

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
VIRTUAL MEETING USING ZOOM  
March 8, 2021 at 7:00 PM - REVISED**

RECEIVED

21 MAR -5 PM 12: 01

Join Zoom Meeting: <https://us02web.zoom.us/j/83884962652?pwd=K0E1RnJUK1dtMUF3NTZVVzBKcVZXUT09>

Meeting ID: 838 8496 2652

Passcode: 287769

Dial by phone: 1 646 558 8656

NORTHBRIDGE TOWN CLERK  
LINDA B. ZYWIEN

**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.

**I. APPROVAL OF MINUTES**

**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

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

**B.** Heather Wade, Youth Services Librarian – **Present:** Rebecca Sasseville, Library Director

**IV. CITIZENS' COMMENTS/INPUT**

**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 and **2)** WCC Gala event on Saturday, November 13, 2021 from 6:30 PM to 10:30 PM.  
**Present:** Heather Elster, Executive Director

**D.** Resolution to adopt local Armory Unit - **Present:** SFC Stephen Lewis

**E.** Camelot Subdivision/Vote to accept gift in the form of a monetary donation  
**Present:** R. Gary Bechtholdt II, Town Planner

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

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

Web: Post time-stamped copy

THIS AGENDA IS SUBJECT TO CHANGE



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

**A.**

**Adam D. Gaudette  
Town Manager**

**NOTICE**

February 22, 2021

To: Abutters  
National Grid/Angela Birch

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.) you are hereby notified that a **Public Hearing** has been scheduled for **Monday, March 8, 2021 at 7:05 PM**, virtually, using zoom software, which will be available on the Town's website [www.northbridgemass.org](http://www.northbridgemass.org), based upon the petition of Massachusetts Electric Company, dated January 7, 2021 for permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as said Company may deem necessary to be owned and used in common by your petitioners, in the following public way or ways:

**Church St. & 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**

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected in accordance with the plan filed herewith marked--Massachusetts Electric Company.

**Plan No 29788059 dated January 7, 2021**

**NORTHBRIDGE BOARD OF SELECTMEN  
Russell Collins, Clerk**

Mjc

cc: James Shuris, DPW Director

## Melissa Ciaramitaro

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**From:** Jim Shuris  
**Sent:** Thursday, January 21, 2021 9:15 AM  
**To:** Melissa Ciaramitaro  
**Subject:** Re: National Grid Pole Location

No it's because of the road opening requirements. NO road openings from November 15th to April 1st due to winter conditions - unless it's an emergency.

**James Shuris, P.E., MBA**  
**Director of Public Works & Town Engineer**  
Town of Northbridge  
P.O. Box 88  
11 Fletcher Street  
Northbridge, MA 01588  
Tel. No. (508) 234-0816  
Fax. No. (508) 234-0807

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**From:** Melissa Ciaramitaro <mciamitaro@northbridgemass.org>  
**Sent:** Thursday, January 21, 2021 9:03 AM  
**To:** Jim Shuris <jshuris@northbridgemass.org>  
**Subject:** RE: National Grid Pole Location

**Due to something we are doing?**

**Thanks Jim.**

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

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**From:** Jim Shuris <jshuris@northbridgemass.org>  
**Sent:** Thursday, January 21, 2021 7:18 AM  
**To:** Melissa Ciaramitaro <mciamitaro@northbridgemass.org>  
**Subject:** Re: National Grid Pole Location

Melissa:

I have no issues with this request - however - this work cannot be performed until on or after April 1st, 2021.

Jim Shuris

**James Shuris, P.E., MBA**  
**Director of Public Works & Town Engineer**

**PETITION FOR POLE LOCATIONS**

January 14, 2021

To the Town Council of  
Northbridge, Massachusetts

**MASSACHUSETTS ELECTRIC COMPANY** requests permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said company may deem necessary, in the following public way or ways;

**Church St & 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 58' 2-5" PVC from MH 18-2 Cottage St to P17 Cottage St. Insall 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**

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain pole and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked:

**MASSACHUSETTS ELECTRIC COMPANY**

Plan No. **29788059** Dated **1/7/2021**

Your petitioner agrees to reserve space for one crossarm at a suitable point on each of said poles for the fire, police, telephone and telegraph signal wires belonging to the municipality and used exclusively for municipal purposes.

**MASSACHUSETTS ELECTRIC COMPANY**

By: Robert Reanicka  
Manager of Distribution Design

**ORDER FOR POLE LOCATIONS**

January 14, 2021

To the Board of Selectmen  
of the Town of Northbridge, Massachusetts

Notice having been given and public hearing held, as provided by law, IT IS HEREBY ORDERED:  
that **MASSACHUSETTS ELECTRIC COMPANY** be and they are hereby granted locations for and permission  
to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as  
said Company may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of  
said Company dated the  
**14th day of January, 2021**

All construction under this order shall be in accordance with the following conditions:--

Poles shall be of sound timber, and reasonably straight, and shall be set substantially at the points indicated upon  
the plan marked--

**MASSACHUSETTS ELECTRIC COMPANY**

Plan No. **29788059** Dated **1/7/2021** filed with this order

There may attached to said **MASSACHUSETTS ELECTRIC COMPANY** not to exceed twenty wires, and all  
of said wires and cables shall be placed at a height of not less than eighteen feet from the ground.

The following are the public ways or parts of ways along which the poles above referred to may be erected, and  
the number of poles which may be erected thereon under this order:--

**Church St & 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 58' 2-5" PVC from MH 18-2 Cottage St to P17 Cottage St.  
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**

Also for permission to lay and maintain underground laterals, cables and wires in the above or intersecting  
public ways for the purpose of making connections with such poles and buildings as each of said petitioner may  
desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the

\_\_\_\_\_, 2021

\_\_\_\_\_  
Clerk of Selectmen

Received and entered in the records of location orders  
of the City of Northbrudge, Massachusetts

Book: \_\_\_\_\_ Page: \_\_\_\_\_

Attest: \_\_\_\_\_  
Town Clerk

I hereby certify that on \_\_\_\_\_, \_\_\_\_\_, at \_\_\_ o'clock, \_\_\_ M.,  
at \_\_\_\_\_ a public hearing was held on the petition of

**MASSACHUSETTS ELECTRIC COMPANY**

for permission to erect the poles, wires and fixtures described in the order herewith recorded, and that I mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect poles, wires and fixtures under said order.

And that thereupon said order was duly adopted.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen of the Town of

Northbridge, MA

**CERTIFICATE**

I hereby certify that the foregoing is a true copy of a location order and certificate of hearing with notice adopted by the \_\_\_\_\_ of the Town of \_\_\_\_\_, Massachusetts, on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and recorded with the records of location orders of provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest: \_\_\_\_\_  
Town Clerk

## Pole & UG Petition/Permit Request Form

City  
Town of Northbridge WR # 29788059  
(circle one)

Install \_\_\_\_\_ SO  
(quantity) (circle one) JO Poles on \_\_\_\_\_  
(street name)

Remove \_\_\_\_\_ SO  
(quantity) (circle one) JO Poles on \_\_\_\_\_  
(street name)

Relocate \_\_\_\_\_ SO  
(quantity) (circle one) JO Poles on \_\_\_\_\_  
(street name)

Beginning at a point approximately 25 feet Northwest of the centerline  
(distance) (compass heading)

of the intersection of Church St & Prospect St  
(street name)

and continuing approximately 405 feet in a Northwest direction.  
(distance) (compass heading)

**Install underground facilities:**

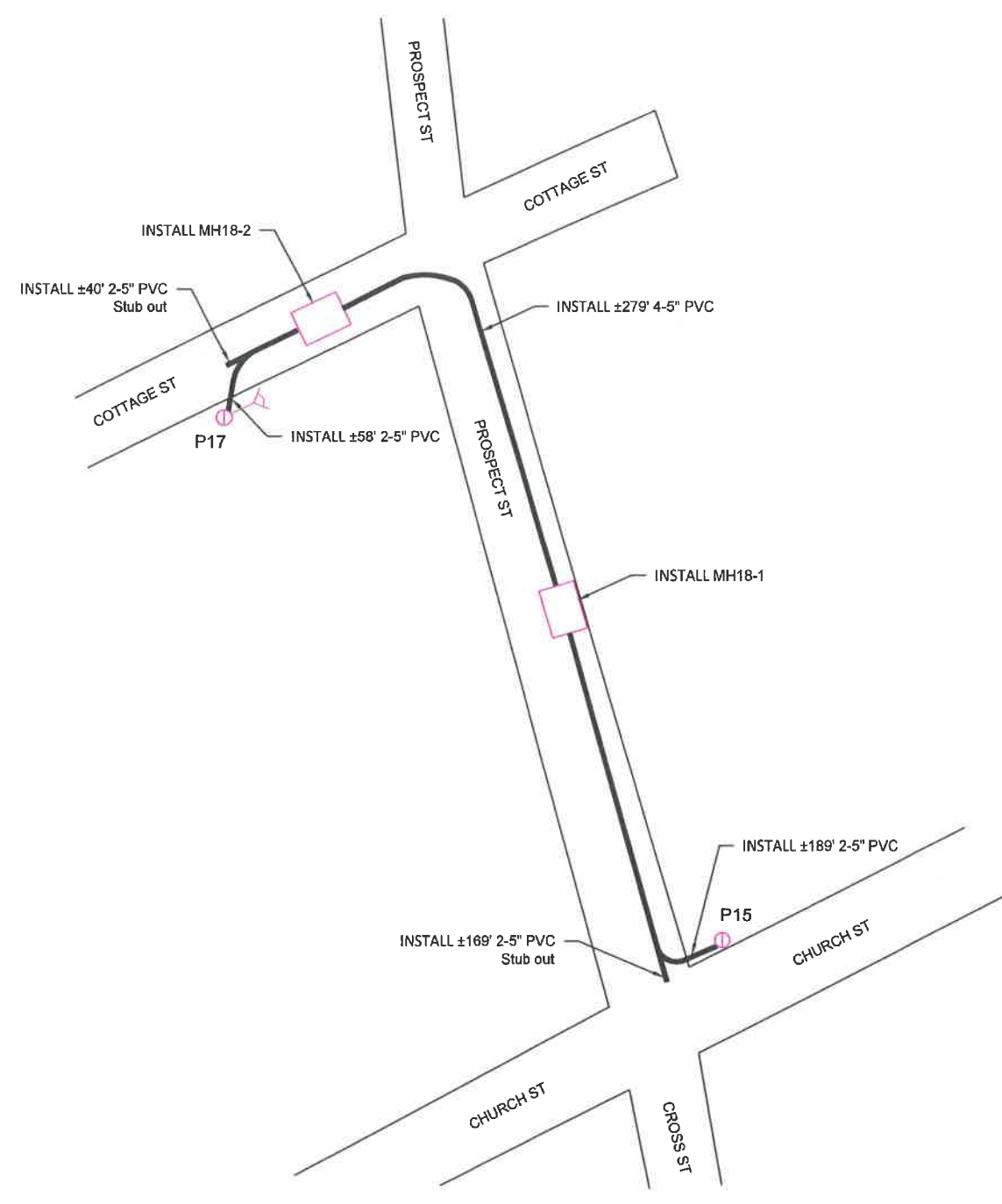
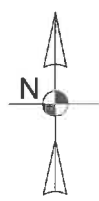
Street(s) Church St, Prospect St, Cottage St

**Description of Work:**

Install manhole MH 18-1 and MH 18-2. Install approx 182' 2-5" PVC from MH18-1 Prospect St to P15 Church St. Install approx 169' 2-5" PVC from MH18-1 Prospect St to Stub out. Install approx 58' 2-5" PVC from MH18-2 Cottage St to P17 Cottage St. Install approx 40' 2-5" PVC from MH18-2 Cottage St to Stub out. Install approx 279' 4-5" PVC from MH18-1 to MH18-2.

ENGINEER Adam Dion

DATE 1/7/2021



**nationalgrid**

**UNDERGROUND PETITION**

Date: 1/7/2020

Plan Number: 29788059

To Accompany Petition Dated: 8/21/2020

To The: **Town** Of **Northbridge**

For Proposed: **SO** Pole: **N/A** Location: **Prospect St**

Date Of Original Grant:

⊕ Existing J.O. Pole Location

△ Existing Guy/Anchor

□ Install 2-way Manhole

— Install Conduit

**DISTANCES ARE APPROXIMATE**






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

**Adam D. Gaudette  
Town Manager**

**MEMORANDUM**

**DATE:** January 20, 2021  
**TO:** Jennifer Ceconi, Assistant Assessor   
**FROM:** Melissa Ciaramitaro, Sr. Admin. Assist./HR Assist  
**SUBJECT:** Abutter's List

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

**MASSACHUSETTS ELECTRIC COMPANY**

**Church St. & 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**

Enc.: Petition  
Map

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

## CHURCH/PROSPECT POLE

MAP	PARCEL	LOCATION	ADDRESS	CITY	ST	ZIP	OWNER	OWNER
14A	21	1 CROSS ST	7 EAST STREET	WHITINSVILLE	MA	01588	ROMAN CATHOLIC BISHOP OF WORC	ST PATRICK'S CHURCH
14A	22	120 CHURCH ST	P O BOX 2246	STAUNTON	VA	24402-2246	FAP PROPERTIES XXXV11 LLC	ATTN: FINANCE DEPT.
15A	78	27 PROSPECT ST	27 PROSPECT ST	WHITINSVILLE	MA	01588	THOMAS MARIA	
15A	112	116-118 COTTAGE ST	116 COTTAGE ST	WHITINSVILLE	MA	01588	RICHARDSON WILLIAM J	LINDA A RICHARDSON
15A	113	106-108 COTTAGE ST	66 LIBERTY CIRCLE	HOLDEN	MA	01520	TTD PROPERTIES LLC	
15A	153	CHURCH ST	JENNIFER LOGINOV	CONCORD	NH	03301	LANGFORD, LLC	PROSPECT REAL ESTATE HOLDINGS LLC
15A	154	5-9 PROSPECT ST	162 BLACKSTONE ST	MENDON	MA	01756	LANGFORD, LLC	C/O CHARBEL REAL ESTATE LLC
15A	155	11-13 PROSPECT ST	11-13 PROSPECT ST	WHITINSVILLE	MA	01588	ATSMA MARTIN H	ROLAND ATSMA
15A	156	12-14 PROSPECT ST	12 PROSPECT ST	WHITINSVILLE	MA	01588	12 PROSPECT, LLC	
15A	158	145 CHURCH ST	12 PROSPECT ST	WHITINSVILLE	MA	01588	12 PROSPECT LLC	
15A	179	16 PROSPECT ST	16 PROSPECT ST	WHITINSVILLE	MA	01588	POHLMAN DUSTIN JAMES	

# B.



Whitinsville Social Library  
17 Church Street  
Whitinsville, MA 01588

February 26, 2021

Heather Wade  
2 Alfred Road J  
Milford, MA 01757

Dear Ms. Wade,

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

Your salary will start at Grade 8 Level 1 at \$ \$50,790.00 salary with the required 35 hours worked per week. Your initial schedule will be Monday through Friday with occasional Saturdays and evening shifts.

This position does include health benefits and paid time off including vacation days after one year. Your first day tentatively will be Monday, March 15, 2018 at 9 AM, following your affirmation by Northbridge's Board of Selectmen at their Monday, March 8 meeting at 7 PM. A CORI check and pre-employment physical are also required before starting.

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

I look forward to working with you.

Sincerely,

Rebecca Sasseville  
Library Director



Whitinsville Social Library  
17 Church Street  
Whitinsville, MA 01588

### Accept Job Offer

By signing and dating this letter below, I, Heather Wade, accept this job offer of Youth Services Librarian at the Whitinsville Social Library for the Town of Northbridge, Massachusetts.

Signature:  Date: 2-26-21

### CORI Check

Please call Sharon Susienka in the Town Manager's office at the Town Hall to schedule a time for you to appear before her for a CORI check. 508-234-2095

### Physical Exam

TeamWork Occupational Health Milford Regional Medical Center

115 Water Street Milford, MA 01757

Phone: 508-422-2318

Fax: 508-634-8732

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

This appointment is for a pre-employment physical.

# Heather Wade

2 Alfred Rd J | Milford, MA 01757 | 1-208-731-7791 | wade.heather@hotmail.com

January 21, 2021

Hello Director Rebecca Sasseville,

I am delighted to write this cover letter for the position of Youth Services Librarian with the Whitinsville Social Library. I have an MLIS degree from San Jose State University and have a strong knowledge of children's and young adult literature, and experience creating programs for patrons of all ages. I have almost two years of administrative assistant work experience as well as several years' experience in supervisory positions providing excellent customer service to patrons of all ages. I have proficient knowledge in using programs such as Microsoft Office and experience using library reference materials, creating budgets, and cataloguing. I have experience creating and implementing online programs with online story times, books clubs, and crafts for patrons of all ages.

In my current position at the Avon Public Library, I am the Technician B where I catalog all incoming materials, assist in weeding, repairing materials. I also manage the circulation desk each day and connect patrons with a variety of services both in person and virtually. This includes teaching patrons to use our online services such as Hoopla and Overdrive, as well as how to get each application on their devices. I work each week with the children's librarian to create programs and services for our community, including weekly online story times and programs for all ages. I create weekly grab and go craft bags for youth/young adult and adult patrons, as well as programming and monthly book clubs for each group, as well as managing the summer reading program for these age groups. I am currently working on creating programs for after school activities for youth/young adults that would usually occupy the library after school but are unable to due to COVID restrictions. I am passionate about learning and finding creative ways to overcome hurdles such as this to provide resources for our community, working as a team to provide the resources that our communities need.

In my previous position at the Auburn Public Library, I was the administrator of children's programming and youth services. In this position I worked with the library director to create weekly children's programs for a variety of ages. This included selecting reading materials, creating and gathering materials for a craft, and presenting the programs to patrons. I would do this two to three times week, with extra program planning for special holidays and summer reading. I managed the collection development of the children's section, I worked to create lists of materials to order for the children's section based off my observation at the circulation desk and interacting with patrons in the children's room and getting community feedback. In this position, I also managed the circulation desk and trained new employees on library policies and procedures.

I would bring many skills to the role as youth services librarian, such as strong communication, organizational, and time management skills. I pride myself on being timely and having a strong work ethic as well as holding myself accountable to jobs that need to be completed and being a team player. I have knowledge of library practices as well as the willingness to learn and adapt to changes in the library profession. I am a very creative person and enjoy creating programs and finding materials for patrons off all ages and would find it fulfilling to work in a library where I can help foster the love of reading in everyone I encounter. I thank you for your consideration of my application for this position and I look forward to hearing from you.

Sincerely,

Heather Wade

# Heather Wade

2 Alfred Rd J | Milford, MA 01757 | 1-208-731-7791 | wade.heather@hotmail.com

## *Objective*

MLIS graduate with administrative experience seeking position into a youth services position in a library setting.

## *Skills Profile*

- Excellent listening, verbal and written communication skills
- Sound time management and organizational skills
- Management, training, and leadership experience
- Excellent customer service skills
- Proficient with programs such as Word, Excel, PowerPoint
- Resourceful team player
- Familiarity with children and young adult development, literature, and program development
- A proven willingness to learn, adapt and grow with a strong ability to take initiative
- File management and data entry experience
- Innovative problem solver with experience handling and generating solutions for a wide variety of scenarios

## *Employment History*

Technician B, Avon Public Library  
Avon, MA

3/09/2020-Present

- Manage circulation desk and assist patrons with library needs
- Create and manage innovative programming for online use during stay at home order, and for online summer reading program for both young adults and adults.
- Create online content weekly including reading videos to post to social media
- Shelve and keep appearance of library stacks
- Work with Director on developing the young adult, graphic novel, and junior fiction collection
- Assist in a variety of circulation desk transactions including fine payments and reference services
- Train library associates new customer service skills and reference techniques

Administrator, Auburn Public Library  
Auburn, MA

3/17/2019-6/21/2020

- Greet patrons and assist in checking out library items
- Provide reference assistance to patrons
- Assist library director in a variety of tasks, including managing book donations, training new employees, creating and executing children and adult programs, maintaining children's calendar, and managing the children's collection
- Shelve and keep appearance of library stacks
- Assist and train in a variety of circulation desk transactions including fine payments and reference services
- Train library associates new customer service skills and reference techniques

Specimen Processing Specialist I, Inform Diagnostics  
Needham, MA

7/1/2018-3/18/2019

- Create new data entry records for each incoming specimen into the lab
- Modify existing data entries for current clients
- Process incoming shipments for distribution
- Adhere to strict guidelines for specimen processing

Receptionist, Seattle Art Museum  
Visitor Services Officer/Conservation-Previous Positions  
Seattle, Washington

3/8/2016-6/14/2018

- Create a safe and enjoyable atmosphere for all patrons to enjoy their visit
- Greet customers as they come into the and call the museum, as well as assist patrons in what they need or answer any questions they may have about the museum and its various departments
- Handle incoming invoices and coding, as well processing order/shipping requests
- Handle incoming and outgoing mail for all departments in all three museum locations.

- Maintain museum employee registry, museum staff intranet website with updates and memos, and general museum maintenance inquiries
- Assist and handle conflicts or complaints with patrons in the museum as well as other coworkers
- Assist with conservation department with cleaning all existing platforms and glass containing art throughout the museum
- Generate a learning environment for families from diverse backgrounds to want to come and enjoy what our museum has to offer

Front Counter Associate, A'Tavola Boise  
Boise, Idaho

2/1/2014-1/1/2016

- Manage the front counter, hire and train new employees
- Take in, process and merchandise new products for the general store
- Keep record daily of sales reports and enter system tracking through Excel and Word
- Managed for the summer of 2015 the Idaho Shakespeare Café for the owner of A'Tavola Boise

Fourth Key Holder, GameStop Inc.  
Boise, Idaho

7/1/2012-1/1/2015

- Train new employees on the register and help them to improve their customers service skills
- Maintained store appearance such as with marketing plans, store design and set of store displays
- Recognized nationally for store record sales and stats and rated first in the district
- Recognized personally for strong work ethic, excellent sales, and communication skills
- Process and add all new inventory to store database, as well as conduct daily counts on store product related to loss prevention
- Keep and track sales throughout the week and adjust employee schedules as necessary to keep store sales goals

Misses Floor Associate, Kohl's Department Stores  
Meridian, Idaho

6/1/2011-11/1/2012

- Trained new store employees on Kohl's procedures and policies
- Maintained store appearance such as with marketing plans, store design and set of store displays
- Was ranked one of the top sales floor associates

#### *Education*

- Master in Library Information Science with emphasis in Archives and Preservation  
San Jose State University, May 2020
- Bachelor of Fine Arts Emphasis in Photography with a Minor in Art History  
Boise State University December 2013
- Associate of Fine Arts-Photography  
College of Southern Idaho May 2011
- Associate of Fine Arts-Commercial Art  
College of Southern Idaho May 2011
- Associate of Fine Arts-General Business Management  
College of Southern Idaho May 2011

**APPLICATION FOR EMPLOYMENT**

**COMMONWEALTH OF MASSACHUSETTS**  
***Town of Northbridge***

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

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

**(PLEASE PRINT)**

Date of Application \_\_\_\_\_

Position(s) Applied For: \_\_\_\_\_

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

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Number Street City State Zip Code

Telephone: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

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

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

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

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

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

On what date would you be available for work? \_\_\_\_\_

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

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

Can you travel if job requires it?  Yes  No

***EMPLOYMENT EXPERIENCE***

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

1. Employer: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

Dates Employed: from: \_\_\_\_\_ to: \_\_\_\_\_

Work Performed:



2. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
Dates Employed: from: \_\_\_\_\_ to: \_\_\_\_\_  
Work Performed:

3. Employer: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Supervisor: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
**Dates Employed:** from: \_\_\_\_\_ to: \_\_\_\_\_  
Work Performed:

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

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



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

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

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

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

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

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

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

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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

### **APPLICANT DATA RECORD**

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, gender orientation, national origin, age, marital or veteran status, medical condition or handicap.

As employers/government contractors, we comply with government regulations and affirmative action responsibilities.

Solely to help us comply with government record keeping, reporting and other legal requirements, please fill out the Applicant Data Record. We appreciate your cooperation.

This data is for periodic government reporting and will be kept in a Confidential File separate from the Application for Employment.



THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

APPLICATION FOR A ONE-DAY WEEKDAY ENTERTAINMENT  
LICENSE

TO THE LICENSING AUTHORITIES:

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

(George Martin Whitin Memorial Community Association)

TO: Obtain a One-day Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: 60 Main St. Whitinsville, MA 01588 - WEC's Whitin Park  
in said **Town of Northbridge** in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time) \* August 21, 2021 10am-4pm

Heather Shaw Eble  
(Signature of Applicant)

Print Name: Heather Dwyer

Address: 60 Main St.

City: Whitinsville.

State, Zip: MA 01588

Phone: 518-237-8884 x 112

Email: Heather.Dwyer@argym.org

Received:	<u>2/3/21</u>	<u>9AM</u>
	(Date)	(Time)
Agenda:	<u>Feb 22</u>	

\_\_\_\_\_  
Date License Granted

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

**MASSACHUSETTS DEPARTMENT OF REVENUE  
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION**

I hereby declare under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.



\_\_\_\_\_  
\*Signature of individual or Corporate Names (Mandatory)



\_\_\_\_\_  
By: Corporate Officer (Mandatory, if applicable)



\_\_\_\_\_  
\*\* Social Security Number or Federal Identification Number

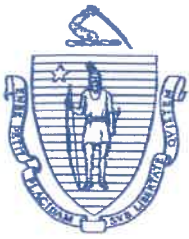
\* This license will not be issued unless this certification clause is signed by the applicant.

\*\*Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

**This request is made under the authority of M.G.L. Chapter 62C, Section 49A.**

**Please sign form and return to:**

**Town of Northbridge  
Town Manager's Office  
7 Main Street  
Whitinsville, MA 01588**



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

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

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: George Mangrove Whitin Memorial Community Assoc. Inc. dba Whitin Community Center.

Address: 60 Main St.

City/State/Zip: Wallingville, Ma. 01588

Phone #: 508.234.8187

Are you an employer? Check the appropriate box:

1.  I am an employer with 92 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: Amtrust North America, Inc. (Technology Insurance, Co.)

Insurer's Address: P.O. Box 6939

City/State/Zip: Cleveland, OH 44111-1939

Policy # or Self-ins. Lic. # TWC 39313516 Expiration Date: 12/31/2021

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

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

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

Signature: Melissa Wetherbee

Date: January 26, 2021

Phone #: 508.234.8187 x112

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

City or Town: Northbridge Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

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

# NTM License Slips

Row 2

**Current Status** On 2.22.21 agenda

**Done**

**License ID:** NTM#16114

**License Type:** One-Day Weekday Entertainment

**Description:** Cars in the Park event, scheduled for August 21, 2021 from 10 AM to 4 PM at the WCC's Whitin Park. Outdoor entertainment to included use of an amplification system.

**Business:** George Marston Whitin Memorial Community Association

**Applicant:** Heather Elster

**Address:** 60 Main Street, Whitinsville

**Approval Target** 02/18/21

**Slip Started on:** 02/09/21 12:12 PM

**PLANNING Approve:**

**PLANNING Comments:** N/A 0not applicable

**POLICE Approve:**

**POLICE Comments:** Would like Heather Elster to contact the police department prior to the event to discuss traffic/parking

**FIRE Approve:**

**FIRE Comments:**

**BUILDING ZONING Approve:**

**BUILDING ZONING Comments:**

**CONSERVATION Approve:**

**CONSERVATION Comments:** N/A

**HEALTH Approve:**



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**HEALTH**  
**Comments:** Approval is subject to any and all COVID-19 protocols and guidance that may be in place for outdoor events at the time/date of the event.

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**ASSESSORS**  
**Approve:**

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**ASSESSORS**  
**Comments:**

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**TREASURER**  
**COLLECTOR**  
**Approve:**

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**TREASURER**  
**COLLECTOR**  
**Comments:** There is a sewer bill outstanding from December

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THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

APPLICATION FOR A ONE-DAY WEEKDAY ENTERTAINMENT  
LICENSE

TO THE LICENSING AUTHORITIES:

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

(FULL NAME OF PERSON, FIRM OR CORPORATION MAKING APPLICATION): Whitin Community Center  
(George Martin Whitin Memorial Community Association)

TO: Obtain a One-day Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: 60 Main St. Whitinsville, MA. 01588  
in said **Town of Northbridge** in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time) \* November 13, 2021 6:30am - 10:30pm

Heather Shaw Cote  
(Signature of Applicant)

Print Name: Heather Cote

Address: 60 Main St.

City: Whitinsville

State, Zip: MA. 01588

Phone: 508.234.8184 x112

Email: Heather.Cote@argym.org

Received:	<u>2/3/21</u>	<u>9AM</u>
	(Date)	(Time)
Agenda:	<u>Feb 22</u>	

Date License Granted

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

**MASSACHUSETTS DEPARTMENT OF REVENUE  
REVENUE ENFORCEMENT AND PROTECTION (REAP) ATTESTATION**

I hereby declare under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

*Heather Shaw Esq*

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\*Signature of individual or Corporate Names (Mandatory)

*Executive Director*

---

By: Corporate Officer (Mandatory, if applicable)

*014-6087769*

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\*\* Social Security Number or Federal Identification Number

\* This license will not be issued unless this certification clause is signed by the applicant.

\*\*Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation.

**This request is made under the authority of M.G.L. Chapter 62C, Section 49A.**

**Please sign form and return to:**

**Town of Northbridge  
Town Manager's Office  
7 Main Street  
Whitinsville, MA 01588**



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

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

Workers' Compensation Insurance Affidavit: General Businesses

Applicant Information

Please Print Legibly

Business/Organization Name: George W. Martin, Whittier Memorial Community Assoc. Inc. dba. Whittier Community Center  
 Address: 100 Main St.  
 City/State/Zip: Whittier, MA 01588 Phone #: 508-234-8184

Are you an employer? Check the appropriate box:

1.  I am an employer with 92 employees (full and/or part-time).\*
2.  I am a sole proprietor or partnership and have no employees working for me in any capacity. [No workers' comp. insurance required]
3.  We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4.  We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

Business Type (required):

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

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

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

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

Insurance Company Name: AmTrust North America, Inc. (Technology Insurance, Co.)  
 Insurer's Address: P.O. Box 6939  
 City/State/Zip: Cleveland, OH 44101-1939  
 Policy # or Self-ins. Lic. # TWC3931356 Expiration Date: 12/31/2021

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

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

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

Signature: ◆ Heather Chaw Coston Date: January 26, 2021  
 Phone #: 508-234-8184 x112

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

City or Town: Northbridge Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

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

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

# NTM License Slips

Row 1

**Current Status** On agenda for February 22, 2021

**Done**

**License ID:** NTM#16115

**License Type:** One-Day Weekday Entertainment

**Description:** Annual Gala event to be held inside the Community Center on Saturday, November 13, 2021 from 6:30 PM to 10:30 PM. Entertainment for dancing by patrons, use of an amplification system, and other dynamic audio and visual show.

**Business:** George Marston Whitin Memorial Community Association

**Applicant:** Heather Elster

**Address:** 60 Main Street, Whitinsville

**Approval Target** 02/18/21

**Slip Started on:** 02/09/21 12:31 PM

**PLANNING Approve:**

**PLANNING Comments:** N/A -not applicable

**POLICE Approve:**

**POLICE Comments:** No issues, would like Heather Elster to contact the police department prior to the event to discuss traffic/parking.

**FIRE Approve:**

**FIRE Comments:** Fire inspection needed

**BUILDING ZONING Approve:**

**BUILDING ZONING Comments:**

**CONSERVATION Approve:**

**CONSERVATION Comments:** N/A

**HEALTH Approve:**

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**HEALTH**  
**Comments:** Approval is subject to compliance with COVID-19 protocols and guidance for indoor events that may be in place at the time/date of the event.

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**ASSESSORS**  
**Approve:**

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**ASSESSORS**  
**Comments:**

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**TREASURER**  
**COLLECTOR**  
**Approve:**

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**TREASURER**  
**COLLECTOR**  
**Comments:** There is an outstanding sewer bill from December.

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**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET  
WHITINSVILLE, MASSACHUSETTS 01588  
Phone- (508) 234-2095 Fax- (508) 234-7640**

**WHEREAS**, American military forces are either engaged in defending or are prepared to defend and support American interests and principles, and

**WHEREAS**, the purpose of this adoption program is to create a bond between American communities and the military men and women who bravely serve their country, and

**WHEREAS**, this bond is intended to support the morale of said service men and women without regard to individual political ties or affiliations, and

**WHEREAS**, in recognition of the challenges confronting American service men and service women, it is appropriate and fitting that the Town of Northbridge in the State of Massachusetts show its support by adopting the following unit: Company D, 1<sup>st</sup> Battalion 181<sup>st</sup> Infantry Regiment.

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Northbridge in the State of Massachusetts does hereby adopt and offer its ongoing respect and support, in time of war and in time of peace, to the following unit: Company D, 1<sup>st</sup> Battalion 181<sup>st</sup> Infantry Regiment.

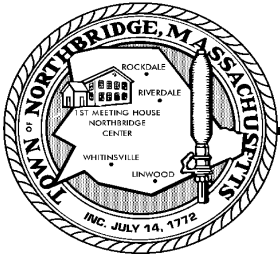
The Town of Northbridge in the State of Massachusetts hereby encourages all Town employees, businesses, service clubs, charitable organizations, and private citizens to become involved in supporting this adoption.

A copy of this resolution shall be posted in a central, public place and shall be sent to the Massachusetts League of Cities urging participation in this cause.

**PASSED, APPROVED, AND ADOPTED** this 8th day of March 2021,  
by the Board of Selectmen of the Town of Northbridge in the State of Massachusetts.

**SIGNED:**

\_\_\_\_\_  
**Alicia M. Cannon, Chairman  
Northbridge Board of Selectmen**



# COMMUNITY PLANNING & DEVELOPMENT


E.

R. Gary Bechtholdt II, Town Planner  
7 Main Street Whitinsville, MA 01588  
Phone: (508) 234.2447 Fax: (508) 234.0814  
[gbechtholdt@northbridgemass.org](mailto:gbechtholdt@northbridgemass.org)

## MEMORANDUM

Date: March 01, 2021

TO: ALICIA M. CANNON, CHAIR BOARD OF SELECTMEN  
Adam D. Gaudette, Town Manager

From: R. Gary Bechtholdt II, Town Planner 

RE: **CAMELOT SUBDIVISION**  
Monetary Donation -Acceptance of Gift

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Arrangements have been made for the Board of Selectmen (Monday, March 08, 2021) to accept a monetary donation (/gift) from Outlaw Two, LLC., Developer of the Camelot subdivision.

Funds, in the amount of \$10,000.00 represents the first of two (2) monetary donations totaling \$20,000.00 where the Developer has agreed/offered to provide the town with a monetary donation (/gift) as part of the Planning Board definitive subdivision approval.

Proceeds shall be utilized towards improvements to town recreational facilities, such as expansion/improvements to existing ballfields, parking areas, equipment replacement, and/or compliance with ADA standards.

Prior to making arrangements (w/BOS), Planning contacted the Director of Public Works and the Chair of the Playground & Recreation Commission to inform them of same and to seek input on designation of funds.

Accordingly, the Board of Selectmen may designate funds by voting as follow:

*Vote to accept monetary donation (/gift) in the amount of \$10,000.00 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 replacement and/or compliance with ADA standards.*

If you should require additional information or have any questions please contact the Planning office. Take care & be well.

Cc: Planning Board  
DPW Director  
Playground & Rec Comm  
Outlaw Two LLC.  
/File



*Know all Men by These Presents,*

**F.**

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of One Thousand Six Hundred Dollars, paid by **Gloria Harrington, of 20 Brook Street, Northbridge (Whitinsville), MA**, the receipt of which is hereby acknowledged, does sell and convey to said Gloria Harrington that certain cemetery **Lot No. 29A, a single grave situated on the way called Walnut Ave 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 8<sup>th</sup> day of March, in the year of our Lord Two Thousand Twenty-One.

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*Know all Men by These Presents,*

G.

That the Town of Northbridge, in the County of Worcester and Commonwealth of Massachusetts, in consideration of Eight Hundred Dollars, paid by **Henry and Gaytha Baker, of 943 Hill Street, Northbridge (Whitinsville), MA**, the receipt of which is hereby acknowledged, does sell and convey to said Henry and Gaytha Baker, that certain cemetery **Lot 4**, two graves, situated on the way called **Maple Square South** in the **Riverdale Cemetery**, and the sole and exclusive right of burial of the dead therein, subject to the following rules and restrictions for the regulation and government of said Cemetery; viz:

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 8th day of March in the year of our Lord Two Thousand Twenty-One.

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## **Town Manager's Report for the Period of February 22, 2021 – March 5, 2021**

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

- 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 MMMA 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.