

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
VIRTUAL MEETING USING ZOOM  
May 24, 2021 at 7:00 PM**

**Join Zoom Meeting:** <https://us02web.zoom.us/j/85086884896?pwd=VUZyYbThmS1EybHpMTHpvalRwWWdYUT09>

**Meeting ID:** 850 8688 4896

**Passcode:** 040743

**Dial by phone:** 1 646 558 8656

**Please mute your microphone unless you are speaking or want to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.**

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

**PLEDGE OF ALLEGIANCE**

- I. APPROVAL OF MINUTES: A. 1)** June 23, 2020 [Spring Annual Town Meeting] **2)** February 22, 2021  
**3)** March 8, 2021      **4)** March 22, 2021      **5)** May 4, 2021 [Spring Annual Town Meeting]

**II. PUBLIC HEARING**

**III. APPOINTMENTS/By the Town Manager:**

**B. 1)** Walter Warchol, Special Police Officer [Effective June 26, 2021 (3-year term);

**2) Reappointments/By the Town Manager:** Donald Roy, Special Police Officer [Term to expire March 9, 2024]

**3)** Jane Colonna, Adm. Asst. to the Building Inspector and Zoning Board of Appeals

**RESIGNATIONS:**

**C.** Gerald Ouillette, Community Preservation Committee

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS:**

**D.** Vote to name the Compost Site (located at the Wastewater Treatment Plant) after Paul Monast and to place signage

**E.** Vote (as Sewer Commissioners) to reduce Sewer Connection Fees for Ashton Place Apartment Complex in the Village of Rockdale/**Present:** Attorney Henry Lane

**F.** Pine Grove Cemetery/Randall and Shirley DeVries [Lots No. 260, 262 and 263, three full graves on Forest Ave East (South)]

**VI. DISCUSSIONS**

**VII. TOWN MANAGER'S REPORT**

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION**

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

THIS AGENDA IS SUBJECT TO CHANGE

A. 1.

**BOARD OF SELECTMEN'S MEETING  
SPRING ANNUAL TOWN MEETING**

**June 23, 2020**

A meeting of the Board of Selectmen was called to order at 6:30 PM by Chairman Cannon, Northbridge Middle School, 171 Linwood Avenue, Whitinsville, MA. **Present:** Board Members: Melia, Athanas, Nolan, Cannon and Ampagoomian.

**Also Present:** Adam D. Gaudette, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

**Town Meeting Business.** There being no business before the Board at this time, a motion/Mr. Athanas, seconded/Mr. Ampagoomian, to adjourn the Selectmen's Meeting at the conclusion of the Spring Annual Town Meeting this evening. Vote yes/Unanimous.

**Meeting Adjourned: 8:57 P.M.**

**Respectfully submitted,**

**Sharon L. Susienka  
Exec. Asst. to the Town Manager**

s/

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – OPEN SESSION**

**June 23, 2020**

**APPROVAL OF MINUTES/None**

**PUBLIC HEARING/None**

**APPOINTMENTS/RESIGNATIONS/None**

**CITIZENS' COMMENTS/INPUT/None**

**DECISIONS**

**A. Town Meeting Business:**

**-No documentation**

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS/None**

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**

# A.2.

## BOARD OF SELECTMEN'S MEETING February 22, 2021

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

Chairman Cannon asked all attendees to mute their microphones unless they are speaking or wish to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.

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

### APPROVAL OF MINUTES/None

Chairman Cannon announced that the Board would be moving to the appointments as it was not yet time for the posted hearings.

**APPOINTMENTS/By the Town Manager: Compost Site Monitors: 1) Thomas Chiacchia and 2) Paul Moberg (Back-up).** Town Manager Gaudette stated that there is a vacancy for the monitor of the compost site. Mr. Chiacchia stated that he lives in town and retired as a merchant Marine after 33 years of service. Mr. Chiacchia stated that he would visit the compost facility and took an interest in the position. Mr. Moberg stated that he also lives in town and stated that he served six years in the navy and enjoys the outdoors. A motion/Mr. Collins, seconded/Mr. Ampagoomian to affirm the Town Manager's appointment of the Compost Site Monitors Thomas Chiacchia and Paul Mober as the backup. Vote yes/Ampagoomian, Athanas, Cannon and Collins.

Chairman Cannon stated that the time is now 7:05 PM and the Board would be moving to the first public hearing.

**PUBLIC HEARINGS: 1) 7:05 PM – Stone Hill Partners, LLC (John Boucher) – Application for Underground Storage Tank License to store 31,000 gallons of propane (38 – 500 gal. tanks and 12 – 1,000 gal. tanks) on property located at 510 Church Street, Whitinsville [Stone Hill Condominiums]/Present: John Boucher, REPM, Inc. Builders & Developers & John Holmes, Devaney Energy.** Chairman Cannon read aloud the public hearing notice. A motion/Mr. Ampagoomian, seconded/Mr. Collins to open the public hearing. Vote yes/Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Collins/Yes and Mrs. Cannon/Yes. Mr. Holmes explained that they are looking to run each duplex or triplex on one tank as designated on the mark out. Town Manager Gaudette clarified that the application is for thirty-eight five hundred-gallon tanks and twelve one-thousand-gallon tanks. Mr. Holmes explained that the locations of the tanks will be to the fire code as well as all of the setbacks. Mr. Holmes stated that within a month the first six to eight units should be ready. Mr. Boucher stated that the project currently has pavement up to the top of the hill and up to the first to branches; utilities are in place and a single unit model home and will have sheetrock and plaster by the end of this week. Mr. Boucher continued stating that there are also two duplexes that are up with completed roofs, HVAC and electrical, also they are ready for plumbing. The building next to it has walls up and another duplex with foundation poured. Selectman Ampagoomian asked if they had a report from the Fire Department and also why they were going with propane and not natural gas. Mr. Boucher stated that they chose propane due to the backup from the gas company in Northbridge and explained that they would not have been able to meet their schedule.

Selectman Ampagoomian asked if there would be further blasting for the underground tanks. Mr. Holmes stated that he didn't believe so and the blasting should be completed by then. Selectman Ampagoomian asked what safety protocols would be in place if there is a mishap. Mr. Holmes explained that they have an emergency response between the fire department and their company, which is located in Mendon, and have a 24-hour crew for any issues that arise. Selectman Collins asked if there was only one road in. Mr. Boucher stated that there was talks for a seconded entry but the residents within that neighborhood it would have been accessed through voiced concerns and did not want it. Mr. Boucher explained that the Planning Board instead voted that the single entryway be wider to give more room for access. Selectman Athanas asked if this would be completed in one phase and approximately how long before the project is completed. Mr. Boucher explained that they would like to complete the project as quickly as possible but a lot of it depends on the economy. Mr. Boucher stated that the initial plan is to complete the project in three to four years. Chairman Cannon asked if there were any abutters present that would like to speak to the application for the underground storage tank. Mary Parenteau of 81 Deane Way asked if the propane tanks would be going in before the blasting for the foundation and how much more blasting is there to go. Mr. Holmes stated that the tanks would go in after the foundations. Mr. Boucher added that they are at the tail end of the blasting and are looking at most for four more weeks. Ms. Parenteau asked if they plan to use any sound barriers when they proceed with blasting. Mr. Holmes stated that the blasting should be completed on that side of the property and they have moved to the back side. A motion/Mr. Collins, seconded/Mr. Athanas to close the public hearing. Vote yes/Unanimous. A Motion/Mr. Athanas, seconded/Mr. Collins to approve the application for Underground Storage Tank License to store 31,000 gallons of propane (38 – 500 gal. tanks and 12 – 1,000 gal. tanks) on property located at 510 Church Street, Whitinsville [Stone Hill Condominiums]. Vote yes/Ampagoomian, Athanas, Cannon and Collins.

The Board of Selectmen moved to item D. and C. as the National Grid representative was having technical difficulties. **Election Tabulators / 1) Vote to use ImageCast Precinct Optical Tabulator at the Annual Town Election on May 18, 2021, and thereafter, at all Primaries, Preliminary Elections and Elections held in the Town of Northbridge. 2) Vote to discontinue use of the Accu-Vote Optical Scanner in any and all elections held in the Town of Northbridge.** Town Manager Gaudette explained that at last years town meeting funds were set aside for replacing the existing election tabulators. Town Manager Gaudette stated that Town Clerk Mrs. Zywiec is handling the process with working with the State to get the equipment, in addition, the vote tonight will discontinue use of the Accu-Vote Optical scanner and use the ImageCast Precinct Optical Tabulator. Mrs. Zywiec further explained that the AccuCast Tabulators were purchased in 2004 and they are no longer being made, nor are the parts, so maintenance will be an issue in the future. Mrs. Zywiec stated that base on the sense they are thinking they will add another precinct and would need to purchase voting equipment for a new precinct, so they are looking to take care of it all at once. A motion/Mr. Collins seconded/Mr. Ampagoomian to approve the use ImageCast Precinct Optical Tabulator at the Annual Town Election on May 18, 2021, and thereafter, at all Primaries, Preliminary Elections and Elections held in the Town of Northbridge and to discontinue use of the Accu-Vote Optical Scanner in any and all elections held in the Town of Northbridge. Vote yes/Ampagoomian, Athanas, Cannon and Collins.

**National Grid/ Request permission to remove and or prune twenty-two (22) Hazardous public shade trees [Quaker Street, Church Street, Main Street, School Street & Sutton Street]/Present: James Shuris, DPW Director & Jenna Peterson, National Grid.** Ms. Peterson stated that the Hazard Tree Mitigation program is specifically for high-risk trees which are town trees, that are either dead or have high risk to the lines. Ms. Peterson explained that the service is free to the Town's people and the town and they will work with residents who may have trees on their private property on how the work will be completed. Ms. Peterson explained that residents will be notified, and permission requested prior to the trees being taken down. Selectman Athanas asked when the work would be scheduled and how long it would take. Ms. Peterson replied that she is not sure on the exact date, but the crews have been assigned, so it would be beginning within the next month and they complete about forty trees a week, so it would be a couple weeks

long. A motion/Mr. Ampagoomian, seconded/Mr. Collins to request permission to remove and or prune twenty-two (22) Hazardous public shade trees [Quaker Street, Church Street, Main Street, School Street & Sutton Street]. Vote yes/Ampagoomian, Athanas, Cannon and Collins.

**2) 7:10 PM - Massachusetts Electric Company dba National Grid and Verizon New England, Inc. [Plan No. 25157810, dated August 21, 2020]. a) Joint Pole Location - Church St. & Leland Rd. Install pole 43-81 approx. 127 feet South East of the intersection of Church St. and Leland Rd.** Chairman Cannon read aloud the public hearing notice. A motion/Mr. Collins, seconded/Mr. Ampagoomian to open the public hearing. Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Collins/Yes and Mrs. Cannon/Yes. Mr. Parent explained that these requests before the Board are called Guy Stub Poles, which assist in easing tension in pulling the poles in one direction. Mr. Parent explained that the reason these poles are required is because the solar site will be adding more conductors to the poles. Selectman Ampagoomian asked if there would be removal of poles. Mr. Parent explained that they will be removing poles, but it is under the jurisdiction of Verizon. Mr. Parent stated that he would reach out to the project lead to make sure there is a plan for Verizon to remove the poles. No abutters were present. A motion/Mr. Ampagoomian, seconded/Mr. Collins to close the public hearing. Vote yes/Ampagoomian, Athanas, Cannon and Collins. A motion/Mr. Ampagoomian, seconded/Mr. Collins to approve the Joint Pole Location - Church St. & Leland Rd. Install pole 43-81 approx. 127 feet South East of the intersection of Church St. and Leland Rd. Vote yes/Ampagoomian, Athanas, Cannon and Collins. **b) Joint Pole Location – Church St. & Leland Rd. Install pole 46-84 approx. 158 ft. North East of the intersection of Church St. and Leland Rd. Present: Michael Parent, National Grid.** Chairman Cannon read aloud the public hearing notice. A motion/Mr. Collins, seconded/Mr. Ampagoomian to open the public hearing. Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Collins/Yes and Mrs. Cannon/Yes. Mr. Parent explained that this is the same situation as the previous pole to remove tension. No abutters were present. A motion/Mr. Ampagoomian, seconded/Mr. Athanas to close the public hearing. Vote yes/Ampagoomian, Athanas, Cannon and Collins. A motion/Mr. Ampagoomian, seconded/Mr. Collins to approve the Joint Pole Location - Church St. & Leland Rd. Install pole 46-84 approx. 158 ft. North East of the intersection of Church St. and Leland Rd. Vote yes/Ampagoomian, Athanas, Cannon and Collins. **3) Massachusetts Electric Company dba National Grid [Plan No. 25157810, dated August 21, 2020]. a) Solely Owned Pole Location – Church St. & Woodland St. Install SO pole 41-84.** Chairman Cannon read aloud the public hearing notice. A motion/Mr. Collins, seconded/Mr. Ampagoomian to open the public hearing. Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Collins/Yes and Mrs. Cannon/Yes. Mr. Parent explained that this is to remove tension. No abutters were present. A motion/Mr. Collins, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Ampagoomian, Athanas, Cannon and Collins. A motion/Mr. Collins, seconded/Mr. Ampagoomian to approve the Solely Owned Pole Location – Church St. & Woodland St. Install SO pole 41-84. Vote yes/Ampagoomian, Athanas, Cannon and Collins**b) Solely Owned Pole Location – Church St. & Hillside Dr. Install anchor at 20 ft of P51. Present: Michael Parent, National Grid.** Chairman Cannon read aloud the public hearing notice. A motion/Mr. Ampagoomian, seconded/Mr. Collins to open the public hearing. Mr. Ampagoomian/Yes, Mr. Athanas/Yes, Mr. Collins/Yes and Mrs. Cannon/Yes. Mr. Parent explained that this request is an anchor on the same side of the road of the pole. No abutters were present. A motion/Mr. Collins, seconded/Mr. Athanas to close the public hearing. Vote yes/Ampagoomian, Athanas, Cannon and Collins. A motion/Mr. Ampagoomian, seconded/Mr. Collins to approve the Solely Owned Pole Location – Church St. & Hillside Dr. Install anchor at 20 ft of P51. Present: Michael Parent, National Grid. Vote yes/Ampagoomian, Athanas, Cannon and Collins

**CITIZENS' COMMENTS/INPUT:** Trish Camero of 69 Glenn Drive stated that there were forty-four abutters that received certified letters from the Northbridge Conservation Commission, regarding 0 Glenn Drive. Ms. Camero submitted a letter noting the abutters concerns and wanted to make the Board aware of their concerns of the build as well, especially since it sits outside of the Conservation Commissions jurisdiction. Ms. Camero added that some of the residents are older and unable to navigate Zoom, which is why they put together the letter. Town Manager Gaudette stated that the Notice of Intent was filed, and the



public hearing would be a good chance to voice concerns and if the public feels the Commission acts out of their authority there is an appeal period, if approved. Town Manager Gaudette added that unfortunately it is outside of the jurisdiction of the Board of Selectmen, but will pay close attention to matter, and is happy to answer any questions down the road. Michael Dutra, of 74 Delwyn Barnes Drive stated that there are a group of individuals who feel that the area of land behind them should not be disturbed.

**Spring Annual Town Meeting [May 4, 2021]/Vote to place articles on the warrant.** Town Manager Gaudette announced that the warrant would be closing on Friday, March 5, 2021 at 12 Noon. Other Board and committees will have the same opportunity to vote to put the articles on the warrant that they are sponsoring. A booklet of recommendations will be put together based on the warrant articles. Town Manager Gaudette announced that tonight he was asking the Selectmen to approve the articles they are sponsoring but he will go through all the articles. **ARTICLE 1: (Board of Selectmen)** Prior year bills from the previous fiscal year and requires approval from Town Meeting. Town Manager Gaudette added we currently do not have any. **ARTICLE 2: (Board of Selectmen)** To amend and balance the current budget and make any necessary adjustments. Town Manager Gaudette stated that the snow and ice budget will need to be adjusted. **ARTICLE 3: (Finance Committee)** Town Manager Gaudette explained this article is for the upcoming fiscal year. **ARTICLE 4: (Board of Selectmen)** Sewer Enterprise Operation of the Department of Public Works for FY 2022. **ARTICLE 5: (Board of Selectmen)** Water Enterprise Operation of the Department of Public Works for FY 2022. **ARTICLE 6: (Board of Selectmen)** approval to spend Chapter 90 funds. **ARTICLE 7: (Board of Selectmen)** Authorizes the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2022. **ARTICLE 8: (Board of Selectmen)** Housekeeping article for the Town's revolving funds. **ARTICLE 9: (Board of Selectmen)** Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2022. **ARTICLE 10:(Community Preservation Committee)** Town Manager Gaudette explained that this article allows the CPC to spend money earned through 1% taxes, which is also matched by the State for community preservation projects in the categories of Historic Resources, Community Housing, Open Space & Recreation, and Budgeted Reserve, and other expense. **ARTICLE 11: (Community Preservation Committee)** Town Manager Gaudette explained that this article allows the CPC to spend money earned through 1% taxes, which is also matched by the State for the implementation of the Community Preservation Act. **ARTICLE 12: (Board of Health)** Immediate Response Action Plan submitted to the Massachusetts Department of Environmental Protection for activities at the Quaker Street Landfill, which allows the town to hire a contractor to test and study those wells. **ARTICLE 13: (Board of Selectmen)** Sewer Enterprise Capital Article. **ARTICLE 14: (Board of Selectmen)** Town Manager Gaudette explained that this article allows for funds of which are received from the solar farm pilot agreements, to be spend on smaller Town building projects. **ARTICLE 15: (Board of Selectmen)** Receipts Account to be expended under the direction of the Fire Chief. **ARTICLE 16: (Board of Selectmen)** Town Manager Gaudette explained that the funding for this article comes from surplus funds related to pine grove cemetery and will be used for cemetery maintenance projects. **ARTICLE 17: (Board of Selectmen)** Capital plan projects. **ARTICLE 18: (School Committee)** Sums of money to be expended under the direction of the School Committee, which will be voted on by the School Committee. **ARTICLE 19: (Board of Selectmen)** Town Manager Gaudette explained that his is to allow the use electronic voting clickers at Town Meeting. Selectman Athanas asked how much Chapter 90 funds were received last year. Town Manager Gaudette stated that it was about the same last year. Selectman Athanas asked what the Community Preservation fund match is from the State. Town Manager Gaudette explained that the surcharge is 1% and the States match comes from fees at the Registry of Deeds, and it changes every year. Selectman Collins asked if there would be summer help at the Pine Grove Cemetery this year. Town Manager Gaudette explained that the summer help comes from the operating budget since they are used in other places. He added that as we moved into the pandemic the hiring freeze and spending freeze, which then led to no summer helps. Town Manager Gaudette added that the plan moving into this summer is to rehire that help and hopefully be able to bring the correctional crew in as well. A motion/Mr. Athanas, seconded/Mr. Ampagoomian to place the Board of Selectmen sponsored articles on the warrant. Vote yes/Athanas, Ampagoomian, Cannon and

Collins.

**TOWN MANAGER'S REPORT: 1) Key Meetings Attended:** Monday, February 8, 2021 – Conference Call with COA Director Kelly Bol and Whitin Community Center Staff regarding WRTA Transportation in the Blackstone Valley. Monday, February 8, 2021 – Attended the Board of Selectmen Meeting via Zoom. Tuesday, February 9, 2021 – Attended a MMMA Managers/Police Chiefs Virtual Meeting. Thursday, February 11, 2021 – Attended the MMMA 2021 Managers Annual Meeting (virtual). Friday, February 12, 2021 – Held a virtual Department Managers’ Meeting. Monday, February 15, 2021 – Town Offices closed for Presidents Day. Monday, February 15, 2021 – Participated in a BPCC Meeting via Zoom. Wednesday, February 17, 2021 – Attended a Finance Committee Meeting via Zoom. Thursday, February 18, 2021 – Co-chaired a MMMA Managers/Police Chiefs Meeting. Friday, February 19, 2021 – Conference call with Balmer Design/Construction team to discuss security protocols at the facility. **2) Balmer School Building Project:** Project construction by Fontaine Brothers continues with precautionary measures in place per State construction guidelines for construction projects moving forward during the pandemic. The majority of the site work has been completed allowing for work to be conducted in the interior of the building (framing, drywall, painting, finishing, etc.). The Town Manager continues to work with Town Counsel and the OPM on agreements for fence replacement for the abutters off Overlook Street. Four of the six property agreements have been signed and received. In addition, the Town Manager is working with the OPM and Contractor on security protocols at the new facility. **3) Lasell Field Turf Project:** The project is essentially complete except for several punch-list items that won’t be completed until the spring (loam and seed). The GC Green Acres is also working on providing close-out documents for the Town. **4) Fire Station Project:** The Town Manager and Town Counsel have finalized the OPM services agreement with CHA. CHA discussed the draft architect RFQ with the BPCC this past Monday, February 15, 2021 to kick-off the project. Advertising the RFQ is next on the docket and after 3 weeks of posting the BPCC will review and interview potential architects for the project. **5) FY2022 Budget & Town Meeting Warrant:** The Town Manager will be presenting draft warrant articles to the Board of Selectmen this Monday, February 22, 2021 for them to vote to place their articles on the SATM Warrant. The Warrant closes on Friday, March 5, 2021. The Town Manager met the Finance Committee this past February 17, 2021 to discuss the draft FY2022 Budget. Departments will be presenting budgets to the Finance Committee in March.

**SELECTMEN'S CONCERNS: Selectman Ampagoomian 1)** asked if Jamie would be sending the plow out to widen the narrow streets. Mr. Luchini explained that he hadn’t planned on it since there was clearance to get the largest Fire truck and a lot of the snow has been melting with the rain and warmer weather on the way. **2)** asked what the protocols will be for the Spring Town Meeting. Town Manager Gaudette stated that masks will likely still be required by May, and we will be advertising the meeting at the Middle School, which allows for it to be anywhere in the Middle School, and we will be watching the numbers to determine what more is needed. **3)** suggested that those Veterans who passed away during the pandemic that were unable to have funeral services be recognized during the Memorial Day services, pending those services can happen. Town Manager Gaudette added that it is something to keep in mind as the date comes closer. **Selectman 1)** noted that on the Spring Town Meeting Warrant, it lists the Salvation Army as a place that the warrant is posted, but it does not exist anymore.

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**

Chairman Cannon announced that the next meeting is scheduled for Monday, March 8, 2021.

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



**Meeting Adjourned: 8:24 PM**

**Respectfully submitted,**

**Russell D. Collins, Clerk**

**/mjc**

**DRAFT**

## LIST OF DOCUMENTATION

### BOARD OF SELECTMEN'S MEETING - OPEN SESSION

February 22, 2021

#### I. APPROVAL OF MINUTES

#### II. PUBLIC HEARINGS: A. 1) 7:05 PM – Stone Hill Partners, LLC (John Boucher) – Application for Underground Storage Tank License to store 31,000 gallons of propane (38 – 500 gal. tanks and 12 – 1,000 gal. tanks) on property located at 510 Church Street, Whitinsville [Stone Hill Condominiums]/Present: John Boucher, REPM, Inc. Builders & Developers & John Holmes, Devaney Energy

- Copy of public hearing notice
- Copy of letter requesting an Underground Storage Tank License
- Copy of application for an Underground Storage Tank License
- Copy of Copy of Stone Hill Condominiums map

#### 2) 7:10 PM - Massachusetts Electric Company dba National Grid and Verizon New England, Inc. [Plan No. 25157810, dated August 21, 2020]. a) Joint Pole Location - Church St. & Leland Rd. Install pole 43-81 approx. 127 feet South East of the intersection of Church St. and Leland Rd.

- Copy of public hearing notice
- Copy of approval/comments from James Shuris, DPW Director
- Copy of memorandum to the Assessor's Office requesting an abutters list
- Copy of abutters listing
- Copy of petition for Joint or Identical Pole Locations

#### b) Joint Pole Location – Church St. & Leland Rd. Install pole 46-84 approx. 158 ft. North East of the intersection of Church St. and Leland Rd. Present: Michael Parent, National Grid

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- Copy of approval/comments from James Shuris, DPW Director
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#### 3) Massachusetts Electric Company dba National Grid [Plan No. 25157810, dated August 21, 2020]. a) Solely Owned Pole Location – Church St. & Woodland St. Install SO pole 41-84.

- Copy of public hearing notice
- Copy of approval/comments from James Shuris, DPW Director
- Copy of memorandum to the Assessor's Office requesting an abutters list
- Copy of abutters listing
- Copy of petition for Pole Locations

#### b) Solely Owned Pole Location – Church St. & Hillside Dr. Install anchor at 20 ft of P51. Present: Michael Parent, National Grid

- Copy of public hearing notice
- Copy of approval/comments from James Shuris, DPW Director
- Copy of memorandum to the Assessor's Office requesting an abutters list
- Copy of abutters listing
- Copy of petition for Pole Locations

- III. APPOINTMENTS/By the Town Manager: B. Compost Site Monitors: 1) Thomas Chiacchia**  
-Copy of application of Thomas Chiacchia
- 2) Paul Moberg (Back-up)**  
-Copy of application of Paul Moberg
- IV. CITIZENS' COMMENTS/INPUT**
- V. DECISIONS:**
- C. National Grid/ Request permission to remove and or prune twenty-two (22) Hazardous public shade trees [Quaker Street, Church Street, Main Street, School Street & Sutton Street]/Present: James Shuris, DPW Director & Jenna Peterson, National Grid**  
-Copy of email requesting Board of Selectmen approval  
-Copy of memorandum regarding the pruning and/or trimming of hazardous public shade trees  
-Copy of Public Shade Tree Removal Permit  
-Copy of listing hazardous trees to be removed or trimmed
- D. Election Tabulators / 1) Vote to use ImageCast Precinct Optical Tabulator at the Annual Town Election on May 18, 2021, and thereafter, at all Primaries, Preliminary Elections and Elections held in the Town of Northbridge. 2) Vote to discontinue use of the Accu-Vote Optical Scanner in any and all elections held in the Town of Northbridge**  
-Copy of proposal letter to use the electronic voting system and discontinue use of the Accu-Vote scanner
- E. Spring Annual Town Meeting [May 4, 2021]/Vote to place articles on the warrant**  
-Copy of Spring Annual Town Meeting Warrant draft  
-Copy of FY2020 Capital Program
- VI. DISCUSSIONS/None**
- VII. TOWN MANAGER'S REPORT/No documentation**
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

# A.3.

## BOARD OF SELECTMEN'S MEETING

March 8, 2021

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

Chairman Cannon asked all attendees to mute their microphones unless they are speaking or wish to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.

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

### APPROVAL OF MINUTES/None

Chairman Cannon announced that as it was not 7:05 PM they would be moving to appointments.

**APPOINTMENTS/By the Town Manager: Heather Wade, Youth Services Librarian – Present: Rebecca Sasseville, Library Director.** Ms. Sasseville stated that Ms. Wade has a Master's degree in Library Information Science from San Jose State University and has been working the last couple of years in a library setting and has been working with children of all ages. Ms. Wade stated she is very happy to be here and have this opportunity and excited to start the new position. Selectman Melia asked what brought her back to this area. Ms. Wade stated that she grew up in Idaho and moved here three years ago and loves being in Massachusetts. A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the appointment of Heather Wade to the Youth Services Librarian. Vote yes/Ampagoomian, Collins, Melia, and Cannon.

**PUBLIC HEARING: 7:05 PM – Massachusetts Electric Company dba National Grid [Plan 29788059, dated: 1/7/21] – Church and Prospect St. Install MH 18-1 and MH 18-2. Install approx. 182' 2-5" PVC from MH 18-1 Prospect St. to P15 Church St. Install approx. 169' 2-5" PVC from MH 18-1 Prospect St. to stub out. Install approx. 40' 2-5" PVC from MH 18-2 Cottage St. to stub out. Install approx. 279' 4-5" PVC from MH 18-1 to MH 18-2. Present: Albert Galvin, National Grid.** Chairman Cannon read aloud the public hearing notice. A vote/Mr. Ampagoomian, seconded/Mr. Collins to open the public hearing. Vote yes/Ampagoomian, Collins, Melia, and Cannon. Mr. Galvin explained that this petition is related to the Syncarpha in order to feed the power they are looking to extent the primary power down Prospect Street and Cottage Street and due to the distance, they will be looking to also install some manholes. Mr. Galvin explained they would be looking to use two five-inch pipes. Mr. Galvin stated that he has spoken with the project engineer and they have exhausted all options of doing overhead wires, but due to the location it is not feasible, so underground was the best option. Mr. Melia asked why these wires will be underground as opposed to overhead. Mr. Capobianca, the designer for the project explained that there is a retaining wall at the corner of Church Street and Prospect Street and the location of the sidewalk, and the retaining didn't allow a pole and guy install that was needed and there were also issues on the other end of Prospect Street. Selectman Melia asked if this would cost the residents any money. Mr. Capobianca stated that any costs incurred are being charged to the developer. No abutters were present for the meeting. Town Manager Gaudette added that Mr. Coutcher was not able to get on the meeting but did send correspondence to the Town Manager's Office, his question was is the work being completed in the

street or on the sidewalk or in the right of way. Mr. Capobianca stated that the work being completed will be in the street since there is a gas line conflict they would need to work around. A motion/Mr. Melia, seconded/Mr. Ampagoomian to close the public hearing. Vote yes/Ampagoomian, Collins, Melia and Cannon. A motion/Mr. Collins, seconded/Mr. Ampagoomian to approve Massachusetts Electric Company dba National Grid to install MH 18-1 and MH 18-2. Install approx. 182' 2-5" PVC from MH 18-1 Prospect St. to P15 Church St. Install approx. 169' 2-5" PVC from MH 18-1 Prospect St. to stub out. Install approx. 40' 2-5" PVC from MH 18-2 Cottage St. to stub out. Install approx. 279' 4-5" PVC from MH 18-1 to MH 18-2 pending approval of road opening permit and to start no sooner than April 1st. Roll Call: Mr. Ampagoomian/Yes, Mr. Collins/Yes, Mr. Melia/Yes and Mrs. Cannon.

**CITIZENS' COMMENTS/INPUT:** Mr. Daniel Germain of 1083 Marson Road stated that his concern is excessive speed and reckless driving in his neighborhood. Mr. Germain stated that he has contacted the Police Department directly and they have wonderful and very responsive and have followed up on their findings. Mr. Germain was looking for a more permanent option to resolve the issues as there are a lot of children in the neighborhood along with other issues. Town Manager Gaudette suggested contacting James Shuris, Department of Public Works Director, as he is the Chairman of the Safety Committee. Town Manger Gaudette explained that the Safety Committee is made up of the Chief of Police, Fire Chief, Town Planner, and members at large who would oversee traffic issues, and will study the site to find out the need and what can be done, they would then suggest their recommendations to the Board of Selectmen to approve.

**George Marston Whitin Memorial Community Association/Request for a one-day weekday entertainment license for: 1) Cars in the Park event on Saturday, August 21, 2021 from 10 AM to 4 PM and 2) WCC Gala event on Saturday, November 13, 2021 from 6:30 PM to 10:30 PM. Present: Heather Elster, Executive Director.** Ms. Elster explained that the Cars in the park event will be held outdoors and plan to abide by the covid regulations. Ms. Elster stated that they are tentatively planning to go virtual for the gala if needed but they are hoping for an in-person event. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve the request for a one-day weekday entertainment license for: 1) Cars in the Park event on Saturday, August 21, 2021 from 10 AM to 4 PM and 2) WCC Gala event on Saturday, November 13, 2021 from 6:30 PM to 10:30 PM. Vote yes/Ampagoomian, Collins, Melia, and Cannon.

**Resolution to adopt local Armory Unit - Present: SFC Stephen Lewis.** Town Manager Gaudette explained that he was approached by Sargent Lewis from the local armory and spoke to him about other communities and they brought in to be seen as an asset. Town Manager Gaudette described that one way of doing that is to adopt a resolution to adopt them as a local armory unit. Sargent Lewis was not in attendance at the meeting to discuss, so Town Manager Gaudette suggested approving the resolution today and setting up a time to meet in person at the armory to present it to them. Selectman Ampagoomian expressed that they Town of Northbridge has always had a strong relationship with the Armory and hopes that by signing this resolution the community can be more involved with them. A motion/Mr. Melia, seconded/Mr. Collins to adopt local Armory Unit. Vote yes/Ampagoomian, Collins, Melia, and Cannon.

**Camelot Subdivision/Vote to accept gift in the form of a monetary donation Present: R. Gary Bechtholdt II, Town Planner.** Town Manager Gaudette stated that Mr. Bechtholdt was unable to attend the meeting as he had another meeting. Town Manager Gaudette explained that the monetary amount is \$10,000 from the Camelot Subdivision, which is the first of two monetary donations. Town Manager Gaudette explained that the developer has agreed or offered to provide these monetary donations as set forth in the Planning Boards prior approval. The proceeds shall be utilized towards improvements to town recreational facilities. Prior to making these arrangements the Town Planner reached out to the Department of Public Works and the Chairman of the Playground & Recreation Commission seeking input on designation of funds. These funds will be used towards improvements to existing ballfields, parking areas, equipment replacement and or compliance with ADA standards. A motion/Mr. Ampagoomian,



seconded/Mr. Melia to accept the monetary donation in the amount of \$10,000 from Outlaws Two, LLC to be expended under the general direction of the Director of Public Works after consultation with Playground & Recreation Commission for improvements to existing ballfields, parking areas, equipment rentals and or compliance with ADA standards. Vote yes/Collins, Melia, Ampagoomian and Cannon.

**Pine Grove Cemetery Deed/Gloria Harrington [Lot No. 29A (single grave) Walnut Ave. South].** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the sale of Lot No. 29A (single grave) Walnut Ave. South to Gloria Harrington. Vote yes/Collins, Melia, Ampagoomian and Cannon.

**Riverdale Cemetery Deed/Henry and Gaytha Baker [Lot No. 4 (two graves) Maple Square South.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the sale of Lot No. 4 (two graves) Maple Square South to Henry and Gaytha Baker. Vote yes/Collins, Melia, Ampagoomian and Cannon.

**TOWN MANAGER'S REPORT: Key Meetings Attended:** 1) Monday, February 22, 2021 – Attended the Board of Selectmen Meeting vi a Zoom. Tuesday, February 23, 2021 – Attended an MMA Fiscal Policy Committee via Zoom. Tuesday, February 23, 2021 – Attended a Lt Governor Meeting for Town Managers via Zoom. Wednesday, February 24, 2021 – Attended a Rockdale TIP update meeting with HSH and DPW Staff. Wednesday, February 24, 2021 – Attended a regional Town Managers Meeting via zoom. Friday, February 26, 2021 – Attended a regional vaccination meeting with our State delegates and are Board of Health and Emergency Management representatives. Tuesday, March 2, 2021 – Met with Fire Chief David White to discuss grant opportunities. Tuesday, March 2, 2021 – Hosted the Fire Station Architect RFQ pre-submittal briefing. Wednesday, March 3, 2021 – Attended an MMA Managers/Suffolk University Local Government Certificate Steering Committee Meeting. Wednesday, March 3, 2021 – Attended a Finance Committee Meeting. 2) **Balmer School Building Project:** Project construction by Fontaine Brothers continues with precautionary measures in place per State construction guidelines for construction projects moving forward during the pandemic. The majority of the site work has been completed allowing for work to be conducted in the interior of the building (framing, drywall, painting, finishing, etc.). The Town Manager continues to work with Town Counsel and the OPM on agreements for fence replacement for the abutters off Overlook Street. Four of the six property agreements have been signed and received. In addition, the Town Manager is working with the OPM and Contractor on security protocols at the new facility. 3) **Lasell Field Turf Project:** The project is essentially complete except for several punch-list items that won't be completed until the spring (loam and seed). The GC Green Acres is also working on providing close-out documents for the Town. 4) **Fire Station Project:** The Town Manager and the OPM CHA advertised the Architect RFQ in the Central Register last Wednesday, February 24, 2021. The Town Manager, Fire Chief and CHA hosted a briefing session for potential proposers this past Tuesday, March 2, 2021 at Town Hall. Submittals are due on Thursday, March 18, 2021 and then the BPC will conduct interviews to select a designer for the project. 5) **FY2022 Budget & Town Meeting Warrant:** The Town Manager presented a draft warrant and FY2022 Budget to the Finance Committee this past Wednesday March 3, 2021 in addition to hearing presentations from Police, Fire and DPW. Th Board of Selectmen voted to place their articles on the warrant last week Monday, February 22, 2021. The Warrant closes today Friday, March 5, 2021. The Town Manager will meet again with the Finance Committee the next several weeks hearing presentations from NPS and BVT as well as holding the public meeting in accordance with our bylaws. The Annual Town Meeting is scheduled for Tuesday, May 4, 2021. The Town Manager will work with staff over the next several months on safety protocols.

**SELECTMEN'S CONCERNS: Selectman Melia 1)** asked about the Uxbridge vaccination clinic that was mentioned in the Board of Health weekly report. Town Manager Gaudette stated that we have been working with the neighboring towns, and have a facility, Board of Health agents and nurses that have been working on it. Town Manager Gaudette explained that the clinic is ready to go but unfortunately no vaccines have been delivered. Town Manager Gaudette advised the board that they have met with State legislators regarding concerns for the elderly having to travel to max vaccination sites and setting up online

appointments. Currently we are waiting to hear when we will receive the vaccine. **Selectman Cannon 1)** noted concerns from residents that the Lasell Turf Field was not plowed properly the way a turf field should be plowed and asked if Adam could check into it. Town Manager Gaudette stated that he would, and added that the facilities director did reach out to the Owners Project Manager regarding the plowing. The facilities staff did reach out to a contractor that specializes in those specific services. **2)** requested the superintendent come before the Board for an update prior to students going back to School.

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

Chairman Cannon announced that the next meeting is Monday, March 22, 2021.

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

**Meeting Adjourned: 7:50 PM**

**Respectfully submitted,**

**Russell D. Collins, Clerk**

**/mjc**

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING - OPEN SESSION**

**March 8, 2021**

- I. APPROVAL OF MINUTES/None**
- II. PUBLIC HEARING: A. 7:05 PM – Massachusetts Electric Company dba National Grid [Plan 29788059, dated: 1/7/21] – Church and Prospect St. Install MH 18-1 and MH 18-2. Install approx. 182' 2-5" PVC from MH 18-1 Prospect St. to P15 Church St. Install approx. 169' 2-5" PVC from MH 18-1 Prospect St. to stub out. Install approx. 40' 2-5" PVC from MH 18-2 Cottage St. to stub out. Install approx. 279' 4-5" PVC from MH 18-1 to MH 18-2. Present: Albert Galvin, National Grid**
- Copy of public hearing notice
  - Copy of Approval from DPW Director
  - Copy of Petition for Pole Locations
  - Copy of Order for Pole Locations
  - Copy of Memorandum requesting the abutters listing
  - Copy of Abutters list
- III. APPOINTMENTS/By the Town Manager:**
- B. Heather Wade, Youth Services Librarian – Present: Rebecca Sasseville, Library Director**
- Copy of job offer letter to Heather Wade
  - Copy of Job acceptance letter
  - Copy of cover letter from Heather Wade
  - Copy of application for Heather Wade
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS:**
- C. George Marston Whitin Memorial Community Association/Request for a one-day weekday entertainment license for: 1) Cars in the Park event on Saturday, August 21, 2021 from 10 AM to 4 PM**
- Copy of Application for a One-Day Weekday entertainment license application
  - Copy of Revenue Enforcement and protection Attestation
  - Copy of Workers' Compensation Insurance Affidavit
  - Copy of license routing slip
- 2) WCC Gala event on Saturday, November 13, 2021 from 6:30 PM to 10:30 PM. Present: Heather Elster, Executive Director**
- Copy of Application for a One-Day Weekday entertainment license application
  - Copy of Revenue Enforcement and protection Attestation
  - Copy of Workers' Compensation Insurance Affidavit
  - Copy of license routing slip
- D. Resolution to adopt local Armory Unit - Present: SFC Stephen Lewis**
- Copy of resolution to adopt the local armory unit
- E. Camelot Subdivision/Vote to accept gift in the form of a monetary donation /Present: R. Gary Bechtholdt II, Town Planner**

-Copy of memo regarding the Camelot Subdivision monetary donation

**F. Pine Grove Cemetery Deed/Gloria Harrington [Lot No. 29A (single grave) Walnut Ave. South]**

-Copy of Pine Grove Cemetery Deed

**G. Riverdale Cemetery Deed/Henry and Gaytha Baker [Lot No. 4 (two graves) Maple Square South]**

-Copy of Pine Grove Cemetery Deed

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

DRAFT

# A.4.

## BOARD OF SELECTMEN'S MEETING

March 22, 2021

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

Chairman Cannon asked all attendees to mute their microphones unless they are speaking or wish to speak. Inappropriate comments and/or disruptive behavior will result in immediate dismissal.

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

**PRESENTATION: Certificates of Special Recognition awarded to Joshua H. Pinoos, Daniel A. Maccaline, Kevin P. McGowan and Christopher J. Hollenbeck for attaining the rank of Eagle Scout. Also present: Howard Carlson, Scoutmaster and Charles Thompson, Committee Chairperson.** Mr. Thompson introduced Daniel Maccaline who is a student at Lowel Tech, and Kevin McGowan who were present at the meeting. Mr. Thompson announced that Joshua Pinoos and Chris Hollenbeck who are both taking college courses but were not able to attend. Mr. Maccaline stated his project was to build a trail head kiosk for a trail near Presidential Estates on Sutton Street, the trail has been there for time, and has a small parking area, but there were no markings on the trail. Mr. McGowan explained that his project was refurbishing the back yard of the Blackstone Valley Veteran's Association, and he got rid of the trash, debris, an old fire pit and horseshoe pit and added a new firepit and wood storage shed, loam and fresh grass seed. Chairman Cannon congratulated all four scouts on their accomplishments. Selectman Melia congratulated them and also noted that nationwide only 4% of scouts obtain the ranking of Eagle Scout, which is a great honor. Mr. Collins congratulated the Eagle Scouts, and the town appreciates all the hard work they have done and wished them luck. Selectman Athanas commended them on their achievement and encouraged them to keep up the good work. Mr. Thompson expressed his appreciation for the Selectmen's support.

**APPROVAL OF MINUTES: January 25, 2021.** A motion/Mr. Melia, seconded/Mr. Athanas to approve the January 25, 2021 meeting minutes, as presented, with the readings omitted. Vote yes/Unanimous.

### **PUBLIC HEARING/None**

**APPOINTMENTS: By the Board of Selectmen: 1) Mary Contino, Board of Registrars (Appointment – Term Expires 3/31/24).** Mrs. Zywiec stated that Ms. Contino has been the chairperson for many years and her assistance is very valuable and helpful. Ms. Contino stated that she feels that Ms. Zywiec does a great job, and she enjoys helping out and working with the other members of the Board. A motion/Mr. Melia, seconded/Mr. Collins to approve the appointment of Mary Contino to the Board of Registrars. Vote Yes/Unanimous.

**2) Christine Johnson, Historical Commission/Present: Lenny Smith, Chairman.** Mr. Smith introduced Christine Johnson and recommended her appointment to fill one of two vacancies. Mr. Smith stated that Ms. Johnson is an educator, a principal and went on to become a superintendent and has a passion for



history. Ms. Johnson grew up in Northbridge and has been supporting them with projects over the last few months. Mr. Smith stated that Ms. Johnson would be an asset on the Historic Commission with her experience and passion. Ms. Johnson thanked the Board for this opportunity, and she has a love for the Blackstone Valley having grown up here and looks forward to preserving the history for the future. A motion/Mr. Ampagoomian, seconded/Mr. Melia to appoint Christine Johnson to the Historical Commission. Vote yes/Unanimous.

**By the Town Manager: 1) Maurice Guilbault, Animal Inspector.** Town Manager Gaudette announced that Mr. Guilbault would be stepping in as Animal Inspector full time. Mr. Guilbault stated that he has been working for the Northbridge Board of Health for two years covering for Ms. Thompson, and he also covers Douglas and Uxbridge. A motion/Mr. Athanas, seconded/Mr. Collins to affirm the appointment of Maurice Guilbault to Animal Inspector. Vote yes/Unanimous.

## CITIZENS' COMMENTS/INPUT

**Spring Annual Town Meeting [May 4, 2021] / Vote to sign warrant upon completion and final review by Town Counsel.** Town Manager Gaudette stated there were no changes yet. **ARTICLE 1: (Board of Selectmen)** Prior year bills from the previous fiscal year and requires approval from Town Meeting. **ARTICLE 2: (Board of Selectmen)** To amend and balance the current budget and make any necessary adjustments. Town Manager Gaudette stated that the snow and ice budget will need to be adjusted. **ARTICLE 3: (Finance Committee)** Town Manager Gaudette explained this article is for the upcoming fiscal year budget. **ARTICLE 4: (Board of Selectmen)** Sewer Enterprise Operation of the Department of Public Works for FY 2022. **ARTICLE 5: (Board of Selectmen)** Water Enterprise Operation of the Department of Public Works for FY 2022. **ARTICLE 6: (Board of Selectmen)** approval to spend Chapter 90 funds. **ARTICLE 7: (Board of Selectmen)** Authorizes the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2022. **ARTICLE 8: (Board of Selectmen)** Housekeeping article to set the spending limits for the Town's revolving funds. **ARTICLE 9: (Board of Selectmen)** Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2022. **ARTICLE 10:(Community Preservation Committee)** Town Manager Gaudette explained that this article allows the CPC to spend money earned through 1% taxes, which is also matched by the State for community preservation projects in the categories of Historic Resources, Community Housing, Open Space & Recreation, and Budgeted Reserve, and other expense. **ARTICLE 11: (Community Preservation Committee)** Town Manager Gaudette explained that this article allows the CPC to spend money earned through 1% taxes, which is also matched by the State for the implementation of the Community Preservation Act. **ARTICLE 12: (Board of Health)** Immediate Response Action Plan submitted to the Massachusetts Department of Environmental Protection for activities at the Quaker Street Landfill, which allows the town to hire a contractor to test and study those wells. **ARTICLE 13: (Board of Selectmen)** Sewer Enterprise Capital Article. **ARTICLE 14: (Board of Selectmen)** Town Manager Gaudette explained that this article allows for funds of which are received from the solar farm pilot agreements, to be spend on smaller Town building projects. **ARTICLE 15: (Board of Selectmen)** Receipts Account to be expended under the direction of the Fire Chief. **ARTICLE 16: (Board of Selectmen)** Town Manager Gaudette explained that the funding for this article comes from surplus funds related to Pine Grove Cemetery and will be used for cemetery maintenance projects. **ARTICLE 17: (Board of Selectmen)** Capital plan projects. **ARTICLE 18: (School Committee)** Sums of money to be expended under the direction of the School Committee, which will be voted on by the School Committee. **ARTICLE 19: (Board of Selectmen)** Town Manager Gaudette explained that his is to allow the use electronic voting clickers at Town Meeting. **ARTICLE 20: (School Committee)** Authorization to transfer the custody, care and control of the Northbridge Elementary School building from the Northbridge School Committee to the Board of Selectmen. **ARTICLE 21: (Conservation Commission)** The Conservation Commission is looking to create a fund that would allow the to spend on different projects in Town. **ARTICLE 22: (Finance Committee)** transfer from the undesignated fund balance to the Stabilization Fund. A motion/Mr. Melia,

seconded/Mr. Collins to sign the warrant upon completion and final review of Town Counsel. Vote yes/Unanimous.

**Devaney Energy - Reduction in Underground Storage Tank License Fees/Present: John Holmes. - Cancelled due to lack of receipt of information from Mr. Holmes. Tentatively rescheduled for April 12<sup>th</sup>.**

**TOWN MANAGER'S REPORT: 1) Key Meetings Attended:** Monday, March 8, 2021 – Attended the Board of Selectmen Meeting via Zoom. Tuesday, March 9, 2021 – Attended the Lt Governor's Managers Meeting via Zoom. Wednesday, March 10, 2021 – Attended the Finance Committee Meeting via Zoom. Thursday, March 11, 2021 – Held Firefighters Negotiations via Zoom. Monday, March 15, 2021 – Attended the Uxbridge Vaccination Clinic Press Event. Town Manager Gaudette added that the opening of the clinic was a huge win especially for those who are not able to commute to the larger vaccination site. Town Manager Gaudette thanked all of the local Boards of Health who assisted in getting the clinic for their hard work and efforts. Wednesday, March 17, 2021 – Attended the Finance Committee Meeting via Zoom. Thursday, March 18, 2021 – Attended a Managers/Police Chiefs Committee Meeting. Thursday, March 18, 2021 – Attended the RFQ Submittal Opening for the Fire Station Project architect. Friday, March 19, 2021 – Held a Department Managers' Meeting via Zoom. **2) Balmer School Building Project:** Project construction by Fontaine Brothers continues with precautionary measures in place per State construction guidelines for construction projects moving forward during the pandemic. The majority of the site work has been completed allowing for work to be conducted in the interior of the building (framing, drywall, painting, finishing, etc.). The OPM requested the Town Manager's assistance in coordinating the substantial completion inspection for the Builders Risk Insurance Coverage. The Town Accountant reached out about beginning the process for the second borrowing for the project (est. \$24MM). **3) Lasell Field Turf Project:** The project is essentially complete except for several punch-list items that won't be completed until the spring (loam and seed). The GC Green Acres is also working on providing close-out documents for the Town. **4) Fire Station Project:** The Architect RFQ Submittals were due this week on Thursday, March 18, 2021. The Town received X submittals. The OPM will now assist the BPCC with setting up interviews to select the designer for the project. **5) FY2022 Budget & Town Meeting Warrant:** The Warrant closed on March 5, 2021. There are 22 articles consisting of housekeeping, budget, and capital needs. The Town Manager met this past week with the Finance Committee on Wednesday, March 17, 2021 to hear an FY2022 budget presentation from BVT as well as hold public meeting on the Proposed FY2022 Omnibus budget and provide a warrant update in accordance with our bylaws. The Annual Town Meeting is scheduled for Tuesday, May 4, 2021. The Town Manager will work with staff over the next several months on safety protocols.

**SELECTMEN'S CONCERNS: Selectmen Ampagoomian 1)** asked if there was an update on the Superintendent of Schools attending an upcoming meeting. Town Manager Gaudette stated that he doesn't have a date yet, but will reach out again to let them know we would like to have them for April 12 meeting. **2)** asked about the snow that was plowed off the Lasell field and if the rubber pellets in the snow will be recycled back into the field and if there was any way it could be completed sooner as it is an eyesore. Town Manager Gaudette replied that they do plan to re-use the pellets, and explained that as the snow melts, they will be spreading the rubber back on but will reach out to see if they have any equipment to melt the snow faster. **Selectman Collins 1)** stated that he has been receiving inquires about a schedule as to when the Town Hall will be open to the public completely. Mr. Gaudette explained that we did discuss this at a Department Head meeting and in talking with colleagues as well and we were shooting for April 1<sup>st</sup> as an opening date, however with the slow roll out of the vaccination we are planning to delay right now. Town Manager Gaudette added that there are talks of another spike due to spring break and April vacation. He then added that we were discussing a May 1<sup>st</sup> opening date but with Town Meeting just after but will look to open after that. **Selectman Athanas 1)** asked when the sweeper would be going out. Mr. Luchini Highway Superintendent stated that the sweeper started going out last week and will continue to be. **2)**

asked if Mr. Luchini has gotten and figured for asphalt prices. Mr. Luchini stated that he has not yet but can only assume that the price will go up over last years' cost, but it is still too early to get bids. **Selectman Melia 1)** added to Selectman Ampagoomian comment on the field, that there is still a lot of snow in the endzone and stated that it does look lousy. **2)** attended the opening of the Vaccine Clinic at the McCloskey School in Uxbridge and added that it was nice to see many local and State officials and the surrounding towns were well represented. Selectman Melia thanked Town Manager Gaudette and the Fire Department for assisting. **Selectman Cannon 1)** followed up on the hours of the Lasell Field track. Town Manager Gaudette replied that he sent an email to the Facilities Director but has not received anything back and will let her know. Selectman Melia stated that he saw a sign on the fence that stated it was open until dusk and was told that when they close the gate on the Pleasant Street side has a turnstile so individuals can still get out.

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

Chairman Cannon announced that the next meeting is scheduled for April 12, 2021.

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

**Meeting Adjourned: 7:38 PM**

**Respectfully submitted,**

**Russell D. Collins, Clerk**

/mjc

**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING - OPEN SESSION**

**March 22, 2021**

- I. APPROVAL OF MINUTES: A. January 25, 2021**  
-Copy of January 25, 2021 meeting minutes
- II. PUBLIC HEARING/None**
- III. APPOINTMENTS:**  
**By the Board of Selectmen: B. 1) Mary Contino, Board of Registrars (Appointment – Term Expires 3/31/24)/No documentation.**  
  
**2) Christine Johnson, Historical Commission/Present: Lenny Smith, Chairman**  
-Copy of Talent Bank Application for Christine Johnson  
  
**By the Town Manager: C. 1) Maurice Guilbault, Animal Inspector**  
-Copy of letter from the Department of Agricultural Resources regarding the nomination of Inspector of Animals  
-Copy of nomination papers
- IV. CITIZENS' COMMENTS/INPUT/None**
- V. DECISIONS:**  
**D. Spring Annual Town Meeting [May 4, 2021] / Vote to sign warrant upon completion and final review by Town Counsel**  
-Copy of draft warrant
- VI. DISCUSSIONS:**  
**E. Devaney Energy - Reduction in Underground Storage Tank License Fees/Present: John Holmes**  
**-Cancelled due to lack of receipt of information from Mr. Holmes. Tentatively rescheduled for April 12<sup>th</sup>.**
- VII. TOWN MANAGER'S REPORT/No documentation**  
**VIII. SELECTMEN'S CONCERNS/No documentation**  
**IX. ITEMS FOR FUTURE AGENDA/None**  
**X. CORRESPONDENCE/None**  
**XI. EXECUTIVE SESSION/None**

# A.5.

## BOARD OF SELECTMEN'S MEETING SPRING ANNUAL TOWN MEETING

May 4, 2021

A meeting of the Board of Selectmen was called to order at 6:30 PM by Vice Chairman Ampagoomian at the Northbridge Middle School, 171 Linwood Avenue, Whitinsville, MA. **Present:** Board Members: Melia, Athanas, Collins, and Ampagoomian. Chairman Cannon was absent and it is duly recorded.

**Also Present:** Adam D. Gaudette, Town Manager and Sharon Susienka, Exec. Asst. to the Town Manager.

**Town Meeting Business.** Town Manager Gaudette briefly advised Board members about several articles. **Article 1:** No changes. **Article 2:** No changes but mentioned if anyone has questions about the Article 2 transfers that Neil Vaidya, Town Accountant, will do the explaining. **Article 3:** For information purposes only, the Town Manager noted that the town meeting booklet had old information in it regarding the Town Manager's recommended budget number for FY '22 and not the revised amount voted on by the Finance Committee and Board of Selectmen; thus the motion for Article 3 will be "for an amount not to exceed \$48,991,891", which is \$150,000 less than the original number (\$49,141,891) that appears in the booklet. **Article 15:** Mr. Gaudette said the amount needed for this article has decreased from \$200,000 to \$140,000 and that the remaining \$60,000 for new stretchers will be funded by the CARES Act. **Article 21:** The Town Manager stated the Chairman of the Conservation Commission requested this article be passed over tonight. With that, it was recommended the Board revote their positions on Article 15 and Article 21. A motion/Mr. Collins, seconded/Mr. Athanas to support Article 15 in the amount of \$140,000 and to pass over Article 21. Vote yes/Collins, Athanas, Ampagoomian, and Melia.

There being no further business before the Board at this time, a motion/Mr. Melia seconded/Mr. Ampagoomian, to adjourn the Selectmen's Meeting at the conclusion of the Spring Annual Town Meeting this evening. Vote yes/Collins, Athanas, Ampagoomian, and Melia.

**Meeting Adjourned: 8:47 P.M.**

**Respectfully submitted,**

**Russell D. Collins, Clerk**

s/



**LIST OF DOCUMENTATION**

**BOARD OF SELECTMEN'S MEETING – OPEN SESSION**

**May 4, 2021**

**APPROVAL OF MINUTES/None**

**PUBLIC HEARING/None**

**APPOINTMENTS/RESIGNATIONS/None**

**CITIZENS' COMMENTS/INPUT/None**

**DECISIONS**

**A. Town Meeting Business:  
-No documentation**

**DISCUSSIONS/None**

**TOWN MANAGER'S REPORT/None**

**SELECTMEN'S CONCERNS/None**

**ITEMS FOR FUTURE AGENDA/None**

**CORRESPONDENCE/None**

**EXECUTIVE SESSION/None**



WALTER J. WARCHOL  
CHIEF OF POLICE

TOWN OF NORTHBRIDGE  
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588  
www.northbridgepolice.com  
TEL (508) 234-6211 • FAX (508) 234-9021

B.1.



TIMOTHY LABRIE  
LIEUTENANT

To: Adam Gaudette, Town Manager  
From: Walter J. Warchol, Chief of Police  
Subject: Special Police Officer Appointment  
Date: May 19, 2021

I am requesting that you consider appointing retiring Police Chief Walter Warchol as a *Special Police Officer* for the Northbridge Police Department at the May 24, 2021 Board of Selectmen's meeting. Chief Warchol will retire from the police department on June 25, 2021 and his three year appointment as a Special Police Officer should be effective June 26, 2021.

Retiring Chief Warchol has provided the police department a medical note indicating that he is physically qualified to work as a Special Police Officer.

This position is governed by MA General Law, Chapter 41, Section 97A and also by a special Northbridge Police Department policy created to allow retired police officers to work paid details.

Thank you



WALTER J. WARCHOL  
CHIEF OF POLICE

TOWN OF NORTHBRIDGE  
DEPARTMENT OF POLICE

1 HOPE STREET, WHITINSVILLE, MA 01588  
www.northbridgepolice.com  
TEL (508) 234-6211 • FAX (508) 234-9021

B.2.



TIMOTHY LABRIE  
LIEUTENANT

To: Adam Gaudette, Town Manager  
From: Walter J. Warchol, Chief of Police  
Subject: Special Police Officer Appointment  
Date: May 19, 2021

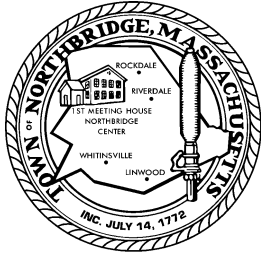
I am requesting that you consider renewing the appointment of retired Police Officer Donald Roy as a *Special Police Officer* for the Northbridge Police Department at the May 24, 2021 Board of Selectmen's meeting. Off. Roy retired from the police department and has been working as a Special Police Officer. The appointment should be effective until March 09, 2024 when Off. Roy attains the age of 70.

Retired Off. Roy has provided the police department a medical note indicating that he is physically qualified to work as a Special Police Officer.

This position is governed by MA General Law, Chapter 41, Section 97A and also by a special Northbridge Police Department policy created to allow retired police officers to work paid details.

Thank you

# B.3.



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

**Adam D. Gaudette  
Town Manager**

May 20, 2021

Ms. Jane Colonna  
441 Cooper Road  
Northbridge, MA 01534

Dear Jane:

This letter is to inform you that you are being offered the position of Adm. Asst. to the Building Inspector and Zoning Board of Appeals. The position is full-time (35 hours per week) and classified as Grade 5 - Step 2 with a beginning salary of \$23.05 per hour. This position is also governed by the personnel rules and regulations of the Town of Northbridge including a six-month probationary period. A copy of the Personnel Policy Manual is enclosed for your convenience.

This offer is contingent upon your passing a CORI check as well as a pre-employment physical and drug screen, which is to be scheduled with and completed by TeamWork Occupational Health, 115 Water Street, 2<sup>nd</sup> Floor, Milford, MA or at the new Northbridge location on Church Street Extension in Northbridge. They can be reached at 508-422-2761 option #1.

***Prior to contacting TeamWork Occ. Health***, please contact the Town Manager's Office at 508-234-2095 at your earliest convenience to complete a CORI check. If the CORI check is successful, we will have you proceed with scheduling a pre-employment physical and drug screen.

Successful results of the CORI, pre-employment physical and drug screen will be followed up with a formal appointment letter.

Please sign below to indicate your acceptance of the position. A copy will be returned to you for your records.

X \_\_\_\_\_

Should you have any questions, please do not hesitate to contact me at 508-234-2095.

Sincerely,

*Sharon L. Susienka*

Sharon L. Susienka  
Exec. Asst. to the Town Manager/HR

# JANE K. COLONNA

441 Cooper Road ♦ Northbridge, MA 01534  
Cell: (774) 813-7120 ♦ janecolonna@gmail.com

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To Whom It May Concern,

I am exploring professional office opportunities. I believe that the experience I have gained in client needs assessment, project scheduling, and cross-functional creative team leadership in several different office settings would be a strong asset to your company.

My project management and business development background combined with administrative, human resources, payroll and excellent customer relations skills is solid with a record of consistently meeting client needs and internal business goals. I have fine-tuned skills in entire production lifecycle, including budget and timeline development, customer needs analysis, and deadline management. I also excel in directing all creative features for ads with knowledge and skill in graphic design and page layout.

I have successfully orchestrated projects for key clients while building excellent relationships with prospective customers to develop new business. It would be a pleasure to learn more about your organization and how the skills I demonstrate can bring value to your organization.

I am a friend and neighbor to Tom and Anne Farley and they informed me of the Assistant Town Clerk Position that has been posted. I have reviewed the job description on the Northbridge Town Website and I would be very interested in coming in for an interview if you feel my overall experience would be a great asset to the Northbridge Town Hall.

I am available to interview at your convenience. Please call me at (774) 813-7120 or email me at janecolonna@gmail.com.

Sincerely,

Jane K. Colonna

Jane K. Colonna  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
Northbridge, Massachusetts 01534  
Cell: XXX-XXX-XXXX  
Email Address: XXXXXXXXXXXXXXXXXXXXXXX

Stacy  
in HR ?

**Career Profile:**

A highly professional and polished Administrator with many years of proven experience supporting corporate senior level Executives and Management Teams. Excellent communicator, with an extensive background in operations and procedures. Experienced in both Domestic and International travel planning and logistics. Strong verbal and written communication skills. A dedicated, self-starter, who has a very high level of integrity. Very organized and able to multi-task with impeccable attention to detail.

**Software Proficiencies:**

Excel ▪ Microsoft Word ▪ PowerPoint ▪ Access ▪ Outlook ▪ Goldmine ▪ Magazine Manager ▪ Page Maker ▪ Aldus Freehand ▪ Adobe ▪ Photo Shop ▪ Quark Express ▪ Quick Books ▪ E2 ▪ ADP ▪ Paychex ▪ Deluxe ▪ PAI ▪ Quest Diagnostics ▪ iCORI

**Hueson Corporation– (Northbridge, MA)  
Human Resources Specialist/Payroll Specialist**

**March 23, 2015 to April 15, 2020**

*(I was just laid off from this position on 4-15-20 due to COVID-19. Position will be outsourced when COVID restrictions lift.)*

- Assist with interviewing candidates for employment, including reference and background check; verify employment authorization cards for authenticity and compliance with U.S. Department of Homeland Security Citizenship and Immigration Services.
- Set Hueson up with Quest Diagnostics for Pre-Employment Drug Screening
- Set Hueson up with iCORI for Background Checks
- Calculate and submit annual Workers Compensation audit reports
- Administer all employee benefits: Blue Cross, BC 20/20, Hartford Life Insurance, FSA, HRA enrollments
- Posting of weekly payroll through ADP and 401K through PAI, reconciling with Payroll Processing, PAI and Hueson's internal reporting system
- Report discharged employee's wage details to MA Division of Unemployment, file the Employer Questionnaire and process all termination paperwork in compliance with COBRA guidelines.
- Calculate annual 401K, Form 5500 and submit to U.S. Department of Labor
- Interface with payroll provider regarding new hires, child-support withholding orders, deductions, salary increases, process any employee's change of status in a discrete and tactful manner
- Maintain and update employee handbook and personnel files to be in compliance with applicable legal requirements
- Monitor all PTO time for accrued vacation and sick time hours
- Handles any other special HR related projects and other duties as necessary

**Experience:**

**Colonna Electric, LLC – (Northbridge, MA)**

**January 2010 to March 20, 2015**

**Office Manager** *(part time, flexible basis averaging about 15hrs per week, alot of this work is done in evenings). I am helping him out until I acquire another position.*

- Direct client liason for all customers. (Residential and Commercial)
- Obtaining permits from Town Halls when necessary.
- Answering phones, billing, invoicing, payroll, filing.
- Scheduling jobs for the employees on daily basis.
- Ordering electrical stock for following day from supply companies.
- Responsible for employee health benefits, workmans compensation and other company insurance paperwork when necessary.



**CurtCo Robb Media, LLC – (Acton, MA)**  
**Advertising Project Manager**

**May 5<sup>th</sup>, 2004 to November 13, 2009**

- Report directly to Advertising Director and Publisher of Robb Report Watch Collector. Director and I designed the new Robb Report Watch Collector (now a bi-annual) publication which premiered for first time in October of 2007.
- Prepare and deliver sales presentations to new and existing customers in order to sell new advertising programs and to protect and increase existing advertising.
- Travel arrangements, rfp's, weekly and monthly forecasting, proposals, designing/editing marketing pieces.
- Explain to customers how specific types of advertising will help promote their products or services in the most effective way possible.
- Coordinate meetings, conferences, events.
- Help Advertising Director maintain assigned account bases while developing new accounts.
- Process all correspondence and paperwork related to accounts.
- Draw up contracts in Magazine Manager for advertising commitments.
- Locate and contact potential clients in order to offer advertising and partnerships.
- Provide clients with proposals for advertising products or services.
- Recommend appropriate sizes and formats for advertising, depending on medium being used.
- Obtain and research and study information about clients' products, needs, problems, advertising history, and business practices in order to offer effective sales presentations and appropriate product assistance.
- Determine advertising medium to be used, and prepare media kits within the selected medium for presentation to customers.
- Consult with company officials, sales departments and advertising agencies in order to develop advertising plans.
- Attend sales meetings, industry trade shows and training seminars in order to gather information, promote company, expand network of contacts and increase knowledge.
- Gather all relevant material for proposal processes and coordinate proposals and contract approval.
- Some travel within the states and overseas for CurtCo Robb Media events.

**Staples Corporate – (Framingham, MA)**  
**Freelance Contractor – Advertising Department**

**February 1, 2004 to April 28<sup>th</sup>, 2004**

- Responsible for meeting with Marketing Team to develop creative strategies for Catalog advertisements for Staples.
- Prioritizing multiple advertising projects on a daily basis. Keeping all projects updated in Job tracker; company's in-house job tracking system.
- Working with designers, proofreaders, copywriters and marketing teams making sure all stages of projects were produced correctly.
- Proofing ad layouts.
- Keeping track of what stage and what department had each project in regards to all printing and advertising deadlines.
- Writing creative strategies and building spreadsheets for each project regarding proper details and client needs for each project.

**Metro West Medical Systems – (Framingham, MA)**  
**Secretary for Physical Therapy Department**

**August 2002 to January 27<sup>th</sup>, 2004**

- Responsible for intake, scheduling and insurance coordination of over 150 patients daily.
- Prioritizing multiple tasks on daily basis to include registering new patients, servicing active patients and handling a multi-line phone system in a fast paced environment.
- Maintaining over (15) therapist's schedules.
- Played a major role in changing scheduling system to accommodate change in treatment model.
- Coordinated changes in patient appointment times as well as therapists schedules.
- Utilized my computer skills for multiple projects for manager. Re-designed all department forms for patient care.
- Conducting skills training sessions in Excel, Word and PowerPoint for staff members and managers who had no previous knowledge of above programs.

**Computerworld – (Framingham, MA)  
Sales Associate**

**April 1998 to July 30<sup>th</sup> 2002**

- Ran Southeast Division from Corporate office for Account Director while she worked from her home in Florida.
- Booked space for clients, follow up with production department on incoming materials, insertion orders for ads. Helped investigate billing questions and problems.
- Prospecting on all levels of clients. Work with sister publication on collaborative efforts for clients.
- Work on request for proposals (RFPs) for Account Director. Provide client service and support for top 30 customers. 70 B/C level customers.
- Search and qualify new clients using sources like Computerworld, CIO, Network World, InfoWorld, PC Week.
- Handle all aspects of relationship building and client contact for assigned accounts and prospects. Plan fun client events for director.
- Create PowerPoint presentations when necessary. Customize media kits going to advertisers.
- Provide some administrative duties for Sales department such as: read Monday's issues tag certain stories relevant to client's needs and fax or email to them. Send special thank you packages to new advertisers. Help team maintain the CMS database.

**American Radio Systems – WAAF FM (Westborough, MA)  
Sales Assistant**

**1995 to 1998**

- Provided administrative support for General Manager, Vice President, National Sales Manager plus a sales team consisting of 12 persons.
- Typed general correspondence with telephone follow-up. Created promotional pieces in PowerPoint for sales persons to provide to clients.
- Typed commercials and wrote sales orders.
- Responsibilities also included filing, mailings, ordering office supplies and making sure office equipment was working properly. Playing commercials for clients via phone if Account Executive needed my help.

**Education:**

SHRM – Currently Studying for the SHRM-CP Exam

AHIMA – Medical Coding Certification achieved in 2012

**High School**

Diploma, Blue Hills Regional Vocational High School;  
Graphic Arts – Graduated with High Honors

**Additional Software:** MacDraw, PowerPoint, MacPaint, Super Paint, Adobe, Aldus Freehand, Freelance, Quark Express, Miles for PC, Magazine Manager, Gold Mine, in house billing programs. Meditech scheduling program. Outlook, PageMaker.

**Comp USA:** Certificates for the following programs (*advanced courses completed for all*):

MS 2002 HTML  
Microsoft Excel  
Microsoft Word  
PowerPoint  
Access

*References provided upon request.*

This letter is my personal recommendation for Jane Colonna. Until just recently, I have been Jane's immediate supervisor for several years. I found her to be consistently pleasant, tackling all assignments with dedication and a smile.

Besides being a joy to work with, Jane is a take-charge person who is able to present creative ideas and communicate the benefits. She has successfully helped developed and executed several marketing plans for our company that have resulted in increased revenue. During her tenure, we saw an increase in profits that exceeded five million dollars, in my category alone – that equates to a 125% increase. The new revenue was a direct result of the great work ethic, hard work and plans executed by Jane.

Though she was an asset to our marketing efforts, Jane was also extraordinarily helpful in other areas of the company. In addition to writing effective communications to our clients, Jane assumed a leadership role in client relations, sales organization and she inspired and motivated all the other employees at Curtco Media.

I highly recommend Jane for employment. She is a team player and would make a great asset to any organization. I am truly saddened she is not with us anymore.

Sincerely,

Earl Estep  
Publisher  
Advertising Director  
Curtco Media

Earl Estep  
CURTCO MEDIA  
~~earlestep@robreport.com~~

ROBB REPORT | WATCH COLLECTOR | ROBB REPORT RUSSIA | ROBB  
REPORT CHINA | ROBB REPORT TURKEY | ROBB REPORT KAZAKHSTAN |  
ROBB REPORT SINGAPORE | ROBB REPORT SPAIN | ROBB REPORT BRAZIL |  
ROBB REPORT ARABIA | ROBB REPORT COLLECTION | ART & ANTIQUES |  
EXCEPTIONAL PROPERTIES | SARASOTA | GULFSHORE LIFE | SAN DIEGO  
MAGAZINE

ONE ACTON PLACE ACTON MA 01720  
tel 978.264.7557 fax 978.264.7502

Sign up to receive the Robb Report - eNewsletter -

February 10, 2019

To Whom It May Concern,

I am writing this letter of recommendation on behalf of Jane Colonna with whom I've had the pleasure of working with over the past four years until my recent retirement.

Jane demonstrates a high level of excellence in her job as Human Resource Specialist at Hueson Corporation with meticulous communication skills, confidentiality and professionalism. Jane's responsibilities include all aspects of HR as well as payroll, interviewing, medical insurance, 401K and dealing with and resolving sensitive employee issues.

I have always been able to count on Jane and she has gone over and above her company obligations on many occasions. Jane's sense of humor makes working with her a pleasure and she will be greatly missed when she leaves as she is truly an asset to the company. I highly recommend Jane as a welcome addition to any company to which she applies.

Sincerely,

Patricia Arsenault  
Office Manager, Hueson Corporation  
Retired November 30, 2018  
Telephone: ~~XXXXXXXXXX~~  
Email: ~~XXXXXXXXXX@XXXXXX~~

**Melissa Ciaramitaro**

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**From:** Sharon Susienka  
**Sent:** Wednesday, May 12, 2021 9:40 AM  
**To:** Melissa Ciaramitaro  
**Cc:** Linda Zywiec; Laura Medeiros  
**Subject:** FW: Community Preservation Committee (CPC)

Melissa,

Please add Gerry's resignation from the CPC to the 5.24.21 Selectmen's Agenda. Thank you.

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



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**From:** Gerry Ouillette <~~gouillette@northbridgemass.org~~>  
**Sent:** Tuesday, May 11, 2021 10:02 AM  
**To:** Sharon Susienka <ssusienka@northbridgemass.org>  
**Subject:** Re: Community Preservation Committee (CPC)

Hi Sharon,

I thought I resigned from both last year but I may not have sent a letter for the CPC. Can you use this email as my resignation letter or do you need something more official? As much as I enjoyed serving, I have too much going on at the moment.

Thanks,

Gerry

On Mon, May 10, 2021 at 5:38 PM Sharon Susienka <[ssusienka@northbridgemass.org](mailto:ssusienka@northbridgemass.org)> wrote:

Gerry,

I just looked and your current term expires June 30, 2021 so let me know what you decide to do and if you want to be reappointed for a 3-yr term.

Thanks.

D.



TOWN OF NORTHBRIDGE  
BOARD OF HEALTH

Aldrich School Town Hall Annex - 14 Hill Street  
Whitinsville, MA 01588  
Phone# (508) 234-3272 Fax# (508) 234-0821

MEMORANDUM

May 12, 2021

To: Adam Gaudette, Town Manager

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

Subject: Naming of the Compost Site after Paul Monast

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As you know, Paul Monast, the Board's compost site monitor since July of 2000 passed away on December 29, 2020.

Paul could always be counted on to be there to open those gates and to serve our residents, often times with a twinkle in his eye, anxious to converse, and as he would say to give people a hard time – they loved his back and forth banter. Every year people would ask me if it was the same gentleman at the site this year as last – our residents adored him.

He served the Town of Northbridge well for over 20 years.

After his passing, the Board received the attached note that asked the Board to consider naming the compost site in his honor – stating that he was a great ambassador for the Town. A sentiment that I could not agree with more.

**The Board of Health, at a meeting held May 11, 2021, voted unanimously to support the naming of the compost site in his honor and respectfully request that the Town give careful consideration to this idea.**

We thank you in advance for your attention to this matter and look forward to hearing from you.

/jmg





2/1/21

To whom it may concern:

I would like to  
request that the  
Compost site should  
be renamed after  
PAUL MONAST.

He was a great  
Ambassador for the  
Town.

Thank you  
Ad Cj.

E.

LAW OFFICES  
**LANE AND HAMER**  
A PROFESSIONAL CORPORATION

100 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588

HENRY J. LANE      hlane@laneandhamer.com  
SHELLI C. HAMER      shamer@laneandhamer.com  
FAITH M. LANE      flane@laneandhamer.com  
SHAYNE J. PICARD      spicard@laneandhamer.com

TELEPHONE: 508 234-4400  
FACSIMILE: 508 234-4966

November 18, 2020  
Updated November 19, 2020

Adam Gaudette, Town Manager  
Town of Northbridge  
7 Main Street  
Whitinsville, MA 01588

Re: Ashton Place

Dear Mr. Gaudette:

On behalf of David Brossi we would like to request a reduction in the scheduled sewer connection fees for the Ashton Place apartment complex on Providence Road in the Village of Rockdale.

The project consists of the addition of twelve two-bedroom units and four one-bedroom units for a total of 28 new bedrooms. The pro forma connection fee calculated by the sewer division is \$106,920.00. Assuming that the current connection fee schedule is based on a typical three-bedroom house, the Ashton Place project would be projected to produce only 58.33% of the flow of the typical three-bedroom development  $28/48 = 58.33\%$ .

However, in the case of Ashton Place we have actual flow figures that would suggest a more significant reduction is warranted. Based on the most recent water bill, the existing 23-unit building (43 bedrooms) generates 6300 cubic feet or 47,130.3 gallons of sewage per month or 1520.33 gallons per day, and 66.10 gallons per unit per day. Using actual flows, the appropriate connection fee should be 20% of the pro forma fee ( $66.10/330 = 20\%$ ) or \$21,384.00 and we would request a reduction to that amount.

We would appreciate it if you would bring this to the attention of the Board of Selectmen and let me know if an accommodation can be made.

Thank you for your attention and assistance in this matter.

Very truly yours,



HENRY J. LANE

HJL/mxb  
cc: David Brossi TM3491.001

*Know all Men by These Presents,*

F.

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Four Thousand Eight Hundred Dollars, paid by **Randall J. and Shirley A. DeVries, of 217 Union Street, Northbridge (Linwood), MA,** the receipt of which is hereby acknowledged, does sell and convey to said Randall J. and Shirley A. DeVries those certain cemetery Lots No. **260, 262 and 263, three full graves situated on the way called Forest Ave East (South), in the Pine Grove Cemetery,** and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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

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

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

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

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

IN WITNESS WHEREOF, the said Town of Northbridge has caused these presents to be signed and sealed by its Board of Selectmen, this 2th day of May, in the year of our Lord Two Thousand Twenty-One.

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## **Town Manager's Report for the Period of May 10, 2021 – May 20, 2021**

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

- Monday, May 10, 2021 – Attended the Board of Selectmen Meeting via Zoom.
- Tuesday, May 11, 2021 – Held Firefighters Association CBA negotiations.
- Tuesday, May 11, 2021 – Toured Northbridge Elementary School (NES) with Superintendent McKinstry.
- Wednesday, May 12, 2021 – Conference Call with Health Insurance broker and financial team regarding future plan procurement.
- Wednesday, May 12, 2021 – Conference Meeting with MMMA colleagues for Suffolk Graduate applications review.
- Thursday, May 13, 2021 – Conference Call with Tradition Energy to discuss Electricity Supply strategies.
- Monday, May 17, 2021 – Conference Call with School Staff and Parks & Rec regarding Fields use.
- Monday, May 17, 2021 – Conference Call with MIIA rep David Labonte regarding FY2022 renewal pricing.
- Tuesday, May 18, 2021 – Attended the Lt Governor's Town Managers call via Zoom.
- Wednesday, May 19, 2021 – Met with incoming Police Chief, Tim Labrie.
- Wednesday, May 19, 2021 – Met with Fire Chief David White.
- Thursday, May 20, 2021 – Met with John Brissette, Braley-Wellington, to discuss General Liability renewal bid.
- Thursday, May 20, 2021 – Conference Call with David Labonte, MIIA, to discuss General Liability renewal bid.
- Friday, May 21, 2021 – Personal Day Leave.

2. **Balmer School Building Project:** Project construction by Fontaine Brothers continues with precautionary measures in place per State construction guidelines for construction projects moving forward during the pandemic. The Town Manager is working with the OPM to secure temporary fence construction access from abutters. The OPM is working on punch lists as the project will approach substantial completion over the next couple months. The project timeline is on target for opening this Fall.
3. **Lasell Field Turf Project:** The project is essentially complete except for several punch-list items that we are working to get scheduled (loam and seed).
4. **Fire Station Project:** The BPCC has selected CHA as the OPM and TGAS as the architect for the project and the Town Manager has issued the Notice to Proceed. The design team has begun meeting with the Town and prepping for the baseline data for the design which includes the field survey and soil testing. A meeting with the BPCC will be next week on May 25<sup>th</sup> at 7:30 pm.
5. **Other Tasks:** Currently negotiating New Police Chief's Employment Agreement as well as the 4 Collective Bargaining Units. Also, bidding Electricity and Gas Supply rates for Town Buildings as well as General Liability and Workers Compensation Premiums.