

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
February 12, 2024 at 6:30 PM**

RECEIVED  
24 FEB -8 PM 2:46

**EXECUTIVE SESSION - 6:30PM**

NORTHBRIDGE TOWN CLERK  
LINDA J. BYWIEN

**PLEDGE OF ALLEGIANCE**

**I. APPROVAL OF MINUTES**

**II. PUBLIC HEARING**

**III. APPOINTMENTS:**

- A. 1) By the Board of Selectmen (Vote to Appoint) – a)** Jamie Pohlman, Playground & Recreation Commission / Present: Karen Rogers, Play & Rec. Member  
**2) By the Board of Selectmen (Vote to Reappoint) – b)** Sharon Susienka, Retirement Board (Selectmen's Appointee)

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS**

- B.** Announcement – Water Rate Hearing Status – Possible vote to support DPU's recommended settlement provisions / Present: David Doneski (KP Law), Town Counsel  
**C.** Presidential Primary [Tuesday, March 5, 2024] / Vote to sign the warrant  
**D.** Blackstone Valley Chamber of Commerce/2024 Sidewalk Sale: **1)** Request permission to hold the annual Sidewalk Sale along Church Street on Saturday, June 15, 2024 from 10 AM to 2 PM; **2)** Request permission to close Church Street from Park Street to the intersection of Cross Street during the hours of 9 AM to 3 PM; **3)** Request a one-day weekday entertainment license from 10 AM to 2 PM for a DJ; and **4)** Request permission to hang a banner across Church Street from June 3, 2024 to June 17, 2024 to advertise the Sidewalk Sale Event.  
**E.** T.J.J. Development Corporation / Vote to approve and sign Easement Modification Agreement- Present: Thomas Berkowitz, Pres.

**VI. DISCUSSIONS**

- F.** Municipal Vulnerability Preparedness Program Project [Main Street and Carpenter Road Causeways] Present: Bill Guenther from Fuss & O'Neill, Lead Project Manager and Jamie Luchini, DPW Director

**VII. TOWN MANAGER'S REPORT**

- G.** Town Manager's draft goals for 2024

**VIII. SELECTMEN'S CONCERNS**

**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

- XI. EXECUTIVE SESSION: 6:30 PM / H.** Under MGL Chapter 30A, section 21(a)(3) for the following purpose: To discuss strategy with respect to litigation, Whitinsville Water Company rate increase petition to the Department of Public Utilities, DPU no. 23-64.

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

THIS AGENDA IS SUBJECT TO CHANGE

A.D



TOWN OF NORTHBRIDGE  
PLAYGROUND & RECREATION COMMISSION

Northbridge, MA 01588

January 30, 2024

To Northbridge Board of Selectmen,

The Northbridge Playground and Recreation Commission unanimously recommends Jamie Pohlman to fill the position vacated by Michael Haslam in 2023.

Jamie has achieved an MS in Publishing. She is very enthusiastic about joining the committee and making a difference in quality of our parks, fields, playgrounds, while providing opportunities to bring the community together. She works with the public as a library tech at Sutton Public library.

We feel she would be a great addition to the team.

Best, Karen Rogers on behalf of the Playground and Recreation Commission

Per Town Clerk's Office: January 31, 2024

10:40

Registered  Non-Registered

TALENT BANK APPLICATION  
please return to:

BOARD OF SELECTMEN

Northbridge Town Hall  
7 Main Street  
Whitinsville, MA 01588

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

Date: 10/26/23

Name Jamie Pohlman

P. O. Box

Home Address 116 Prospect St. Whitinsville

Email Address dustyandjamie@gmail.com

Telephone

Cell (843) 437-3567

Business

Address

Tel.

Current Occupation/Title library tech Sutton Public Library

Education AA MS Publishing

Governmental, Civic & Community Activities vice chair WDC HDC, volunteer John 21, corporator for Whitinsville Social Library

Charitable & Educational Activities volunteer John 21 community breakfast

Town Committees or Offices vice chair WDC HDC

I am interested in the following Committees: playground and recreation

Please indicate whether the applicant and/or any family members are employed by the Town of Northbridge. no

Revised July 2011

NAME: Jamie Pohlman

PRECINCT# 1

TOWN OF NORTHBRIDGE

**COMMITTEE INTEREST** (Indicate Committee preference)

- |                            |    |
|----------------------------|----|
| 1. playground + recreation | 4. |
| 2.                         | 5. |
| 3.                         | 6. |

---

Present Interest or business affiliation (dates, places)

John 21 August '23 - present  
Experience: Volunteer, social service, business (dates, places)

---

copy editing, proof reading  
Special skills and education (be specific)

---

ability to proof committee documents + communications  
How experience relates to particular committee interest

---

**ADDITIONAL COMMENTS:**

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

A.2.



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

**Adam D. Gaudette  
Town Manager**

February 10, 2024

Russell Collins, Chairman, Board of Selectmen  
Northbridge Board of Selectmen  
7 Main Street  
Whitinsville, MA 01588

Dear Chairman Collins:

As you may know, I am the Board of Selectmen's appointee to the Northbridge Retirement Board and will soon conclude my seventh term as a member of that Board. My appointment expires February 24, 2024, and as such, I am seeking reappointment for another three-year term.

I was elected Vice-Chairman in my first term and continue to serve in that capacity at this time. I have thoroughly enjoyed serving on the Northbridge Retirement Board and look forward to continuing my service.

For those reasons, I respectfully request that the Northbridge Board of Selectmen consider reappointing me for another 3-year term.

Thank you for your consideration.

Sincerely,

Sharon L. Susienka, Vice Chairman  
Northbridge Contributory Retirement Board

c: Board of Selectmen  
Caitlin Leahey, Retirement Board Administrator

C.

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR THE PRESIDENTIAL PRIMARIES  
TUESDAY, MARCH 5, 2024  
TOWN OF NORTHBRIDGE**

WORCESTER, SS.  
To the Constables of the **TOWN OF NORTHBRIDGE**

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of the Town of Northbridge who are qualified to vote in Primaries to vote at:

**Precincts 1, 2, 3, 4 and 5  
Northbridge High School, 427 Linwood Avenue**

on **TUESDAY, THE FIFTH DAY OF MARCH, 2024**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

*To cast their votes in the Presidential Primaries for the candidates of political parties for the following offices:*

PRESIDENTIAL PREFERENCE . . . . .	FOR THIS COMMONWEALTH
STATE COMMITTEE MAN . . . . .	WORCESTER & HAMPDEN SENATORIAL DISTRICT
STATE COMMITTEE WOMAN . . . . .	WORCESTER & HAMPDEN SENATORIAL DISTRICT
TOWN COMMITTEE . . . . .	TOWN OF NORTHBRIDGE

HEREOF FAIL NOT, and make return of this warrant with your doings thereon, to the Town Clerk, at the time and place of said voting.

GIVEN under our hands this 12TH DAY OF FEBRUARY, 2024.

**SELECTMEN OF NORTHBRIDGE**

\_\_\_\_\_  
Russell D. Collins, Chairman

\_\_\_\_\_  
Charles Ampagoomian, Jr.

\_\_\_\_\_  
Thomas Begin

\_\_\_\_\_  
Thomas J. Melia

\_\_\_\_\_  
Brian M. Paulhus

WORCESTER, SS

Northbridge

By virtue of this warrant, I have this day notified the inhabitants of the Town of Northbridge qualified to vote in Primaries to vote at the time and place and for the purpose stated in warrant by posting attested copies thereof as within directed.

\_\_\_\_\_  
Constable, Town of Northbridge

\_\_\_\_\_  
Date

Warrant must be posted by **February 27, 2024**, (at least *seven days* prior to the **March 5, 2024**, Presidential Preference Primary).

**The Crafty Nest DIY**  
116 Church St  
Whitinsville, MA 01588  
thecraftynestdiy@gmail.com



Dear Board of Selectmen,

We are writing to you with the request to be added to the Feb 12th meeting agenda.

We are looking for approval for the 2024 Church Street Sidewalk Sale on Saturday June 15th. The event would run from 10am-2pm and we are requesting for the road to be closed between 9am-3pm between Unibank and Cross Street (the same as past years).

We are also requesting to hang a banner across Church Street June 9th - June 16th to advertise for the event. If no one asks for it the week prior, we'd love to have it up for 2 weeks!

We look forward to another successful town event and are very excited to bring it back again!

Warmest Regards  
Lesley Woods  
The Crafty Nest DIY  
508-341-3781

No fee

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

APPLICATION FOR A ONE-DAY WEEKDAY ENTERTAINMENT  
LICENSE

TO THE LICENSING AUTHORITIES:

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

Blackstone Valley Chamber of Commerce

670 Linwood Ave., Suite 5, Whitinsville, MA 01588

TO: Obtain a One-day Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: Church Street between Cross & Park Streets  
in said Town of Northbridge in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time) \* 15 June 2024 9AM to 3PM

Print Name: Jeanne Hebert  
Address: 670 Linwood Ave  
City: Whitinsville  
State, Zip: MA 01588  
Phone: 508 981 5782  
Email: jhebert@blackstonevalley.org

Jeanne Hebert  
(Signature of Applicant)

Received:	<u>2/9/24</u>	<u>2:30PM</u>
	(Date)	(Time)
Agenda:	<u>2/12/24</u>	

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

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



**USE OF TOWN OF NORTHBRIDGE PUBLIC WAYS**

**EVENT: Sidewalk Sale**

**EVENT DATE: Saturday, June 15, 2024**

**RELEASE OF CLAIMS, INDEMNITY AND HOLD HARMLESS AGREEMENT**

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

I, Jeannie Hebert, in consideration of my use of the Town of Northbridge's Public Ways for a non-town sponsored event on (June 15, 2024), and for other good and valuable consideration hereby acknowledged, do hereby agree to forever RELEASE the Town of Northbridge, its employees, agents, officers, volunteers, or contractors (the "Town"), from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries which I or my guests, employees, agents, successors or assigns may have as the result of my use or the use of my guests, employees or agents of the Town of Northbridge's Public Ways for a non-town sponsored event on (June 15, 2024), and all activities related thereto.

I further promise, to INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS the Town against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees, arising from personal injuries to myself or others or property damage resulting from my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on (June 15, 2024), and all activities related thereto.

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

I am fully aware that by signing this document I am releasing the Town from liability that may arise as a result of the acts or omissions of the Town. Additionally, it is my intent to release the above-mentioned parties from liability and defend and indemnify said parties for liability relating to any accident and resulting injuries and/or death that may occur as a result of my use, or the use of my guests, employees or agents, of the Town of Northbridge's Public Ways for a non-town sponsored event on (June 15, 2024), and all activities related thereto.

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

Witness my hand and seal this 09th day of February 2024.

Name (Printed): Jeannie Hebert

*Jeannie Hebert*

Signature

*Peter Zipfel*

Witness



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/01/2024

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

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

<b>PRODUCER</b> GAUDETTE INSURANCE AGENCY INC 08089642 1 PLUMMERS CORNER WHITINSVILLE MA 01588	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (A/C, No, Ext): (508) 234-6333	<b>FAX</b> (A/C, No):
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
	INSURER A : Hartford Underwriters Insurance Company 30104	
<b>INSURED</b> BLACKSTONE VALLEY CHAMBER OF COMMERCE 1 PLUMMERS COR WHITINSVILLE MA 01588-2135	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y-YYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			08 SBA AR0CH9	01/27/2024	01/27/2025	EACH OCCURRENCE	\$1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence)				\$1,000,000	
			MED EXP (Any one person)				\$10,000	
			PERSONAL & ADV INJURY				\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE	\$2,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	
							BODILY INJURY (Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR CLAIMS-MADE DED:      RETENTION \$ 10,000			08 SBA AR0CH9	01/27/2024	01/27/2025	EACH OCCURRENCE	\$1,000,000
							AGGREGATE	\$1,000,000
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	
							E.L. DISEASE - EA EMPLOYEE	
							E.L. DISEASE - POLICY LIMIT	
A	Data Breach - Defense & Liab Covg			08 SBA AR0CH9	01/27/2024	01/27/2025	Limit	\$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Those usual to the Insured's Operations.

### CERTIFICATE HOLDER

Town of Northbridge  
7 MAIN ST  
WHITINSVILLE MA 01588

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

E.

EASEMENT MODIFICATION AGREEMENT

This Easement Modification Agreement (“Easement Agreement”) is made as of the 1<sup>st</sup> day of February, 2024, by and between T.J.J. Development Corporation a corporation duly organized and in good standing in the Commonwealth of Massachusetts with an address of 278 Benson Road, Whitinsville, MA 01534 (“TJJ”), and the Town of Northbridge, a Massachusetts municipal corporation with an address of 7 Main Street, Whitinsville, Massachusetts (“Town”), in consideration of the mutual covenants contained herein and mutual benefits to be derived herefrom.

WITNESSETH:

WHEREAS, TJJ is the owner of land located on Douglas Road, Northbridge, Massachusetts as described in deeds recorded with the Worcester District Registry of Deeds in Book 13468, Page 39, Book 16746, Page 368, Book 57538, 66 and Book 58235, Page 39 (the “Premises”); and

WHEREAS, the Premises of TJJ are subject to an easement described in a deed recorded with said Registry of Deeds in Book 15261, Page 100 and shown in Plan Book 642, Plan 115, being the areas shown as “easement area” or “drainage easement” on a plan entitled “Plan of Land in Northbridge, Mass.” dated August 8, 1989 and recorded with said Registry of Deeds in said Plan Book 642 as Plan 115, which easement is for the benefit of the Town for the drainage of water within and related to the subdivisions known as “Clover Hill Estates” and “Castle Hill Estates” in Northbridge, Massachusetts; and

WHEREAS, the Town has accepted the streets and easements related to the Clover Hill Estates and Castle Hill Estates subdivisions and thereby has rights in the said easement; and

WHEREAS, TJJ and the Town have agreed to certain modifications of the easement area and desire to modify said easement for the mutual benefit of TJJ and the Town; and

WHEREAS, in connection with such modification, TJJ and the Town have agreed to modify and amend the said easement as set forth below.

NOW THEREFORE, in consideration of the agreements herein and One and 00/100 Dollar (\$1.00) and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, TJJ and the Town hereby agree as follows:

1. The Town hereby releases to TJJ all of its rights, title and interest in the current easement as set forth in the deed recorded in Book 15261, Page 100 and further shown in Plan Book 642, Plan 115.

2. TJJ hereby grants to the Town a perpetual drainage easement (the “Drainage Easement”) to install, maintain, repair, and replace a storm water drainage detention system within the areas described as “Proposed Flowage Easement” and shown as beginning at a point labeled “Proposed Drain Easement P.O.B.” on a plan of land (the “Plan”) entitled “Proposed Flowage Easement Plan for #0 Douglas Road, Assessor’s Lots 116, 117, 118, 119, 120 Northbridge, Massachusetts 01588 ” dated 01/10/24 by Existing Grade Inc. (the “Easement Area”), which Plan is recorded herewith in Plan Book \_\_\_\_\_, Plan \_\_\_\_\_, and a copy of which is attached hereto and incorporated herein.
3. The maintenance responsibilities for the Drainage Easement and Easement Area, together with the responsibility for the long term maintenance of the drainage flowage easement which was acquired by the Town as part of the formal street acceptance of the roadways of Castle Hill Estates and Clover Hill Estates subdivisions (refer to Order of Taking recorded with said Registry in Book 48550, Page 242) shall run with the land burdened by said Drainage Easement. These maintenance conditions and obligations shall run with the land in perpetuity.
4. This Easement Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts and shall take effect as a sealed instrument.
5. This Easement Agreement may be executed in two or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Easement Agreement to be signed, sealed and acknowledged by their duly authorized representatives this \_\_\_\_\_ day of February, 2024.

*[signatures on next page]*

T.J.J. Development Corporation

\_\_\_\_\_  
Thomas P. Berkowitz, President/Treasurer

Town of Northbridge, by its Board of Selectmen

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

COMMONWEALTH OF MASSACHUSETTS

Worcester County, ss.

On this \_\_\_\_ day of February, 2024, before me personally appeared the above-named Thomas P. Berkowitz, President and Treasurer of T.J.J Development Corporation, proved to me through satisfactory evidence, being personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged the foregoing instrument to be his free act and deed for its stated purpose as President and Treasurer of T.J.J Development Corporation, before me.

---

Thomas J. Wickstrom, Notary Public  
My commission expires: 09/23/2027

COMMONWEALTH OF MASSACHUSETTS

Worcester, ss

On this \_\_\_\_\_ day of February, 2024, before me, the undersigned Notary Public, personally appeared \_\_\_\_\_, who proved to me through satisfactory evidence of identification, which was personal knowledge, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as members of the Board of Selectmen of the Town of Northbridge.

\_\_\_\_\_  
Notary Public

My commission expires:





F.

# FLOOD RESILIENCE AND WATER QUALITY PROTECTION THROUGH BETTER CAUSEWAY AND GREEN INFRASTRUCTURE DESIGN

## UPCOMING PUBLIC MEETINGS

### PUBLIC WORKSHOP – WEDNESDAY, FEBRUARY 28, 6:30-7:30 PM NORTHBRIDGE ELEMENTARY SCHOOL\*\* + VIRTUAL

Join us for a public workshop where we'll focus on developing ideas and soliciting feedback on enhancements to the Main Street Causeway and installing nature-based solutions to treat stormwater runoff entering Whitins Pond.

For those attending virtually, please use the meeting information below to sign in via Microsoft Teams. A link will also be available on the project website.

Meeting ID: 227 432 865 628  
Passcode: 6N2qPE

\*\* Free pizza and refreshments will be served during the in-person meeting. Please **register** in advance to ensure adequate quantities are available: <https://forms.gle/kx3qgFJAgUiiZmMS9>



Fig. 1 Flooding event at the Carpenter Rd Causeway

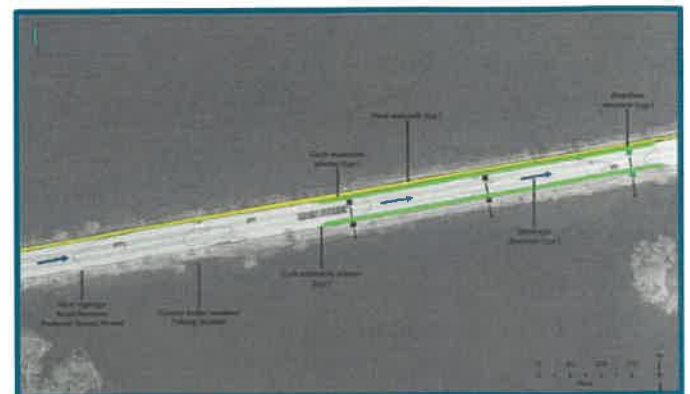


Fig. 2 Proposed green infrastructure along the Main St Causeway

To learn more about the project, contact Jamie Luchini at [jluchini@northbridgemass.org](mailto:jluchini@northbridgemass.org). You can visit our project website at <http://tiny.cc/NorthbridgeResilience> or scan the QR code.

G.



Adam D. Gaudette  
Town Manager

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

## **SELECTMEN'S GOALS FOR THE TOWN MANAGER**

**January 1, 2024 through December 31, 2024**

### **1) Budget Preparation for FY2025**

Oversee the budget development process for FY2025 by working with Department Managers to provide budget materials for analysis by the Board of Selectmen and Finance Committee, in order to produce a "balanced budget" for adoption at the Annual Town Meeting on May 7, 2024 as well as any ballot questions for the Annual Election on May 21, 2024. The Town Manager will also incorporate the following within his Budget Preparation in an effort to protect and enhance the financial health of the Town:

- Capital Improvements Planning and Budgeting
- School Department Funding
- Health Care Benefits and Liabilities (OPEB, Pension, other)
- Free Cash and Stabilization Distribution
- Seek out and apply for Grants and other sources of revenue to supplement appropriations
- Continue to utilize fiscal discipline, identify areas of savings, and promote transparency

---

### **2) Fire Station Building Project Close-Out and Opening**

Oversee the Fire Station Construction Completion Process; providing support to the Building, Planning, and Construction Committee (BPCC), and working in conjunction with the Owner's Project Manager (CHA) and the Architectural Consultant (TGAS), along with the Fire Chief and his staff. Required tasks for the Close-Out phase include:

- The Town Manager will continue to attend weekly design meetings and construction meetings as he is available.
- The Town Manager will continue to coordinate BPCC meeting agendas, meeting documents, and presentation materials for the Committee's review.
- The Town Manager will continue to work closely with the Design Team to oversee and coordinate the payment and change order process for the BPCC review; in addition to working closely with the BPCC on budget finalization.
- The Town Manager will regularly communicate aspects of the construction process to the Board of Selectmen, Finance Committee, and residents, including informational relative to project costs.
- The Town Manager will work closely with the Fire Chief and his staff on the transition from the current Fire Station Headquarters to the new station.

- The Town Manager will also work closely with the Fire Chief and staff transitioning the Development Staff from the Town Hall Annex to the new station.
  - The Town Manager will work closely with the Fire Chief to schedule and coordinate any soft opening and ribbon cutting ceremony/opening for the public.
- 

### **3) American Rescue Plan Act (ARPA) Project Coordination**

The American Rescue Plan Act of 2021 (ARPA) was signed into law on March 11, 2021. This law provides resources through the new Coronavirus Local Fiscal Recovery Fund (CLRF) to local governments to respond to the public health emergency caused by COVID-19. These funds are administered by the US Department of the Treasury and in Massachusetts with assistance from the Executive Office of Administration and Finance (A&F).

The Town of Northbridge is set to receive \$1,745,767 in “Direct Local Care” and \$3,239,700 in “County Reallocation” funds for a total of \$4,985,467. Funds must be expended by December 2024 and do not require Town Meeting Appropriation.

The Town Manager previously completed the staff and non-profit project application process as well as obtaining support from the Board of Selectmen and the Finance Committee for the Town’s recommended ARPA plan.

The Town Manager will coordinate project implementation and the following suggested tasks:

- The Town Manager will provide critical support to staff to ensure project implementation through completion.
  - The Town Manager will oversee project reporting by the Town Accountant to the Department of the Treasury.
  - The Town Manager will ensure proper procurement procedures.
  - The Town Manager will ensure that prevailing wage regulations are followed.
  - The Town Manager will meet with staff and nonprofit representatives as needed to ensure compliance and success.
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### **4) Municipal Property Surplus Dispositions**

The Town Manager will continue to coordinate the sale or redevelopment of surplus building/property that shall include but may not be limited to: (1) Main Street Fire Station; (2) Northbridge Elementary School; (3) Town Hall Annex; and (4) the Rockdale Fire Station.

- The Town Manager will draft and advertise RFP’s as necessary – complete for (1) and (2) above.
- The Town Manager will coordinate the review of RFP submissions for completeness – complete for (1) and (2) above.
- The Town Manager will coordinate presentations before the Board of Selectmen, which may or may not require a public hearing with abutters – complete for (1) above, (2) is scheduled for February 26<sup>th</sup>.
- The Town Manager will coordinate Town’s assistance with permitting / other meetings as necessary such as Technical Review by staff.

- The Town Manager will coordinate all necessary legal documents with Town Counsel and staff as necessary for any transfer of title.
- The Town Manager will coordinate Annual Town Meeting Presentations as needed – (2) above will be presented at the FATM on May 7<sup>th</sup>.
- The Town Manager will continue to support the BPCC and the Whitin Community Center with the (3) above.
- The Town Manager will coordinate the design process for (4) above which will include joint oversight of a professional engineering team with the DPW.

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