, cause damage and create casualties.
Some of the identified natural hazards include flash flooding, tornadoes, wildfires, earthquakes, and severe winter storms. Other hazards include technological disasters including dam failure, hazardous materials incidents, power and infrastructure failure, transportation incidents, and urban fire. There is also the threat of an act of terrorism that could come in many different forms, including chemical, biological, radiological, nuclear, and explosive.
3. It is the responsibility of the Town's local government to provide, within its capability, a comprehensive emergency management program that meets the immediate needs of those who either have been or potentially could be affected by an emergency or major incident.
4. This LEOP does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe manner. Residents of Northbridge MA should be prepared to respond and to be self-sufficient for the initial 72 hours of an emergency, regardless of the hazard. **(See the Citizens Responsibility Guide of this plan for more information)**
5. During a declared local emergency, all Town employees not otherwise assigned duties may be assigned to augment the services of other departments as deemed appropriate.

Concept of Operations

Authority and Responsibility:

It is the responsibility of the Town to provide a comprehensive emergency management program that meets the needs of those who either have been affected or might be impacted by an emergency or disaster.

The town selectmen, as the chief elected officials for the Town, is ultimately responsible for the safety of the citizens. However, the bulk of the emergency preparedness activities are the responsibility of the Town Manager, who may delegate some or all of his/her authority as needed. Regardless of appointment, the ultimate responsibility remains associated with the official Town Manager.

By the Town Charter, the Office of Emergency Management is responsible for the preparation and implementation of emergency preparedness functions for the Town. The Massachusetts Civil Defense Act requires that every city and town in the Commonwealth establish a local emergency management program and appoint an official to oversee the program typically known as the Emergency Management Director (EMD). The EMD and other local officials are responsible for directing evacuations, opening shelters, coordinating the actions of local departments and agencies, mobilizing local resources, activating mutual aid agreements with other cities and towns, and requesting state assistance in accordance with the plans and procedures developed by the local emergency management program.

The Basic Plan of the LEOP will become effective upon the date it is approved, adopted, and signed by the town selectman. The Town Manager will approve revisions of procedures and guidelines outlined in the LEOP Hazard Specific Annexes and the Emergency Support Functions that may result from annual review.

Plan Activation

The LEOP and its associated ESF's and Hazard Specific annexes will be executed in whole or in part as directed by the Town Manager, the Emergency Management Director, or other duly authorized representative in response to an existing or an impending emergency. This plan may also be activated under the following circumstances:

- At the time of an actual disaster or ahead of a planned event
- When the Town Manager has declared a local state of emergency.
- When the Governor of Massachusetts has declared a state of emergency for areas that include Northbridge; or
- When a Presidential Declaration of an Emergency or Disaster is issued for areas that include the Town of Northbridge MA.
- This LEOP will not be implemented for routine emergencies that can be handled by the first response organizations and/or other agencies. However, if necessary, hazard specific annexes of this plan or a particular emergency support function may be activated to meet the unique needs created by a specific incident.
- The Town's first responder organizations are the front line in any incident response. They will keep the Office of Emergency Management informed of escalating situations that may require coordinated multi-departmental response and activation of the EOC. (See the Basic Plan section 'Emergency Declarations' for more information on EOC activation.)
- This Plan is based on the concept that the emergency functions assigned to the various groups, organizations and individuals will parallel their normal, routine functions as closely as possible.
- Portions of this plan will be implemented according to control procedures set forth in the basic plan sections, which describe what will happen when an emergency/disaster occurs, including activation of the EOC, response procedures that will take place, and notification of departments/individuals.
- When the emergency situation exceeds the Town's capability to respond, the Town may request assistance through volunteer organizations, the private sector and mutual aid from surrounding jurisdictions. Once these resources are exhausted, assistance will be requested from the state government. If the assistance required exceeds the state's capabilities, the state will coordinate requests to appropriate federal agencies for additional support.
- The principles of the Incident Command System (ICS) and the National Incident Management System (NIMS) will be used to guide and coordinate the necessary response activities. The EOC will organize operations in accordance with standard ICS and NIMS principles in support of field operations.

DISCLAIMER:

The outcome of any emergency response may be limited by the scope, magnitude, and duration of the incident. Nothing in this LEOP is to be construed as creating any duty of care owed by the Town or any organization cooperating in the execution of this Plan to any individual, corporation, firm, or other entity.

Phases of Emergency Management

The Town of Northbridge’s local emergency management program addresses all phases of emergency management for all types of incidents which include prevention and mitigation, preparedness, response, and recovery.

Prevention

Focuses on preventing human hazards, primarily from potential natural disasters or terrorist (both physical and biological) attacks. Preventive measures are designed to provide more permanent protection from disasters; however, not all disasters can be prevented. The risk of loss of life and injury can be limited with good evacuation plans, environmental planning, and design standards.

Mitigation

A period of time during non-emergency in which activities are undertaken by individuals/departments to improve their capabilities to respond to a potential emergency and fulfill their assigned responsibilities or reduce the impact of the hazard on the community (e.g., promoting sound land-use practices based on known hazards; relocating or elevating structures out of known floodplains; adopting and enforcing effective building codes and standards; and utilizing wind-resistant construction techniques).

Preparedness

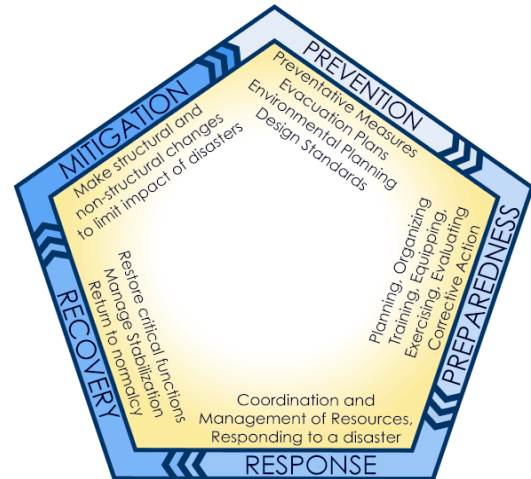
A period of time during which activities are undertaken by individuals/departments to increase their readiness posture during periods of heightened risk or when sufficient mitigation has occurred to properly prepare individuals/departments for a selected hazard (e.g., drafting and maintaining the Town’s Local Emergency Operations Plan; construction and maintenance of the Town’s Emergency Operations Center; conducting exercises, drills, and training; and developing emergency notification and warning systems).

Response

A period during which activities are undertaken by individuals/departments to respond to an incident to minimize the loss of life, prevent injuries, protect property, safeguard the environment, and sustain the local economy during the event of an emergency, disaster, or catastrophic incident (e.g., emergency response agency functions; Emergency Operations Center activation and operation; information sharing and operational briefings).

Recovery

A period during when activities are undertaken by the Town to provide for the welfare of residents following a disaster and/or emergency which limits the overall and continuing impact of an incident (e.g., assessing damage; requesting disaster assistance; creating after-action reports; reconstruction; and actions that return the Town to the conditions which existed prior to the incident).



Declaring an Emergency

In general, a Declaration of Emergency is made only by the chief elected official or Town Manager and may be used to allow spending of funds without a budget allocation, facilitate emergency procurement, or issue emergency orders such as evacuation, curfew, quarantine, or shelter-in-place orders.

A local Declaration of Emergency may be declared by the chief elected official/Town Manager or as permitted by local charter, bylaw or ordinance, or state law. Whenever a local emergency has been declared the EMD will notify the Massachusetts Emergency Management Agency (MEMA) through WebEOC or their regional office.

When all emergency activities have been completed, the EMD will coordinate with the Chief Elected Official/Town Manager to terminate the declared emergency. All town departments, agencies, and organizations will receive notification of emergency declarations and terminations by phone or email.

The following specific actions are to be taken as a local emergency is declared and this plan is activated:

1. Based on the complexity, severity, duration, or resource needs of the incident, the Emergency Manager, Fire/Police Chief, Public Works Director, etc. may advise the Town Manager to declare a local emergency.
2. If at any point during a developing emergency, the Town's officials should determine the situation requires resources beyond local capabilities (including those obtained through volunteer organizations, the private sector and mutual aid), assistance may be requested from MEMA through the state EOC.
3. Since assistance from other jurisdictions and other levels of government may take some time, it is important that local declarations be considered proactively. With this in mind, a local declaration will be made when it appears an incident requires such action.
4. State assistance will be provided if it is available and deemed appropriate. If State resources are inadequate, the Governor may request Federal assistance through the Department of Homeland Security's Federal Emergency Management Agency (DHS/FEMA).
5. In some critical instances, local government may request immediate assistance from Federal agencies, such as assistance from the U.S. Environmental Protection Agency (EPA) for hazardous materials incidents, from the Corps of Engineers for flood events, or Civil Support Teams from the National Guard. These resources will be requested by the Office of Emergency Preparedness through the EOC. **Note:** More detailed information is provided in the appropriate Emergency Support Functions (ESFs)
6. The Emergency Manager or designee will serve as the primary liaison with MEMA and DHS/FEMA for coordinating State and Federal assistance.
7. Regardless of the level of assistance provided by outside entities, overall direction and control of the disaster remains the responsibility of the Town.

Proactive emergency declarations by the Town will:

- Allows the Town to be progressive in addressing the developing situation.
- Save time in the hiring of personnel and/or calling on current personnel to assist outside of their normal schedules.
- Lend a sense of urgency when requesting mutual aid, State and/or Federal assistance.
- Allow suspension of purchasing and contracting rules to expedite delivery of goods and services during an emergency.
- Allow for the timely activation of regional plans and partnerships, providing life and property saving services from area companies and other resources.
- Allow the Town to receive State and Federal assistance that may not be provided without a local declaration of disaster.

Continuity of Government

Effective comprehensive emergency management operations depend upon two important factors to ensure continuity in government from the highest to the lowest level: (1) established lines of succession for officials, agency/department heads, and authorized personnel; and (2) preservation of records.

Lines of Succession

The Board of Selectmen are ultimately responsible for the Town's safety and welfare. However, upon activation of the Local Emergency Operations Plan, much of the decision-making responsibility falls to the Town Manager.

These critical positions, along with many other town directors, must be staffed continuously to foster the most effective response and recovery operations.

In the event that the Board of Selectmen are unable to perform their duties, the following lines of succession are established to ensure that continuous emergency services are provided:

- 1.
- 2.

In the event that the Town Manager is unable to perform his/her duties, the following lines of succession are established to ensure that continuous emergency services are provided:

1. Assistant Town Manager
2. Appointed Town Manger by Board of Selectmen

The Emergency Management Director will work with elected and appointed officials to establish and complete a Continuity of Operations Plan (COOP) for the Town. However, it is ultimately the responsibility of each individual department to maintain its own internal continuity plans to ensure redundancy in personnel, resources, and essential information.

Decision-Making Centers

The following are the physical locations where critical decisions will be made before, during, and after an incident:

Emergency Operations Center (EOC)

Upon activation, the EOC becomes the Town’s central headquarters for coordinating response activities and leadership in any incident that imperils the safety and welfare of the public.

The EOC serves as a meeting place for decision-making personnel, consisting of the Selectmen, Town Manager, and town department directors or their senior designees. This specially organized and equipped facility provides a means for Town leaders to jointly focus on issues requiring unified command, input, and decisions, making certain that the most effective use of all available resources is applied or directed to the highest priorities.

The Mission of the EOC:
“To provide a designated command center for the Town’s elected, executive and senior departmental leadership during a major emergency or disaster, so critical issues and resource needs that exceed available departmental capabilities or authority can be resolved.”

EOC Locations

The Town will be responsible for maintaining two locations for the EOC. One location will be the primary and, in the event that the primary EOC is rendered or deemed unusable, emergency operations will relocate to the alternate EOC.

- Primary EOC: Northbridge Fire Headquarters
1681 Providence Road
Northbridge, MA 01534
- Alternate EOC: Northbridge Police Department
1 Hope Street
Whitinsville, MA 01588

EOC coordination ensures effective use and integration of all local resources; allows for central coordination of public information; supports first responders and all town departments in obtaining assistance necessary to save lives, protect people and property, stabilize immediate dangers; and facilitates the acquisition and distribution of limited resources. The EOC also organizes and leads recovery efforts that seek to restore all

sectors of the community and environment that endured considerable damage and/or loss to a pre-disaster state of normalcy.

EOC Goals

The following are the general goals for the emergency operations center. These goals can be adjusted by the EOC Manager in coordination with the chief municipal officer and the incident commander, when the EOC is activated.

Based on situational demands, the following strategic goals may be established in any EOC activation:

1. Saving lives by supporting field operations and promoting the integration of all response and recovery operations. This is accomplished through:
 - a. Situational Assessments
 - b. Direction and Control
 - c. Interagency Coordination
 - d. Priority Establishment
 - e. Resource Management and Augmentation
2. Obtain and maintain situational awareness of the incident and ensure responders have a common operating picture.
3. Establish a Planning Cycle
4. Mobilize and deploy resources and assets to support emergency response, guided by the set priorities.
5. Establish a seamless transition into recovery operations.
6. Provide emergency notification and warning to responders and residents.
7. Assess and document impacts from events for recovery process.
8. Ensuring the personal safety of emergency responders and other Town employees.
9. Saving and protecting the greatest number of people at risk.
10. Saving and protecting as many residential, business, and industrial properties as possible.
11. Saving and protecting as much vital infrastructure as possible.
12. Restraining the spread of environmental damage.

Figure 2 - EOC Goals

EOC Activation Processes and Levels

When a decision to activate the EOC has been made, staff needed to support EOC operations will be notified of an EOC activation via telephone call and email, which are the primary notification systems for EOC activations.

This notification system will be activated by the EMD or designee. Each EOC member will be notified that the EOC has been activated and will be provided with the time to report to the EOC and a method to verify receipt of the notification. If necessary, a backup notification system, and alert messages over police and fire radio will be used.

The Town of Northbridge has designated three activation levels for EOC operations that increase in intensity, ranging from modest emergency effects associated with Level 1, to catastrophic emergency effects associated with Level 3.

- **Watch Level:** The actual EOC facility is not activated but the EMD will call a meeting of the EOC Policy Group and EOC Direction and Control Staff to discuss potential risks, response, and mitigation actions of a potential emergent situation.
- **Level 1:** EOC is minimally staffed with key personnel to monitor the situation.
- **Level 2:** EOC partially staffed to monitor the situation, facilitate occasional resource requests, and maintain situational awareness.
- **Level 3:** Fully staffed to monitor the situation, facilitate larger volumes of resources requests, and maintain situational awareness.

EOC Equipment

The Emergency Management Director or designee will ensure the equipment in the primary and secondary EOC is functional and ready to support an activation. This equipment includes:

- Laptops
- Phones
- Monitors
- LCD Projectors
- Radios/Base Stations

This equipment is tested on a weekly basis to ensure its readiness. Additionally, exercises utilizing the EOC will be held on an annual basis.

EOC Deactivation

The EOC manager/EMD, in consultation with the Town Manager and the Incident Commander, is responsible for the decision to deactivate the EOC. As response phase operations wind down, EOC personnel and other staff will be released from the EOC when they are no longer needed to support response efforts.

Emergency Operations Center Organization

An Emergency Operations Center (EOC) is organized to best facilitate effective operations for the jurisdiction. The Town's EOC is organized under a discipline/functional based structure with designated emergency roles to facilitate activities to ensure the ability to acquire, analyze, and act on information, and coordinate resources to support emergency response operations effectively and efficiently in a timely manner.

EOC Manager

The EMD typically serves as the EOC Manager but can designate an alternate to this position as needed. The EOC Manager oversees all EOC activities, exercises overall direction and control of EOC operations, and provides policy, guidance, and direction to EOC operations Staff. The EOC Manager coordinates with incident command and response partners at the local, regional, state, and federal levels to identify necessary resources for emergency response. The EOC Manager has primary responsibility for coordinating across each EOC Section and with the Town Manager, the Massachusetts Emergency Management Agency and/or State Emergency Operations Center, and EOC Managers from neighboring jurisdictions, as appropriate.

Planning Officer

The Planning Officer oversees the collection and evaluation incident information and intelligence, and the dissemination of this information to the EOC Manager, other incident management personnel, key local and state officials, and the State Emergency Operations Center/MEMA. The Planning Officer is also responsible for coordinating with the Policy Group and EOC Direction and Control Staff to develop Incident Action Plans (IAP) and situation reports (SitReps)

Liaison Officer

The Liaison Officer is responsible for coordinating with agencies, organizations and departments that are not in the EOC throughout the duration of response and recovery operations. This position acts as the primary point of contact and information conduit for local, state, and federal elected officials.

Logistics Officer

The Logistics Officer oversees the coordination and provision of all service support requirements needed to facilitate effective and efficient emergency response operations and EOC operations, tracking the status of resources, and coordinating with the Staging Area and Points of Distribution.

Finance/Administration Officer

The Finance/Administration Officer is responsible for tracking expenditures related to incident response, including personnel time, procurement of resources, activation and management of vendor contracts, administration of compensation and claims, and overall cost analysis for the incident, as required.

Public Information Officer

The Public Information Officer (PIO) is responsible for the provision of public information regarding an incident's cause, size, and current situation, in addition to the type and volume of resources committed to stabilize and mitigate an ongoing emergency. The PIO is also responsible for reporting on other matters of general interest to government agencies, the media, and the public and private sectors in the event of an emergency or disaster, utilizing both traditional and social media platforms.

Police Department Representative

The Police Representative is responsible for coordinating law enforcement resources to support emergency response operations and providing situational awareness to the EOC Manager and the Police Department.

Fire & EMS Department Representative

The Fire/EMS Representative is responsible for coordinating Fire & EMS services resources to support emergency response operations and providing situational awareness to the EOC Manager and to the Fire Department.

Public Health Department Representative

The Public Health Representative is responsible for coordinating public health and medical resources to support emergency response operations and providing situational awareness to the EOC Manager and the Public Health Department.

Public Works Department Representative

The Public Works Representative is responsible for coordinating transportation, public works, and engineering resources to support emergency response operations, and providing situational awareness to the EOC Manager and to the Public Works Department.

Senior Center Representative

The Senior Center Representative is responsible for coordinating sheltering, communications to elderly citizens, and transportation resources to support emergency response operations and providing situational awareness to the EOC Manager.

Northbridge School District Representative

The School District Representative is responsible for coordinating resources to support school operations and/or evacuations, sharing information with schools, and providing situational awareness to the EOC Manager.

Mass Care and Shelter Operations Coordinator

The Mass Care and Shelter Operations Coordinator is responsible for coordinating resources to support shelter operations and mass care services, and providing situational awareness to the EOC Manager, partnering non-governmental organizations, and operating shelters.

Incident Command Post (ICP)

The ICP is the location at which the primary, tactical-level, on-scene incident command functions are performed. There is only one ICP for each incident or event, but it may change locations during the event. The ICP may be located in a vehicle, trailer, tent, or within a building. The on-scene Incident Commander has tactical control of and authority over all resources at the scene.

The National Incident Management System (NIMS) defines the operating characteristics of an ICP as follows:

1. Signifies the location of the tactical-level, on-scene incident command and management organization, including the Incident Commander and immediate staff, and may include other designated incident management officials and responders.
2. Typically located at or in the immediate vicinity of the incident scene and serves as the hub for conducting on-scene tactical operations.
3. Used for conducting incident planning and housing the incident communications center.

The decision to establish an ICP for the duration of response to and recovery from an incident should be based on the cost, length of use, and ability to expand the ICP in response to a growing incident and expanding Incident Command System (ICS) organizational structure. Selection of a long-term ICP location involves assessing and avoiding the present and potential hazard zone and the active on-scene work area. The ICP should be secure, with controlled access to prevent entry by unauthorized personnel. All appropriate response personnel should receive notification of the ICP location so that ranking responders know where to report upon their arrival on scene.

Note: See Direction, Control, and Coordination section for additional National Incident Management System (NIMS) information

Decision-Making Personnel

The Town has designated emergency management leads that, depending on the severity of the event, may or may not be involved in emergency response and coordination activities. These leads include: the Town Manager, the Emergency Management Director, departmental directors, and key staff designated to support the emergency operations center, and response partners such as private sector organizations, volunteer organizations, as well as regional, state, and federal partners. Some or all these staff may help form an emergency management decision team, to help guide the community's response. Some of the following individuals comprise the policy group and the direction and control staff for the Town:

Policy Group

Board of Selectmen

As the chief elected officials for the Town, this group is ultimately responsible for the safety of the citizens who reside within the Town.

Town Manager

The Town Manager, in accordance with the Town Charter, has ultimate responsibility for all preparedness activities and directing emergency response within the confines of the jurisdiction. This includes the implementation of this Emergency Operations Plan and the approval of all decisions made through the Emergency Operations Center.

Town Counselor

The Town Counselor or designee will keep Town officials and staff fully advised of the federal, state, and municipal legal requirements relevant to their duties in times of emergency. The Town Counselor should report to the Emergency Operations Center (EOC) when an emergency is declared or when summoned by the Town Manager.

EOC Direction and Control Staff

In addition to the individuals listed in the Policy Group, EOC Direction and Control Staff will comprise the directors of each of the major Town departments, who will advise the Policy Group of situational awareness/intelligence and coordinated response efforts undertaken by their individual departments' personnel/resources required by the disaster situation. They will implement courses of action outlined in town ordinances and resolutions to ensure the most effective approach to controlling the emergency situation and inform the Policy Group of any shortfalls in the Town's capability to respond.

EOC Operations Staff

The Operations Staff consists of personnel/representatives from agencies responding to the incident or fulfilling supporting positions in the EOC. This staff's primary role is to complete, coordinate and facilitate the action items that come about as a result of Direction and Control Staff decisions and by direction of the Incident Commander. This staff will maintain an intimate knowledge of their respective departments' activities and will be in continual contact with the on-site Incident Commander.

Emergency Management Director (EMD)

The Massachusetts Civil Defense Act requires every city and town in Massachusetts to appoint an Emergency Management Director (EMD) and establish an emergency management program. The EMD is responsible for maintaining and managing the activation of the Town's comprehensive emergency management plan and operating the emergency operations center. On a day-to-day basis, the EMD: coordinates emergency planning for the Town, working with the leadership of the fire department, police department, local public health, transportation department, public works, senior center, and others as required to share situational awareness and mobilize needed resources. In emergency response situations, the EMD manages EOC operations, facilitates emergency response coordination, and makes recommendations to and advises the selectmen and Town Manager and EOC operations staff on available courses of action to inform decision-making.

The EMD or his/her designee is responsible for coordination of all emergency preparedness activities for the Town. This individual will work directly with the Town Manager and Department Directors regarding all preparedness and response issues prior to and during declared emergencies. The EMD will be advised by all parties involved in disaster response on available courses of action. The EMD will ensure the proper functioning and coordination of response activities during emergency operations. The EMD will brief appropriate officials on their roles in emergency preparedness and response. The EMD will also train newly elected officials as they assume their duties.

The EMD activates and maintains the Town's EOC on a ready status, which will allow capabilities of the Town's EOC to be proactively able to support emergency operations in the field. The Emergency Management Director (EMD) will serve as the EOC manager and has the responsibility and authority for managing the EOC and the community's emergency management organization during an emergency or disaster. This individual will also be the coordination liaison with other local, State, and Federal emergency management agencies and perform other duties as outlined in the Town's ordinances, MOU's, SOP's, court orders and agreements, etc.

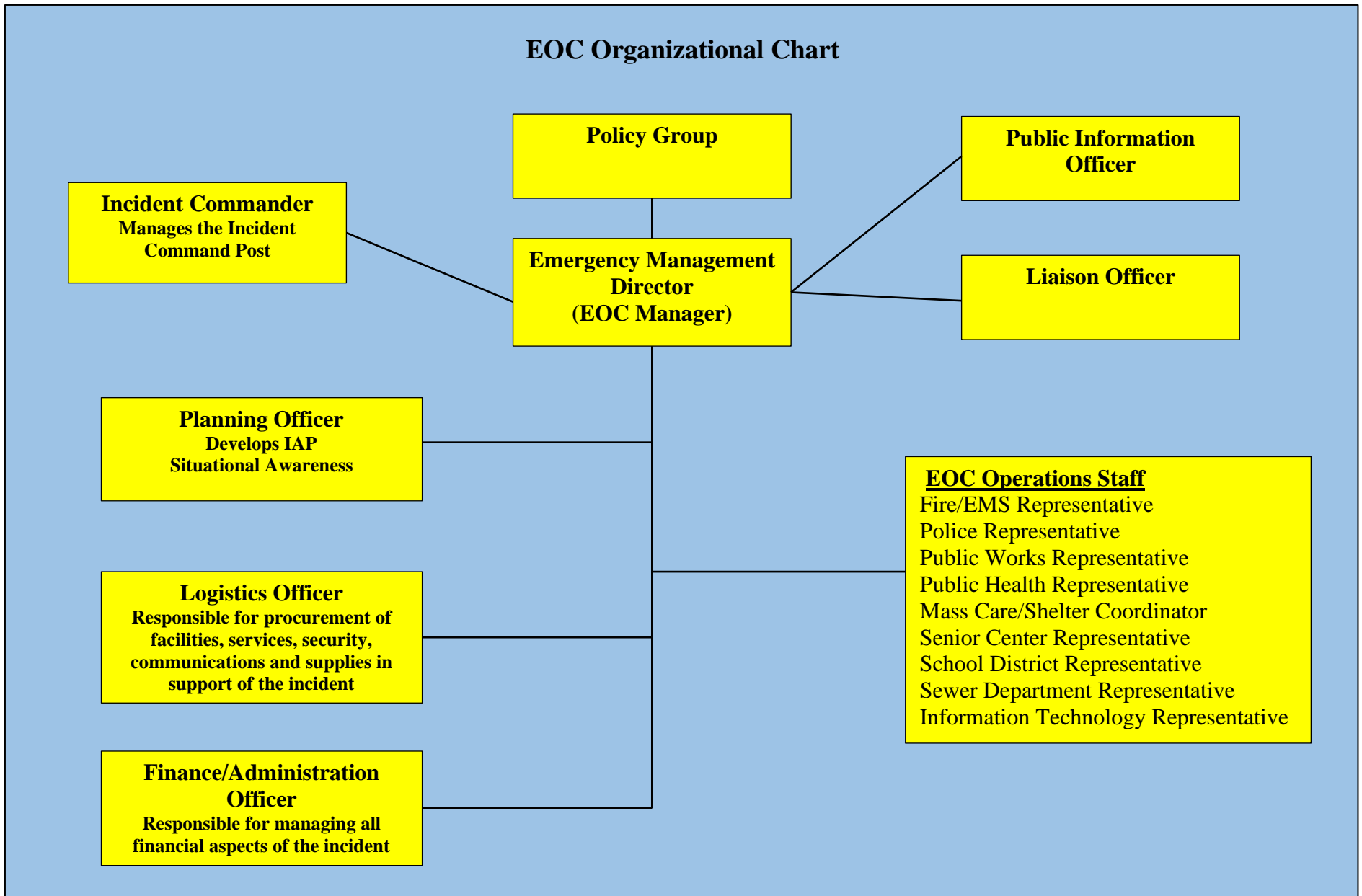


Figure 3 - EOC Organizational Outline

Organization and Assignment of Responsibilities

This section describes the organizational structure the Town employs to respond to an emergency. It articulates the roles and responsibilities that various members of the emergency management organizational structure have in any response.

Incident Commander/Unified Command

The Incident Commander serves as the on-scene commander for tactical response operations. The Town may expand its incident command to a unified command for incidents that require coordinated response among multiple on-site lead response partners. The Incident Commander/Unified Command receives guidance from the Unified Command Decision Team, and as needed, coordinates with the Town Manager, the Emergency Management Director, and the emergency operations center on response strategies and resource needs.

Town Manager

The Town of Northbridge has an elected Board of Selectmen form of government. Although the Board of Selectmen has the ultimate responsibility for the safety of the town's citizens, they appoint a Town Manager who serves as the chief executive officer for the Town. The Town Manager is responsible for providing protection of the lives and property of the citizens of the Community.

The Town Manager provides leadership and direction in setting objectives and priorities during emergencies and disasters. The Town Manager (along with the emergency manager) may declare a local state of emergency, call for the activation of the emergency operations plan, call for the activation of the emergency operations center (EOC) and/or direct the evacuation of populations from threatened areas. These decisions are typically made in consultation with the local Emergency Management Director.

If the Town Manager, in consultation with the Emergency Management Director, identifies the need for additional emergency response resources, requests for mutual aid/assistance agreement will be submitted to the mutual aid partners or to the Massachusetts Emergency Management Agency/State Emergency Operations Center.

Town Departmental Organizations

Most of the departments within the Town's government have been assigned emergency responsibilities in addition to their normal duties to support emergency response and emergency operations center operations. Each department is responsible for developing and maintaining its own emergency management procedures and guidelines.

Non-Governmental Organizations

Several non-governmental organizations, such as the Whittin Community Center, American Red Cross, Salvation Army, Faith Based Organizations, etc. work with the Town to support EOC operations and provide assistance with shelter operations and mass care needs.

Private Sector

Several private sector organizations support EOC operations and emergency response. These organizations include utility companies, food distributors, Walmart, etc.

Commonwealth of Massachusetts

The Massachusetts Emergency Management Agency (MEMA) coordinates state level emergency operations. During an emergency or disaster, MEMA may provide direct support to the Town and may serve as a conduit for resource management from other jurisdictions, state agencies, federal agencies (through the Federal Emergency Management Agency (FEMA)), and/or from outside the state through the Emergency Management Assistance Compact (EMAC). MEMA administers recovery assistance programs issued by FEMA under presidential disaster declarations.

Direction, Control, and Coordination

National Incident Management System

The Town of Northbridge emergency management organization is structured in accordance with the National Incident Management (NIMS) and the Incident Command System (ICS). NIMS integrates existing processes and methods into a unified national framework for incident management. This framework forms the basis for interoperability and compatibility that enables a diverse set of public and private organizations to conduct effective incident management operations.

It does this through a core set of concepts, principles, procedures, organizational structures (Incident Command System, multi-agency coordination, and joint information systems), terminology, and standards requirements applicable to a broad community of NIMS users. To ensure interoperability and compatibility, NIMS is based on an appropriate balance of flexibility and standardization. It provides a consistent and flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity.

Incident Command System

Emergency management and incident response in the Town of Northbridge is coordinated using the Incident Command System (ICS). ICS enables effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used to organize both near-term and long-term operations for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade. ICS is used by all levels of government – federal, state, regional and local – as well as by many private-sector and NGOs.

All activity undertaken under this plan shall be coordinated using the Incident Command System (ICS) and the National Incident Management System (NIMS) in accordance with Homeland Security Presidential Directive (HSPD) 5.

Incident Command

Single Incident Commander - Most incidents involve a single incident commander. In these incidents, a single person commands the incident response and is the decision-making authority.

Unified Command

A Unified Command involves two or more individuals sharing the authority normally held by a single incident commander. Unified Command may be used during larger incidents, or incidents involving multiple agencies or jurisdictions. A Unified Command typically includes a command representative from major involved agencies and/or jurisdictions. A Unified Command acts as a single entity. It is important to note that in Unified Command the command representatives will appoint a single Operations Section Chief.

Area Command

During a situation involving multiple incidents, an Area Command may be established to provide for incident commanders at separate locations. Generally, an Area Commander will be assigned - a single person - and the Area Command will operate to provide logistical and administrative support to the separate incidents and their incident commanders. Area Command usually does not include an Operations function.

Transfer of Command

Responsibility of command can be transferred during an incident for several reasons. As the incident grows a more qualified person may be required to take over as incident commander to handle the ever-growing needs of the incident. Or this may occur in reverse; when an incident reduces in size, the command can be passed down to a less qualified person, but still qualified to run the now-smaller incident. Other reasons to transfer command include jurisdictional change if the incident moves to a different location or area of responsibility, or the normal turnover of personnel due to extended incidents. The transfer of command process always includes

a transfer of command briefing, IC to IC, which may be oral, written, or a combination of both. A Transfer of Command is posted and announced on all radio and communication networks.

Incident Coordination and/or Response Locations/Facilities

Various types of operational support facilities are established in the vicinity of an incident, depending on its size and complexity, to accomplish a variety of purposes. The Town of Northbridge may operate one or more of the following incident coordination and/or response facilities during an emergency or disaster:

Incident Command Post

(See Decision Making Centers Section of this plan)

Emergency Operations Center

(See Decision Making Centers Section of this plan)

Staging Area

A staging area is a location where resources needed to support emergency response operations are aggregated and readied for deployment. A staging area, which could be co-located with an ICP, should be located close enough to the incident to allow a timely deployment of assets to the area of the incident, but far enough away to be out of the immediate impact zone. There may be more than one staging area supporting an incident. The EMD shall maintain a list of predesignated staging areas for the Town.

Points of Distribution

Points of Distribution (PODs) are centralized locations where the public can obtain critical commodities following a disaster or emergency. PODs can accommodate vehicle traffic (drive-through), pedestrian traffic (walk-through) ,and/or mass transit traffic (bus or rail). Typical critical commodities provided to impacted populations through PODs can include but are not limited to, shelf-stable food, bottled water, ice, tarps, and/or blankets. The EMD shall maintain a list of predesignated PODs for the Town.

Evacuation Assembly Points

Evacuation Assembly Points (EAPs) are location(s) within the community that serve as assembly points for evacuees who do not have their own transportation. EAPs are typically located at cross streets, and within walking distance of nearby residences. The Town will use buses or other vehicles to pick up evacuees from EAPs and transport them to either a shelter or to a local evacuation transportation hub. EAPs are locally designated and operated and are likely not in enclosed facilities (similar to a bus stop concept). Support services are typically not provided at EAPs. The EMD shall determine and maintain a list of predesignated EAPs for the Town.

Evacuation Transportation Hubs

In situations when residents may need to be evacuated outside of the community, the Town will activate one or more Evacuation Transportation Hubs (T-Hubs) where large numbers of evacuees transported from EAPs throughout the community assemble and wait for transportation to either a state-operated Regional Reception Center (RRC) or a designated shelter outside of a community. T-Hubs are locally operated, have adequate indoor facilities to stage evacuees, and adequate outdoor areas for vehicle staging and evacuee embarkation. The Commonwealth is responsible for providing buses or other vehicles to transport evacuees from local T-Hubs to RRCs or shelters. The EMD shall determine the predesignated T-Hub locations for the Town.

Shelters

The Town of Northbridge has designated 2 facilities that can be used to shelter evacuees or displaced persons in emergency situations. Shelter facilities will be managed by the Board of Health and provide mass care services to evacuees and displaced persons. Shelter facilities will be activated at the direction of the EMD or designee; shelter facilities are not automatically activated during times of emergency; therefore, residents should obtain guidance and information from local officials on which shelters may be open. The following facilities are designated as emergency shelters and may be activated during times of emergency:

- Northbridge High School
Linwood Avenue
- Northbridge Elementary School
21 Crescent Street

Evacuation

The Emergency Management Director has the authority to issue evacuation orders or recommendations. The governor also has the authority to make evacuation recommendations, and issue evacuation orders under a Gubernatorial Declaration of Emergency.

In the event an evacuation is recommended or mandated, the population designated for evacuation will leave the affected area using their own private vehicles or be transported from Evacuation Assembly Points with transportation assets coordinated/obtained by the Town. Depending upon the hazard and other circumstances, shelters for evacuees may be located within or outside of the Community.

Evacuees are expected to follow the direction and guidance of trained emergency workers, traffic coordinators, community emergency response team volunteers and other assigned emergency officials.

Evacuation routes should be pre-identified by the Emergency Management Director in coordination with other community officials. Evacuation routes for this community will be provided to SEMA by the EMD and updated on an annual basis.

Information Collection and Analysis

Situational Awareness

There are five elements that are the backbone of good situational awareness:

- 1) Define your information requirements
- 2) Determine how to gather information
- 3) Decide who will analyze that information
- 4) Determine how that information will be shared
- 5) Choose the technology that will help communicate and manage the information

During the initial period of an emergency, efforts should be focused on gaining an understanding of the situation and establishing incident priorities. A well-defined, operational information collection capability is essential. Information collection provides situational awareness to leadership and promotes informed decision-making. The Town has designated a process to collect, analyze, and disseminate information during an emergency to both internal and external response partners as well as the public.

Information Collection

Information will be collected from a variety of sources. The EOC manager or his/her designee at the EOC will be charged with collecting information. The following list contains examples of potential sources of operational information:

- On-scene responders
- Town departments and agencies
- WebEOC and MEMA Situational Awareness Reports
- Public agencies and non-governmental partners
- Television, radio, and print media
- Social media
- Victims of the emergency and the general public
- Subject matter experts
- Local volunteers

Information Analysis

After information has been collected, it must be analyzed to determine its credibility and operational relevance. The EOC Manager or his/her designee will analyze the information that is received and prepare intelligence reports for leadership.

Dissemination

Message dissemination is categorized into ***internal messaging*** and ***public messaging***. Internal messaging refers to messages crafted for responders and partners, while public messaging refers to messages crafted for public dissemination.

Internal Messaging

The EOC manager or his/her designee in the EOC will assist in conveying information as necessary to responders, community departments and agencies and other partners. Additionally, EOC manager or his/her designee will maintain and update the ***Incident Action Plan (IAP)***, which will contain critical information and intelligence updates. Within the first Twelve (12) hours of an emergency event, the EMD will submit a Local Government Situation Report (***see Local Government Situation Report in Support Section Annex of this plan***) to their Regional MEMA office. For a significant incident, the situation report should be followed by an Initial Damage Assessment as soon as specific damage information is available but not later than Twelve (12) hours after the peak of the event. (***See Communications Section of this plan for additional information***)

Public Messaging

The Town of Northbridge will use various methods of public information dissemination to communicate with the public. The decision to use a particular medium will be based on the urgency of the situation and the intended audience. Methods of public information distribution include:

- Press releases
- Press conferences
- Website updates
- Print, radio, or televised announcements
- Social media updates
- Local or regional public information systems such as Reverse 911 systems and web/application-based notification systems
- Route warning by public safety agencies

To ensure consistent and accurate public messages, all public information releases will be coordinated with the PIO through EOC manager or his/her designee and approved by the Town Manager. During situations where life

safety is time sensitive the EMD can approve public messages. **(See Communications Section of this plan for additional information)**

Communications

Communications is an important component of response and recovery operations. The ability of emergency management/response personnel from different disciplines, jurisdictions, organizations, and agencies to work together depends on their ability to communicate with each other. To effectively transmit and receive information, emergency response partners supporting the community must have access to all available forms of communication.

This section outlines the types of equipment/systems available for internal, external, and public communication. Operational communications systems and capabilities, and effective communications, are essential to the success of any emergency operation. The community maintains and operates the following communications systems to ensure effective and operation communications between municipal personnel and with other jurisdictions.

- Local radio systems
- Town's Website
- Regional radio systems
- Cellular phone communications
- Regional PSAP communications systems
- Web EOC
- Satellite phones
- Landline Phones
- Social Media

In addition, the Commonwealth uses Web EOC and the Health and Homeland Alert Network (HHAN) for external notifications and to provide situational awareness. Public communications range from the Emergency Alert System to the community's website and social media.

Alert and Notification

Emergency notification of Town agencies is critical during times of an emergency to ensure response partners have adequate time to prepare for an emergency and can assemble to respond to an emergency. The community has several means of notifying emergency response partners. In most situations, the Community has the capability to warn departments and agencies on a 24-hour basis.

Notification of Key Town Officials

When an emergency situation requires the notification of key town officials, Northbridge Public Safety Access Point (Police/Fire Dispatch Center) will utilize the following means as appropriate:

- Email/Text messaging
- Landline telephone
- Cellular Phone
- Public Safety Radio Systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication
- Code Red

EOC Communications

The community's EOC is equipped with, maintains, and is capable of operating, the following communication systems:

- Email/Text messaging
- Landline telephone
- Cellular Phone
- Public Safety Radio Systems (during normal business hours)
- Dispatch a vehicle for in-person notification
- Face-to-face communication

The community conducts periodic communications tests to ensure that its systems are operational and its personnel are capable of operating the systems. More particularly, the Emergency Management Director conducts an emergency communication test on a monthly basis to ensure EOC communications equipment is fully operational.

Emergency Alert and Public Warning

Emergency alert and warning systems are designed to allow Town authorities to warn the public of impending or current threats or emergencies affecting their area. Such public warning systems are essential to communicating critical emergency information to the public during times when other communications systems may not be dependable. Public warnings may be issued during severe weather, flooding, fire, hazardous material release, terrorist threat, water contamination, and any other threats to life, property, and safety. During these or any other type of emergency when the need to relay emergency public information is immediate the Town's Public Information Officer (PIO) will coordinate the development of public warning messages. The PIO will implement the dissemination of the messages via the public warning systems. Warning the public about an emergency or disaster includes various means of communication which are summarized in the table below:

Warning System	Areas of Coverage	Responsible Department
Town Website Notifications	Community Wide	Town Managers Office
Code Red	Community Wide/ Area Specific	Fire/Police
Social Media	Community Wide	Town IT, Police, Fire
Message Boards	Area Specific	DPW
Local Access TV Channels	Community Wide	Spectrum Cable
News Media	Community Wide	Managing Editor
Route Warnings	Area Specific	DPW, Police

Table 1 - Public Warning Systems

Public Information Officer

The Public Information Officer has the responsibility for taking the following actions:

- Determine or create proper message content
- Assist with selection of appropriate public warning system(s) for use
- Disseminate public warnings after receiving written approval from the Town Manager/EOC manager or his/her designee

- Analyze the potential or actual incident situations to ensure pertinent public information is prepared and approved for release in a timely manner
- Coordinate visitor control to the EOC, restricted areas and to the disaster site(s) for media representatives.
- Maintain pre-written emergency-specific hazard messages
- Maintain list of media notification numbers and contacts
- Maintain a chronological record of disaster related activities and news releases
- Coordinate the release of disaster response and recovery information from Non-governmental Organizations (NGOs)
- During non-emergency times, information regarding emergency plans and actions to be taken by the public, in the form of public information/education materials, will be provided to the public via newsletters, brochures, publications in telephone directories, Community CATV Local Access and the Community web-site, etc.
- During an emergency, the potential for dissemination of false or misleading information is high. This can lead to operational difficulties for responders and confusion among the public. Misleading information can be produced from several sources. The Town POI will establish media monitoring and rumor control capabilities and will develop public messages to correct any false or misleading information.
- The Town PIO will be responsible for establishing (when necessary) a Help Center that will provide residents with information about how to obtain information regarding the status of disaster-affected individuals or families, contact numbers/places to help locate relatives and contact information for accurate and verified disaster information. This Help Center could be an actual location, phone line(s), on-line or a combination.

Media Briefings

The Media Release Point for the Town will be an area designated at the time of need and coordinated with the Town's POI and responding agencies. The Town Manager, working with the PIO, will determine the appropriate spokespersons needed to conduct the news briefings and conferences. These briefings and conferences will be held at regularly scheduled intervals, which will be determined at the time by the Town Manager or their designee. Scheduling of these conferences will be determined by the nature of the incident. Town officials and departmental directors will make themselves available, as practical, to participate in the coordinated media briefings.

Joint Information Center

Should a Joint Information Center (JIC) be initiated, the Town Manager and PIO will determine the representatives who will staff the JIC for the Town. This representative will ensure that public information being released through the JIC is coordinated with the Town Manager and PIO.

On-Scene Public Information Officer

During some incidents, the Incident Commander may need to appoint an on-scene PIO from departmental staff for media relations. The on-scene PIO (if different from the Town PIO) must coordinate public information with the Town Manager and PIO. This is especially true when the EOC has been activated.

Administration, Finance, and Logistics

Finance and Administration

Due to the nature of emergency situations, financial transactions and activities, including purchases and leases, often need to be executed quickly, and sometimes routine financial and accounting procedures need to be amended or bypassed, or authorized by law, regulation, and policy. Note that this in no way lessens the need to follow sound financial management and accountability.

A local declaration of a State of Emergency may, in some circumstances, allow the community to bypass normal budgetary and financial requirements in order to finance emergency response and recovery activities. A Presidential Disaster Declaration, or a Presidential Emergency Declaration, may allow the community to apply for federal disaster funding and to be reimbursed for eligible response and recovery costs.

Timely financial support for response and recovery activities could be crucial to successfully achieving response and recovery objectives. While innovative and expeditious means of procurement may be required during times of emergencies, it is still mandatory that lawful and sound financial and accounting principles and practices be employed in order to safeguard the use of public funds from the potential for fraud, waste, and abuse.

The Town and each of its departmental agencies are responsible for establishing effective administrative funding controls, segregation of duties for proper internal controls, and accountability to ensure that costs incurred are consistent with the missions identified in this plan. Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records, and file copies of all expenditures, including personnel time sheets, in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Records

Detailed financial records should be kept for every emergency or disaster managed by the Town. Having detailed and complete financial records are requirements for receiving federal reimbursement under the Stafford Act for Presidentially declared disasters and emergencies. Documentation should include personnel hours, equipment costs, expenditures/procurements, costs incurred by the Town etc. Financial records are essential to a successful recovery effort. All records relating to the allocation and disbursement of funds for activities covered in this plan must be maintained, as applicable, in compliance with the Code of Federal Register, Title 44, Emergency Management Assistance, and all Massachusetts statutes pertaining to state financial matters and emergency management powers and responsibilities.

Reports

The use of reports will vary according to the type of emergency being handled.

Messages

All requests for assistance and all general messages associated with the disaster will be handled using the procedures and forms found in the appropriate annexes of this plan.

During disaster operations, all town agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement.
- Develop procedures to ensure financial records clearly and unambiguously identify disaster-related expenditures.
- Use available resources and personnel as reasonable to cope with the emergency situation.
- Maintain sight of the missions identified in this LEOP when taking actions and incurring costs.

Town Situation Reports

These reports are compiled by the EMD and forwarded to MEMA to keep state officials informed about the current status of operations. Web EOC may also be used to provide this information. Other forms may include the chronological log and daily staff journal log and financial tracking reports. **(See Plan Support Annex for a sample of the Northbridge Situation Report.)**

Preservation of Records

It is the responsibility of the chief elected officials to ensure that public records be protected and preserved in accordance with applicable state and local laws. For the Town preservation of records will be the responsibility of the official custodian of records, who is the town clerk. Vital records for the Town are stored in the clerk's office at town hall. The town clerk will be responsible for developing plans and procedures/guidelines for backup of town records. In order to provide normal government operations after a disaster, all vital records of both a public and private nature will be recorded by town officials and maintained by the town clerk. These records should be preserved with the highest regard for security.

The following guidelines will apply:

1. Certain records and documents are vital to the continuance of government following a major disruption of normal activities such as a major disaster. These records and documents are to be identified by officials responsible for their day-to-day maintenance.
2. Resources from Town government will be allocated to provide for one or more of the following options:
 - (1) duplication of all such records
 - (2) Timely movement of such records to a safe and secure area outside the impact zone
 - (3) Development of secure and safe storage areas.
3. Each emergency support service (e.g., law enforcement, fire, public works, health department, etc.) must establish procedures to protect records deemed essential for continuing government functions and emergency operations.
4. Storage locations for various vital records are located below: (To be added at later time)

Location of Town Clerk's Original Records:	
Form of Town Clerk's Original Records:	
Location of Town Clerk's Duplicate Records:	
Form of Town Clerk's Duplicate Records:	
Location of Principal Assessor's Original Records:	
Form of Principal Assessor's Original Records:	
Location of Principal Assessor's Duplicate Records:	
Form of Principal Assessor's Duplicate Records:	
Location of Board of Health's Original Records:	
Form of Board of Health's Original Records:	
Location of Board of Health's Duplicate Records:	
Form of Board of Health's Duplicate Records:	
Location of Police's Original Records:	
Form of Police's Original Records:	
Location of Police's Duplicate Records:	

Form of Police's Duplicate Records:	
Location of Building Assessor's Original Records:	
Form of Building Assessor's Original Records:	
Location of Building Assessor's Duplicate Records:	
Form of Building Assessor's Duplicate Records:	
Location of Fire's Original Records:	
Form of Fire's Original Records:	
Location of Fire's Duplicate Records:	
Form of Fire's Duplicate Records:	

Table 2 - Town Record Storage Locations

Logistics

Emergency Resource Procurement

During a disaster situation whenever possible, procurement of necessary resources will be accomplished using normal, day-to-day channels and procedures. In unusual disaster situations when such day-to-day constraints would result in the loss of life and property, normal requisition procedures can be circumvented. This will be done under the authorities and by the procedures set forth outlined in the Town's Disaster Declaration.

The finance director will establish procedures for obtaining and using facilities, materials, services and other resources required to support emergency operations when a Declaration of Disaster has been established.

Donations Management

The director of finance and the Emergency Management Director will develop procedures for receiving and managing the donations and services of individual citizens, private sector organizations, and other organizations not involved in the formal disaster response operations.

Tracking of Resources

All town department directors will be responsible for developing and maintaining procedures to inventory, store, maintain and/or replace response, administrative and logistical support items during emergency conditions.

Mutual Aid

Mutual aid is the provision of services from one jurisdiction to another. A mutual aid agreement is an agreement among jurisdictions to allow emergency responders to lend assistance across jurisdictional boundaries. Some mutual aid agreements may be formal and/or may be activated with some degree of frequency, such as mutual aid provided in the fire services community. Other mutual aid agreements are informal, and/or activated infrequently and only under emergency circumstances.

Each town department director will develop mutual-aid agreements and procedures to identify the availability and accessibility of specialized resources utilizing NIMS typing definitions (when applicable) from neighboring jurisdictions, state and federal government organizations.

Type of Mutual Aid Agreement	Supporting Jurisdiction	Town Department Responsible
Statewide Agreement Chapter 40	State	Fire
Statewide DPW	State	DPW
District 7 Strike teams	District	Fire
CEMLEC	Central Massachusetts	Police
HMCC	State	Health Dept.
Statewide Fire Mobilization	State	Fire

Table 3 - Mutual Aid Agreements

If existing Town resources and local mutual aid resources are exhausted, or if the community has a need for a resource that it neither has nor has access to, the EOC may submit a request for assistance to MEMA via phone or radio to MEMAs Regional Office or Headquarters, or through WebEOC. MEMA is responsible for coordinating support from all state agencies, including the National Guard, State Police, Department of Transportation, Department of Public Health, etc.

Training and Exercise Program

A critical component of this LEOP is the ability to conduct training and exercises in order to validate the plan’s contents. Training and exercises should take an all-hazards approach. In addition, trainings and exercises could focus on specific areas, such as hazardous materials events. A training and exercise program will be developed to effectively implement and support this LEOP.

Training Program

An all-hazards training program is a critical component to a community’s emergency planning cycle. The following resources describe some of the various training opportunities an Emergency Management Program can take advantage of.

MEMA Provided Training

MEMA’s Training and Exercise Unit offers numerous classroom training opportunities throughout the calendar year. These all-hazards training programs cover various topics and offer unique perspectives on emergency management planning and response. Specific training programs can be found on MEMA’s website.

Some examples of MEMA training include:

- a. Incident Command Systems (ICS) 300
- b. Incident Command Systems (ICS) 400
- c. ICS for Elected and Senior Leaders
- d. Emergency Operations Center (EOC) Awareness and Operations
- e. Community Points of Distribution (C-POD)
- f. Homeland Security Exercise and Evaluation Program (HSEEP) Training

Emergency Management Institute Training

The Emergency Management Institute (EMI) has a series of online Professional Development Training Programs designed to bolster the knowledge emergency managers need to possess. These online based classes can be found on FEMA’s Emergency Management Institute Website, under their Professional Development Section.

Community Emergency Response Team Training

The Community Emergency Response Team (CERT) program educates Town residents and volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response

skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, which allows them to focus on more complex tasks. Through CERT, the capabilities to prepare for, respond to and recover from disasters is built and enhanced.

Hazardous Materials Training

Section 303 (c) (8) of EPCRA, OSHA 29CFR 1910.120 (HAZWOPER) and EPA 40CFR 311; require that those responsible for implementing chemical emergency plans be provided training opportunities that enhance local emergency response capabilities. The Blackstone Valley Regional Emergency Planning Commission (BVREPC) intends to utilize courses sponsored by the Federal and State governments, and private organizations in helping fulfill this requirement. The BVREPC will also schedule courses that address the unique concerns and needs for the local hazardous materials preparedness program. **See ESF 10 of this plan for additional hazardous materials training information.**

Exercise Program

Similar to training programs, a strong emergency management program should also involve exercise various plans and procedures, to ensure that training and the various plans are effective.

Section 303(c)(9) of EPCRA places a requirement on local jurisdictions to establish “methods and schedules for exercising the emergency plan”. In establishing training programs and schedules the emergency managers recognize the need for an integrated exercise program that will ensure community response agencies and facilities successfully perform their emergency roles and functions in accordance with the All-Hazards Emergency Plan. An effective exercise program will also strengthen response management, coordination, and operations, plus reveal shortcomings and weaknesses that can be corrected prior to an emergency in order to improve and refine public safety capabilities.

Types of Exercises

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a set of guiding principles for exercise programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning. Exercises play a vital role in national preparedness by enabling whole community stakeholders to test and validate plans and capabilities and identify both capability gaps and areas for improvement.

A well-designed exercise provides a low-risk environment to test capabilities, familiarize personnel with roles and responsibilities, and foster meaningful interaction and communication across organizations. Exercises bring together and strengthen the whole community in its efforts to prevent, protect against, mitigate, respond to, and recover from all hazards.

Discussion-Based Exercises

Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. These types of exercises can be used to familiarize players with, or develop new, plans, policies, agreements, and procedures. Discussion-based exercises focus on strategic, policy-oriented issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track towards meeting exercise objectives.

Seminars

Seminars generally orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, resources, concepts, and ideas. As a discussion-based exercise, seminars can be valuable for entities that are developing or making major changes to existing plans or procedures. Seminars can be similarly helpful when attempting to assess or gain awareness of the capabilities of interagency or inter-jurisdictional operations.

Workshops

Although similar to seminars, workshops differ in two important aspects: participant interaction is increased, and the focus is placed on achieving or building a product. Effective workshops entail the broadest attendance by relevant stakeholders. Products produced from a workshop can include new standard operating procedures (SOPs), emergency operations plan, continuity of operations plans, or mutual aid agreements. To be effective, workshops should have clearly defined objectives, products, or goals, and should focus on a specific issue.

Tabletop Exercises

A Tabletop (TTX) is intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in perceptions.

During a TTX, players are encouraged to discuss issues in depth, collaboratively examining areas of concern and solving problems. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

TTXs can range from basic to complex. In a basic TTX (such as a Facilitated Discussion), the scenario is presented and remains constant—it describes an emergency and brings discussion participants up to the simulated present time. Players apply their knowledge and skills to a list of problems presented by the facilitator; problems are discussed as a group; and resolution is reached and documented for later analysis.

In a more advanced TTX, play advances as players receive pre-scripted messages that alter the original scenario. A facilitator usually introduces problems one at a time in the form of a written message, simulated telephone call, videotape, or other means. Players discuss the issues raised by each problem, referencing established authorities, plans, and procedures for guidance. Player decisions are incorporated as the scenario continues to unfold. During a TTX, all participants should be encouraged to contribute to the discussion and be reminded that they are making decisions in a no-fault environment. Effective TTX facilitation is critical to keeping participants focused on exercise objectives and associated capability targets.

Games

A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedures designed to depict an actual or hypothetical situation. Games explore the consequences of player decisions and actions. They are useful tools for validating plans and procedures or evaluating resource requirements. During game play, decision-making may be either slow and deliberate or rapid and more stressful, depending on the exercise design and objectives. The open, decision-based format of a game can incorporate “what if” questions that expand exercise benefits. Depending on the game’s design, the consequences of player actions can be either pre-scripted or decided dynamically. Identifying critical decision-making points is a major factor in the success of evaluating a game.

Operations-Based Exercises

Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs). These exercises can be used to validate plans, policies, agreements, and procedures; clarify roles and responsibilities; and identify resource gaps. Operations-based exercises are characterized by actual reaction to an exercise scenario, such as initiating communications or mobilizing personnel and resources.

Drills

A drill is a coordinated, supervised activity usually employed to validate a specific function or capability in a single agency or organization. Drills are commonly used to provide training on new equipment, validate procedures, or practice and maintain current skills. For example, drills may be appropriate for establishing a community-designated disaster receiving center or shelter.

Drills can also be used to determine if plans can be executed as designed, to assess whether more training is required, or to reinforce best practices. A drill is useful as a stand-alone tool, but a series of drills can be used to prepare several organizations to collaborate in an FSE. For every drill, clearly defined plans, procedures, and

protocols need to be in place. Personnel need to be familiar with those plans and trained in the processes and procedures to be drilled.

Functional Exercises

FEs are designed to validate and evaluate capabilities, multiple functions and/or sub-functions, or interdependent groups of functions. FEs are typically focused on exercising plans, policies, procedures, and staff members are involved in management, direction, command, and control functions. In FEs, events are projected through an exercise scenario with event updates that drive activity typically at the management level. An FE is conducted in a realistic, real-time environment; however, movement of personnel and equipment is usually simulated.

FE controllers typically use a Master Scenario Events List (MSEL) to ensure participant activity remains within predefined boundaries and ensure exercise objectives are accomplished. Simulators in a Simulation Cell (SimCell) can inject scenario elements to simulate real events.

Full-Scale Exercises

FSEs are typically the most complex and resource-intensive type of exercise. They involve multiple agencies, organizations, and jurisdictions and validate many facets of preparedness. FSEs often include many players operating under cooperative systems such as the Incident Command System (ICS) or Unified Command.

In an FSE, events are projected through an exercise scenario with event updates that drive activity at the operational level. FSEs are usually conducted in a real-time, stressful environment that is intended to mirror a real incident. Personnel and resources may be mobilized and deployed to the scene, where actions are performed as if a real incident had occurred.

The FSE simulates reality by presenting complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel. The level of support needed to conduct an FSE is greater than that needed for other types of exercises.

The exercise site for an FSE is usually large, and site logistics require close monitoring. Safety issues, particularly regarding the use of props and special effects, must be monitored. Throughout the duration of the exercise, many activities occur simultaneously.

Exercise Methodology

HSEEP uses a common methodology for planning and conducting individual exercises. This methodology applies to exercises in support of all national preparedness mission areas. A common methodology ensures a consistent and interoperable approach to exercise design and development, conduct, evaluation, and improvement planning, as depicted in Figure **Error! Reference source not found.**

Exercise Design and Development

In designing and developing individual exercises, exercise planning team members are identified to schedule planning meetings, identify and develop exercise objectives, design the scenario, create documentation, plan exercise conduct and evaluation, and coordinate logistics. At key points in this process, the exercise planning team engages elected and appointed officials to ensure their intent is captured and that the officials are prepared to support the exercise as necessary.

Conduct Exercise

After design and development activities are complete, the exercise is ready to occur. Activities essential to conducting individual exercises include preparing for exercise play, managing exercise play, and conducting immediate exercise wrap-up activities.



Figure 4 - Exercise Cycle

Exercise Evaluation

Evaluation is the cornerstone of an exercise and must be considered throughout all phases of the exercise planning cycle, beginning when the exercise planning team meets to establish objectives and initiate exercise design. Effective evaluation assesses performance against exercise objectives and identifies and documents strengths and areas for improvement relative to core capabilities.

Improvement Planning

During improvement planning, the corrective actions identified during individual exercises are tracked to completion, ensuring that exercises yield tangible preparedness improvements. An effective corrective action program develops IPs that are dynamic documents, which are continually monitored and implemented as part of the larger system of improving preparedness.

Progressive Exercise Program

Recognizing that the exercise types described in this plan are intended to build on one another, each one becoming more complex and comprehensive, the Town will establish a progressive exercise program by scheduling discussion-based exercises to introduce the plan and the specific policies and responsibilities established. Operations-Based Exercises will then be held to implement actual coordination and leadership provisions of the plan, including emergency operations concepts that may be new to many town personnel. These will be followed by increasing functional and full-scale exercises to integrate the plan's more complex sections under simulated emergency conditions.

Exercise Schedule

The specific exercise schedule will be developed after the LEOP has been reviewed and approved by the Town Manager and adopted by the elected officials. Exercises to test all or portions of this plan will be held annually.

NOTE: If a real response situation has occurred, it may be counted as an exercise as long as an after-action evaluation is performed and the plan is updated with "lessons learned" from the incident.

Plan Development and Maintenance

If a plan is to be effective its contents must be known and understood by those who are responsible for its implementation. The Emergency Management Director (EMD) will brief the appropriate Community officials and department heads concerning their roles and responsibilities under this Plan. The EMD will arrange for appropriate training and exercises to maintain this plan.

Plan Review

The EMD is responsible for the administrative maintenance of this Plan and will ensure that this plan is reviewed and updated on an annual basis, and that all appropriate personnel and departments participate in the review. The EMD is responsible for maintaining a training and exercise program that ensures that the Plan, including the EOC and people with emergency management responsibilities, is exercised at least once each year. The EMD will ensure that necessary changes and revisions to the Plan are prepared, coordinated, published and distributed. The EMD will provide a copy of Plan revisions to all organizations/agencies with assigned responsibility within the Plan. (See distribution list.)

Departmental Responsibilities

All departments are responsible for the development and maintenance of their respective segments of this Plan. All departments are responsible for annually reviewing their portion of this Plan and updating it as necessary. Each department director will update its portion of the Plan as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations.

After Action Reports

Following every exercise or significant real-world event, the Incident Commander, in collaboration with the EMD, and, if appropriate, Town Manager/chief elected official, will ensure that a detailed After-Action Report (AAR) and Improvement Plan is prepared. At least annually, this Plan should be updated to incorporate lessons learned and best practices identified through training, exercises, and actual events/incidents.

Assignments of Responsibility

Specific groups, departments/agencies, and individuals will be assigned primary and/or support responsibilities to prepare for and perform each of the plans listed functions. Assignments for Town departments and administration/elected officials are identified in the Function and Responsibility Chart. The specific organizational tasks to be performed are detailed in the Assignment of Roles and Responsibilities Section of this plan.

It will be the responsibility of those individuals, departments, agencies and organizations having primary or secondary assignments to develop and maintain current Standard Operating Guidelines and Standard Operating Procedures (SOGs/SOPs) and checklists which detail how their assigned tasks will be performed to support operations and implementation of this Plan.

Each individual, department or agency defined as “primary” in the chart below is responsible for the overall direction and control of a particular part of the base plan or ESF annexes. Supporting agencies that contribute personnel, resources and expertise to accomplish response activities will assist the lead agency. The lead agency is responsible for coordinating the response and recovery activities with the support agencies. The roles and responsibilities assigned to organizations (ex. NGOs) that are not part of the Town are voluntary and remain under the direction of the individual organization.

Town Department	Communications and Warnings	Public Information	Damage Assessment	Law Enforcement	Fire and Rescue	Resource and Supply	Hazardous Materials	Public Works	Evacuation	Shelter-in-Place	Reception and Care	Health and Medical	Terrorism	Catastrophic Incidents	Animal Emergencies
Town Manager	P	S				S								P	P
Public Information Officer (POI)		P												S	S
Information Technology Dept.	S		S			S									
Northbridge Public Schools			S			S									
Accounting Department						S									
Fire/EMS Department	S	S	S		P	S	P		S	S		S	S	S	S
Emergency Management Director	S	S	S	P		P	S			P	S	S	S	S	S
Public Health Department			S	S		S				S	S	P	S	S	S
Assessors Department	S						S								
Animal Control/Dog Officer			S			S		S	S	S	P			S	
Town Clerk						S									
Police Department	S	P	S		P	S			P				P	S	S
Sewer Department			S			S	S	S							
Public Works Department			S			S		P							S
Water Department			S			S		S							
Community Planning & Development			S			S	S	S							
Northbridge Senior Center			S					S		S					
Treasure/Collector Department			S	S		S							S		
Whitinsville Social Library						S					S	S			
Building/Code Enforcement Dept.										S	S				
B.V. Chamber of Commerce	S	S	S			S				S				S	
Salvation Army			S			S				S	S				
MEMA		S	S	S		S									
Medical Reserve Corps							S								
American Red Cross			S	S		S				S	S	S			
Lead Federal Agency (FBI)													P		
Citizen Corps			S	S					S	S	S				

Table 4 - Primary (P) and Secondary (S) Responsibilities

[Plan Support Annexes](#)

INSTRUCTIONS FOR COMPLETING THE LOCAL GOVERNMENT SITUATION REPORT FORM (LOGOSITREP)

Local officials should provide Situation Reports whenever requested to do so by MEMA and/or when local emergency operations are undertaken. Situation Report information may be entered into WebEOC. Situation Reports should be provided anytime there is a significant change in the status of an item(s) listed on the Situation Report Form.

1. **Incident Description**: Provide a short narrative description of the event affecting your community, including specific locations and impacts.
2. **Local State of Emergency**: Indicate whether or not your local chief elected official has declared a Local State of Emergency, including date and time declared.
3. **Casualties**: Provide the best estimate of disaster related casualties. Provide latest cumulative figures, not an update from the previous Situation Report.
4. **EOC Activation**: Indicate if the local EOC is activated or closed.
5. **Emergency Orders**: Indicate any emergency orders or declarations issued by the chief elected official (evacuation ordered, driving ban, curfews in effect, etc.).
6. **Mutual Aid Received From**: Indicate any mutual aid being received from other towns or cities (not the State).
7. **Shelter Status**: Indicate all public shelters that are currently open, name and location of shelter, the number of people in the shelter, and who is managing the shelter (Red Cross, local dept, etc.).
8. **Dams/Rivers Status**: List the name of any rivers approaching flood state or currently flooding. List the name of any dams that are threatened or breached.
9. **Roads/Bridges Status**: Describe the observed impact on the local road system or bridges (both State and locally maintained) and the extent to which roads and bridges have been made impassable by downed trees, wires, snow and other debris.
10. **Damage Report**: Fill in damage observed; minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.).
11. **Remarks**: Provide any pertinent information which you feel State officials should be aware of regarding the situation in the community.
12. **Assistance Requested**: Indicate what type of assistance the community requires, if any, and a local point of contact.

Town of Northbridge Situation Report

Town of Northbridge Massachusetts Situation Report

REPORT #:

DATE:

TIME:

COMMUNITY:

COUNTY:

MEMA Region:

REPORTED BY (name):

TITLE:

TELEPHONE:

CELL PHONE:

1. INCIDENT DESCRIPTION:

2. LOCAL STATE OF EMERGENCY (CIRCLE): NO YES DATE: TIME:

3. CASUALTIES (provide latest figures): Fatalities: Injuries: Missing:

4. EOC OPERATIONAL (CIRCLE): YES NO

5. EMERGENCY ORDERS (If any. Examples: evacuation ordered, snow emergency, driving ban, curfew, etc.):

6. AGENCIES SUPPORTING/ON-SCENE MUTUAL AID (CIRCLE):

Police Fire Public Works Medical Other

(Describe): _____

7. SHELTER STATUS (Example: Shelter name, location, number of people, managed by Red Cross or Community, contact phone#, etc.):

8. DAMS/RIVERS STATUS:

9. ROADS/BRIDGES STATUS (Example: Blocked, washed out, flooded, closed, location):

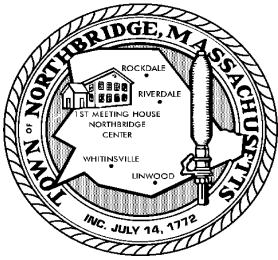
10. DAMAGE REPORT (Example: Minor, significant, or major damage for residences, municipal buildings, sewer plant(s), businesses and status of power outages, water supply, debris removal needed, telephone outages, etc.):

11. REMARKS:

12. ASSISTANCE REQUESTED (Example: size, amount, location, and type):

Name/Title of Contact: _____

Phone number: _____



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

MEMORANDUM

Date: September 14, 2023

TO: RUSSELL D COLLINS, CHAIR BOARD OF SELECTMEN
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner

RE: **NORTHBRIDGE HOUSING PRODUCTION PLAN (HPP)**
HPP Presentation & Vote to Adopt -September 25, 2023

On Monday, September 25, 2023, Consultant for the Planning Board (Lori Tanner, Pioneer Valley Planning Commission) will review with the Board of Selectmen the 2023 Housing Production Plan. In conjunction with this presentation, the Planning Board in action taken Tuesday, September 12, 2023 voted unanimously to approve and recommend the Housing Production Plan.

As you will recall, the Board of Selectmen met with Lori Tanner back in October 2022, when at the time Northbridge was commencing its Housing Production Plan initiative and announced the Housing Survey to solicit input from residents on housing needs. The survey questionnaire was made available online, at the Town Hall, Town Hall Annex, Senior Center, Library, Community Center, and also distributed at the 2022 Fall Annual Town Meeting. In total over 150 survey responses were received.

Following the housing survey, the Planning Board hosted two additional Public Forums (November 22, 2022 & June 27, 2023) where the Board (/Consultant) reviewed with the public components of the Housing Production Plan, reviewed population demographics and characteristics of Northbridge (population, age, income, housing units, & trends), as well as results of the Housing Survey. Additionally, the Planning Board reviewed the draft HPP, including strategies aimed at addressing affordable housing needs of the town.

Community engagement was positive and well-attended; participants gained an understanding of the affordable housing realities that exist in Northbridge today and how residents may be priced-out, due to limited housing stock for working professionals, single-parent households, veterans, next generation buyer/renters and empty-nesters alike.

A Housing Production Plan (HPP) is a community's proactive approach for planning and development of affordable housing by identifying and establishing strategies to enable it to meet its housing needs. Communities who choose to prepare a Housing Production Plan (voluntary) are more likely to retain local control; communities that do not have a Certified HPP are subject to Comprehensive Permits (MGL CH 40B) where developers may ignore zoning and local wetland regulations (land-use, density, setbacks, etc.).

Northbridge's HPP identifies potential sites and zoning provision (suggested amendments) aimed to help achieve more affordability, where the town's SHI (Subsidized Housing Inventory) of 6.8% is below the 10% threshold mandated by the State. Strategies propose affordable housing be located along existing transportation corridors, near retail/commercial businesses to promote more walkable communities, and in close proximity to available public infrastructure (water/sewer). In addition, the HPP recommends the town consider formalizing local zoning to allow for In-Law Apartments, Accessory Dwelling Units, and other Inclusionary Zoning provisions to address the affordable housing needs of Northbridge.

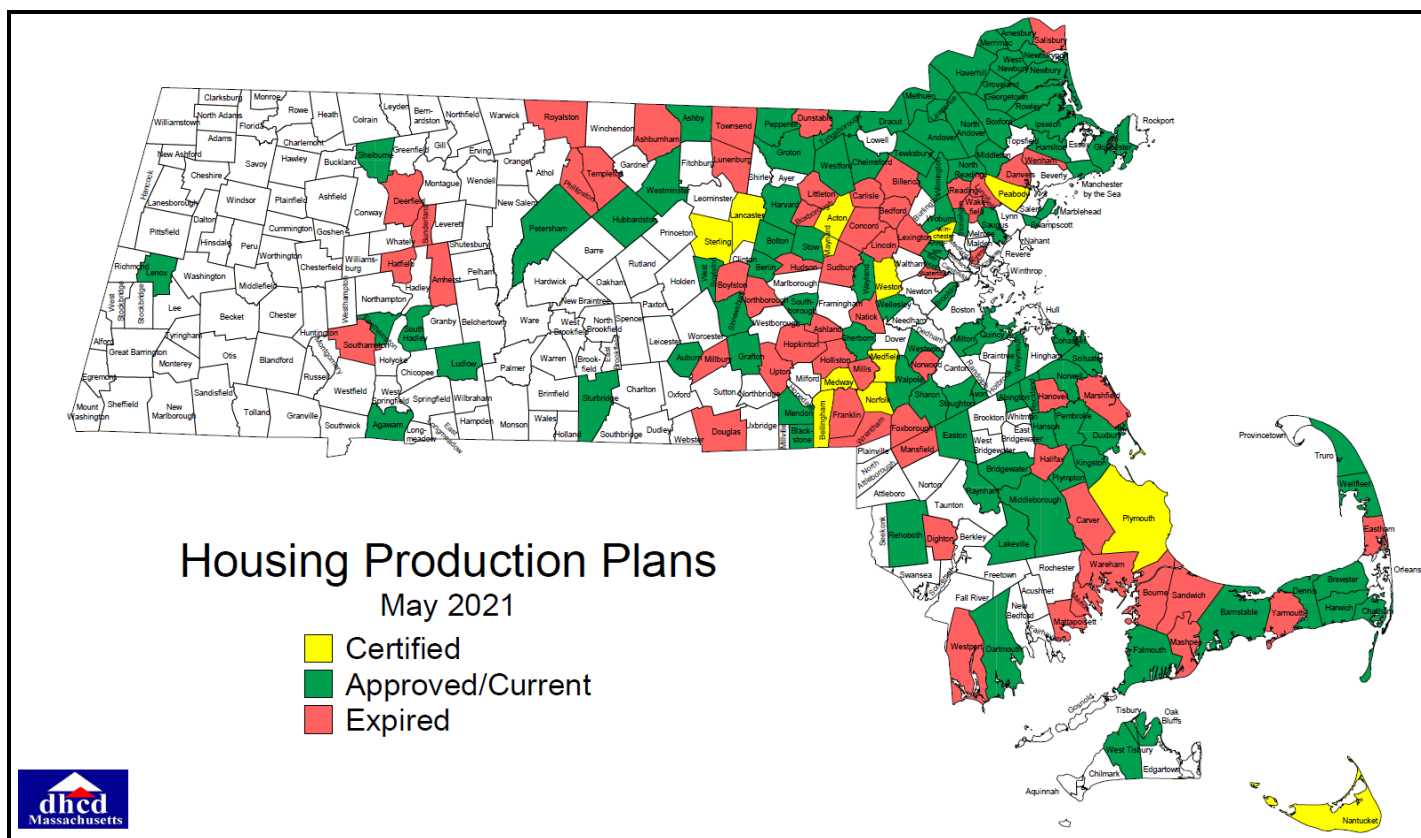
An updated version of the Housing Production Plan has been uploaded onto the town's webpage at <https://www.northbridgemass.org/home/news/northbridge-2023-housing-production-plan>

The Housing Production Plan shall be valid for a period of 5-years, where production of affordable housing dwelling units will be monitored by the State (Executive Office of Housing & Livable Communities -formerly DHCD) towards Northbridge's HPP certification. The town may choose to pursue all or some of the strategies identified in the Housing Production Plan or may opt not to, where implementation of the HPP is ultimately up to the residents (voters) of Northbridge.

Rebecca Rushford, Planning Board Chair & I plan to attend the next Selectmen meeting (09.25.2023) to answer any general questions and review next steps.

Thanks, take care & be well.

Cc: Planning Board
/File



Know all Men by These Presents,

L.

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Three Thousand Two Hundred Dollars, paid by **Dana Scully of 18 Dodge Road, Sutton, MA 01590**, the receipt of which is hereby acknowledged, does sell and convey to said **Dana Scully**, the double burial **Lot Number 7, situated on the way called Walnut Ave (North), in the Pine Grove Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

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

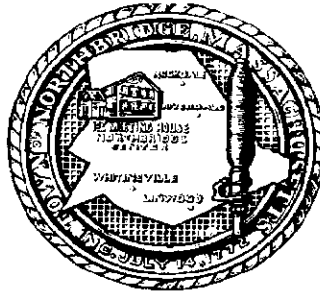
3rd. That if any monument or other structure whatever, or any inscription, be placed in the said Lot which shall be determined by the Town to be offensive, the Town shall have the right to enter upon said Lot and remove said offensive or improper object or objects.

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

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

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 25th day of September, in the year of our Lord Two Thousand Twenty-Three.

M.



NORTHBRIDGE SAFETY COMMITTEE

July 19, 2023

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

Dear Board of Selectmen:

The Northbridge Safety Committee met **WEDNESDAY JULY 19, 2023** at the Police Department. In attendance: Timothy Labrie, Jamie Luchini, Gary Bechtholdt, George Murray, George Simmons, David White, James Berkowitz, Joan Fournier, Sherry Gosgrove, Robert Lussier and Michael Dryden.

I. CALL MEETING TO ORDER

Timothy Labrie called the meeting to order at 10:02 a.m.

II. REORGANIZATION: CHAIRMAN, VICE CHAIRMAN AND CLERK

Police Chief Timothy Labrie volunteered to stay as Chairman. George Murray motioned, Jamie Luchini second, all in favor.

Board motioned for David White to remain Vice Chairman and Jamie Luchini to remain as Clerk. All in favor.

III. APPROVAL OF MINUTES

Upon motion duly made (Labrie) Safety Committee voted to uphold the meeting minutes of May 17, 2023. All in favor.

IV. CORRESPONDENCE & COMMUNICATIONS

- The Northbridge Board of Selectman voted to accept the recommendations of the Safety Committee as outlined in the minutes of April 19, 2023.

- Joan Fournier of 10 Summit Street came forward with parking complaints on Summit Street. Ms. Fournier stated primarily the even numbered side of the street are single family homes while the odd numbered side has been made into duplexes. There is a community driveway that runs behind #1-7 Summit Street that the residents do not use for parking. They all park on the street, sidewalk and a paved section of the lawn. Ms. Fournier stated it is a hazard for pedestrians and others vehicles when cars are parked on both sides. Ms. Fournier is requesting no parking on one side of the street, preferably the even side.
Timothy Labrie inquired if the rest of the residents that live on the even numbered side would be ok with limiting parking on the street. Ms. Fournier did not know.

David White voiced his concern that he did not believe the ladder truck could get down Summit Street when cars are parked on both sides.

Timothy Labrie requested a site visit, David White would like to know if the community driveway was a deeded right away and George Murray would like the building inspector to weigh in regarding the parking by law in that area.

Jamie Luchini requested this be added to a future agenda after a site visit and these questions could be answered. All in favor.

- Sherry Cosgrove of 138 Clubhouse Lane came forward with speeding concerns on Clubhouse Lane. Ms. Cosgrove voiced concerns of the increased traffic that uses this development as a cut through between Upton and Northbridge. Ms. Cosgrove suggested speed “humps” (plastic removable ones for winter) to help slow traffic down.
Gary Bechtholdt asked Ms. Cosgrove if the neighborhood also supports this idea and where would they want them installed?
Ms. Cosgrove suggested half way up Clubhouse Lane from the stop sign, near the golf cart crossing and one by the 18th hole that crosses into the clubhouse. She does not have a definite answer on all the neighbors’ responses.
Timothy Labrie requested Ms. Cosgrove have a meeting with their association to see what the residents will think about adding the speed humps since it will increase the noise level.
George Simmons mentioned the plastic speed humps are high maintenance.
George Murray requested the police department monitor the speed until the next meeting and Jamie Luchini research the speed bumps and humps for maintenance, cost and legality of placing them on a public way.

Gary Bechtholdt motioned to table this until the research could be completed and a speed study could be done. All in favor.

V. CONTRACTORS YARD, DOUGLAS ROAD: SITE PLAN REVIEW

Robert Lussier, EIT-CMG Engineering Services presented a site plan/ assessor map 3 for Parcels 115-118.

Gary Bechtholdt: How many feet is the site distance?

Robert Lussier did not have an exact number to provide but stated it is a straight road and the curve is near the power lines at the National Grid property.

George Murray: Will extra signage be needed for Douglas Road? He also suggested the barrier (shrubs/trees) that gets placed along the property does not obstruct the site lines.

Robert Lussier stated they could place more "trucks entering" signs along Douglas Road. There will be do not enter signs and stop signs at the exit of the one way.

Gary Bechtholdt: Will the gates be locked?

Robert Lussier stated the gates would be locked but will have plenty of driveway access off the road for a truck to stop and someone to safely get out to unlock the gate.

George Murray asked about lighting in the area. Robert Lussier added there is a light plan. There will be a light added at each curb out but nothing inside the parking lot.

Jamie Luchini motioned to accept the plans as presented contingent that the engineer provide the Planning Board with their proposed site line measurements.

All in favor.

VI. CONTRACTORS YARD, MAIN STREET: SITE PLAN REVIEW

Michael Dryden, RLA- Allen Engineering & Associates Inc presented site plan. Assessors map 2 for Parcel 36, area of 315 Main Street.

Gary Bechtholdt: Where is the current fire hydrant located?

Michael Dryden stated there was a hydrant near Main Street where the entrance to the property will be.

George Murray: Will traffic from Water Street will be able to come onto the property.

Michael Dryden stated no it will be fenced off with a solid barrier fence that will go all around the property minus the street scape. The old Water Street access road is no longer a public road, it is private.

Gary Bechtholdt: Would the owner put a locked gate at the end of Water Street instead of a fence so the fire department could have access?

Michael Dryden stated they could put a gate with a knox box for the fire department.

David White asked about the layout of the property and if you could drive around the building. Michael Dryden stated yes you can drive around the back of the building.

George Murray: What will the lighting be?

Michel Dryden: There will be wall packs on the building but no added poles in the parking lot.

Michael Dryden also mentioned they will make sure the crosswalk by Lake Street will be handi cap accessible, sidewalks will be improved if needed and the property exit will be directly across from Lake Street.

Timothy Labrie suggested the trees/shrubs that will be planted along Main Street to grow no taller than 4 feet for site line and easy maintenance.

Jamie Luchini motioned to accept the proposed and discussed plan that would require an access gate for the fire department on the Water Street side. George Simmons second, all in favor.

VII. OLD/ NEW BUSINESS

- a.) Carpenter Road – on street parking concerns

After a site visit the safety committee recommends placing no parking signs on both sides of the road starting at the bridge and going up a couple hundred feet.

George Murray motion, David White second. All in favor.

b.) Boot Drives – Town of Northbridge Policy

The Board of Selectman unanimously voted to eliminate boot drives.

c.) Northbridge Public Schools- NES & NMS

George Simmons stated nothing new to report. MIAA has not responded. All parties involved with crossing at the NES have been notified they are pedestrian crossing only and not traffic control. Timothy Labrie stated he went at different days/times to monitor traffic. He saw no difference in traffic when the school employee stopped directing vehicles and focused solely on pedestrian traffic.

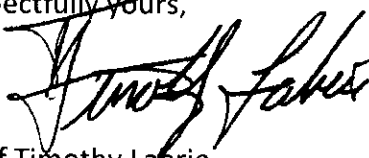
Jamie Luchini is waiting on the May Safety minutes to be approved at the next Selectman's meeting before installing the 2 blinking pedestrian solar lights on Crescent Street.

Next meeting is scheduled for August 16, 2023 @ 10:00 am.

VIII. ADJOURNMENT

Timothy Labrie motioned the adjournment of the meeting at 11:25 a.m. all in favor.

Respectfully yours,

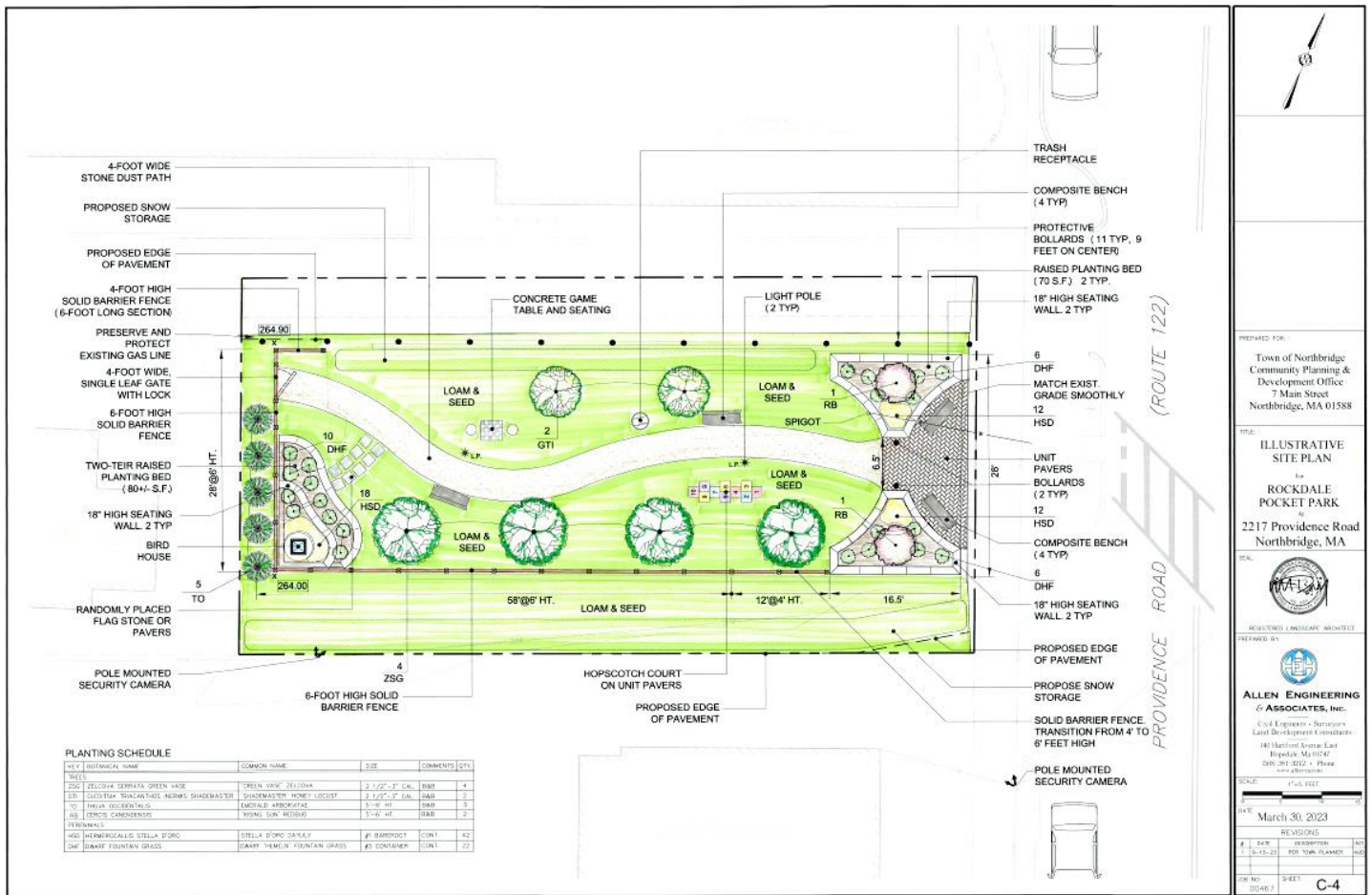


Chief Timothy Labrie
Northbridge Police Department
CHAIRMAN, NORTHBRIDGE SAFETY COMMITTEE

-LMG

Cc: Northbridge Town Clerk Northbridge Town Manager Lt. John Ouillette

/File



- In August 2013, Community Planning & Development submitted funding request to DHCD as part of State's Disaster Recovery Program resulting from FEMA Disaster Declarations of 2011-2012. Initially Northridge received \$601K for what was to be known as the "Rockdale Youth Center Relocation Project" -and ultimately received \$1.6mil in Disaster Relief funds to relocate Rockdale Youth Center to St. Peters Parish Building on Church Avenue (out of the Floodplain).
- Funds received were used to rehab building on Church Ave (new RYC), buyout remaining mortgage (of former RYC), & demo building on Providence Rd. Upon project completion (sometime in 2015/2016), the former RYC site was conveyed to Town (by gift), where as required per Disaster Recovery Program the site could not be redeveloped, built upon, or paved for parking (w/in Floodplain); understanding this the site was identified as a future pocket park.
- Fast-forward to June 2019, the Planning Board in cooperation w/Developer (Stone Hill) identified & earmarked \$467k (payment in lieu of affordables) for various town projects; including \$50k towards design/construction of pocket park; in July 2021 Board of Selectmen formally accepted donation for the Rockdale Pocket Park initiative.
- In November 2021, Community Planning & Development submitted request for \$25K in ARPA Funds for the Rockdale Pocket Park.
- During 2022-2023 Town engaged services of Land Surveyor & Landscape Architect for design & will look to select Contractor in coming months.

Rockdale Pocket Park Objective

Provide a safe & inviting public outdoor space that is accessible, visually attractive & a positive amenity for surrounding area.

Park layout has been reviewed/approved by Conservation Commission & Safety Committee



N.4.
TOWN OF NORTHBRIDGE, MASSACHUSETTS
CONSERVATION COMMISSION

David Pickart, Conservation Agent
7 Main Street Whitinsville, MA 01588
Phone: (508) 234.0817
dpickart@northbridgemass.org

MEMORANDUM

Date: February 17, 2023
TO: Adam Gaudette, Town Manager
From: David Pickart, Conservation Agent
RE: **Town-Owned Surplus Property, Map 17/Parcels 6 and 28
Benson Road**

The Conservation Commission has recently become aware that the Town is considering selling off two lots it currently owns that are located north of Benson Road. Based on a recently completed assessment of all undeveloped town-owned land (which was done as part of the soon to be finalized 2023 Open Space & Recreation Plan Update), a variety of important ecological resources are located on these lots (which collectively comprise a total of 36.7 acres of land). These include:

- A Certified Vernal Pool (currently only two in town);
- At least three areas that potentially provide vernal pool breeding habitat;
- Approximately 35 acres of Vernal Pool Core Habitat (as designated in the BioMap of Northbridge produced by the Natural Heritage & Endangered Species Program);
- Large areas that have been identified as Prime Forest by the Agricultural Research Station of UMass Amherst; and
- Multiple pristine wooded swamps and intermittent stream systems.

Because of the features noted above, the two lots are specifically identified as being of conservation interest and have been targeted for preservation in the 2023 Open Space & Recreation Plan Update.

The Commission reviewed the values of the lots at its meeting on February 15, 2023 and voted to request that the Town Manager/Board of Selectmen formally assign the land as being under its management. If approved, the land would be retained for conservation and passive recreational uses. A portion of the property that has frontage on Benson Road could be carved out and sold as a buildable lot.

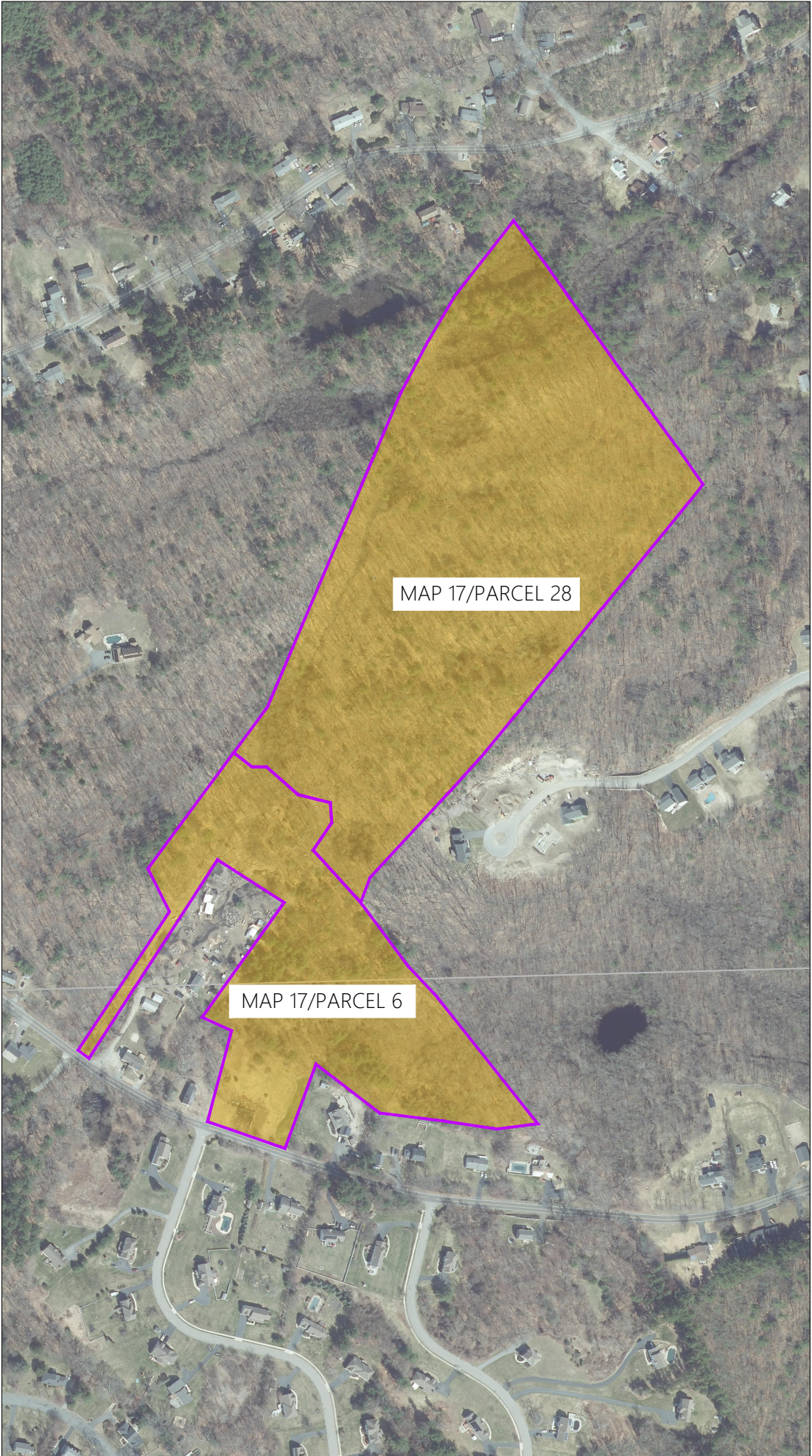
Graphics displaying the extent of important resources on the property and potential single family house lot are attached.

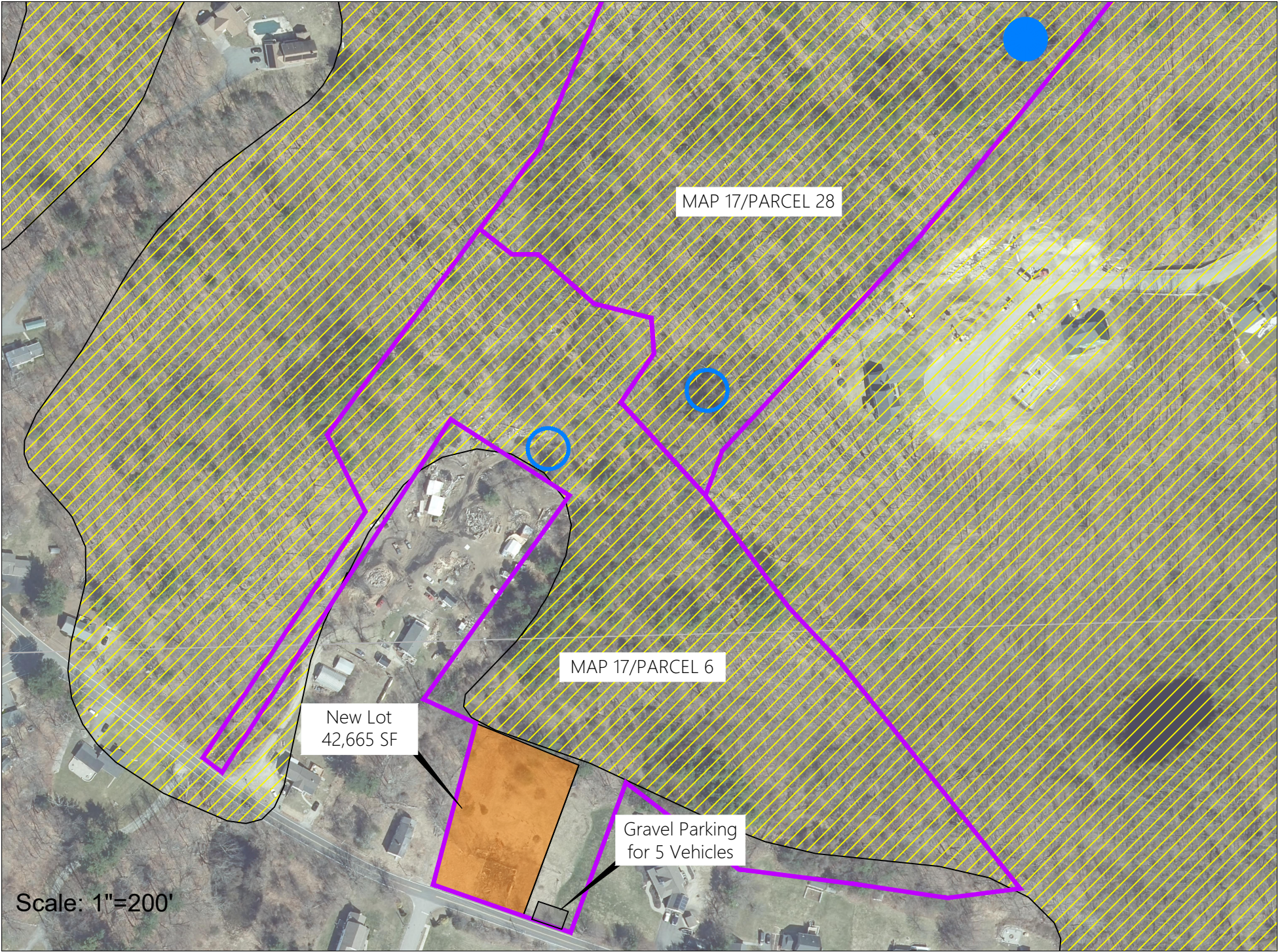
The Commission appreciates the consideration of this request and would welcome the opportunity to discuss it with the Board of Selectmen.

Potential Conservation
Land
Map 17/Parcels 6 and 28
Benson Road

- 36.7 total acres
- One Certified Vernal Pool
- At least three potential vernal pools
- 35 acres of BioMap Vernal Pool Core Habitat
- Room to create and sell off 1 buildable single family house lot
- Sufficient area to provide offsite parking for 5 vehicles

Scale 1"=400'





MAP 17/PARCEL 28

MAP 17/PARCEL 6

New Lot
42,665 SF

Gravel Parking
for 5 Vehicles

Scale: 1"=200'



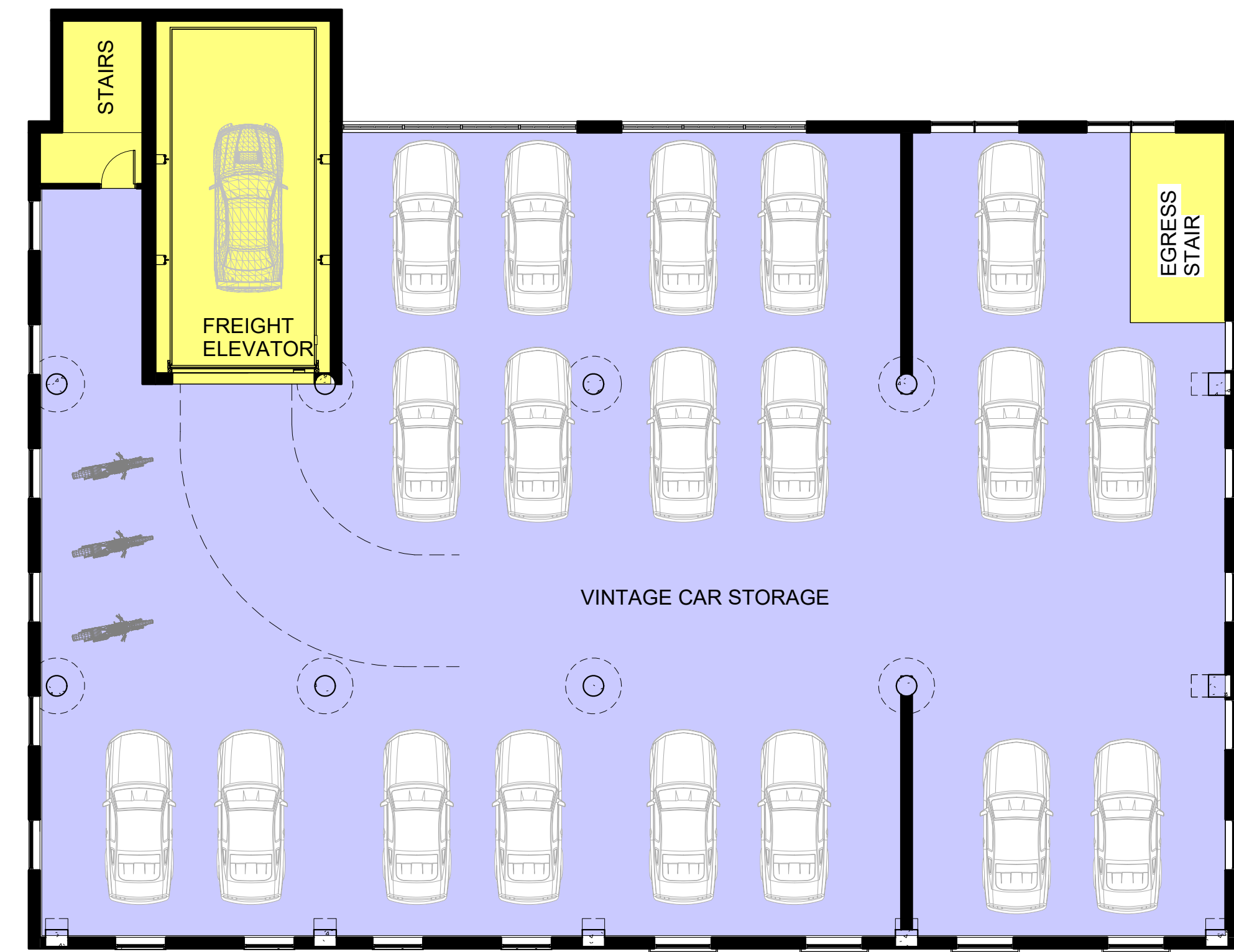
193 MAIN STREET
NORTHBRIDGE, MA
STATION 1 BREWERY



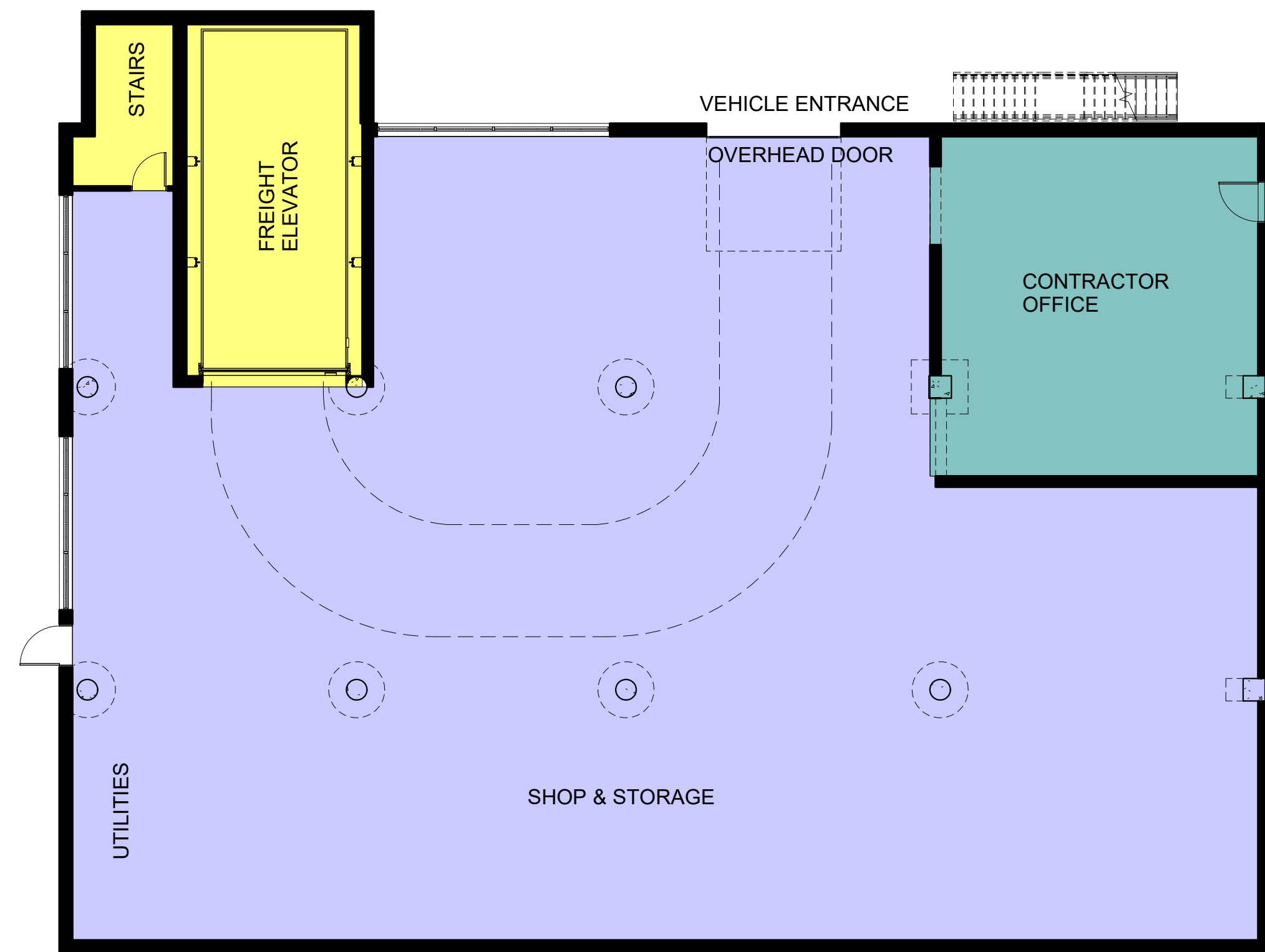
STREET LEVEL

LEGEND

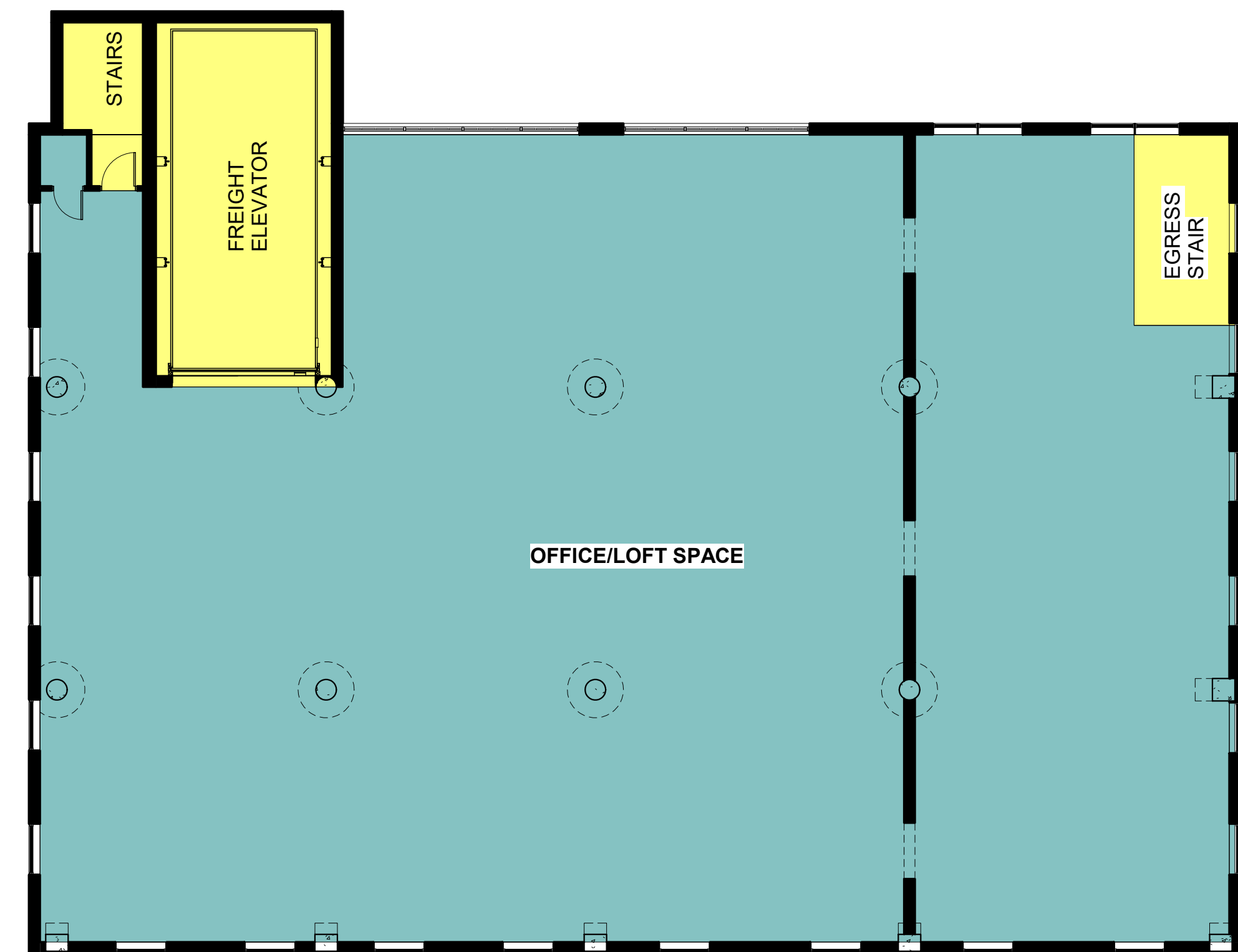
- BREWERY
- STORAGE
- WORK SPACE
- CIRCULATION



2nd FLOOR



BASEMENT LEVEL



3rd FLOOR

193 MAIN STREET
NORTHBRIDGE, MA
STATION 1 BREWERY



SUBMITTED BY: David Michaud
Old New England Construction, Inc.
31 Maple Street Bellingham, MA 02019

§ 4 REFERENCES

§ 4.1 Trade References:

Contractors:

Professional Electrical Contractors of CT – Jim Bisson, Jr. Cell 617-799-6475

Calarese Properties/Development and Former Supermarket Owner – Roger Calarese Cell 508-328-2895

Robert Fers Inc. – Bob Fers Cell 203-640-1140

Simeone Floors – Richard Simeone Cell 781-254-7175

Architects:

Scott Griffin Architects – Tom Scott Cell 617-201-1955

Landry Architects – David Campbell Cell 603-212-9456

§ 4.2 Bank References:

Charles River Bank – Peter Rizzo
70 Main Street Medway, MA
508-533-8661

§ 4.3 Surety:

§ 4.3.1 Name of bonding company:

§ 4.3.2 Name and address of agent:

The Driscoll Agency, Inc.
90 Longwater Circle Norwell, MA 02061
781-421-2565

ATTACHMENT C

FORM FOR PRICE PROPOSAL

The undersigned having fully examined, read, and in understanding of the request for proposal (RFP) for this contract and being familiar with all of the conditions surrounding the project and sale of the 193 Main Street Fire Station offers the following sale price as described below:

Price offered = \$50,000.00

Price offered in words = Fifty Thousand Dollars and Zero Cents

The Undersigned agrees that, if he/she is selected as the highest ranking proposer, they will within sixty (60) days, Saturdays, Sundays and legal holidays excluded, after, execute a Contract in accordance with the terms of this RFP.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this subsection the word "person" shall mean natural person, joint venture, partnership, corporation or other business or legal entity.

The Undersigned further certifies under penalty of perjury that the said undersigned is not presently debarred from doing business in the Commonwealth of Massachusetts under the provisions of section twenty-nine F of Chapter twenty nine, or any other applicable debarment provisions of any other chapter of the General Laws or any rule or regulation promulgated thereunder.

The undersigned further agrees that he or she is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed in the work.

The undersigned furthermore agrees that by submitting this proposal it fully understands the proposal specifications, terms and conditions as outlined in this document.

Company Information:

Name Old New England Construction, Inc

Address 31 Maple Street Bellingham, MA 02019

Phone 508-966-0050 Office 860-250-0931 Cell

E-Mail dave@lconstruction.net

FID# 20505140635

Signature for Individual

Old New England Construction, Inc.

Name of Company

David Michaud

Name and Title of Individual Authorized to Sign

Signature

Date 8/25/2023

Signature for Partnerships (must be signed by ALL general partners)

Name of Partnership

Date

Name and Title of Partner

Signature

Name and Title of Partner

Signature

Name and Title of Partner

Signature

Signatures for Corporation

Old New England Construction, Inc.

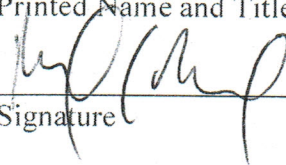
August 25, 2023

Name of Corporation

Date

David Michaud

Printed Name and Title of Duly Authorized Company Officer

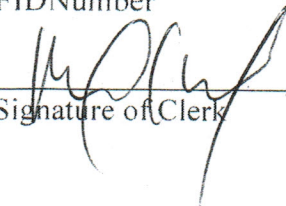


Signature

Corporate Seal (affix below)

205 514 635

FID Number



Signature of Clerk

ATTACHMENT D

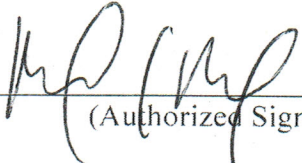
CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation union, committee, club or other organization, entity, or group of individuals.

The designer, interior designer or construction manager has not given, offered or agreed to give any person, corporation or other entity any gift, contribution or offer of employment as an inducement for, or in connection with, the award of the contract for design services; no consultant to or subcontractor for the designer, interior designer or construction manager has given, offered or agreed to give a gift, contribution or offer of employment to the designer, interior designer or construction manager, or to any other person, corporation or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer, interior designer or construction manager; no person, corporation or other entity, other than a bona fide full-time employee of the designer, interior designer or construction manager, has been retained or hired by the designer, interior designer or construction manager to solicit for or in any way assist the designer, interior designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer or interior designer; and the designer or interior designer has internal accounting controls as required by M.G.L. Chapter 30, Section 39R 9 (c), and the designer or interior designer has filed and will continue to file an audited financial statement as required by M.G.L. Chapter 30, Section 39R 9 (c).

Executed this 25th day of August, 2023

Respectively submitted by:



(Authorized Signature)

8/25/2023

(Date)

President

(Title)

Company Name: Old New England Construction, Inc.

Address: 31 Maple Street Bellingham, MA 02019

Seal (If by Corporation):

ATTACHMENT E

STATEMENT OF TAX COMPLIANCE

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under the penalties

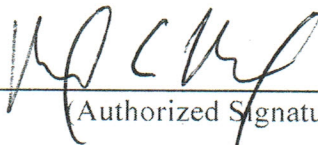
of perjury that David Michaud, has fully complied with all laws of the Name of
Entity

Commonwealth of Massachusetts relating to the payment of taxes.

Company Name: Old New England Construction, Inc.

Address: 31 Maple Street Bellingham, MA 02019

Social Security or
Federal Identification Number: 20505140635



(Authorized Signature)

8/25/2023

(Date)

President

(Title)

Seal (If by Corporation):

ATTACHMENT F

CERTIFICATE OF AUTHORITY
(Corporations Only)

At a duly authorized meeting of the Board of Directors of Old New England Construction, Inc.
Name of Corporation

it was VOTED that David Michaud of this company is authorized to
Name and Title

execute contracts and bonds in the name of and on behalf of this company, and affix its corporate seal hereto; and such execution of any contract obligation in this company's name and on its behalf, said obligation to be valid and binding upon this company.

A True Copy Attested,

Company Name: Old New England Construction, Inc.

Address: 31 Maple Street Bellingham, MA 02019.


(Authorized Signature)

8/25/2023
(Date)

President
(Title)

I hereby certify that I am the clerk of Old New England Construction, Inc. that the
Name of Corporation

above vote has not been amended or rescinded and remains in full force and effect as of the date of this contract.

Name of Clerk: David Michaud Corporate Seal:

ATTACHMENTG

**DISCLOSURE STATEMENT FOR TRANSACTION
WITH A PUBLIC AGENCY CONCERNING REAL PROPERTY**

M.G.L. c. 7C, s. 38 (formerly M.G.L. c. 7, s. 40J)

The undersigned party to a real property transaction with a public agency hereby discloses and certifies, under pains and penalties of perjury, the following information as required by law:

(1) REAL PROPERTY:

(2) TYPE OF TRANSACTION, AGREEMENT, or DOCUMENT:

(3) PUBLIC AGENCY PARTICIPATING in TRANSACTION:

(4) DISCLOSING PARTY'S NAME AND TYPE OF ENTITY:

(5) ROLE OF DISCLOSING PARTY (Check appropriate role):

Lessor/Landlord

Lessee/Tenant

Seller/Grantor

XX Buyer/Grantee

 Other (Please describe): _____

(6) The names and addresses of all persons and individuals who have or will have a direct or indirect beneficial interest in the real property excluding only 1) a stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation or 2) an owner of a time share that has an interest in a leasehold condominium meeting all of the conditions specified in M.G.L. c. 7C, s. 38, are hereby disclosed as follows (attach additional pages if necessary):

NAME

RESIDENCE

David Michaud

74 Rocky Road Whitinsville, MA 0158

(7) None of the above- named persons is an employee of the Division of Capital Asset Management and Maintenance or an official elected to public office in the Commonwealth of Massachusetts, except as listed below (Check "NONE" if NONE):

NONE: XXX

NAME

POSITION

(8) The individual signing this statement on behalf of the above-named party acknowledges that he/she has read the following provisions of Chapter 7C, Section 38 (formerly Chapter 7, Section 40I) of the General Laws of Massachusetts:

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arms length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.

(9) This Disclosure Statement is hereby signed under penalties of perjury.

David Michaud

PRINT NAME OF DISCLOSING PARTY (from Section 4, above)

08/23/2023



AUTHORIZED SIGNATURE of DISCLOSING PARTY

DATE (MM / DD / YYYY)

David Michaud, President

PRINT NAME & TITLE of AUTHORIZED SIGNER



Charles River Bank

August 24, 2023

To whom it may concern,

David Michaud / Old New England Construction, Inc. has been a customer of Charles River Bank since 2008.

They maintain deposit accounts with an average balance in the low 7 figure range.

A commercial real estate loan that exists has paid all payments on time as agreed. If you have any questions, please feel free to contact me at any time.

Sincerely,

Peter Rizzo
Vice President and Commercial Loan Officer
prizzo@charlesriverbank.com

CHARLES RIVER BANK
BELLINGHAM, MA 02019
53-7301/2113

14455

Old New England Construction, Inc.
31 Maple Street
Bellingham, MA 02019

8/24/2023

PAY TO THE ORDER OF Town of Northbridge

\$ **5,000.00

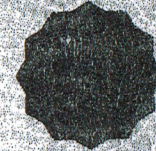
Five Thousand and 00/100*****

DOLLARS

PROTECTED AGAINST FRAUD



Town of Northbridge
7 Main Street
Whitinsville, MA 01588



VOID after 90 days



MEMO

Northbridge Fire Station - RFP security

⑈014455⑈ ⑆211373018⑆ 38961188 3⑈

Old New England Construction, Inc

14455

Town of Northbridge
01 Div#1 General Req's.:Permits/License Building Permits

8/24/2023

5,000.00

Charles River Operati Northbridge Fire Station - RFP security

5,000.00

Sale and Development of 193 Main Street Fire Station

My name is David Michaud, I have been a lifelong resident of the town of Northbridge.

I am bidding on the old fire station, If awarded, my plan is to begin remediation of the lead paint, the asbestos on the piping and old sealants on all the windows. Removal of the underground fuel tanks (4 to 5) and cleanup around the waste oil storage area. Vegetation would then be removed from the building and around the fenced in site.

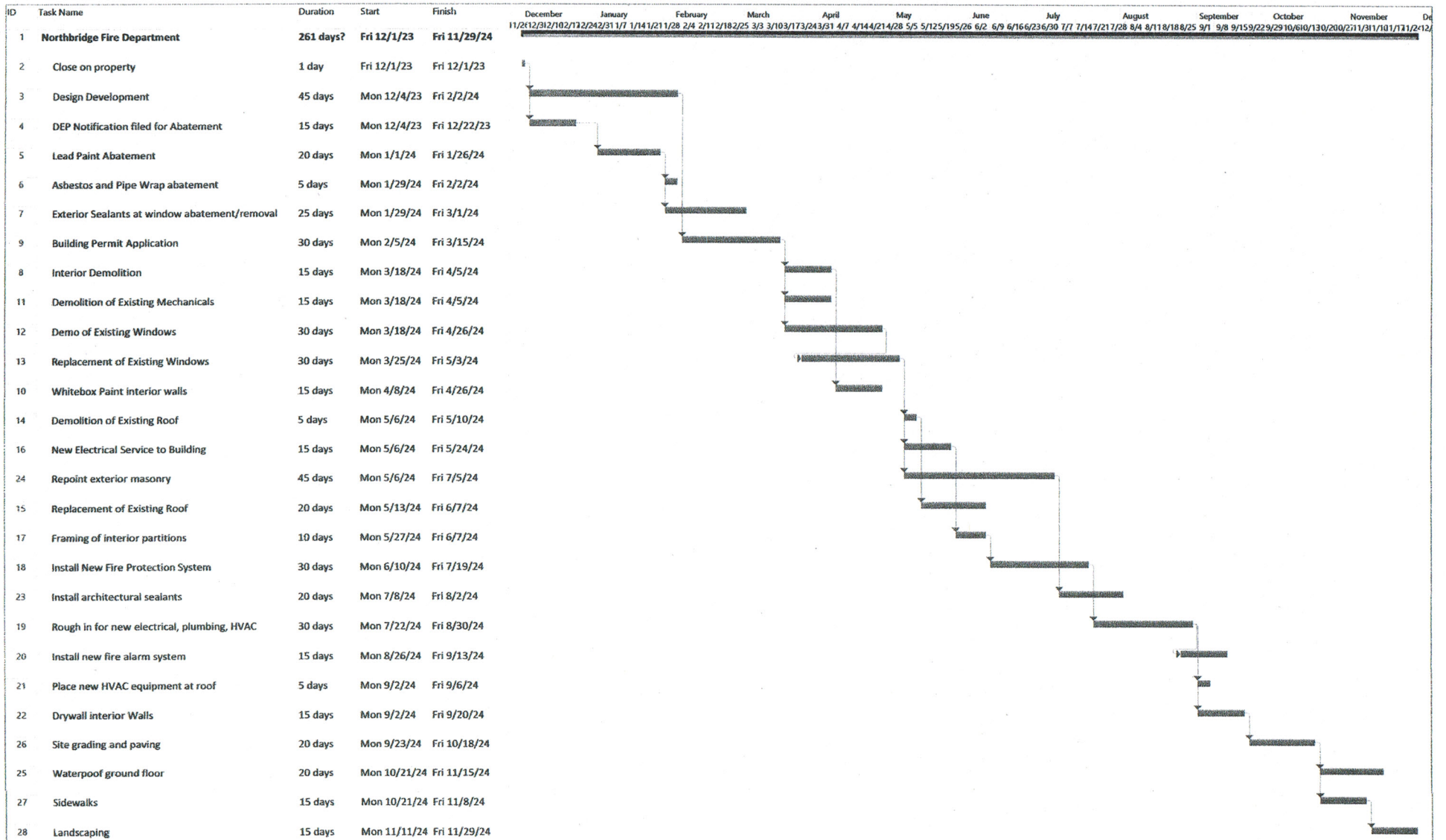
Construction would entail repointing and repair of the brick and precast on the entire exterior of the building. A new roof would be installed in its entirety and all windows would be replaced. A complete set of architectural and mechanical drawings would be developed along with input from the town.

We would propose a Brewery / restaurant on the first level where the fire apparatus presently is kept. The ambulance bay would be access to the elevator for which we would upgrade and use to store high end cars on the second floor using a valet service to have vehicles stored and picked up. The third level would be executive suites / office. The basement level a small contractor where all equipment would be stored inside.

The site would be cleaned of all debris, cleaned of all contaminants by licensed professionals, vegetation removed, asphalt removed, re-graded and completely paved for parking.

Thank you for consideration

David Michaud



Owner: Old New England Construction

Job Site: Northbridge Fire Station

Construction Bid - 8.23.23

CSI Code	Work Description	Projected Budget
2.01	Demo	\$ 30,000.00
2.02	Abatement	\$ 200,000.00
3.01	Concrete and Side Walks	\$ 30,000.00
3.02	Site Work/Paving	\$ 85,000.00
3.03	Landscpae	\$ 10,000.00
4.01	Masonry/Repointing	\$ 75,000.00
5.01	Structural Steel/Misc Metals (Hand Rails)	\$ 15,000.00
7.01	Roofing	\$ 220,000.00
7.02	Sealants	\$ 20,000.00
8.01	Glass and Glazing	\$ 300,000.00
9.01	Drywall and Framing	\$ 65,000.00
9.09	Paint	\$ 75,000.00
16.01	Electrical	\$ 180,000.00
16.03	Fire Alarm	\$ 75,000.00
21.01	Fire Protection	\$ 225,000.00
22.01	Plumbing	\$ 100,000.00
23.01	HVAC	\$ 300,000.00
Subtotal		\$ 2,005,000
1.05	Permit Fee (.8%)	\$ 16,040.00
Total Projected Budget		\$ 2,021,040

Old New England Construction

List of Projects

2006-2022

Project Location	Owner	Arch/Engineer	Description	Amount	Date
Stop & Shop Addition Freetown, MA 136 S. Main St - Freetown, MA	Stop & Shop Arthur Marquis	Stop & Shop 1385 Hancock St Quincy, MA 02169	Ground Up Construction 3000 sqft office addition to new warehouse	\$500,000	Sept 06 - Dec 06
Olive Garden 5 Independence Drive - Boston/Dorchester, MA South Bay	Olive Garden Bruce Peck	Roberts Group 239 Southerland Dr Lexington, KY 40503	JV Ground Up Construction Construct a 7000 sqft restaurant (Olive Garden)	\$4,000,000	Nov 06 - May 07
Edens & Avant Office Boston, MA 21 Custom House Street - Boston, MA	Edens & Avant Dom Dileo	Newbury Design 205 Newbury St Framingham, MA 01701	Office Expansion Demo of existing space and construction of high end office space	\$270,000	Mar 07 - May 07
Stop & Shop Warehouse Braintree, MA 50 Campanelli - Braintree, MA	Stop & Shop Steve Krupski	Stop & Shop 1385 Hancock St Quincy, MA 02169	Braintree Construction Shop Interior offices	\$50,000	May 07 - Jun 07
Stop & Shop Springfield, MA 415 Cooley St - Springfield, MA	Stop & Shop Mike McKnight	Newbury Design 205 Newbury St Framingham, MA 01701	Construction Managed - Ground Up Construction of a 60,000 sqft Super Stop & Shop	\$8,500,000	July 07 - Apr 08
Edens & Avant Tenant Hudson, MA 10 Technology Dr - Hudson, MA	Edens & Avant Dom Dileo	Newbury Design 205 Newbury St Framingham, MA 01701	Tenant Fitout Build out vanilla box	\$90,000	Sept 07 - Oct 07
PEC CT Office 145 Robert Jackson Way - Plainville, CT	Professional Elec Jim Bisson Jr	Peppin Assoc 4 Barnard Ln Bloomfield, CT 06002	Ground Up Office 5000 sqft & 3000 sqft office/warehouse	\$800,000	Nov 07 - June 08
Stop & Shop Tenant Springfield, MA 415 Cooley St - Springfield, MA	Stop & Shop Mike McKnight	Newbury Design 205 Newbury St Framingham, MA 01701	Ground Up Construction 6000 sqft vanilla box	\$1,000,000	Jan 08 - Apr 08

Old New England Construction

List of Projects

2006-2022

Stop & Shop Remodel Norwood, MA 1415 Providence Hwy - Norwood, MA	Stop & Shop Steve Krupski	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Build out 6000 sqft of office space	\$480,000	Feb 08 - Mar 08
Stop & Shop Remodel Norwich, Ct 42 Town St - Norwich, CT	Stop & Shop Sal Sbriglio	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$1,300,000	Mar 08 - Aug 08
Stop & Shop Remodel Coventry, RI 900 Tiougue Street - Coventry, RI	Stop & Shop Steve Krupski	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Build out 6200 sqft of office space	\$275,000	May 08 - Jun 08
Edens & Avant Tenant Longmeadow 470 N. Main St - E. Longmeadow, MA	Edens & Avant Dom Dileo	Newbury Design 205 Newbury St Framingham, MA 01701	Tenant Fitout Build out a Sylvan Learning Center	\$150,000	Apr 08
Bellingham Retail Rt. 140 & Maple Street - Bellingham, MA	Calaresse Prop Roger Calaresse	Landry Design 389 Main St Salem, NH 03079	Ground up Construction 5800 sqft vanilla box	\$850,000	Aug. 08- Jan 09
60 Campanelli Drive 60C Campanelli Drive - Braintree, MA	Stop & Shop Steve Krupski	Stop & Shop 1385 Hancock St Quincy, MA 02169	Remodel Build out of 10,000 sqft office space	\$110,000	Sept 08
Edens & Avant Tenant Ashland 301 Pond Street - Ashland, MA	Edens & Avant Raquel Fisher	Peppin Assoc 4 Barnard Ln Bloomfield, CT 06002	Upgrade Front Façade of existing plaza	\$425,000	Sept. 08- Oct 08
Stop & Shop Roslindale, MA 945 American Legion Hwy, Roslindale, MA	Stop & Shop Mike Russo	SGA 880 Main St Waltham, MA 02451	Demo & Construction of a ground up 40,000 sqft supermarket	\$9,700,000	Dec 08- Jan 10
Stop & Shop QCP 1385 Hancock St, Quincy, MA	Stop & Shop Steve Krupski	Stop & Shop 1385 Hancock St Quincy, MA 02169	Install a test kitchen in the basement of Stop & Shop's 10 story corporate offices	\$360,000	Feb 09 - Apr 09

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Stop & Shop Remodel Braintree 316 Grove Street - Braintree, MA	Stop & Shop Mike Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$1,400,000	Feb 09 - May 09
Stop & Shop Remodel Provincetown 56 Shank Painter Road - Provincetown, MA	Stop & Shop Mike Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$475,000	Mar 09 - May 09
60 C Campanelli Drive 60C Campanelli Drive - Braintree, MA	Stop & Shop Steve Krupski	Stop & Shop 1385 Hancock St Quincy, MA 02169	Install a commercial kitchen for a corporate office	\$125,000	Apr 09
Stop & Shop Roslindale, MA 945 American Legion Hwy, Roslindale, MA	Stop & Shop Mike Russo	SGA 880 Main St Waltham, MA 02451	Demo & Construction of 12 Retail tenants	\$4,500,000	Dec 09 - Feb 11
Dollar Tree Roslindale, MA 945 American Legion Hwy, Roslindale, MA	Dollar Tree Charles		Interior Fit Up	\$200,000	Mar 10- Jan 11
Stop & Shop North Attleboro, MA 206 E. Washington Street - North Attleboro, MA	Stop & Shop Craig Besse	SGA 880 Main St Waltham, MA 02451	Remodel Dept Upgrade of existing supermarket	\$1,200,000	Mar 10 - Jun 10
Stop & Shop Provincetown, MA 56 Shank Painter Road - Provincetown, MA	Stop & Shop Mike Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$700,000	Mar 10 - Jun 10
Stop & Shop North Dartmouth 25 Faunce Corner Road - North Dartmouth, MA	Stop & Shop Karen Russo	Landry Design 389 Main St Salem, NH 03079	Remodel Dept Upgrade of existing supermarket	\$1,000,000	Jun 10 - Oct 10
Hyde Park Savings Bank	Hyde Park S. B.	SGA	Ground Up Construction w/ fitup	\$2,500,000	Aug 10- Mar 11

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1055 Truman Prkwy, Hyde Park MA	Steve McNulty	880 Main St Waltham, MA 02451			
Lanks Liquors 1065 Truman Prkwy, Hyde Park MA	Lank's Liquors Johnny Lank	SGA 880 Main St Waltham, MA 02451	Ground Up Construction	\$2,000,000	Aug 10- Mar 11
Stop & Shop Signs Multiple Locations	Stop & Shop Scott Haley	Stop & Shop 1385 Hancock St Quincy, MA 02169	Oversee the installation of multiple signs	\$535,000	Aug 10 - Dec 10
Stop & Shop Permits Multiple Locations	Stop & Shop Scott Haley	Stop & Shop 1385 Hancock St Quincy, MA 02169	Permit various construction projects	\$100,000	Aug 10 - Dec 10
Stop & Shop Sandwich 71 Quaker Meeting House Rd, Sandwich, MA	Stop & Shop Karen Russo	SGA 880 Main St Waltham, MA 02451	Remodel Dept Upgrade of existing supermarket	\$500,000	Apr 11 - Jun 11
Stop & Shop Wethersfield 1380 Berlin Turnpike, Wethersfield, CT 06109	Stop & Shop Bill Lawrence	WD Partners 7007 Discovery Blvd Dublin, OH 43017	Remodel Build out 6000 sqft of office space	\$500,000	May 11 - Jul 11
Stop & Shop Winter Multiple Locations	Stop & Shop Sal Sbriglio	Stop & Shop 1385 Hancock St Quincy, MA 02169	Oversee the remodel of the winter (11') issues	\$3,000,000	Jun 11- May 12
Stop & Shop Hyde Park 1065 Truman Prkwy, Hyde Park MA	Stop & Shop Bill Lawrence	SGA 880 Main St Waltham, MA 02451	Ground Up Construction w/fitup	\$7,500,000	Jun 11- Mar 12
Walgreens Hyde Park 1065 Truman Prkwy, Hyde Park MA	Stop & Shop Bill Lawrence	SGA 880 Main St Waltham, MA 02451	Ground Up Construction	\$2,500,000	Jun 11 - Dec 11
Stop & Shop QCP	Stop & Shop Steve Krupski	Stop & Shop 1385 Hancock St	Remodel all 10 floors	\$3,000,000	Aug 11 - Jan 12

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1385 Hancock St., Quincy, MA		Quincy, MA 02169			
Longhorns 401 Park Drive, Boston, MA 02215	Darden Mike Amato	ArchVision Inc. 2350 Airport Freeway Dallas, TX 76022	Interior Remodel	\$500,000	Sept 11- Oct 11
Tedeschi Jamaica Plain	Tedeschi Food Mike Landers	Tedeschi Food Shops 14 Howard St. Rockland, MA 02370	Interior Remodel	\$50,000	Jan-12
684 Centre St. Jamaica Plain, MA					
Stop & Shop Brockton, MA 683 Belmont Street, Brockton, MA	Stop & Shop Craig Besse	WD Partners 7007 Discovery Blvd Dublin, OH 43017	Remodel Dept Upgrade of existing supermarket	\$950,000	Feb 12 - Apr12
Stop & Shop Wayland, MA 101 Andrew Avenue, Wayland, MA	Stop & Shop Lorraine Marsden	Landry Design 389 Main St Salem, NH 03079	Ground Up Construction	\$4,500,000	Apr 12 - Nov 12
Stop & Shop Somerset 815 Grand Army Hwy, Somerset, MA	Stop & Shop Karen Russo	WD Partners 7007 Discovery Blvd Dublin, OH 43017	Remodel Dept Upgrade of existing supermarket	\$1,200,000	May 12- Aug 12
Stop & Shop Brigham Circle 1620 Tremont Street, Boston, MA	Stop & Shop Phil Civitello	WD Partners 7007 Discovery Blvd Dublin, OH 43017	Remodel Dept Upgrade of existing supermarket	\$900,000	Jun 12- Sept 12
Stop & Shop Foxboro, MA 140 Main Street, Foxboro, MA	Stop & Shop Craig Besse	SGA 880 Main St Waltham, MA 02451	Remodel Dept Upgrade of existing supermarket	\$1,000,000	Aug 12- Nov 12
Lockheed Martin Chelmsford, MA 16 Maple Road, Chelmsford, MA	Lockheed Martin Gary Bellerose	SGA 880 Main St Waltham, MA 02451	Install securtiy fencing and pavement work	\$300,000	Aug 12- Nov 12

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H-Mart Cambridge, MA 945 Massachusetts Ave, Cambridge, MA	H-Mart Vinny Kim	SGA 880 Main St Waltham, MA 02451	Demo an existing supermarket	\$60,000	Nov 12 - Dec 12
Wayland Medical Wayland, MA 101 Andrew Avenue, Wayland, MA	Richard Granara KGI Properties	CI Design Inc 509 S. Exeter St Baltimore, MD 21202	Ground Up Construction of a 16,000 medical office building	\$2,000,000	Nov 12- May 13
Stop & Shop Nantucket, MA 9 Salem Street, Nantucket, MA	Stop & Shop Karen Russo	SGA 880 Main St Waltham, MA 02451	Remodel Complete gut and construction of 13,000 sqft	\$1,500,000	Mar 13- Jun 13
Stop & Shop Hingham 400 Lincoln Street, Hingham, MA	Stop & Shop Karen Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$1,500,000	Aug 13 - Nov 13
H-Mart Cambridge, MA 945 Massachusetts Ave, Cambridge, MA	H-Mart Vinny Kim	SGA 880 Main St Waltham, MA 02451	Construct a 17,000 sqft supermarket	\$3,000,000	Sept 13 - Jun 14
Lauren Craig Wayland, MA 945 Massachusetts Ave, Cambridge, MA	Richard Granara KGI Properties	CI Design Inc 509 S. Exeter St Baltimore, MD 21202	Build out of a 3,00 sqft hair salon	\$300,000	Sept 13 - Nov 13
Jos A Bank Wayland, MA 945 Massachusetts Ave, Cambridge, MA	Richard Granara KGI Properties	CI Design Inc 509 S. Exeter St Baltimore, MD 21202	Vanilla Box Buildout	\$200,000	Sept 13 - Nov 13
Tedeschi's Natick, MA East Central Street, Natick, MA	Tedeschi Food Mike Landers	Tedeschi Food Shops 14 Howard St. Rockland, MA 02370	Interior Remodel	\$250,000	Oct 13 - Nov 13

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Stop & Shop QCP-Headquarters 1385 Hancock Street	Mark Nitkey Stop & Shop	Visnick & Caulfield 500 Boylston Street Boston, MA 02116	Construct a 3,000 sqft open concept build out	\$100,000	Dec-14
Lockheed Martin Chelmsford, MA Maple Road, Chelmsford, MA	Lockheed Martin Gary Bellerose	SGA 880 Main St Waltham, MA 02451	Regrade site to include a loading dock	\$75,000	Nov 13 - Mar 14
Tedeschi's Boston, MA Boylston St	Tedeschi Food Mike Landers	Tedeschi Food Shops 14 Howard St. Rockland, MA 02370	Interior Remodel	\$325,000	Apr 14 - Jun 14
Stop & Shop Nantucket, MA	Stop & Shop Karen Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Upgrade electrical transformer, add roof to bottle and add concrete pads to rear	\$125,000	Jul-14
Stop & Shop Watertown, MA	Stop & Shop Karen Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$1,000,000	May 14 - Aug 14
Stop & Shop Abington, MA	Stop & Shop Karen Russo	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$850,000	Jun 14 - Aug 14
White City Shrewsbury, MA	Acadia Realty Trust Hernand Rodrieguez	SGA 880 Main St Waltham, MA 02451	Remodel of front façade	\$1,000,000	Aug 14 - Oct 14
Stop & Shop Harwich, MA	Stop & Shop Craig Besse	Landry Design 389 Main St Salem, NH 03079	Remodel Dept Upgrade of existing supermarket	\$1,000,000	Sept 14 - Nov 14
Stop & Shop Cohasset, MA	Stop & Shop Craig Besse	Newbury Design 205 Newbury St Framingham, MA 01701	Remodel Dept Upgrade of existing supermarket	\$850,000	Sept 14 - Nov 14
Marengi Dental Sudbury, MA	Marengi Dental Joyce Marengi	Schnee Architects 339 Auburn Street Newton, MA	Interior fitup for a dentist office	\$326,000	Sept 14 - Oct 14

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Lockheed Martin Chelmsford, MA Maple Road, Chelmsford, MA	Lockheed Martin Gary Bellerose	SGA 880 Main St Waltham, MA 02451	Site work and addition	\$150,000	Dec 14-Feb 15
Shaw's Stowe, VT	Shaw's Steve White	Shaw's	Remodel Dept Upgrade of existing supermarket	\$300,000	Jan-15
Shaw's	Shaw's Steve White	Shaw's	Remodel Dept Upgrade of existing supermarket	\$200,000	Jan-15
Shaw's Randolph, VT	Shaw's Steve White	Shaw's	Remodel Dept Upgrade of existing supermarket	\$100,000	Feb-15
Stop & Shop Braintree, MA Warehouse	Stop & Shop Karen Russo	Veitas & Veitas 639 Granite Street Braintree, MA 02184	Roof Collapse Stop gap measures and the reconstruction	\$850,000	Feb 15 - Apr 15
BFresh Allston, MA	Fresh Formats Wayne MacLeod	SGA 880 Main Street Waltham, MA 02451	Construct a 12,359 sf supermarket	\$1,862,949.00	July 15-Aug 15
BFresh Fairfield, CT	Fresh Formats Wayne MacLeod	SGA 880 Main Street Waltham, MA 02451	Construction of a 17,281 sf Supermarket	\$1,623,821.00	Aug 15-Oct 15
Pristine Dental Norwood, MA	Dr. Noh	Breakaway Practice 8000 Frontage Road San Antonio, TX	Construction / interior fit up for a 2080 sf Dental Office	\$337,500.00	Dec 15-Feb 16
Urgent Care Center Franklin, MA	Keith Kern Erdman Health	Erdman Health Care 750 N. Paul Street Dallas, TX	Construction / interior fit up for a 3200 3200 sf Urgent Care Clinic	\$459,856.00	Jan 16- Mar 16
BFresh Brighton, MA	Juan Carlos Vivas Fresh Formats	SGA 880 Main Street Waltham, MA	Construction of a 9,748 sf supermarket	\$1,609,689.00	May 16-July 16
BFresh Somerville, MA	Juan Carlos Vivas Fresh Formats	SGA 880 Main Street Waltham, MA	Construction of a 17,832 sf supermarket	\$2,147,441.00	May 16-Sept 16

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Lockheed Martin Chelmsford, MA	Lockheed Martin Gary Bellerose	SGA 880 Main Street Waltham, MA	Security Fence	\$66,800.00	July 16 – Aug 16
Emmons Street Retail Franklin, MA	Roger Calarese Calarese Properties LLC	Landry Architects 100 Market Street Portsmouth, NH	New Construction – Ground Up 9,293 sf Shopping Plaza	\$1,530,297.00	May 16 – Dec 16
Stop & Shop Litchfield, CT	Stop & Shop Korie Kritzki	SGA 880 Main Street Waltham, MA	New Construction – Ground Up Of a 37,175 sf grocery store	\$4,560,186.00	Nov 16 – May 17
Stop & Shop Milford, MA	Stop & Shop Nicole Merrill	SGA 880 Main Street Waltham, MA	New Construction – Interior Build Out Of a new 68,257 sf grocery store	\$3,528,091.00	June 17 – Oct 17
Shaw's Randolph, MA	Shaw's Supermarket Mark Gaudreau	SGA 880 Main Street Waltham, MA	Interior Remodel – of an existing 54,896 sf Grocery store	\$1,069,791.00	Oct 17 – Dec 17
7-11 Convenience Stores Boston, Fitchburg, Fall River, W. Bridgewater, Everett, Haverhill	Royston, LLC (7-11) Bud Dudley	Royston LLC 1556 Old Elbert Rd. Royston, GA	Interior Remodel of existing Convenience Markets – typical of 1,200 sf each	\$720,000.00	Aug 17 – March 18
Stop & Shop Unionville, CT	Stop & Shop Korie Kritzki	Landry Architects 100 Market Street Portsmouth, NH	Interior Remodel of existing – 54,777sf Grocery Store	\$2,519,399.00	May 18 – Aug 18
Stop & Shop Wethersfield, CT	Stop & Shop Nicole Merrill	WD Partners Dublin, OH	Interior Remodel of existing – 59,128 sf Grocery Store	\$893,567.00	May 18 – Aug. 18

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Old Wharf Village Condominium Dennis, MA	Old Wharf LLC Charles Edgar	SGA 880 Main Street Waltham, MA	New Construction of a 4 story condominium building 16,000 sf	\$2,782,565.00	Jan 18 – Dec 18
West Central Plaza Franklin, MA	Calarese Properties Roger Calarese	Landry Architects 100 Market Street Portsmouth, NH	New Construction – Ground Up 10,040 sf shopping Plaza	\$2,156,000.00	May 18 – Jan 19
Hilliard's Chocolates North Easton MA	Charles Hilliard	RKB Architects Zero Campanelli Dr Braintree, MA 02184	New Construction – Ground Up 10,040 sf production facility	\$2,315,116.00	July 18 – Feb. 19
Stop & Shop Click & Collect Online Pickup Program 20 Locations	Stop & Shop William Lawrence	Scott Griffin Architects 880 Main Street Waltham, MA	Interior renovations to create an online pick up department.	\$3,500,000.00	Jan 2020 – Nov. 2021
Dedham Mall Ashbrook Furniture	Wilder Companies Steve White	EBI Consulting 21 B Street Burlington, MA	Interior demolition of exiting 2 story space and vanilla box for new tenant fit up	\$1,371,014.00	Feb 2020-May 2020
Stop & Shop East Lyme, CT	Stop & Shop Korie Kritzky	Landry Architects 200 International Drive Portsmouth, NH	Interior renovations	\$1,148,660.00	Oct 2020- Jan 2021
Stop & Shop Seekok, MA	Stop & Shop Shannon Doyle	Scott Griffin Architects 880 Main Street Waltham, MA	Entire roof removal/replacement	\$213,600.00	Nov 2020-Jan2021

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Stop & Shop Northampton, MA	Stop & Shop Korie Kritzky	WD Partners 7007 Discovery Blvd. Dublin OH	Entire store renovations, new cases, shelving, flooring, ceilings	\$1,592,237.00	Jan 2021 – April 2021
Home Shopping Wareroom Weymouth, MA	Stop & Shop Mike Russo	Scott Griffin Architects 880 Main Street Waltham, MA	Interior demolition, new fit up of a 49,398sf home shopping wareroom	\$2,725,000.00	Nov 2020 – April 2021
Stop & Shop Meriden, CT	Stop & Shop Korie Kritzky	WD Partners 7007 Discovery Blvd Dublin OH	Entire store renovations, new cases, shelving, flooring, ceilings	\$1,195,274.00	Aug. 2020-Nov. 2020
Fuel America Weymouth, MA	Fuel America Victor Barros	Design Concepts 852 High Street Bridgewater, MA	Interior fit up of a new coffee/cocktail café 2,000 sf.	\$292,984.00	Aug 2021 – Nov 2021
Stop & Shop Clinton, CT	Stop & Shop Korie Kritzky	Guzzo & Guzzo 608 Ridge Road Lyndhurst, NJ	Interior department renovation	\$1,484,645.00	April 2021-July 2021
Stop & Shop Old Saybrook, CT	Stop & Shop Robert Caney	Newbury Design 100 Foxboro Blvd. Foxboro, MA	Entire Store renovation, new cases, shelving, flooring, ceiling	\$2,152,870	Sept. 2021 – Dec. 2021
Stop & Shop Bellingham, MA	Stop & Shop Joel Susaney	Scott Griffin Architects 880 Main Street Waltham, MA	Entire Store renovation, new cases, shelving, flooring, ceiling	\$2,019,992.00	Sept. 2021 – Dec. 2021
Stop & Shop North Kingstown RI	Stop & Shop Joel Susaney	Newbury Design 100 Foxboro Blvd. Foxboro, MA	Entire Store renovation, new cases, shelving, flooring, ceiling	\$1,999,992.00	Sept. 2021 – Dec. 2021
Hannaford Supermarket Derry, NH	Hannaford Mark Bryant	L2M Architects 811 Cromwell Park Glenn Burnie, MD	Entire Store renovation, new cases, shelving, Flooring, ceiling	\$2,380,203.00	June 2022- Dec 2022

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Hannaford Supermarket Lunenburg, MA	Hannaford Charlie Merryfield	Harriman Associates 46 Harriman Drive Auburn, ME	Entire Store renovation, new cases, shelving, Flooring, ceiling	\$2,067,870.00	Nov 2022 – May 2023
Hannaford Supermarket Leominster, MA	Hannaford Trevor Teatrot	Harriman Associates 46 Harriman Drive Auburn, ME	Entire Store renovation, new cases, shelving, Flooring, ceiling	\$2,232,755.00	Aug 2022 – Feb 2023
Vanderpool Dental Somerset, MA	Vanderpool Dental Dr. Chris Vanderpool	Redd LLC 14 Riverina Rd Andover, MA	Office Expansion and renovation, new equipment, floors, ceilings	\$465,671.00	June -Oct 2022
Stop & Shop Brigham Circle Boston, MA	Stop & Shop Patrick Melle	Scott Griffin 880 Main Street Waltham, MA	Entire Store renovation, new cases, shelving, Flooring, ceiling	\$650,736.00	March 2022 – May 2022
Lockheed Martin Chelmsford, MA	Lockeed Martin Gary Bellarose	Scott Griffin Architects 880 Main Street Waltham, MA	Misc. carpentry projects, department relocations, exterior fence	\$522,000.00	Jan. 2022 – Dec. 2022
Stop & Shop Greenfield, MA	Stop & Shop Korie Krizky	Newbury Design 100 Foxboro Blvd Foxboro, MA	Entire Store renovation, new cases, shelving, flooring, ceilings, exterior repairs and painting	\$2,174,100.00	Jan 2023 – April 2023
Lockheed Martin Chelmsford, MA	Lockheed Martin Gary Bellarose	Scott Griffin Architects 880 Main Street Waltham, MA	Office Tenant fit up; new offices; ceilings, flooring, paiting	\$250,000.00	Aug 2023 – Nov. 2023
Roche Brothers Supermarket Needham, MA	Roche Brothers Frank Killea	Plan B Architects 12 Goose Lane Tolland, CT	Entire Store renovation; new roof, slab, electrical service, site Work, paving, carpentry, storefront, fit up	\$6,500,000.00	April 2023 – Sept 2023
Woodside Dental Assonet, MA	Woodside Dental Dr. Cornetta	Redd LLC 14 Riverina Dr Andover, MA	Building Addition, new septic, water service, paving Office fit up	\$1,096,377.00	Aug 2023 – Dec 2023

August 24, 2023

David Michaud
Old New England Construction, Inc.
31 Maple Street
Bellingham, MA 02019

Re: Town of Northbridge
Request for Proposal
193 Main Street
Whitinsville, MA 01588

Project Title: Sale & Development of 193 Main Street Fire Station

Architectural Observation Report

On Thursday August 10, 2023, I visited the subject building and did a walk around with my structural engineer and the applicant. We were escorted by a member of the Northbridge Fire Department for the walk through. These observations were cursory based on a 1.5 hour walk through. They are not intended to be a comprehensive investigation of the facility.

Based on the information provided in the RFP the building is listed as constructed in 1922 and consists of approximately 33,556 gross square feet of floor area. The building is a 3-story building with a full basement with walk-out access and vehicle access at the lower level, behind the building. The perimeter exterior walls are made up of multi-wythe brick construction supported by cast-in-place concrete footings and foundations. The floors are cast-in-place reinforced concrete capable of supporting fire trucks and other vehicle apparatus.

Observations:

Exterior

1. The brick façade shows signs of repair in multiple locations. A full evaluation will be required and most likely a full repointing of the façade will be required to prevent water migration and future deterioration. This usually requires a full cleaning of the façade before repairs are initiated.
2. Sections of the façade that appear to be exposed concrete show signs of spalling and deterioration due to rusted rebar being too close to the surface of the concrete finish. Water migration caused rust jacking. This will require repair and re-coating of the rebar and concrete patching as well as a breathable masonry coating for aesthetic consistency.
3. All windows will require replacement to meet new energy codes.
4. All overhead doors will require replacement to meet new energy codes.
5. All exterior doors will require replacement to meet new energy codes.
6. Remediation may be required to remove lead paint and asbestos caulking from windows before removal and disposal. These items will have to be tested and a full environmental report will be required to identify contaminated building materials that if identified will require remediation. Items of concern are flooring, plaster, window caulking, paint, roofing materials etc.
7. Railings at areaways will have to be removed and replaced to meet code.
8. All vegetation growing on the building will have to be removed prior to the façade evaluation.



9. Removal of accessory structures and other debris including cars and other debris will have to be removed from the site.
10. Vegetation will have to be removed and cut down around the entire site before an assessment can be made to re-pave the lot or repair sidewalks and paths.
11. Iron railings at the upper levels will have to be repaired and repainted.
12. All decorative cornice stones and banding on the building will have to be checked for deterioration and repairs performed to ensure safe attachment to the building. All counterflashing should be checked and repaired if required.

Roof:

1. There is very little equipment on the roof. The roof appears to be a white TPO roof membrane mechanically fastened. The building card stated a Tar & Gravel roof; this appears to be overlaid by a TPO membrane roof. The roof may require replacement based on the age of the roof and if it is no longer under warranty.
2. There is a large skylight over the vehicle lift elevator that is in poor condition. There are missing panes of glass, and the skylight is not sealed tight. This is an energy sink hole in the building. We would recommend removing the skylight and replacing it with a low slope solid roof structure with downspouts and gutters to the roof below.
3. Any equipment that is not working or in serviceable condition should be removed from the roof.
4. The roof ladder appears new and can remain. It only serves access to the skylight roof area above the lift.

Interior Stairs:

1. The interior stairs are cast-in-place concrete with railings that are not code compliant.
2. We did not measure the stairs, but they may not be wide enough to meet current commercial codes for width and riser/tread ratios. We would have to consult with our code consultant about the ability to re-use the stairs as it depends on the building uses and occupancy. This is an open item regarding the amount of work that may be required to make them code compliant, if required.
3. There are two stairs accessible at each floor.

Bathrooms:

1. All bathrooms on floors not currently occupied (being used as storage) by the Northbridge fire department personnel, are not functional.
2. The plumbing stacks may not be code compliant if a future tenant requires new bathrooms on any of the floors.
3. The only functional bathrooms appear to be the bathrooms on the first floor currently being used by the Northbridge fire department personnel.

Automobile (carriage) Lift:

1. The current automobile (carriage) lift was functional and could access all floors.
2. It relies on a manual operation for access and operation.
3. This lift will have to be inspected and possibly upgraded for tenant use.
4. If this elevator must be upgraded for tenant use it will have to have a major overhaul to convert it to an automated elevator with appropriate controls and fire department overrides and operation.

Sprinkler System:

1. There is a full sprinkler system throughout the building. The building card indicates it is a dry system.
2. This system would have to be inspected and modified to meet the new use and occupancy requirements.

3. In conjunction a new addressable fire alarm system would be required throughout the building. The proposed applicant is contemplating a Craft Beer pub on the first floor which is an assembly use.

Heating System:

1. The building card states Steam heat fed by an Oil burner /boiler.
2. The applicant would propose a different heating and cooling system throughout the building.

Electrical Systems:

1. The electrical systems appear to be original to the building. We assume a major upgrade will be required.

Basement (Lower Level):

1. The existing building basement (on grade at rear walk-out level) currently floods during heavy weather events and will have to be remediated with several repair procedures including a potential french drain, waterproofing and mold and water damage remediation.
2. During these events it was noted that rainwater and sewage back up above the first-floor sink drains and cause flooding at the first-floor level. This will have to be investigated and rectified, as well as further remediation of damages systems and materials.
3. The Boiler and associated piping will have to be removed and pipe insulation containing asbestos will have to be remediated.
4. The Old generator will have to be removed and decommissioned including any remediation for fuel.

First Floor:

1. This is the occupied floor by the current Fire Department of Northbridge.
2. This floor houses multiple fire apparatus and the fire chief's car as well as turn-out equipment and accessories.
3. There is a firefighter's kitchen and recreation room on this level.
4. The call center is on this level.
5. There is access to a small mezzanine level with sleeping quarters, bathrooms, and showers.
6. Access to the automobile (carriage) lift is available at this level.
7. We envision a full demolition of all the spaces on this level to create space for a proposed beer/food use.

Second Floor:

1. This floor is currently being used for storage of equipment, outdated equipment, Town storage and other storage not identified.
2. This floor would be cleaned out for classic car storage.

Third Floor:

1. This floor is currently being used for a firefighter's gym and the balance of the floor is storage.
2. There is also a community room and offices at this level.
3. This floor would be cleaned out for potential office use or other business use. Undetermined currently.

Site Work:

1. Underground Storage Tanks (UST's) have to be remediated from the site.
2. Clear and grub site.
3. New paving and sidewalks.
4. Removal of accessory buildings and debris.

August 24, 2023
Town of Northbridge
Main Street Fire Station RFP Observations

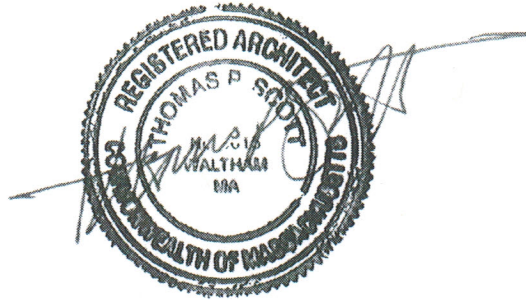
This is the extent of my observations based on a very cursory walk-through of the building. A more extensive investigation would be required by my team including our structural engineer, mechanical, electrical, plumbing and fire protection engineers to document, in greater detail, the existing conditions.

Please feel free to contact my office if you have any questions or concerns.

Thank you,

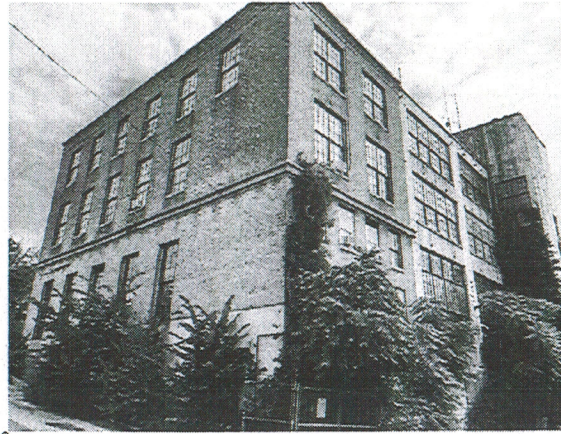


Thomas P. Scott, AIA
Principal

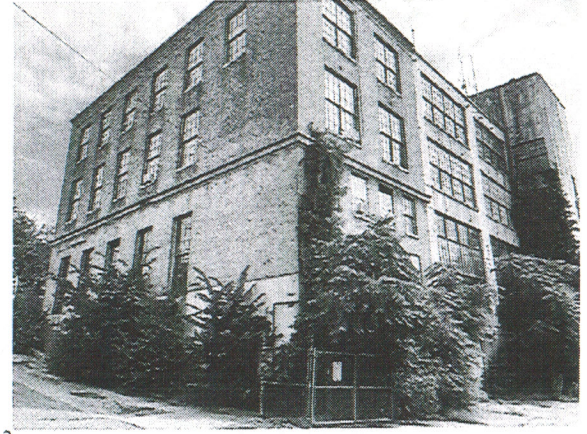




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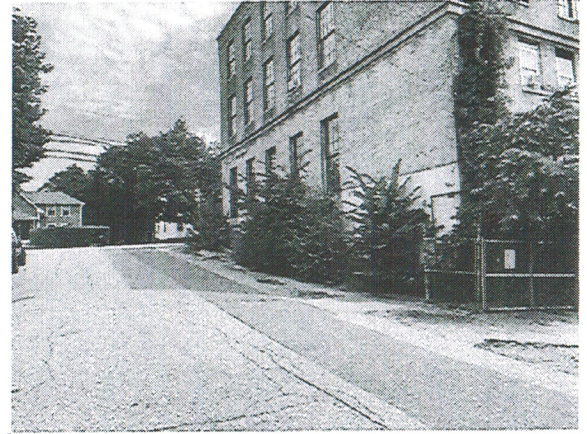
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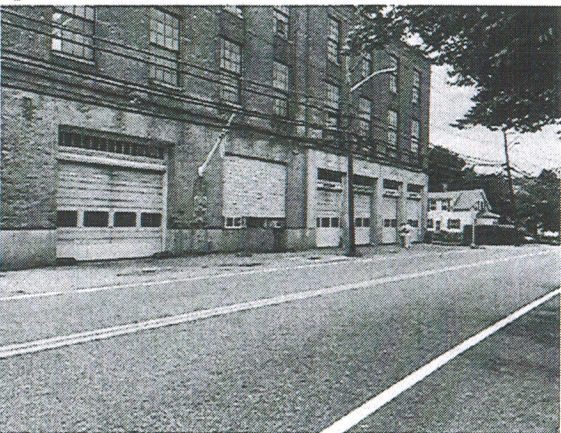
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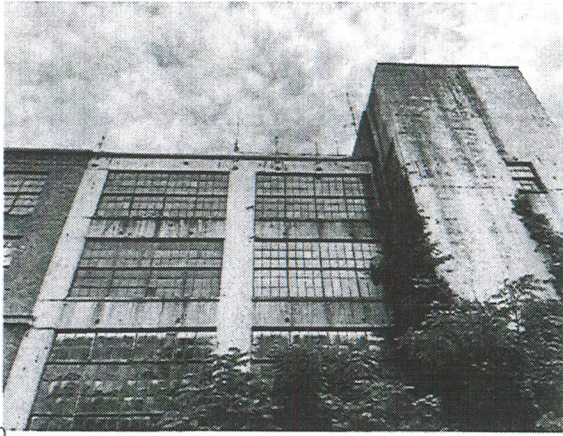
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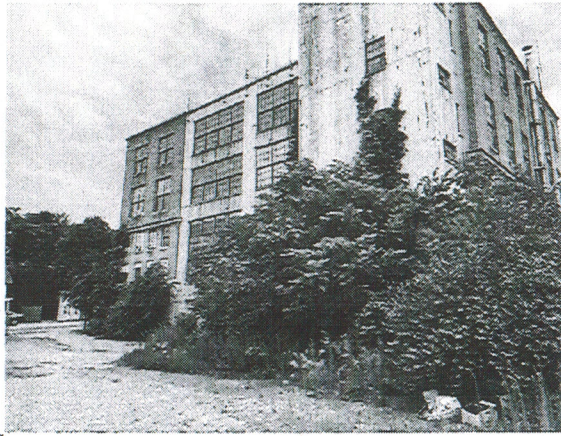
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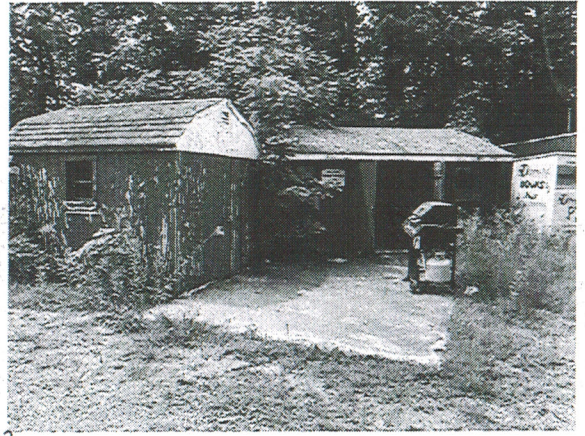
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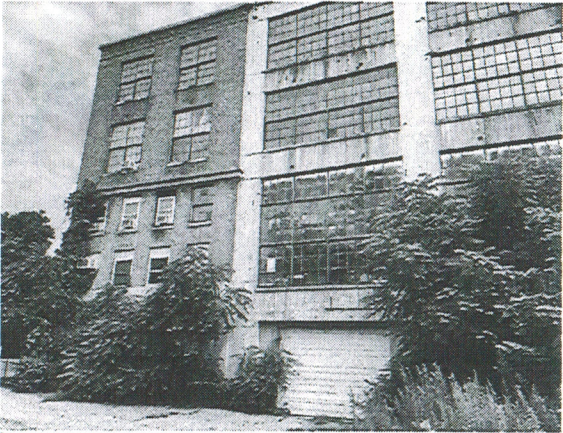
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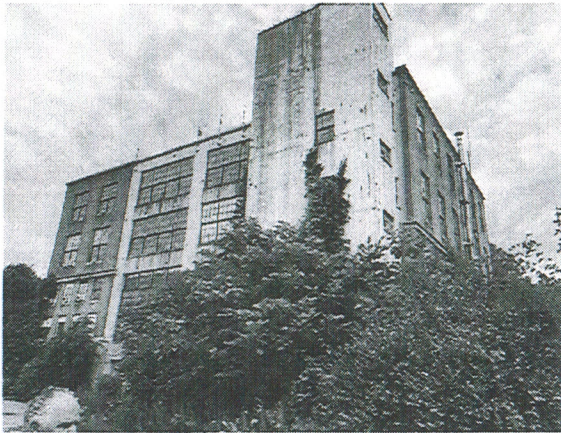
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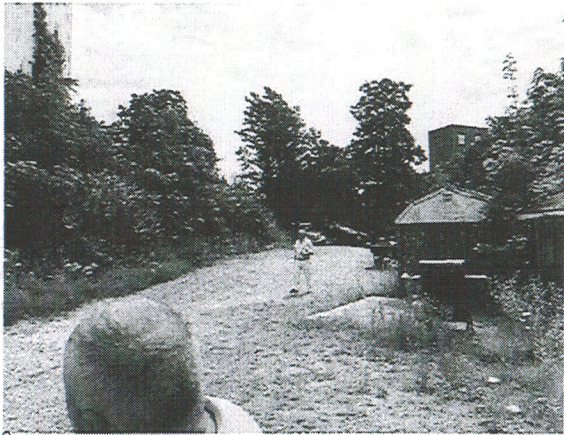
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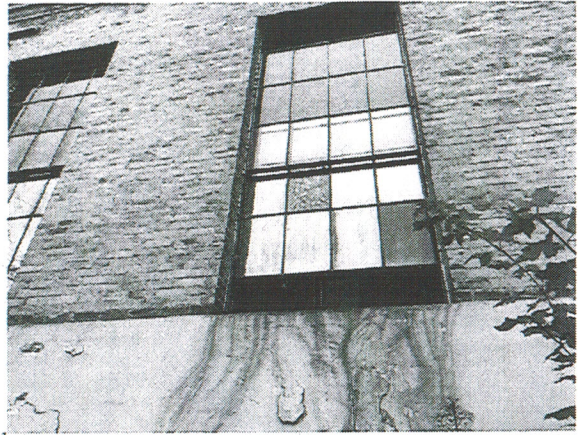
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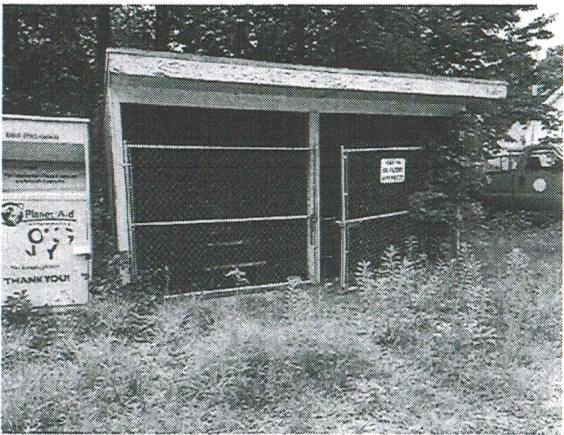
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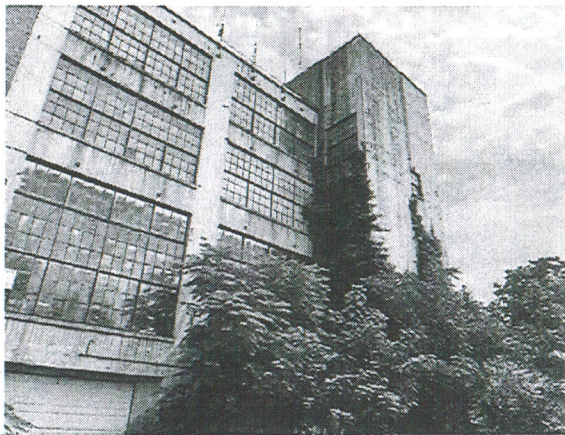
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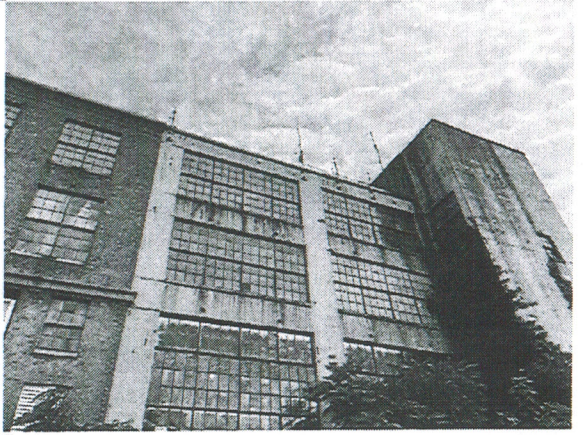
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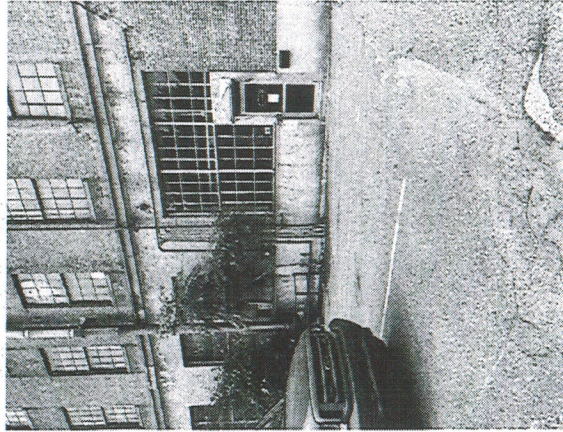
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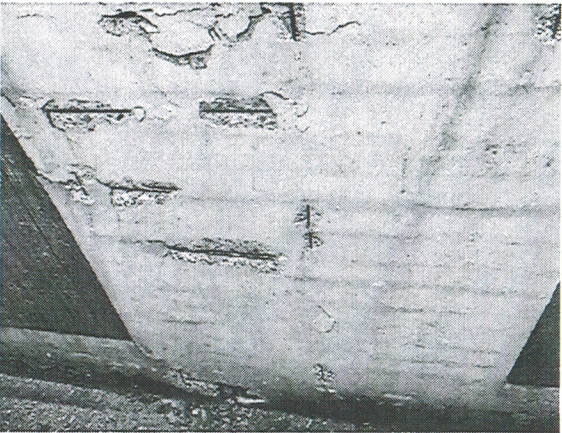
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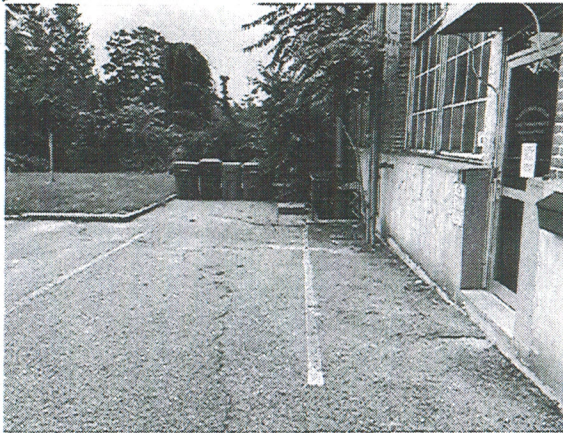
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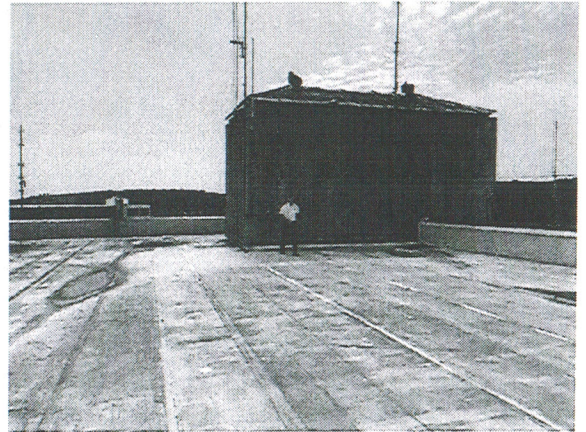
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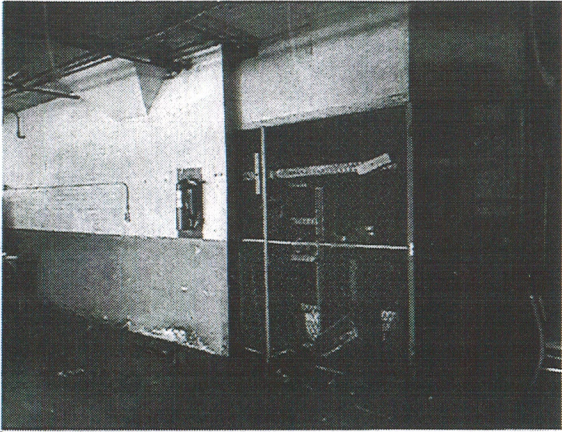
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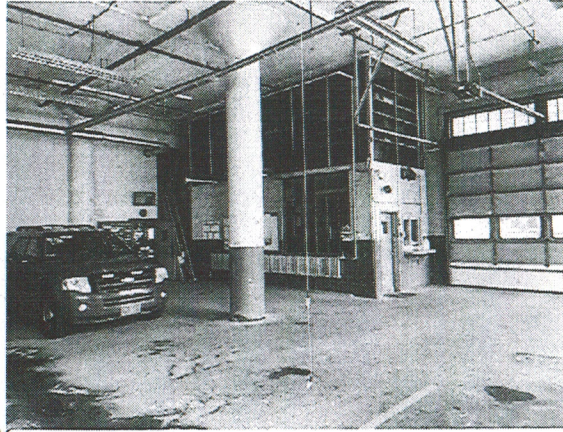
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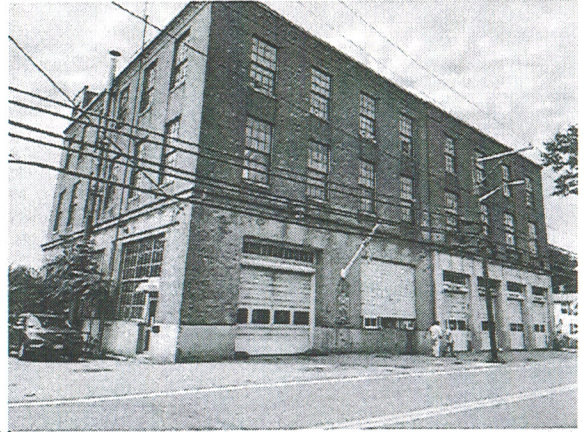
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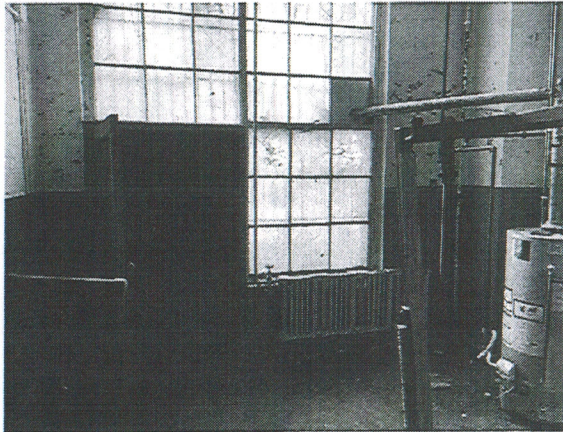
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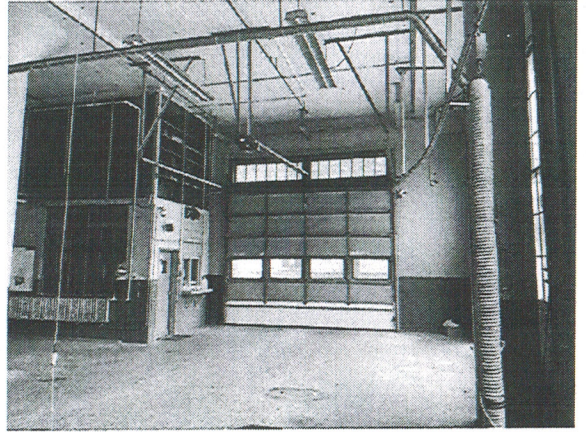
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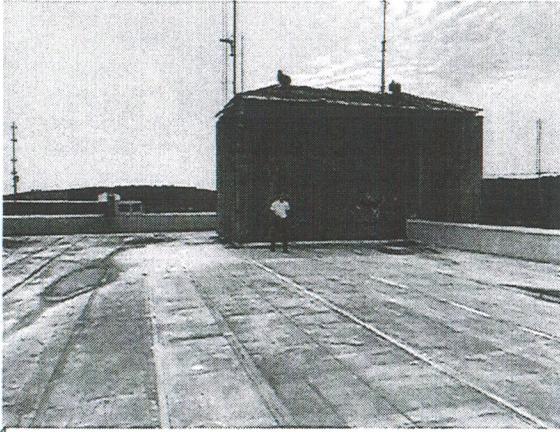
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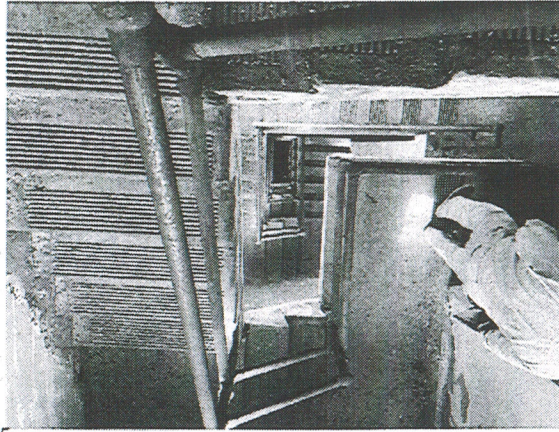
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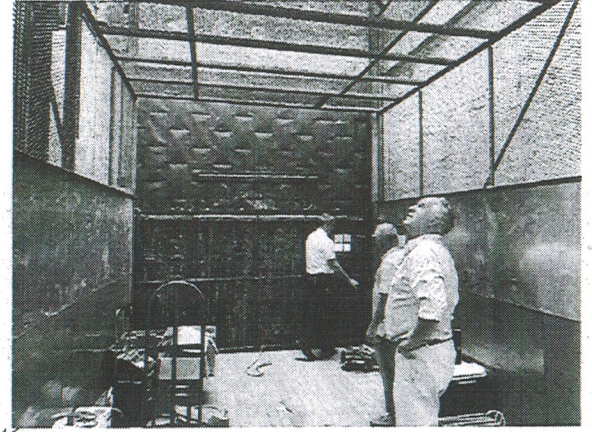
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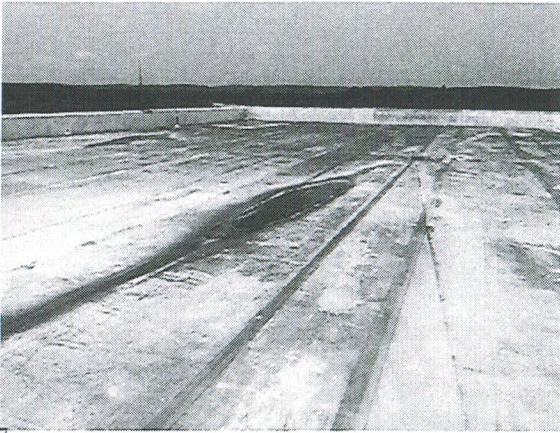
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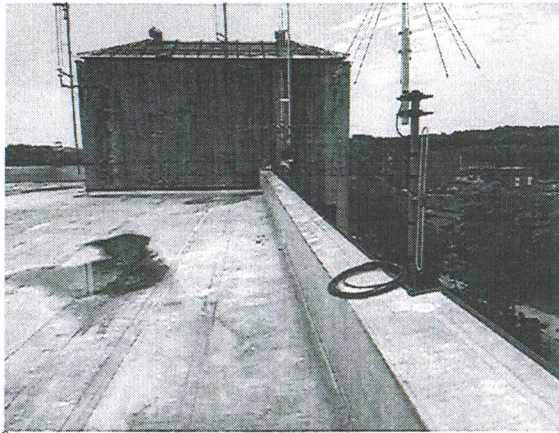
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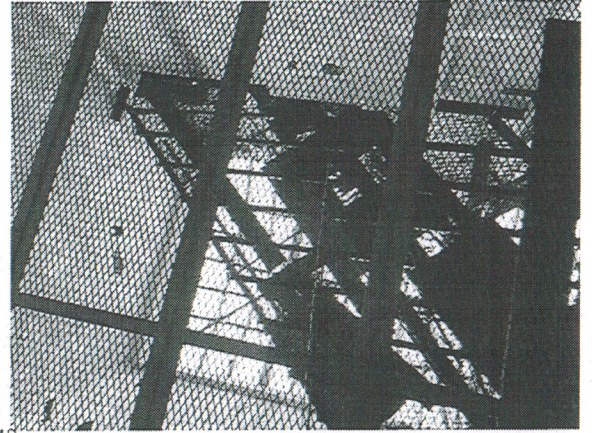
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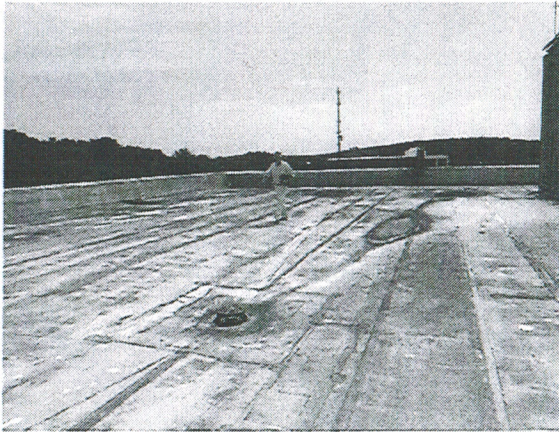
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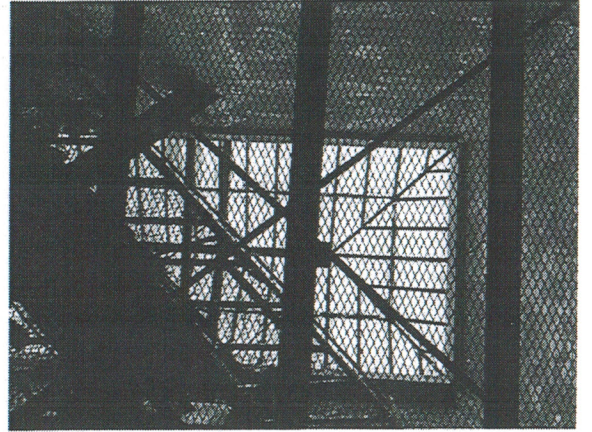
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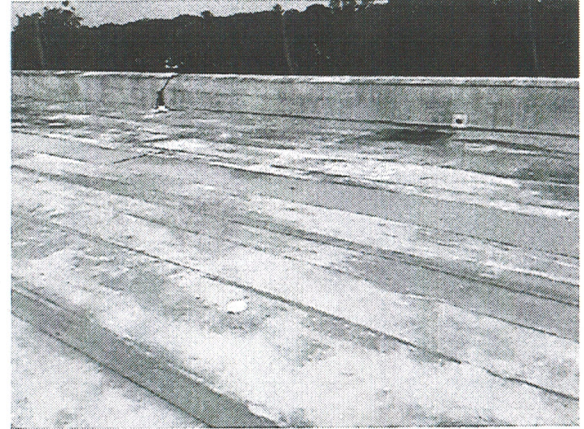
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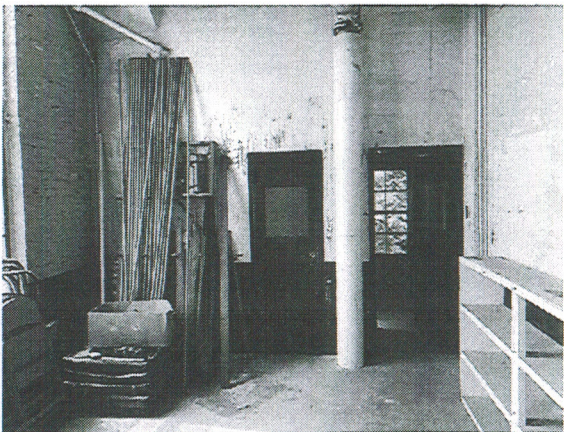
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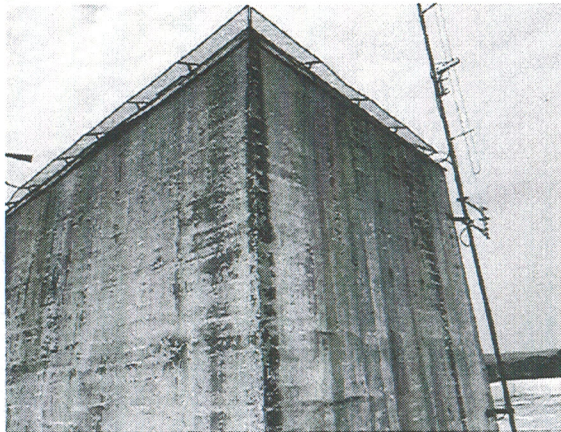
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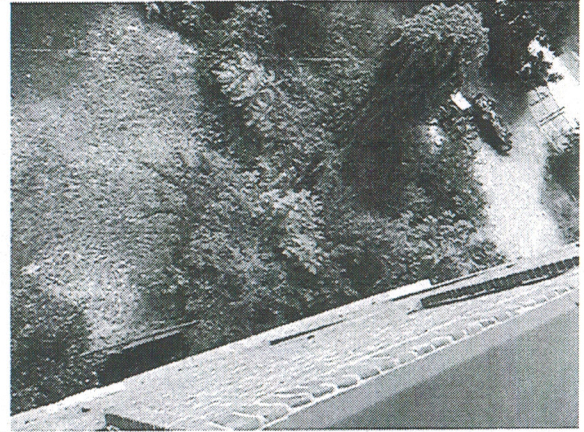
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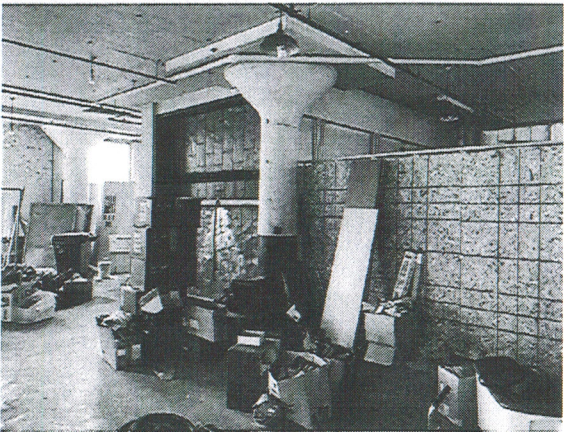
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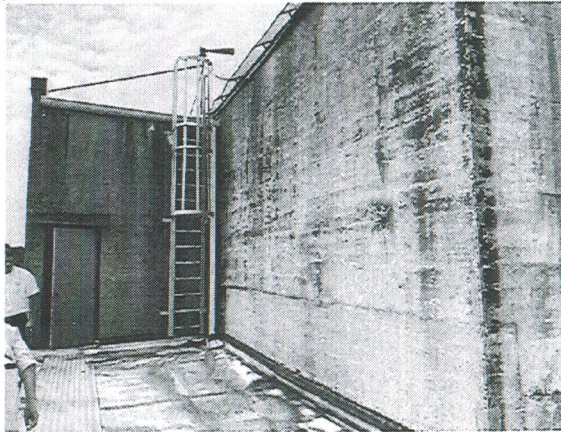
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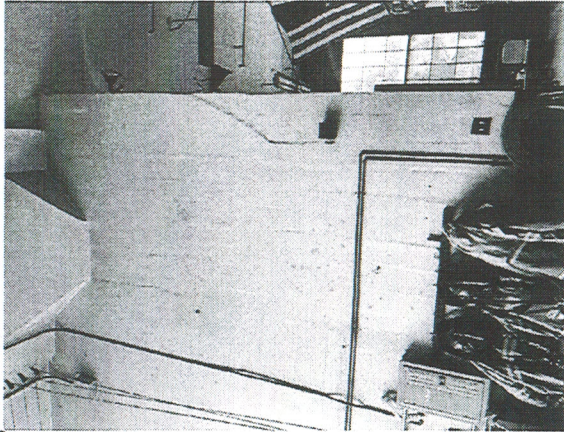
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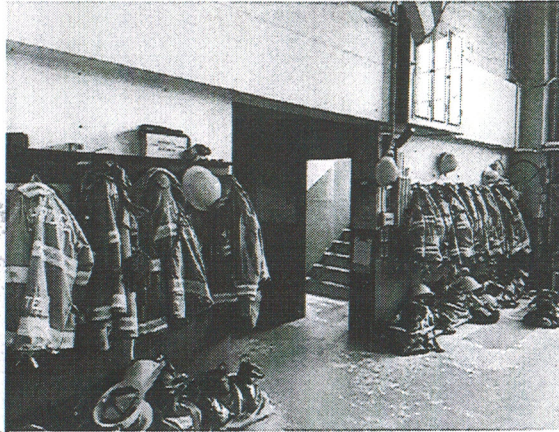
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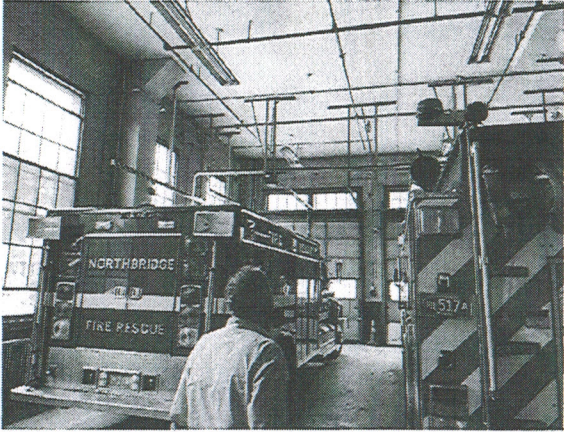
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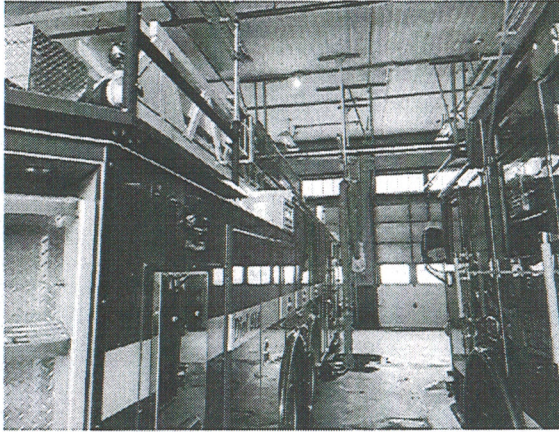
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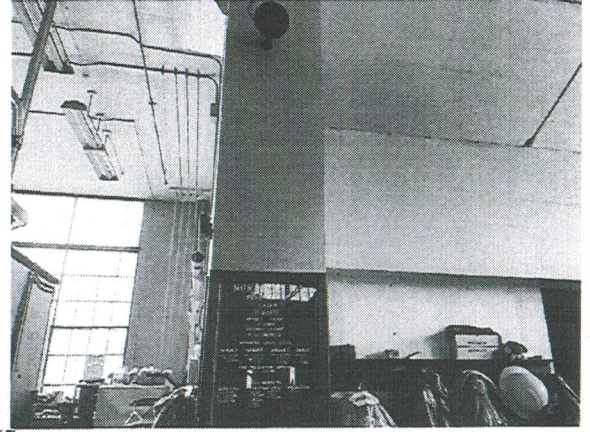
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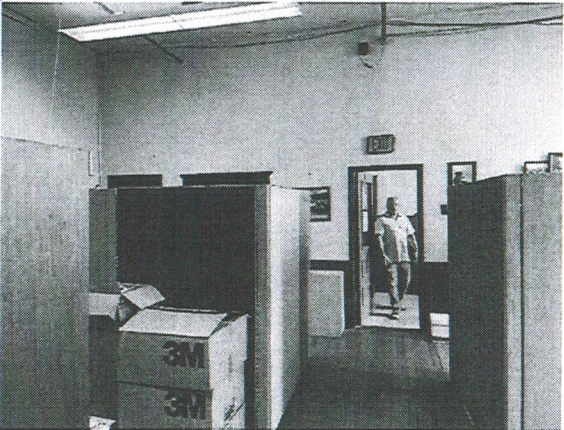
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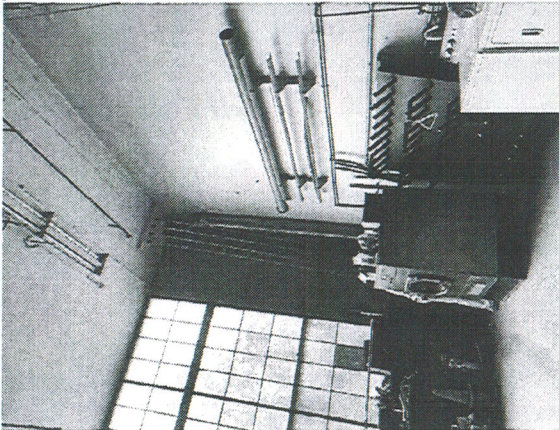
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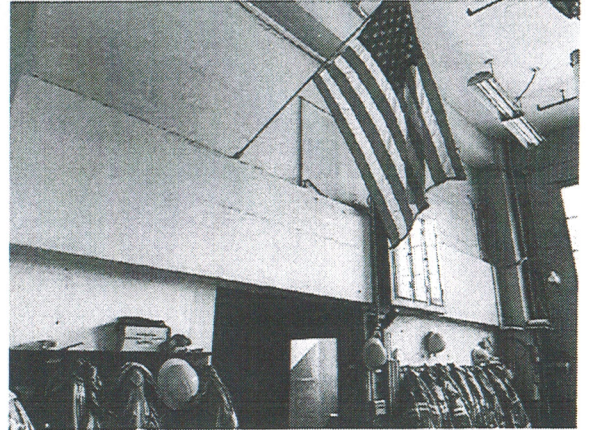
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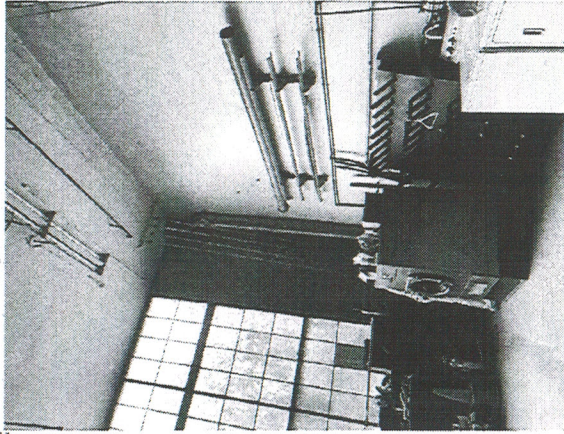
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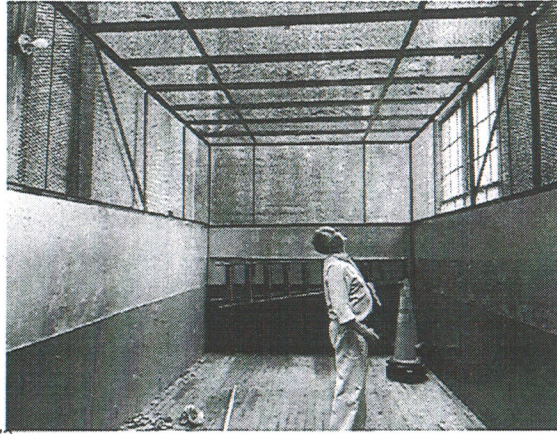
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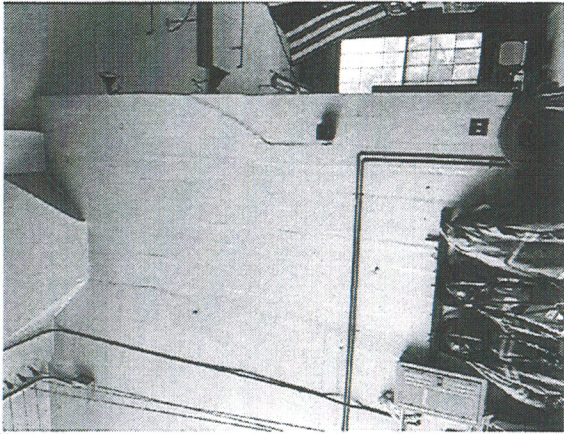
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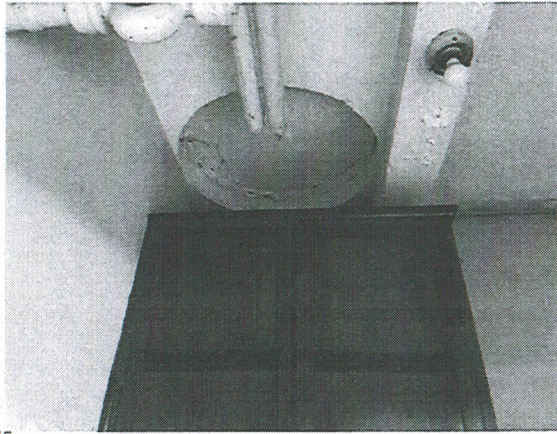
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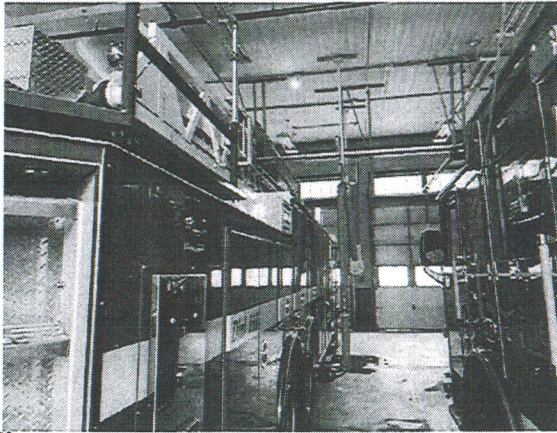
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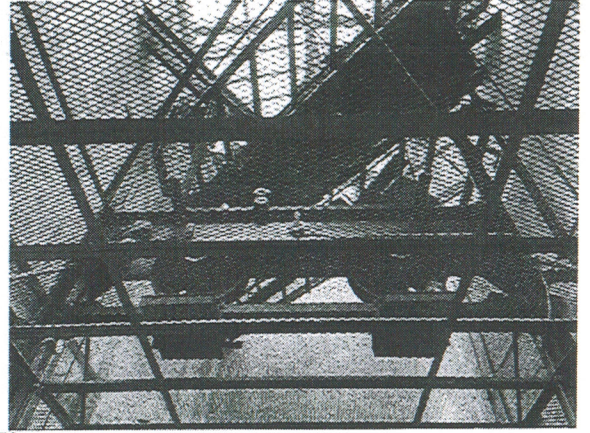
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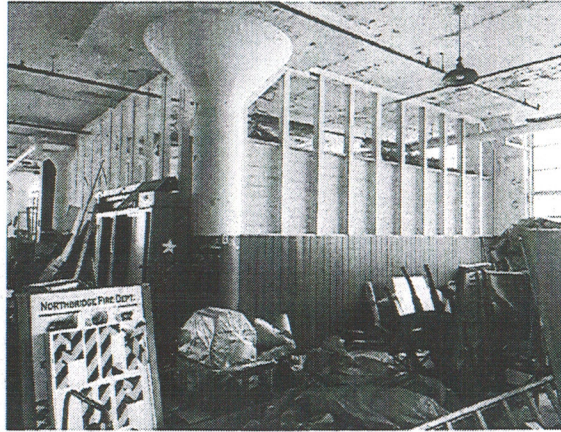
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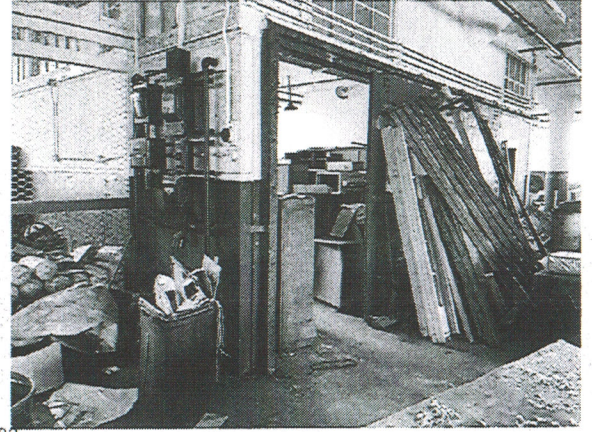
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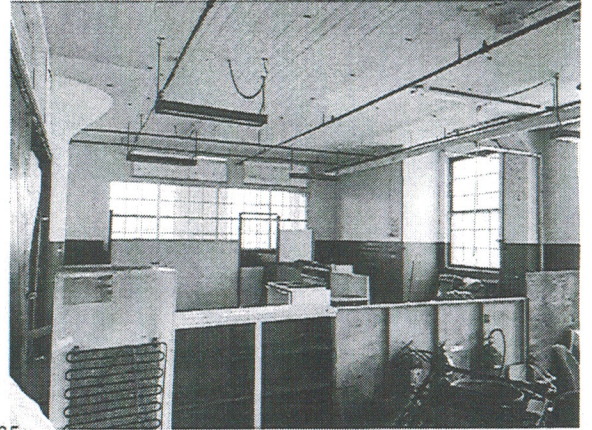
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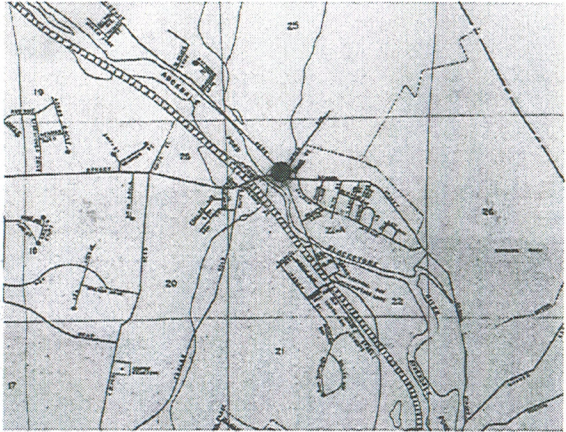
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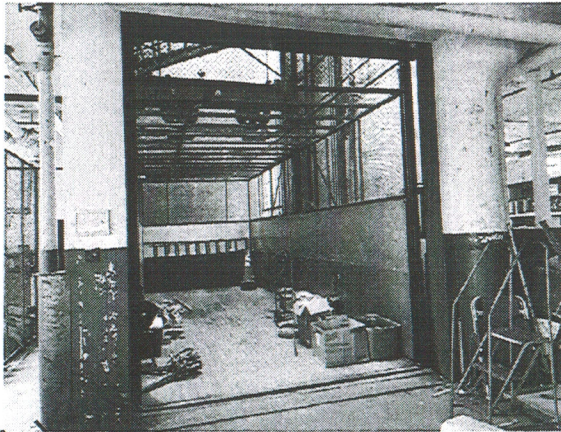
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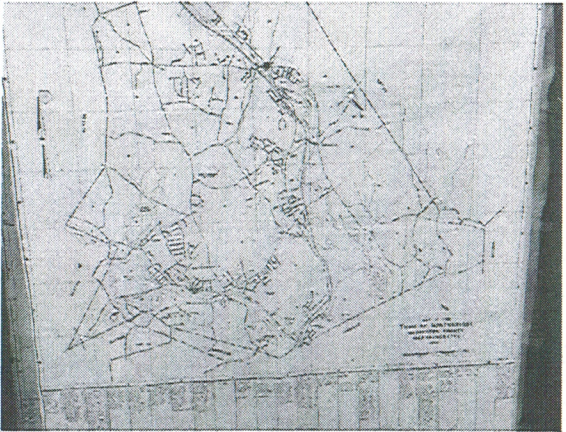
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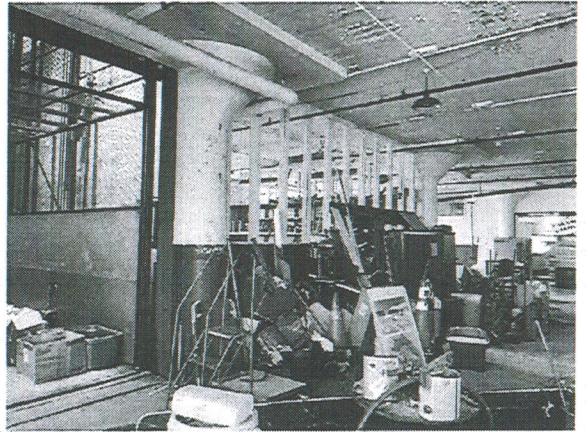
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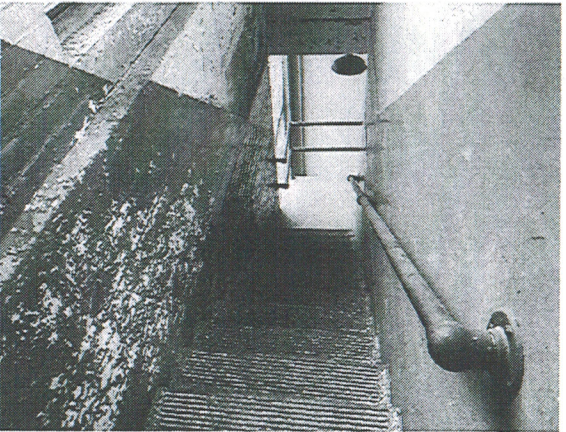
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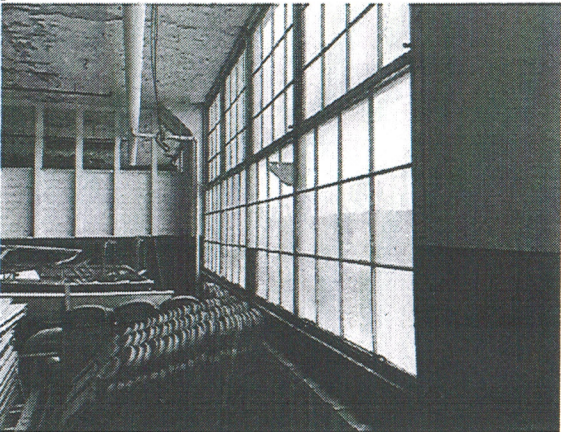
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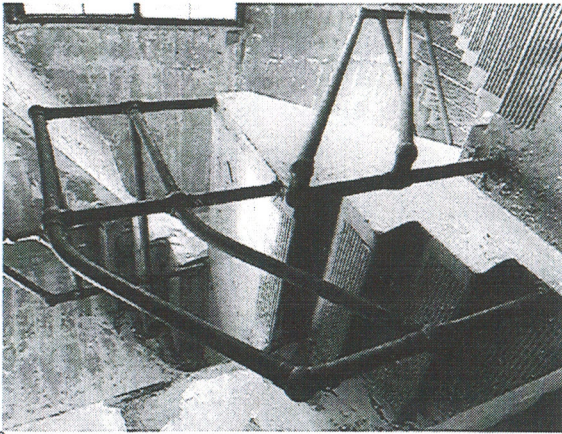
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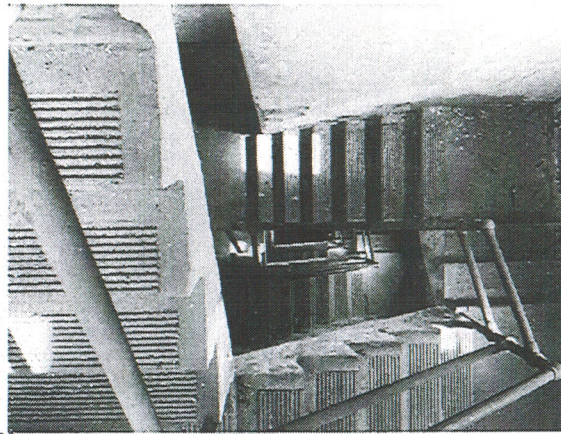
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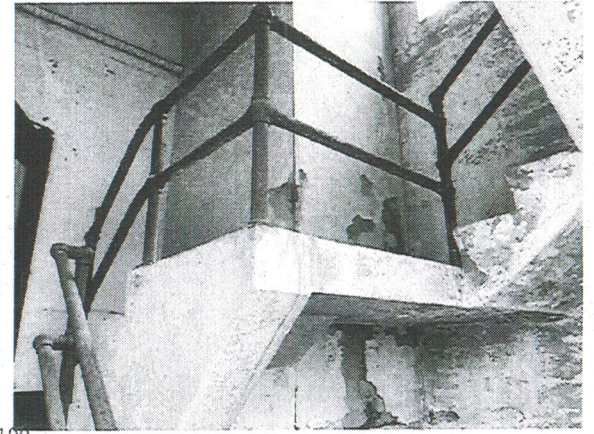
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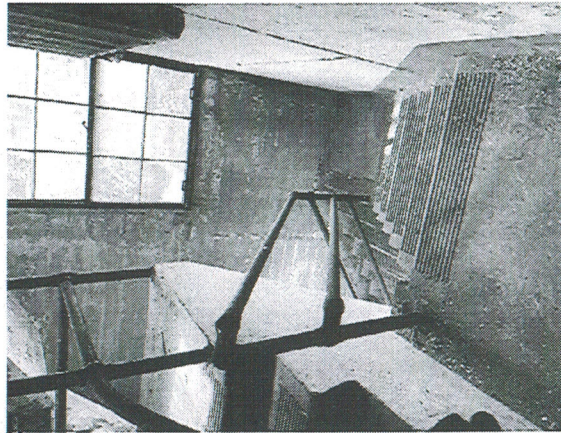
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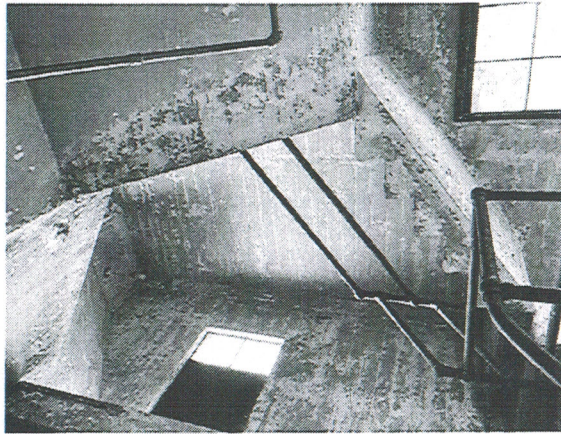
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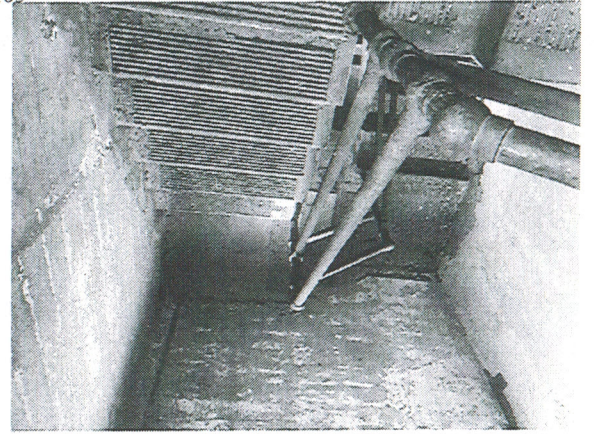
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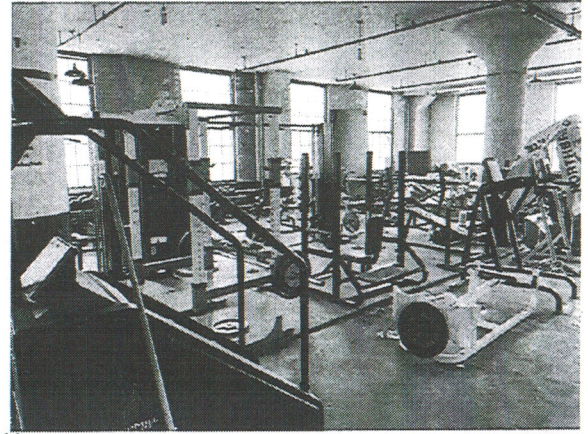
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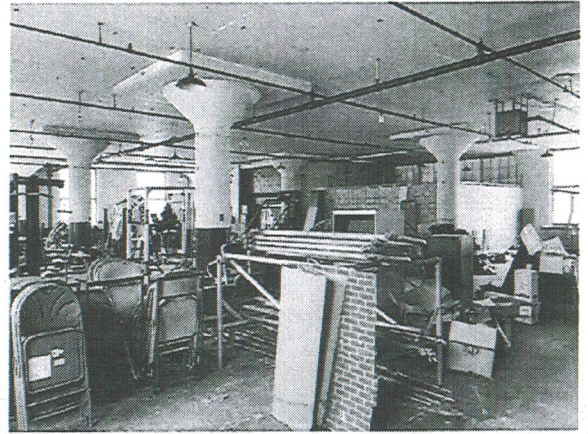
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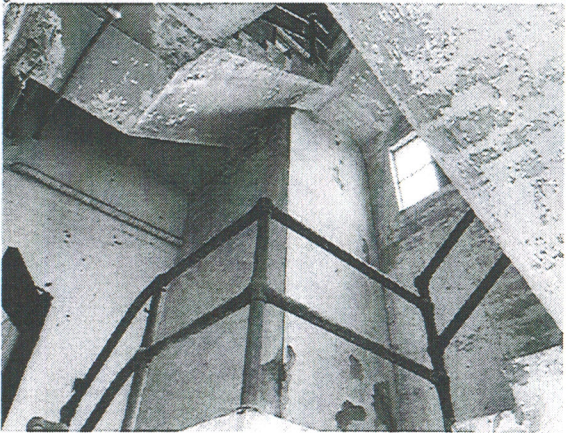
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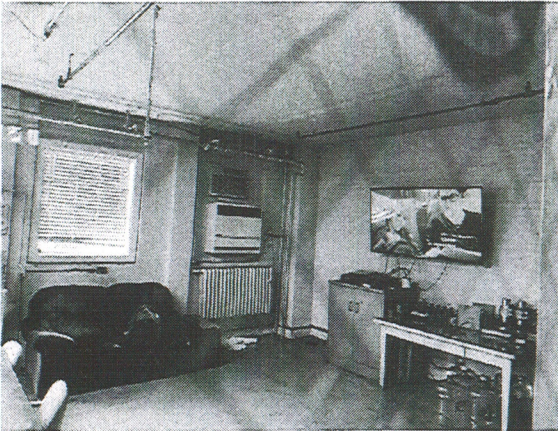
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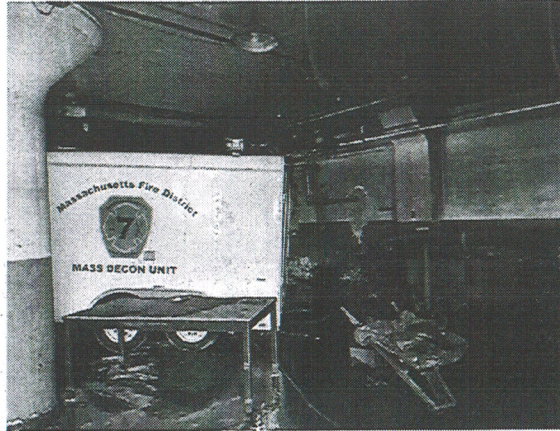
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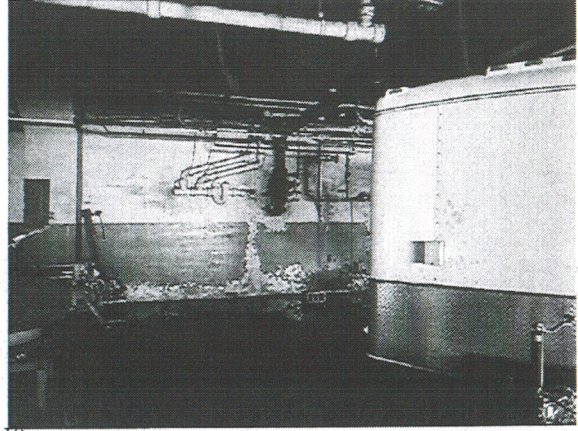
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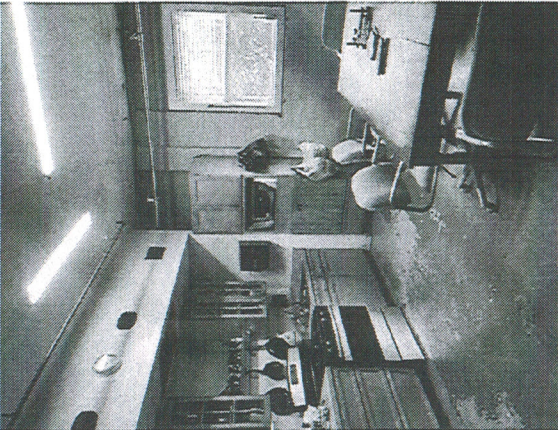
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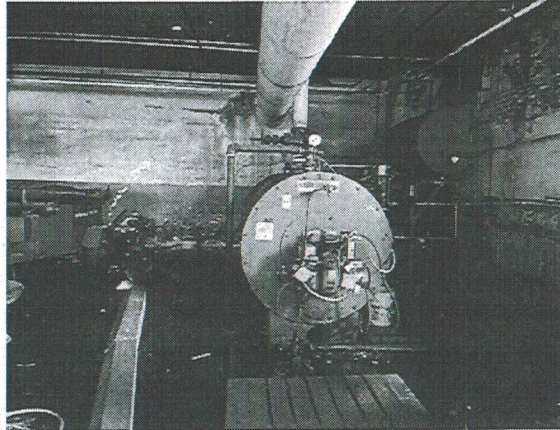
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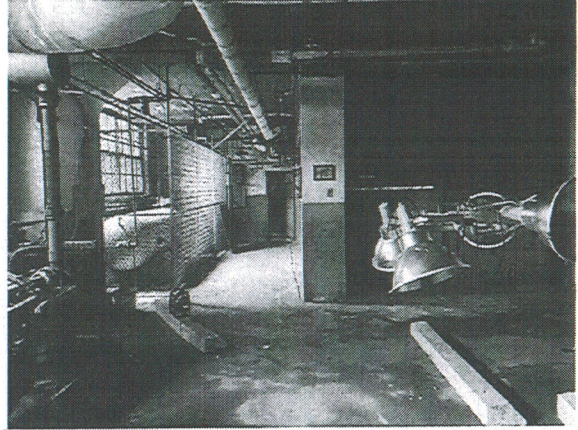
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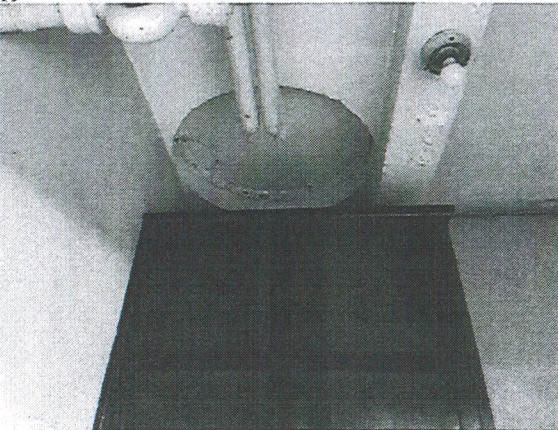
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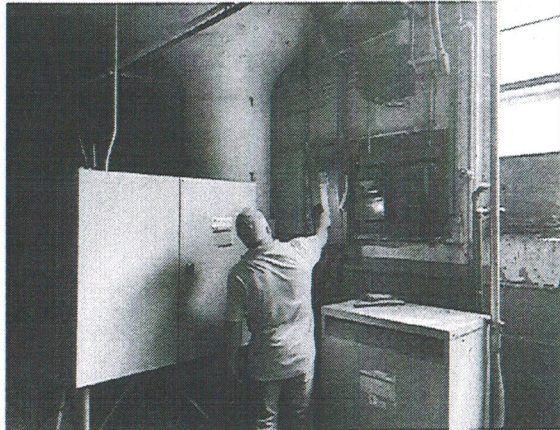
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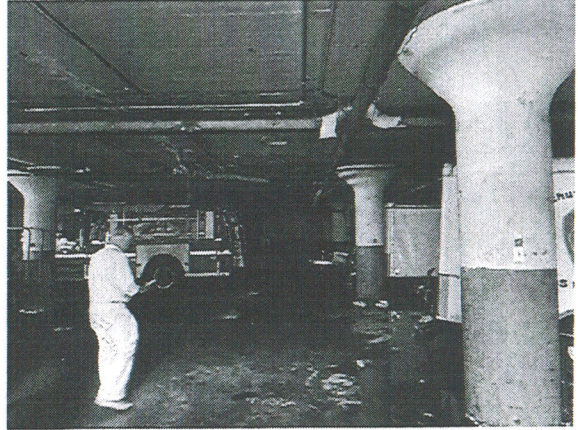
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880 Main Street, Waltham, Massachusetts 02451 Ph: 781-693-7400 Fax: 781-693-7350

Thomas P. Scott, AIA

Principal/Owner at Scott Griffin Architects, Ltd (SGA) for 31 years. Mr. Scott is responsible for overseeing all project work at SGA including hands on management of the general office and business development. Mr. Scott's extensive architectural experience over the last 30 years in the areas of design, planning, construction and administration solidify him as a resource for clients seeking expertise, problem solving and design creativity. The business primary focus is in the areas of retail, supermarkets, hotel, office buildings, single-family homes, office fit-up and other commercial structures of varying sizes. Some of our local projects include the Westin Hotel in Waltham; Sheraton, Braintree; The Newton YMCA; Avon Cooperative Bank; Shaws Supermarket on Commonwealth Avenue in Allston; Lexington Stop and Shop; Foxboro Stop and Shop; Target Stores in Watertown, Salem and Somerville, along with Applebee's, Famous Footwear and Stop and Shop at South Bay Center in Dorchester. SGA has also developed large retail lifestyle centers in Jenkintown, PA and Exton, PA housing over 14 buildings, 40 retail stores and over 400,000 SF of retail space. Some other modernization developments include: White City Retail Center Shrewsbury, MA, Fellsway Plaza Medford, MA, Belmont Center Retail Belmont MA, Evergreen Walk South Windsor, CT. Our retail experience includes work for major retail developers including Edens, WS Development, Charter Realty, National Development, Locatelli Properties, The Wolfson Group, Carpionato and many others.

Registered Licensed Architect since 1984

Boston Architectural College	1976-1983	Bachelor of Architecture
Wentworth Institute of Technology	1974-1976	Associate in Engineering
Scott Griffin Architects, Ltd., Waltham		1987-1991 and 1995-Present

Registrations and Professional Organizations:

Registered Architect: Massachusetts, New York, Connecticut, Rhode Island, New Jersey, New Hampshire, Maine, Pennsylvania, Maryland, Virginia, and Florida

Professional Organizations: American Institute of Architects
Boston Society of Architects
NCARB, National Council of Architectural Registration Boards
International Code Council Member

Volunteer Work:

Past Member: Cambridge Zoning Board (7 Years)



880 Main Street, Waltham, Massachusetts 02451 Ph: 781-693-7400 Fax: 781-693-7350

Nicholas Nitschke, AIA

Associate Architect at Scott Griffin Architects with over 17 years of experience and extensive work on commercial and retail projects, including supermarkets. Managing the production of construction documents, programming and space planning, creating 2D and 3D renderings as well as modelling in Revit. Coordinating with engineers, consultants, meeting with clients to discuss project details and completing Due diligence site surveys.

Education:

Boston Architectural College	2012	Master of Architecture
University of Minnesota	2002	Bachelor of Arts, Architecture

Experience:

Scott Griffin Architects, Ltd., Waltham	2003-Present
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Registrations and Professional Organizations:

Registered Architect:	Massachusetts
Professional Organizations:	American Institute of Architects Boston Society of Architects

Awards and Activities:

Cum Laude -Graduated with honors from the University of Minnesota 2002
College of Liberal Art's Dean's List 1997-1998
Studied abroad (Mexico) 2000



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Thomas Armstrong, AIA

Architect with 30 years of diversified experience in all phases of architecture and construction, including Retail, Commercial, Educational, Industrial, and Residential building types. Strong technical background and proven experience in construction administration. In-depth knowledge of building codes and standards. Able to manage multiple projects concurrently, solid working knowledge of engineering functions. Affectively direct efforts of all team members, engineers and contractors of assigned projects. Dependable highly motivated self-starter.

Education:

Boston Architectural College	1981-1988	Bachelor of Architecture
Wentworth Institute of Technology	1972-1974	Boston, MA

Experience:

Scott Griffin Architects, Ltd., Waltham	2011-Present
B Thomas Heinzer Associates, Inc., Leominster	2005-2009
Pinnacle Design and Construction Management, Inc., Upton	2002-2005
Edward D. Cormier Associates, Inc., Milford	1979-2002

Registrations and Professional Organizations:

Registered Architect: Massachusetts

Professional Organizations: American Institute of Architects
Boston Society of Architects

Leonard Street



Location: Belmont, MA

Size: 60,000 s.f.

SGA designed and redeveloped a mixed-use retail center on Leonard Street in Belmont, MA after various tenants vacated the space. The scope of work included a major facade renovation and restoration including a building addition. The space was designed to accommodate a variety of different tenants including retail, restaurants and office space.



Big Value Plaza



Location: Dartmouth, MA

Size: 80,000 s.f.

Facade upgrade to retail plaza. See before photos on the right and upgraded photos above.



Marketplace Square



Location: Attleboro, MA

Size: Two buildings totaling 195,000 s.f.

Complete façade modernization of the center with updated identity signage. Updated finish materials, signage and brand identity. In addition to façade modifications, the scope of work included relocation of Staples in the center, incorporating their architectural branding and interior décor.



Shops on Main



Location: Glastonbury, CT

Size: Combination of three buildings, totaling 26,000 s.f.

Multi building retail development accommodating a variety of tenants: restaurants, retail and businesses. A modern design with focus on customer access.



White City Retail



Location: Shrewsbury, MA

Size: 300,000 s.f.

The decades old retail center was updated to reflect current shopping trends and amenities with large scale façade improvements. The retail center was transformed with updated building systems and materials that are LEED compliant and maintenance-free.



Fellsway Plaza



Location: Medford, MA

Size: 156,000 s.f.

A renovation and urban renewal project for an existing shopping plaza. The project involved creating design and construction documents for the façade renovations; core and shell updates for new tenant fit-ups, lease diagrams, 3-D renderings, and marketing materials. The project included the planning, design, and construction of a corresponding 9,000 square foot mixed use outparcel building with restaurant and retail.





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**SOUZA, TRUE
AND PARTNERS, INC.
STRUCTURAL ENGINEERS**

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MARTIN F. FINN, PE

August 25, 2023

Scott / Griffin Architects
880 Main Street, 5th Floor
Waltham, MA 02451

Attention: Mr. Thomas Scott, AIA

Reference: Structural Due Diligence Report
193 Main Street Fire Station
Whitinsville, MA 01588

Dear Tom:

This letter presents a summary of the observations and discussions conducted during the general walkthrough site visit that Souza, True & Partners, Inc. (ST&P) performed on Thursday, August 10, 2023, at the above-referenced project address. ST&P was requested to prepare this letter as a Structural Due Diligence Report to describe the exposed structural framing systems of the building and to address whether there are any pre-existing or potential structural issues associated with the existing building.

Please note that no form of component load tests or nondestructive testing was performed on any existing structural elements for our evaluation. Furthermore, no existing original structural drawings of the building were made available for our review. Our structural review of the existing building is based exclusively on our site observations and findings.

General Structural Description and Observations:

Refer to Photo #1 for an aerial view of the subject building. The existing building was apparently constructed in 1922 as a new fire station for the town. The building consists of three stories plus a basement level and is approximately 33,560 square feet of total floor area.

The exterior grade on the north side of the building (along Main Street) is generally flat and is essentially at the first-floor level of the building, while the grade slopes downward

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along the west and east sides of the building where the rear entry to the building is at the basement level. The existing building is bordered by Main Street to the north, and by Water Street to the west. Based on our limited onsite observations, the existing building appears to be in generally “decent” structural condition. There does not appear to be any imminent structural danger at the time of this writing. However, there are items of structural concern that were observed that should be addressed, as required. Refer to the Findings and Recommendations section of this Report for descriptions of these items.

Based on our site observations, the existing building is constructed with reinforced concrete slabs, drop panels, column capitals, and reinforced concrete columns. The building has four structural bays in the east-west direction and three structural bays in the north-south direction. The longest span in any one bay appears to be about 27'-0”.

At Level 1, the two-way reinforced concrete slab was measured to be about 14” thick (at the high-point elevation of the slab), while the slab at the low-point elevation was about 10” thick. The first-floor slab is constructed without any drop panels (below the slab). Reinforced concrete columns about 28” in diameter were observed between the basement level and the first-floor level.

At Levels 2 and 3 the floor construction appears to consist of a 12” deep two-way reinforced concrete slab with 5½” thick by 8’ x 8’ drop panels centered about and supported by 24” (+/-) diameter reinforced concrete columns. Concrete capitals are present at the underside of the drop panels (or at the top of the columns).

Although the roof slab was not measured, it appears that the bottom of the slab is level while the topside of the roof slab slopes to roof drains.

The basement floor consists of a concrete slab, but it was unclear whether the slab was soil-supported or is a structurally-reinforced concrete slab supported on piles. Based on conversations with the fire department, this building (and other buildings in the general vicinity) were constructed on timber piles. The thickness of the basement slab is unknown at this time.

Reinforced concrete spandrel beams support the perimeter exterior brick walls of the building, which in turn are supported by the reinforced concrete columns.

There is a large freight elevator near the south wing of the building that services all floors of the building. The walls of the elevator shaft are constructed with reinforced concrete.

The exterior of the building typically consists of exposed brick (most likely at least 12” thick, or at least three wythes of brick). The windows of the building appear to be very old (possibly the original windows) and are deteriorated.

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Findings and Recommendations:

Based on our onsite observations, the existing building appears to be in relatively “decent” structural condition. However, there are some structural items that will need to be addressed, as outlined below.

- According to personnel that have worked at the building and our site observations, there are water issues in the basement that will need to be addressed. It is unclear at this time whether the water is infiltrating from below or through the foundation walls. Further investigations will be required.
- At the perimeter of the building, there are several locations where exposed rebar and spalled concrete was observed in the concrete foundation walls (see attached photos). These areas of deterioration will require structural repairs.
- Some areas of the exterior brick walls of the building are in poor condition and will require significant repointing and possibly re-bricking in localized areas.
- While the exterior of the building will require repointing of brick, the interior of the building is in good structural condition. Although the existing original structural drawings were not made available to us, it appears that the existing floor slabs were designed to sustain a relatively high design live load (most likely at least 150 pounds per square foot).
- The existing glazing system on the roof over the freight elevator is damaged and has missing and displaced glass. The roof of the freight elevator should be removed in its entirety and replaced with a new steel deck on CFMF flat roof system.
- Further testing and evaluation of the building’s foundation will be necessary to determine whether the existing basement slab is soil-supported or a reinforced concrete structural slab.

Potential Code Issues:

At this time, it is unknown whether any significant alterations to the building will be proposed in the future. Per the 2015 International Existing Building Code’s (IEBC) Work Area Compliance Method, if any alterations or renovations are to occur, the area of work within the building will determine the IEBC level of work involved in the renovation. The Work Area Compliance Method outlines three levels of work and the code requirements associated with each. Level 1 Work describes removal and replacement of any existing materials, elements, equipment, or fixtures; Level 2 Work describes any installation of new equipment, reconfiguration or extension of any system, or reconfiguration of space less than 50% of the aggregate floor area of the building; and Level 3 Work describes a reconfiguration of space greater than 50% of the aggregate

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floor area of the building. The chapters of the code within the Work Area Compliance Method that are applicable to any proposed renovation scope will be Chapters 5 through 13 of the IEBC. These chapters cover the Work Area Compliance Method, repairs, alterations (Level 1-3), change of occupancy, additions, historic buildings, and relocated buildings.

For any potential Level 2 or Level 3 Work, where additional gravity loads are imparted on the structure or where the existing gravity members are reduced in capacity, a gravity load check in accordance with IBC gravity loads (and MSBC) is required, including a review of potential snow drift loads. For all gravity load cases where the existing gravity load carrying elements are not supporting additional loads and/or are not being altered in any way, the members shall be capable of supporting the loads applicable at the time the building was constructed.

We trust the above information meets your immediate requirements. Please contact us if you have any questions or comments.

Sincerely,

SOUZA, TRUE & PARTNERS, INC.



Jerome A. Yurkoski, P.E.

Senior Principal

Attachments: Photos #1–14

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Photo #1: Aerial view of subject building (via Google Earth).



Photo #2: View of underside of Level 1 slab standing in basement showing interior reinforced concrete column, column capital, and underside of two-way concrete slab. The underside of the Level 1 slab does not have any drop panels.

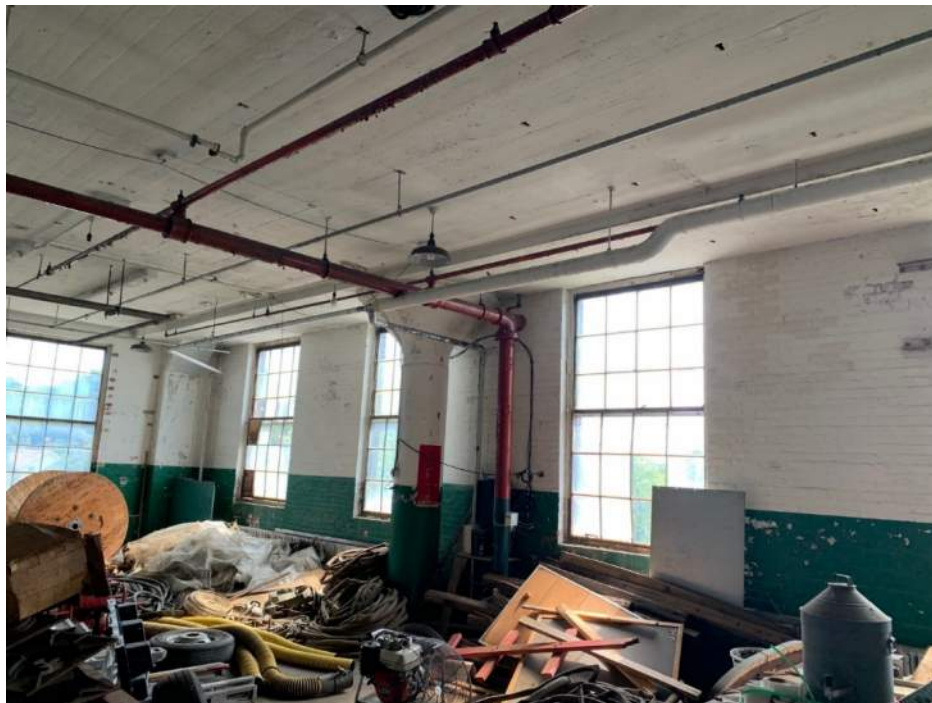


Photo #3: View of interior space at upper floor levels.



Photo #4: View of reinforced concrete column, column capital, drop panel and two-way structural slab at underside of upper floor level.



Photo #5: View of roof and short parapet along north side of building.

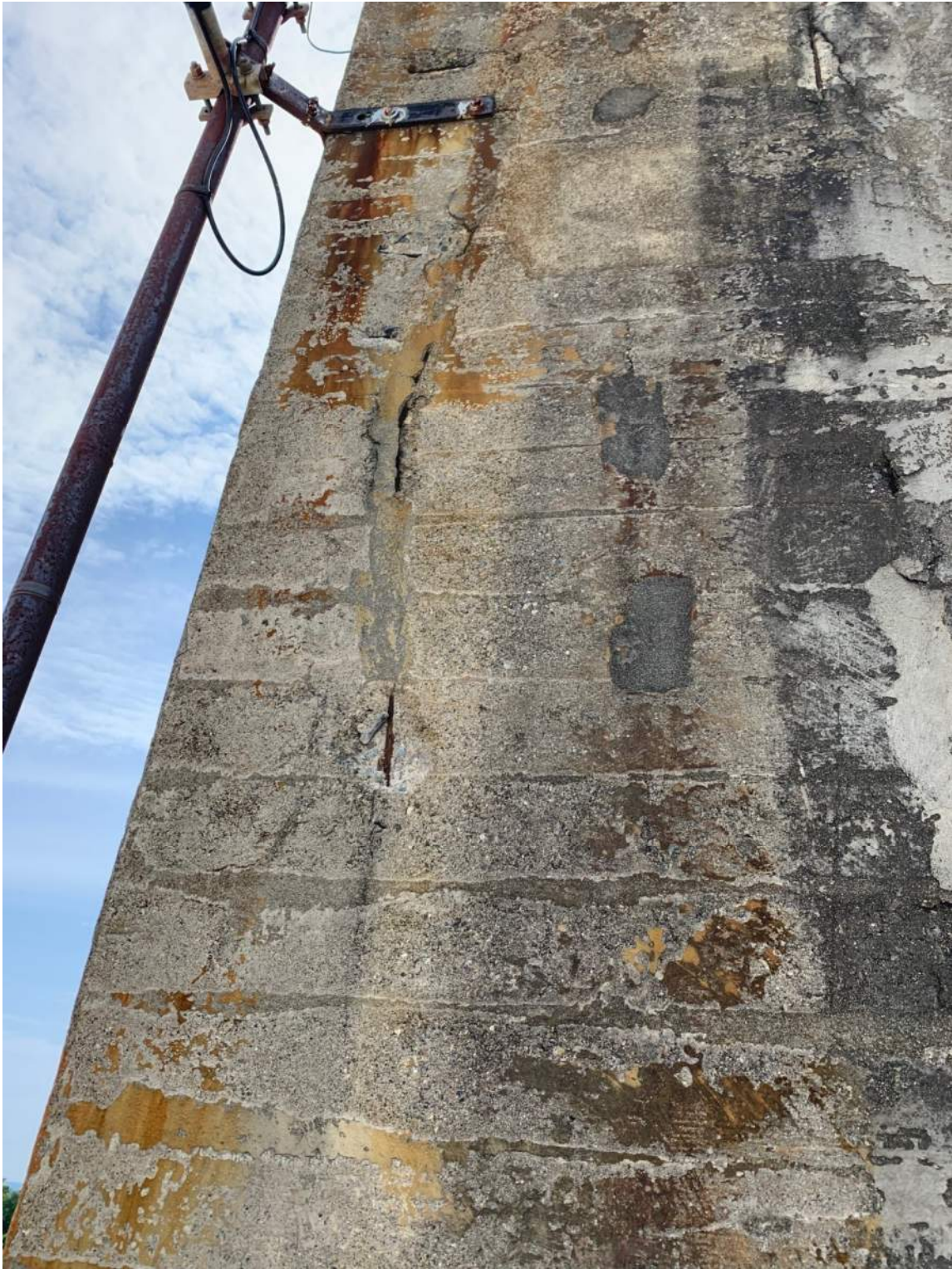


Photo #6: View of spalled and deteriorated concrete wall adjacent to freight elevator. Exposed rebar was also observed at several locations.

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Photo #7: View of concrete wall on west side of freight elevator enclosure where rebar in wall is exposed and has spalled the surface of the concrete.



Photo #8: View of roof above freight elevator where some glazing is missing allowing water to infiltrate into elevator space. A new roof system will be required over the elevator enclosure.



Photo #9: Close-up view of opening in glazing system above freight elevator.



Photo #10: View of rear wall of building showing spalls in concrete and exposed rebar.



Photo #11: View of foundation wall along Main Street showing exposed rebar and spalled concrete.



Photo #12: Overall view of rear elevation of building.



Photo #13: Close-up view of significant crack and spalled concrete in foundation wall. Structural repairs to these types of cracks and spalls will be required.



Photo #14: Close-up view of exposed rebar at base of foundation wall near northwest corner of building.