

**TOWN OF NORTHBRIDGE  
BOARD OF SELECTMEN'S MEETING  
NORTHBRIDGE TOWN HALL  
7 MAIN STREET - WHITINSVILLE, MA 01588  
February 26, 2024 at 7:00 PM**

RECEIVED

24 FEB 22 PM 4: 23

**PLEDGE OF ALLEGIANCE**

NORTHBRIDGE TOWN CLERK  
LINDA S. ZYMNIEN

**I. APPROVAL OF MINUTES**

**II. PUBLIC HEARING: A. 7:05 PM - 1)** Report progress of the Town's FY 2020 (CDF) Community Development Fund Grant; and **(2)** FY 2024 Community Development Block Grant Program: Discuss proposed application to Massachusetts Executive Office of Housing & Livable Communities for funding as part of FY 2024 CDF Program / Vote to submit application  
**Present: Wayne Darragh, Community Opportunities Group and Gary Bechtholdt, Town Planner**

**III. APPOINTMENTS / By the Town Manager (Vote to Affirm)**

**B.** Christopher Dutting, Student Police Officer / **Present: Timothy Labrie, Police Chief**

**IV. CITIZENS' COMMENTS/INPUT**

**V. DECISIONS**

**C.** Amanda Catherine Guillette d/b/a Robyn's Table/Application for a Non-Alcoholic Common Victualler License for 670 Linwood Avenue, Bldg C., Whitinsville, MA 01588

**D.** Spring Annual Town Meeting [May 7, 2024] / Vote to place Selectmen's articles on the warrant

**E.** Land/Trail Stewardship Committee / Request to revise the composition of the committee by adding 4 Member-at-Large seats appointed by the Board of Selectmen. **Present: David Pickart, Conservation Agent**

**F.** 2024 Town Manager Goals

**VI. DISCUSSIONS**

**G.** Presentation to the Board of Selectmen: Request for Proposals Response for 44 Cross Street (former Northbridge Elementary School). **Present: Lobisser & Ferreria Construction Corp.**

**VII. TOWN MANAGER'S REPORT**

**VIII. SELECTMEN'S CONCERNS**

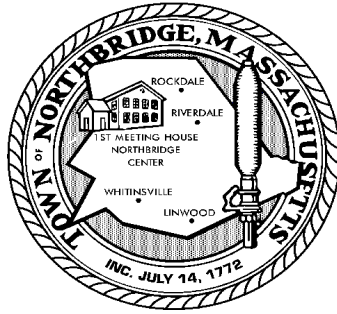
**IX. ITEMS FOR FUTURE AGENDA**

**X. CORRESPONDENCE**

**XI. EXECUTIVE SESSION**

Town Clerk: 2 Hard copies

Web: Post time-stamped copy



## TOWN OF NORTHBRIDGE

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### NOTICE OF PUBLIC HEARING FY2020 GRANT PROGRESS REPORT FY2024 MA CDBG PROGRAM APPLICATION

Northbridge Board of Selectmen to hold Public Hearing **Monday, February 26, 2024 (7:05 PM)** Memorial Town Hall (7 Main Street, Whitinsville, MA 01588) to (1) report progress of its FY2020 (CDF) Community Development Fund Grant & (2) discuss proposed application to Massachusetts Executive Office of Housing & Livable Communities for funding as part of FY2024 CDF Program.

Under FY2024 Community Development Fund Grant following activities may be eligible: housing rehabilitation assistance (income-qualifying homeowners), infrastructure improvements (elimination of slum & blight), & planning/public social services (funding). Town considering infrastructure improvements to Church Avenue (Rockdale Target Area) where this, and/or other initiatives may be identified as part of public engagement. If funded, grant to be administered by Northbridge Community Planning & Development.

Comments for potential program activities may be made at Public Hearing and/or in writing to Northbridge Community Planning & Development (7 Main Street, Whitinsville, MA 01588 [cdbg@northbridgemass.org](mailto:cdbg@northbridgemass.org)) prior to. Town encourages broad spectrum of participation by residents & other interested parties in order to better understand & serve needs of community. Any person/organization wishing to be heard will be afforded opportunity to do so. Memorial Town Hall is accessible; if require translator, hearing impaired, or other accommodations contact Office of Town Manager no later than Tuesday, February 20, 2024 by calling (508) 234-2095 or emailing [aguadette@northbridgemass.org](mailto:aguadette@northbridgemass.org).

Russell D Collins, Chair  
Northbridge Board of Selectmen

WORCESTER TELEGRAM & GAZETTE  
Monday, February 12, 2024  
Monday, February 19, 2024



# Christopher R Dutting

~~XXX Delete XXX (M) (G) after MM/YY/YY Phone (XXX) XXX-XXXX Email XXX@XXX.com~~

## *Professional Summary*

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Highly motivated Finance Manager with over 4 years of experience. Proven skills in financial analytics, marketing strategies and sales. A proven track record of Success in project management, customer relationships and revenue growth. Seeking employment with a company that focuses on finance, that will provide a great opportunity to utilize my leadership and communication skills while providing career advancement opportunity.

## *Experience*

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### **Camping World - Finance Manager** May 2017- September 2023

- - Earning on average \$250k in finance profit monthly
- - Provide timely, accurate and credible updated business plans based on previous quarterly reports, forecasts and long-range plans
- - Create, maintain, and support the development of reports and dashboards for ongoing needs
- - Develops and maintains relationships with major lending agencies
- - Reviewing purchase details and contracts with clients
- - Key contributor in exceeding monthly sales goals
- - Own key processes in monthly closings and financial reporting
- - Review of contracts for compliance with internal procedures and policies
- - Prepares and provides monthly earning reports to the regional managers
- - Manages and organizes financial records in accordance with company standards
- - Review daily transactions according to current financial processes to ensure accuracy
- - Day to day communication and negotiation with clients
- - Demonstrates extensive knowledge of company products and services
- - Identify trends/issues and problem solve to improve quality of financial and sales results.
- - Research competitor product pricing and interest rates to contribute to overall company success

### **Clean Cut Lawns- Property Maintenance and Design** May 2016 - Sept. 2016

- Designed and installed walkways and patios
- Maintained client's property to exceed plans and requests
- Managed a crew of laborers to reach goals of clients' needs

### **Seremet Electric- Commercial Electrician and Bookkeeper** Nov. 2014 - Sept. 2015

- Assisted in coordination of commercial electrical work
- Installed and maintained commercial equipment
- Updated and prepared monthly budget and expense reports - Organized and assessed work orders

## *Education*

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**University of Rhode Island** August 2015 to May 2018 Bachelor School of Science - Major Economics / Minor Finance

**Quinsigamond Community College** August 2014 to May 2015 – General Studies

**Springfield College** August 2013 to May 2014 – Major Physical Education

## *Skills*

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- Analysis of financial information – Internal and External Communications – Leadership – Proficient in Microsoft Office / Excel – Attention to detail – Customer Service – Organization – Problem Solving – Cost Management – Budgeting Analysis – Power BI

Phone: 978-866-4587

THE COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE

C.

APPLICATION FOR COMMON VICTUALLER 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):

Amanda Catherine Guillette, Robyn's Table

STATE CLEARLY PURPOSE FOR WHICH LICENSE IS REQUESTED: [Common Victualler]

TO: operate a food establishment/food service business

GIVE LOCATION BY STREET AND NUMBER:

AT: 670 Linwood Avenue, Bldg C, Whitinsville, MA 01588

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

Choose one:  New License  Transfer

LIST THE DAYS AND HOURS OF PROPOSED OPERATION:

DURING: ~~Mon~~ Thurs 11-2, Fri-Sun 12-6

*Amanda Guillette*  
(Signature of Applicant)

Mailing Address:  
Print Name: Amanda Guillette

Address: 512 Shippee School House Rd Ext

City: Danielson, CT

State, Zip: 06239

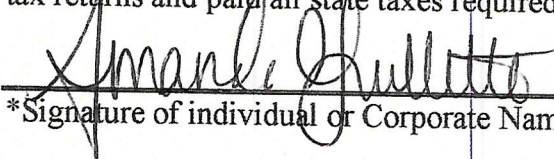
Received: 2/12/24 9:45 AM  
(Date) (Time)

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

Official Use only  
Date License Granted:  
\_\_\_\_\_

**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)

~~XXXXXXXXXXXXXXXXXXXX~~

\*\* Social Security Number or Federal Identification Number

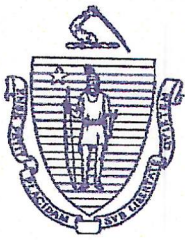
\* This license will not be issued unless this certification clause is signed by the applicant.

\*\*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

**FORM MUST BE FILLED  
 OUT COMPLETELY**

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

**Workers' Compensation Insurance Affidavit: General Businesses**

**Applicant Information**

Please Print Legibly

Business/Organization Name: Robyn's Table  
 Address: 6070 Linwood Ave, Bldg C Whitinsville MA 01588  
 City/State/Zip: \_\_\_\_\_ Phone #: (978) 866-4587

**Are you an employer? Check the appropriate box:**

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

**Business Type (required):**

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

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

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

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

Insurance Company Name: \_\_\_\_\_  
 Insurer's Address: \_\_\_\_\_  
 City/State/Zip: \_\_\_\_\_  
 Policy # or Self-ins. Lic. # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

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

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

Signature: Amanda Gullett Date: 1/27/24  
 Phone #: (978) 866-4587

**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





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

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

cc: Town Manager

cc: Assessor

Linda B. Zywiec, CMC  
Town Clerk

[lzywiec@northbridgemass.org](mailto:lzywiec@northbridgemass.org)

Laura A. Medeiros  
Assistant Town Clerk  
[lmedeiros@northbridgemass.org](mailto:lmedeiros@northbridgemass.org)

**BUSINESS CERTIFICATE APPLICATION**

Fee \$25

Date 1/24/24

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

Robyn's Table

AT 670 Linwood Avenue, Bldg C Whitinsville MA 01588

(Address)

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

Full Name

Amanda Catherine Guillette

Residence and Telephone

512 Shippee School House Rd. Ext  
Danielson, CT 06239

SIGNATURES:

[Handwritten Signature]

On February 12 2024 the above named person(s) personally appeared before me and made oath that the foregoing statements are true.

[Handwritten Signature]

Town Clerk, Assistant Town Clerk, Other

**OR** - This certificate has been Notarized as follows:

County:

State:

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

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

(Official signature and Seal of Notary) Commission Expires \_\_\_\_\_

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

WHICH SUCH VIOLATION CONTINUES.

CERTIFICATE EXPIRES 2028 (Four (4) yrs from effective date)



TOWN OF NORTHBRIDGE  
OFFICE OF THE TOWN CLERK

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

Linda B. Zywiem, CMC  
Town Clerk

[lzywiem@northbridgemass.org](mailto:lzywiem@northbridgemass.org)

Laura A. Medeiros  
Assistant Town Clerk  
[lmedeiros@northbridgemass.org](mailto:lmedeiros@northbridgemass.org)

MEMO

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

TO: James Sheehan, Inspector of Buildings/Zoning Agent

RE: Business Certificate Request

**TO BE COMPLETED BY APPLICANT:**

Name: Amanda Catherine Guillette

Address: 512 Shupple School House Rd. Ext Danverson, CT 06239

Telephone: (978) 866-4507

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

670 Linwood Avenue Bldg C Whitinsville, MA 01588

Nature of Business:

Food establishment / Service - charcuterie & Grazing Boards

Please review and state your opinion.

**TO BE COMPLETED BY ZONING AGENT:**

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

Approved

NOT Approved

Allowed Use.

J. Sheehan

5-15-2024

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF NORTHBRIDGE  
WARRANT FOR SPRING ANNUAL TOWN MEETING  
TRANSACTION OF TOWN BUSINESS  
TUESDAY, MAY 7, 2024 - 7:00 P.M.**

**DRAFT #5 – 2.22.24**

WORCESTER, ss:

To any Constable of the Town of Northbridge in said County,

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the Inhabitants of the Town of Northbridge, qualified to vote in Town elections and Town affairs, to meet in the Northbridge High School on Linwood Avenue, in Whitinsville, in said Northbridge, Massachusetts, on Tuesday, May 7, 2024 at 7:00 o'clock P.M., then and there to act on the following articles:

**ARTICLE 1: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the unexpended appropriated funds of one or more of the departments of the Town the following sums of money and authorize the payment of prior year bills; or take any other action relative thereto.

**ARTICLE 2: (Board of Selectmen)**

To see if the Town will vote to amend the votes taken under Article 3 of the 2023 Spring Session of the Annual Town Meeting (May 2, 2023), and under Article 2 of the 2023 Fall Session of the Annual Town Meeting (October 24, 2023), appropriations and transfers under the Omnibus Budget Article; or take any other action relative thereto.

Snow & Ice - \$300,000 (est.)

Unemployment - \$100,000

Property & Liability - \$57,468

Workers Comp - \$14,017

Landfill Expenses - \$25,000

Playground & Rec - \$10,000

**ARTICLE 3: (Finance Committee)**

To see if the Town will vote to raise and appropriate and/or transfer from available funds in the Treasury and/or transfer from the Pine Grove Cemetery Fund such sums of money, not to exceed **\$54,365,309.26** to defray the necessary and usual expenses of the several departments of the Town for FY 2025, beginning July 1, 2024 and ending June 30, 2025; or take any other action relative thereto.

**ARTICLE 4: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Sewer Enterprise Fund a sum of money to operate the Sewer Enterprise Operation of the Department of Public Works for FY 2025; or take any other action relative thereto.

**ARTICLE 5: (Board of Selectmen)**

To see if the Town will vote to raise and appropriate and/or transfer from the Retained Earnings Account of the Water Enterprise Fund a sum of money to operate the Water Enterprise Operation of the Department of Public Works for FY 2025; or take any other action relative thereto.

**ARTICLE 6: (Board of Selectmen)**

To see if the Town will vote to appropriate a sum of money and such additional funds as may become available from the Commonwealth's Department of Transportation, Chapter 90 Bond Issue proceeds, to be used by the Department of Public Works for the repair and maintenance of Town roads in conformance with MGL and further to see if the Town will vote to meet said appropriation by borrowing and to authorize the Treasurer/Collector, with approval of the Board of Selectmen, to issue bonds or

notes of the Town therefor in anticipation of the receipt of said State Aid; or take any other action relative thereto.

**ARTICLE 7: (Board of Selectmen)**

To see if the Town will vote to authorize the Treasurer/Collector to enter into a compensating balance agreement or agreements for FY 2025, pursuant to Chapter 44, Section 53F of the M.G.L.; or take any other action relative thereto.

**ARTICLE 8: (Board of Selectmen)**

To see if the Town will vote to set the FY 2025 spending limits for the Town's revolving funds under section 5-113 of the Northbridge Code as follows:

<b>Program or Purpose</b>	<b>FY 2025 Spending Limit</b>
Playgrounds and Recreation	\$20,000
Food Health and Safety	\$25,000
Compost Site	\$10,000

or take any other action relative thereto.

**ARTICLE 9: ~~(Board of Selectmen)~~**

~~To see if the Town will vote to appropriate and transfer a sum of money from the Pine Grove Cemetery Trust to fund operations of the Pine Grove Cemetery for FY 2024 beginning July 1, 2023 and ending on June 30, 2024, said funds to be expended under the direction of the Director of Public Works; or take any other action relative thereto.~~ **Make part of the Omnibus Budget – see breakdown for Article 3.**

**ARTICLE 9: (Community Preservation Committee)**

To see if the Town will vote to appropriate or reserve for future appropriation from the Community Preservation Fund annual revenues, the amounts of money recommended by the Northbridge Community Preservation Committee for community preservation projects and other expenses for the Fiscal Year 2025, with each item to be considered a separate appropriation; or take any other action relative thereto.

Reserves:

1. a) From FY2025 estimated revenues for Historic Resources Reserve **-the sum of \$25,000**
2. b) From FY2025 estimated revenues for Community Housing Reserve **-the sum of \$25,000**
3. c) From FY 2025 estimated revenues for Open Space & Recreation Reserve **-the sum of \$25,000**
4. d) From FY 2025 estimated revenues for Budgeted Reserve **-the sum of \$175,000**

**ARTICLE 10: (Community Preservation Committee)**

To see if the Town will vote to appropriate a sum of money from the Community Preservation Fund reserves to the Northbridge Community Preservation Committee for expenses associated with the implementation of the Community Preservation Act (say \$10,000), including but not limited to clerical assistance, office supplies, property surveys, appraisals, attorney fees, and other professional services, recording fees, printing and all other necessary and proper expenses for the Fiscal Year 2025; or take any other action relative thereto.

**ARTICLE 11: (Community Preservation Committee)**

**Fletcher Homestead Assessment \$50,000 from Historic CPA**  
**Fletcher Homestead Boiler Replacement \$13,500 from Historic CPA**

**ARTICLE 12: (Community Preservation Committee)**

**2024 Debt payment for Castle Hill \$126,436 from General CPA**  
**2025 Debt payment for Castle Hill \$131,200 from General CPA**

**ARTICLE 13: (Board of Selectmen)**

To see if the Town will vote to transfer the sum of \$55,000 from the **unexpended balances of the Pine Grove Cemetery Accounts XXXXXX** for the following cemetery maintenance project: \$10,000 for Tree and Stump Removal and Stump Removal, \$20,000 to make Cemetery Road Improvements, and \$25,000 for Lawn Tractors, said sum to be expended under the direction of the Director of Public Works; or take any other action relative thereto.

**ARTICLE 14: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$500,000, which includes \$378,547 from the Retained Earnings Account of the Sewer Enterprise Fund, and \$121,453 from the unexpired sewer capital accounts listed as follows:

<u>Account #</u>	<u>Project</u>	<u>Amount</u>
60003050-530000	Siphon #2	\$ 783.37
60000404-589004	Whitinsville Interceptor	\$2,881.47
60001011-589004	D&C Repairs	\$ 349.63
60001513-589101	Sutton Street Sewer	\$69,612.90
60001322-585342	Bldg. Weatherization	\$ 146.70
60001520-589004	WWTP Facility Upgrade	\$44,227.00
60003050-530000	Inspection Camera	\$ 3,451.83
<b>TOTAL</b>		<b>\$121,452.90</b>

to be expended under the direction of the Director of Public Works for the following purposes: the sum of \$150,000 for funding work recommended as a result of the Town's Comprehensive Wastewater Management Plan (CWMP) and infiltration & inflow reports for the multi-year program to make physical improvements to the Town's sewer collection system, including the sealing/replacement of leaking manhole structures and relining/replacement of deficient/cracked/broken sewer lines; and the sum of \$350,000 to complete the SCADA system upgrades; or take any other action relative thereto.

**ARTICLE 15: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$104,946 from the Retained Earnings Account of the Water Enterprise Fund, for the purpose of replacing nine (9) fire hydrants at the cost of \$60,000 and for the purpose of replacing the Church Ave water main at the cost of \$44,946 under the direction of the DPW Director; or take any other action relative thereto.

**ARTICLE 16: (Board of Selectmen)**

To see if the Town will vote to fund the capital projects shown below by appropriating and transferring the total sum of \$1,611,100 from the undesignated fund balance (free cash);

<u>Project Title</u>	<u>Department</u>	<u>Amount</u>
Real Property Valuation	Assessors	\$ 5,000
Perimeter Fencing at Plummers Place	Council on Aging	\$ 40,000
Green Communities Match	Town Planner/DPW	\$ 25,000
Leaf Vacuum	Public Works	\$ 60,000
Trackless Sidewalk Tracker	Public Works	\$225,000
Sidewalk Maintenance	Public Works	\$ 25,000
Pavement Maintenance	Public Works	\$200,000
Repaving of Riverdale Cemetery	Public Works	\$ 19,000
Quaker Street Guardrail Replacement	Public Works	\$ 9,000
Town Hall Parking Lot Reclamation (Add'l Funds)	Public Works	\$ 20,000
School Street Guardrail Replacement	Public Works	\$ 15,000
Rockdale Fire Station – Parking Lot Design	Public Works	\$ 50,000
Environmental Study Sutton St/Gendron	Public Works	\$ 50,000
Upton Street – Engineering & Repairs	Public Works	\$ 75,000
Repaving of Church Ave	Public Works	\$100,000
Purchase New Ambulance	Fire Department	\$450,000
Repair Walkway	Library	\$ 25,000
Library Construction Grant Match (MBLC)	Library	\$150,000
Skatepark Upgrades	Playground/Recreation	\$ 32,500
Purchase 23 Department Tasers	Police Department	\$ 5,600
UST Removal (Additional Funds)	Police Department	\$ 10,000
Town Hall – Selectmen's Room – AV Equipment	Facilities & Cable Staff	\$ 20,000

**TOTAL: \$1,611,100**

or take any other action relative thereto.

**ARTICLE 17: (Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the following unexpended sums from appropriations of prior years for the purpose set forth below:

<u>Account #</u>	<u>Project</u>	<u>Amount</u>
01022319-585343	NES Reuse Study	\$11,486.97
01022319-585353	Field Mower	\$15,420.06
01022319-585009	Hot Box Trailer	\$ 419.00
01022023-585373	Park Christmas Trees	\$17,052.80
01022023-585374	WWTP Brush Removal	\$ 1,300.00
01022023-585376	Linwood Guardrail	\$ 4,263.75
01022217-585012	Replace FD Air Bottles	\$13,060.00
01022319-585355	FD UST Removal	\$ 750.00
01022023-585358	Library Gas Conversion	\$27,118.00
01021915-585313	PD Sidewalk Repairs	\$12,470.00
01021915-585314	Town Hall Sign Board	\$ 5,656.76
01021915-585315	Town Manager Vehicle	\$ 4,232.73
01022318-585833	Replace Intercoms/Clocks	\$11,589.72
01022318-585334	Upgrade Network Switches	\$25,815.00
01022318-585004	Replace Cafeteria Tables	\$11,847.49
01022023-585391	Ride-on Floor Scrubber	\$ 5,867.00
01022023-585393	Middle School Clocks	\$ 225.00
<b>TOTAL</b>		<b>\$168,574.28</b>

Of which \$100,000 to be expended under the direction of the Chief of Police to purchase 23 Police Department Tasers, and \$68,574.28 to be spend jointly by the Fire Chief, Police Chief, and DPW Director to replace the Police Department Gas Pump; or take any other action relative thereto.

**ARTICLE 18: (School Committee and Board of Selectmen)**

To see if the Town will vote to appropriate and transfer the sum of \$325,286 from the Town Building-Maintenance Fund, established pursuant to Chapter 438 of the Acts of 2012, for Town-owned buildings and facilities maintenance purposes in Fiscal Year 2025 as follows: \$7,000 for Middle School Auditorium Lift; \$22,000 for Middle School Loading Dock Lift Replacement; \$200,000 for Middle School Bathroom Renovations; \$43,286 for Middle School and High School Wireless Access Points Upgrade; \$8,000 to replace the Town Hall Ground Floor Exterior ADA Door; \$33,000 to replace the Town Hall Ground Floor Interior ADA Door; and \$12,000 for the Library Exterior ADA Door; or take any other action relative thereto.

**ARTICLE 19: (Board of Health and Town Manager)**

To see if the Town will vote to appropriate and transfer from the undesignated fund balance (free cash, the sum of \$1,000,000 to comply with the Immediate Response Action Plan submitted to the Massachusetts Department of Environmental Protection for activities at the Quaker Street Landfill; or take any other action relative thereto.

**ARTICLE 20: (Board of Selectmen)**

To see if the Town will vote to transfer the custody, care and control of the former Northbridge Elementary School property, located at 30 Cross Street and shown as parcel 160 on Assessors' Map 14A, from the Board of Selectmen to the Board of Selectmen for the purpose of disposition, whether by sale, lease – in whole or in part – or otherwise; and to authorize the Board of Selectmen to take any and all action necessary to accomplish such disposition; or take any other action relative thereto.

**ARTICLE 21: (Bylaw Review Committee)**

To see if the Town will vote to approve the grammatical and stylistic amendments to the Code of Northbridge (Bylaws) in accordance with the final report of the Bylaw Review Committee appointed in 2021 pursuant to Section 8-9(b) of the Home Rule Charter, said report being on file with the Town Clerk; or take any other action relative thereto.

**ARTICLE 22: (Bylaw Review Committee)**

To see if the Town will vote to approve the substantive amendments to the Code of the Town of Northbridge (Bylaws) in accordance with the final report of the Bylaw Review Committee appointed in 2021 pursuant to Section 8-9(b) of the Home Rule Charter, said report being on file with the Town Clerk; or take any other action relative thereto.

**ARTICLE 23: (Planning Board and Conservation Commission)**

To see if the Town will vote to approve the following amendment to the Code of the Town of Northbridge (Bylaws) Stormwater Management Bylaw (comply with EPA mandates) -

; or take any other action relative thereto.

**ARTICLE 24: (Finance Committee)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to the Opioid Settlement Fund; or take any other action relative thereto.

Transfer \$124,833.13 from free cash to account 15201230-471000 for the opioid settlements that we received in Fiscal 2023

**ARTICLE 25: (Finance Committee)**

To see if the Town will vote to raise and appropriate, and/or to transfer from the undesignated fund balance (free cash), a sum of money to the Stabilization Fund; or take any other action relative thereto.

Currently \$347K – but need to finalize Snow & Ice and other transfers; also use of Building Maintenance can be shifted.

And you are directed to serve this warrant by posting attested copies thereof at the Whitinsville Post

Office and the Town Hall Annex, in Whitinsville, all in Precinct 1; the NCTV Cable Studio and the Northbridge Post Office, in Northbridge, all in Precinct 2; the Town Clerk's Office and 1Quickstop, in Whitinsville, all in Precinct 3; and the Veterans Hall (875 Hill Street), in Whitinsville, in Precinct 4; and Shaw's, in Whitinsville, in Precinct 5; twenty-eight (28) days at least before the time and place of meeting aforesaid.

WHEREOF FAIL NOT, and make due return of the warrant, with your doings thereon, to the Town Clerk at the time and place of said meeting. GIVEN under our hands this 25<sup>th</sup> day of March in the year Two Thousand Twenty-Four.

**SELECTMEN OF NORTHBRIDGE**

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

\_\_\_\_\_  
Thomas J. Melia, Vice Chairman

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

\_\_\_\_\_  
Brian M. Paulhus, Selectman

\_\_\_\_\_  
Thomas Begin, Selectman

WORCESTER, SS Northbridge

Date:

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

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





**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](http://www.northbridgemass.org)

## MEMORANDUM

**DATE:** February 22, 2024

**TO:** Board of Selectmen

**FROM:** Sharon L. Susienka, Exec. Asst. to the Town Manager/HR **SLS**

**SUBJECT:** Land/Trail Stewardship Committee / Change in composition

Gentlemen:

Per vote of the Select Board on May 22, 2023, the Land/Trail Stewardship Committee was set up as follows:

- One member of the Conservation Commission [*Seat held by Chloe Mawn*];
- One member of the Planning Board [*Seat held by Rebecca Rushford*];
- One member of the Open Space and Recreation Implementation Committee once formed [*Seat is currently vacant since the committee is not yet up and running*];
- One member of the School Committee and/or an NHS Student Liaison [*Seat held by NHS student Hannah Rue King*]; and the
- Conservation Agent (Serves as Ex-Officio) to provide the Committee with guidance and recommendations. [*Seat held by David Pickart*].

As it stands, David Pickart, Conservation Agent, recently informed me that several other people are interested in serving on this Committee but since there is no provision to allow additional members beyond the five (5) mentioned above, I advised him that the Select Board would have to vote to change the composition.

My recommendation to Mr. Pickart is to add four (4) Member at Large seats appointed by the Board of Selectmen, which would accommodate the three additional persons who are interested in serving on the Land/Trail Stewardship Committee, leaving one (1) open seat.

Should the Board vote in the affirmative to add four (4) Member at Large seats, the proposed members will attend the next Selectmen's meeting to be officially appointed.



**Adam D. Gaudette**  
Town Manager

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## **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

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### **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.
- 

### **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 BPC 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.

DRAFT