

**TOWN OF NORTHBRIDGE
BOARD OF SELECTMEN'S MEETING
VIRTUAL MEETING USING ZOOM
April 27, 2020 at 7:00 PM**

The public is invited to attend/join this meeting from your computer, phone or tablet.

Join Zoom Meeting:

<https://us02web.zoom.us/j/83673782469?pwd=S3JQOUVvZEtvM1RuUGhkcUFLVXdMQT09>

Meeting ID: 836 7378 2469

Password: 036847

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

I. 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 Finance Committee 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.

II. APPROVAL OF MINUTES: A. January 13, 2020

III. PUBLIC HEARING

IV. APPOINTMENTS: B. By the Town Manager: 1) Rochelle Thompson, Inspector of Animals/Vote to nominate [*Note: Appointment is subject to certification by the State*]
2) Maurice Guilbault, Alternate Inspector of Animals/Vote to nominate [*Note: Appointment is subject to certification by the State*]
3) Daniel Chauvin, Animal Control Officer (Annual Reappointment)/Vote to affirm
C. Resignations: Amanda Foster, Disability Commission

V. CITIZENS' COMMENTS/INPUT

VI. DECISIONS:

- D.** MSM Management dba Sparetime recreation, 117 Church Street/One-day Entertainment Applications
- E.** 2020 Annual License Renewals [Junk Dealers, Bowling & Billiards] / Vote to approve subject to the payment of all monies due the Town
- F.** Stone Hill Condominiums – Sewer Connection Fee Reduction Request **Present:** Henry Lane
- G.** Annual Town Meeting Postponement by the Moderator (June 23rd) **Present:** Moderator Henry Lane
- H.** Vote to postpone Annual Election (June 30th)
- J.** Annual Town Election [May 19, 2020] / Vote to sign warrant ****only needed if the postponement is not approved****
- K.** Vote to Extend Taxes Due Deadline from May 1st to June 1st due to COVID-19 **Present:** Treasurer/Collector Julie Harris

VII. DISCUSSIONS

VIII. TOWN MANAGER'S REPORT

IX. SELECTMEN'S CONCERNS

X. ITEMS FOR FUTURE AGENDA

XI. CORRESPONDENCE

XII. EXECUTIVE SESSION

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

THIS AGENDA IS SUBJECT TO CHANGE



**BOARD OF SELECTMEN'S MEETING
January 13, 2020**

A meeting of the Board of Selectmen was called to order by Vice Chairman Alicia Cannon at 7:00 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. Board Members Present: Ampagoomian, Cannon, Melia and Nolan. Chairman James Athanas was absent, and it is duly noted. Town Manager Adam D. Gaudette was also absent and it is duly noted.

The Pledge of Allegiance was recited by those present.

APPROVAL OF MINUTES: 1) November 4, 2019. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the November 4, 2019 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Cannon, Melia and Nolan. **2) November 18, 2019.** A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve the November 18, 2019 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Melia and Nolan. **Abstain: Cannon. 3) December 2, 2019.** A motion/Mr. Ampagoomian, seconded/Mr. Nolan to approve the December 2, 2019 minutes as presented with the readings omitted. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

PUBLIC HEARING: 7:05 PM – Massachusetts Electric Company dba National Grid and Verizon New England/Petition #28915393 (East Street) to relocate pole 19 to the West-Southwest Approx. 7' per request of customer. Vice Chairman Cannon announced that the public hearing would be delayed since it was not yet 7:05 PM.

Spring Annual Town Meeting [May 5, 2020]/1) Vote to open the warrant this date. 2) Vote to close the warrant on Friday, March 6, 2020 at Noon. A motion/Mr. Ampagoomian, seconded/Mr. Nolan to open the Spring Annual Town Meeting warrant and to close the warrant on Friday, March 6, 2020 at Noon. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

Linda Usher/Request to hold the 32nd Annual Whitin Five Mile Road Race, Thursday, November 26, 2020 subject to the safety requirements of the Northbridge Police Department. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve Ms. Usher's request to hold the 32nd Annual Whitin Five Mile Road Race, Thursday, November 26, 2020, subject to the safety requirements of the Northbridge Police Department. Vote Yes/Ampagoomian, Cannon, Melia and Nolan.

Pine Grove Cemetery Deeds/1) Frances Trottier [1 Full grave - Lot No. 40B, Elm Ave North]. A motion/Mr. Melia seconded/Mr. Ampagoomian to approve the sale of Lot No. 40B, Elm Ave, North to Frances Trottier. Vote yes/Ampagoomian, Cannon, Melia and Nolan. **2) Barbara VanderKlay [2 full graves - Lot No. 32, Walnut Ave North].** A motion/Mr. Melia seconded/Mr. Ampagoomian to approve the sale of Lot No. 32, Walnut Ave, North to Barbara VanderKlay. Vote yes/Ampagoomian, Cannon, Melia and Nolan. **3) R. Paul Johnson [1 full grave - Lot No. 31B, Walnut Ave, North].** A motion/Mr. Melia seconded/Mr. Ampagoomian to approve the sale of Lot No. 31B, Walnut Ave, North to R. Paul Johnson. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

Riverdale Cemetery Deed/Nancy and Thomas Faber [Single grave - Lot no. 28, Maple Ave, North]. A motion/Mr. Nolan, seconded/Mr. Ampagoomian to approve the sale of the Lot No. 28, Maple Ave., North to Nancy and Thomas Faber. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

PUBLIC HEARING: 7:05 PM – Massachusetts Electric Company dba National Grid and Verizon New England/Petition #28915393 (East Street) to relocate pole 19 to the West-Southwest Approx. 7' per request of customer/Present: Michael Parent. Vice Chairman Cannon read aloud the public hearing notice. A motion/Mr. Melia, seconded/Mr. Ampagoomian to open the public hearing. Roll call vote: Mr.

Ampagoomian/Yes, Mr. Melia/Yes, Mr. Nolan/Yes and Mrs. Cannon/Yes. Mr. Parent, Senior Designer for the Hopedale Office stated the petition is to move a pole from the center of the customer's driveway to a small piece of land and added that the pole needs to be replaced anyway. Mrs. Cannon asked if there were any abutters present that would like to speak. There being no abutters present, a motion/Mr. Melia, seconded/Mr. Ampagoomian to close the public hearing. Roll call vote: Mr. Ampagoomian/Yes, Mr. Melia/Yes, Mr. Nolan/Yes and Mrs. Cannon/Yes. A motion/Mr. Melia, seconded/Mr. Ampagoomian to approve petition #28915393 (East Street) to relocate pole 19 to the West-Southwest Approx. 7' per request of customer. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

APPOINTMENTS: By the Board of Selectmen: Open Space and Recreation Plan Update Committee [Member at Large]: Joel Vande Werken. Mr. Vande Werken stated that he saw there was an opportunity to serve the town and it sparked his interest. Selectman Melia asked if there was any particular reason, he chose this Committee. Mr. Vande Werken stated that he is interested in the committee and use of space in Towns. A motion/Mr. Melia, seconded/Mr. Ampagoomian to appoint Mr. Joel Vande Werken to the Open Space and Recreation Plan Update Committee as a Member at Large. Vote yes/Ampagoomian, Cannon, Melia and Nolan.

CITIZENS' COMMENTS/INPUT/None.

Forest Legacy Program/Present: David Pickart, Northbridge Conservation Commission. Mr. Pickart advised that the Department of Conservation and Recreation is expanding their geographical area of what is covered under the Forest Legacy Program. He explained that the Program is voluntary and is for private landowners who have forests and wish to keep the land as forest use. In order for the owner to apply, the Town needs to be designated as a member of the Forest Legacy Program through the Conservation Commission. The Conservation Commission reviewed this program and discussed it at a public meeting and has decided to support the program. Mr. Pickart stated that with all the forest cutting that has been done in the recent past, the Conservation Commission wanted the Board of Selectmen to be aware of this program. He pointed out that for residents of Towns that are a part of the program, they can apply for funds through the state to undertake projects that conserve and improve the ecological integrity of forested lands, some of which includes cutting that promotes growth. Selectman Ampagoomian asked if this would need to go through Town Meeting for approval. Mr. Pickart replied that it only needs to go through the Conservation Commission and the Board of Selectmen-no need to vote. Selectman Ampagoomian further asked if there were any landowners present at the public hearing. Mr. Pickart responded there were not and further explained that once the Town informs the State the Town would like to be a part of this program, the State would then reach out to landowners to inform them that this program is available to them. Selectman Nolan asked if there is a minimum requirement to the number of acres a landowner must have in order to participate. Mr. Pickart answered that he believes it is five or more acres of forested land. Selectman Nolan then asked what the owner would receive. Mr. Pickart explained that if the owner wanted to trigger new growth, they could apply for funding to remove and dispose of material, but they would still need approval from the Conservation Commission. Selectman Ampagoomian asked if the Conservation Commission reviews the applications and performs site visits. Mr. Pickart stated that the Conservation Commission reviews any applications to clear land. Selectman Melia asked if the Conservation Commission has signed up for this already. Mr. Pickart stated that they have not yet signed up for it, as they wanted this conversation to take place first. Selectman Melia replied that he would like to do his own research before deciding on this. Selectman Melia asked if the Conservation Commission is recommending this to the Board of Selectmen. Mr. Pickart stated that they are. Selectman Nolan sought clarification on the Board voting, and if they were looking more so for the Selectmen's support, since it does not need approval from the Selectmen. Switching subjects, Mr. Pickart stated that the next topic he was present to discuss is lakes and ponds and more specifically, to focus on two issues here in Northbridge, what causes them, remedies to fix the problems, funding options and suggestions on moving forward. Mr. Pickart stressed that this is not unique to Northbridge and is something surrounding towns are dealing with as well. The first

topic he brought up is Algal Blooms, which is a rapid increase of algae in an aquatic system due to the presence of excessive amounts of nutrients (phosphorous) from sources such as agricultural runoff, road/parking lot runoff, lawn fertilizer and failing septic systems that seeps into the surrounding watershed. The telltale sign is the green scum that appears on ponds/lakes every year. He noted these blooms are becoming more prolonged and widespread, occurring on most all of Northbridge's bodies of water and can cause massive fish kills (Northbridge has experienced one in Arcade Pond) due to the presence of Cyanobacteria, which is harmful to humans and dogs. In addition, aquatic plant outbreaks are somewhat interrelated and if there is a lot of decaying plant matter in the water it becomes a food source for the algae and thus can contribute to algal blooms. The second issue is aquatic plant infestations, which are causing a lot of problems. These are extremely invasive, non-native plants (bearing thousands of seeds) and if left unchecked, the overgrowth causes the ponds to become more shallow causing acceleration of the natural aging process of lakes/ponds, which results in severely limited recreational uses of the affected lakes/ponds. Continuing, Mr. Pickart reviewed some trends and observations saying these events occur naturally but are being accelerated drastically because of climate change. Recent research suggests algal blooms and aquatic plant infestations will become more prevalent in the Northeast U.S. due to climate change; these outbreaks are occurring in almost all of Northbridge's bodies of water; Infestations appear to be spreading and blooms more prolonged and widespread; this year Carpenter Reservoir had a small bloom and Riley Pond is now closed to human and pet use due to cyanobacteria. He explained that blooms and infestations are seasonal; sometimes they go away on their own, but it depends on several factors: type of summer and/or fall we have. Mr. Pickart advised there are a variety of remedies for algal blooms and infestations but said they are expensive, and most are not one-shot deals. They require multiple attempts either yearly, every other year or every five years and they still won't completely eradicate the problem. He said it is imperative that you treat all watersheds in your town because if you do one and not another, the problem will not go away. He also said if you treat all your watershed areas, but a town upstream doesn't, the same thing can happen. Mr. Pickart stated the first and one of the most popular and least costly method/remedy is **Weed Harvesting**, which can be done by hand or mechanically. Volunteers usually do the hand removal method. To have any noticeable effect and to control outbreaks of aquatic plants, this must be done on a yearly basis. Another method is using **Herbicides/Algaecides**. It is fairly effective, doesn't need to be done as often as weed harvesting and it's not nearly as costly as other methods with the exception of harvesting. However, this method must be overseen by a licensed pesticide professional. There could also be adverse effects on non-targeted species and may require closure of the body of water. **Drawdowns** - relatively inexpensive and fairly effective method of controlling aquatic plants and should be done on an annual basis. This method requires an operable outlet control structure and may also adversely affect adjacent private water supply wells. In addition, it is often opposed by waterfront residents and sportsmen. Mr. Pickart advised that **Dredging** is probably the most effective method of limiting blooms/infestations in certain lakes/ponds and it is by far the most expensive. There are also extensive local, state, and federal permitting requirements. As far as paying for the cost to perform one of the above remedies, there are several funding sources available: **1) the U.S. Army Corps of Engineers [USACE]** can be used for a variety of remedies including dredging. They will pay for a feasibility study (which is required) up to \$100,000. If the cost is more, the Town would have to contribute 50% of the costs that exceed \$100,000 plus 35% of the design/construction costs. **2) United States Environmental Protection Agency [USEPA]** and administered by the Department of Environmental Protection [DEP] for development and implementation of measures to prevent nutrients from getting in the water and would require a 40% match from the Town. It would not apply to weed harvesting, but it could be used for an area that has a significant source of runoff. **3) Riverway Small Grant Program** – used for restoring impaired water bodies especially in an urbanized river basin area. Would first need to be identified as a priority project and demonstrate an ecological need. Funding in the amount of \$25,000 to \$200,000 with no match required. **4) Massachusetts Environmental Trust** – give out small awards ranging from \$10,000 to \$50,000, which can be used to improve water resources and matches are encouraged but not required. **Next steps:** Prioritize susceptible lakes/ponds; perform pollutant assessments of priority watersheds; identify potential partners to work with like neighboring towns, local water company, National Park Service, Department of Ecological Restoration,

Watershed Associations and State Representatives. Selectman Melia thanked Mr. Pickart for his presentation and mentioned he was concerned with the status of Riley Pond and asked if it could eventually dry up. Mr. Pickart remarked that it only has algae at this point but if something isn't done it will be prone to plant infestation and with nutrient build-up it could potentially dry up. Mr. Melia also voiced his surprise at the condition of the Linwood Mill pond and asked what the issue is with it. Mr. Pickart responded that there are many factors including climate, but we are probably seeing the effects of many years of development, which contributed to high nutrient loading. Selectman Ampagoomian asked if Mr. Pickart has spoken to Randy Swigor, General Manager of the Whitinsville Water Company, who owns both Carpenter Reservoir and Whitin Pond. Mr. Pickart replied that he heard from Mr. Swigor recently, but wanted to speak to the Select Board first and added that he intends to reach out to Mr. Swigor as it would be in their interest to protect their watersheds in case they ever need to tap into the reservoirs for water. Mr. Ampagoomian also said he is aware the Northbridge Conservation Commission has been in contact with the Uxbridge Conservation Commission and asked if he has contacted the Town of Douglas as they are up stream. Mr. Pickart indicated that he hopes to contact all towns upstream of Northbridge. Mr. Ampagoomian also mentioned that the sluice gate for Riley Pond that allows water to go under Douglas Road to the Mumford River should be looked at and suggested it get closed down periodically to prevent high levels of phosphorous from entering the Mumford River. He then asked if the Conservation Commission Does has any plans to notify residents along waterways about the use of herbicides/fertilizers. Mr. Pickart advised that in order to get support for this initiative, he wants to do some targeted educational outreach. Also asked Mr. Pickart if he has contacted the DPW to test the water quality from the culvert at Lasell Field that dumps into the Mumford River. Mr. Pickart responded that if the Lasell Field Turf project is built as presented to the Conservation Commission, the new drainage should alleviate nutrient loading issues. Selectman Nolan asked about invasive species and how are we getting them. By boats? From upstream? Other sources? Mr. Pickart said more than likely from upstream. The Board thanked him for his presentation.

Community Preservation Plan/Present: Glenn King, Chairman - Community Preservation Committee. Mr. King reminded those present that the State passed the Community Preservation Act about 10 years ago. The concept is that the state wanted to create a mechanism that would give towns the funding resources to address affordable housing, recreation, open space and/or historical preservation projects. He mentioned the Town of Northbridge passed the Community Preservation Act in November 2017 with terms that implemented a 1% surcharge on property taxes excluding the first \$100,000 of valuation. Mr. King added that the State also has matching funds that come from surcharges on activities at the Registry of Deeds. To date, 176 towns have adopted the CPA, and no town has ever repealed it. When the CPA was first instituted, towns were getting a 100% match but with so many towns adopting the CPA, last year the match was around 10% and the State budget allotted additional surplus funds, so the match ends up being about 15%. In Northbridge, the amount of money generated by the CPA surcharge amounts to about \$150,000 to \$200,000 per year. Mr. King provided a brief explanation of the process saying once a town adopts the CPA, the town must create a Community Preservation Committee [CPC] made up of representatives from the School Committee, Historical Commission, Conservation Commission, Parks and Recreation Commission, Housing Authority and members at large. Any resident or town committee can go to the CPC with what they believe is a viable project(s) and the CPC is then charged with evaluating and determining which projects should be funded. Their recommended projects require town meeting approval, so residents actually have the final say. Each year the CPC must set aside 10% of the funds for affordable housing, open space and recreation, and for historical preservation. He advised that the CPC doesn't have to spend the money--just earmark it and set it aside. If the money isn't spent, it will continue to accrue until a project is approved. The CPC has met with various boards/committees to inform them of their existence and what they do. Continuing, Mr. King said the draft Community Preservation Plan is currently being reviewed by the Community Preservation Coalition who will provide feedback on how to tighten things up and make it better, if needed. Selectman Melia asked how much money is in the account at this time and Mr. King said about \$150,000 and the Town Accountant confirmed the amount. For clarification purposes,

Mr. Melia asked if the town is required to set aside funds as follows: 10% for affordable housing , 10% for open space and recreation, and 10% for historical preservation, leaving 70% available for any of the above-listed categories. Mr. King responded that is correct; the funds must be earmarked like that and further stated the purpose of doing it that way is to prevent the town from spending all of its dollars in one category. He also added that the most challenging thing is finding projects for affordable housing because it's very challenging to get set up for that. Selectman Ampagoomian asked if the CPC will inform the Board of the projects they recommend and Mr. King responded yes, they would look for the Board's support for whatever projects the CPC recommends. Selectman Nolan asked about using funds set aside for open space to purchase property for the town. Mr. King replied yes, those funds can be used for that purpose as well as to issue bonds to acquire open space. The CPC would probably have to do that in conjunction with other boards. Mr. Nolan also asked if the funds could be used for playgrounds. Mr. King said yes. Mr. Nolan asked what about the acquisition of sports fields? Mr. King wasn't 100% sure but said probably. Selectman Cannon asked if any projects have been suggested or selected yet and Mr. King said the CPC is not at that point yet. The Board thanked Mr. King for his presentation.

TOWN MANAGER'S REPORT: 1) Key Meetings Attended: Monday, January 6, 2020 – Met with DPW Director Jim Shuris to discuss projects and FY2021 Budget. Monday, January 6, 2020 – Participated in Fire Station Project Conference Call. Tuesday, January 7, 2020 – Met with Police Chief Warchol to discuss capital needs and FY2021 Budget. Tuesday, January 7, 2020 – Met with Lenny Smith, the new Chairman of the Historical Commission. Wednesday, January 8, 2020 – Met with Town Clerk Doreen Cedrone to discuss capital needs and FY2021 Budget. Wednesday, January 8, 2020 – Attended the BPC Meeting (Fire Station/Turf Field). Thursday, January 9, 2020 – Met with Selectmen Melia to go over the agenda. Thursday, January 9, 2020 – Attended a regional Town Manager luncheon. Friday, January 10, 2020 – Held a Department Managers Meeting. **2) Balmer School Building Project:** The project construction by Fontaine Brothers is well under way. Grading and tree removal are complete. Three of the four detention basins and replacement of a 36" drainage culvert across the site have been completed. The retaining wall on the east property line used for the access way is nearing completion. Fontaine has obtained the foundation-only permit from the Building Inspector and footing installation has been initiated. The School Building Committee next on January 14, 2020. **3) Fire Station Project (Feasibility Study):** The BPC met with Kaestle-Boos Architects and the OPM Cardinal Construction this past week on January 8, 2020. The design team is currently working on design concepts (floor plan, site layouts, building renderings) for the preferred site which is the Town-owned Goulet Playground/Riverdale Field site. The Team has finalized the Programming Report and the Response Time Study. The Team has developed a project web page, which will soon be accessed via a link on the Town's website, and will contain aspects of the project that includes existing building conditions, design concepts, reports, etc. The team meets next with the BPC on January 22, 2020. **4) Lasell Field Turf Project:** The BPC met with the Land Landscape Architect Activitas this past week on January 8, 2020 to discuss materials alternatives as well as to finalize the design concept and fine-tune the budget. Activitas will continue to work on the construction documents in an effort to advertise February 1st. The Committee meets again with Activitas on January 22, 2020.

SELECTMEN'S CONCERNS: **Selectman Ampagoomian/1)** Asked for an update on the Plummers' Corner lights? **2)** He also asked if DPW can collect the branches and trash at the Plummers' ballfield. **Selectman Melia/1)** Will ask the Town Manager about surplus goods in town and look into it (if it's worth it) to get some additional monies back to the Town. **2)** Requested an updated list of tax rates of the surrounding towns so we can see where Northbridge ranks after having our first increase for the Balmer School project. **3)** Stated there are a lot of rumors going around regarding the 3 major projects going on: Balmer School, Turf Field, and proposed Fire Station project. He said it may be good to have the appropriate persons for each project to come to a meeting to present the correct information to the public. The Board agreed. **Selectman Cannon** announced she attended the quarterly CMRPC meeting and the topic was data and how they work with towns to collect data; that it mostly centered on the 2020 census, which will go out in early March. She said residents can respond online, by phone, or by email. Ms.

Cannon also noted the Census Dept. has employment opportunities for temporary workers/census takers either for door to door or by phone. They are looking for 10 hours per week but it's very flexible and they pay \$21.00 per hour in this area. Further, it was mentioned that towns will stand to lose over \$2,000 per person in federal funding for each person that does not answer the census, which would severely hurt Northbridge. She stressed that all data is kept confidential and not shared with any agencies. She said some towns have set up committees to assist and get word out about the census in order to increase the return rate. Selectman Ampagoomian also pointed out that the census has an effect on town districting as far as representation at the Federal level goes.

Vice Chairman Cannon announced the next meeting is scheduled for Monday, January 27th.

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

ITEMS FOR FUTURE AGENDA/None

CORRESPONDENCE/None

EXECUTIVE SESSION/None

Meeting Adjourned: 8:25 PM

Respectfully submitted,

Daniel Nolan, Clerk

/mjw

LIST OF DOCUMENTATION

BOARD OF SELECTMEN'S MEETING - OPEN SESSION

January 13, 2020

- I. APPROVAL OF MINUTES:**
A. 1) November 4, 2019 2) November 18, 2019 3) December 2, 2019
-Copy of November 4, 2019 minutes
-Copy of November 18, 2019 minutes
-Copy of December 2, 2019 minutes
- II. PUBLIC HEARING: B. 7:05 PM – Massachusetts Electric Company dba National Grid and Verizon New England/Petition #28915393 (East Street) to relocate pole 19 to the West-Southwest Approx. 7' per request of customer/Present: Michael Parent**
-Copy of the petition for joint pole relocation (East Street) dated 11/20/2019
-Copy of the order for joint pole relocation dated 11/20/2019
-Copy of National Grid's Permit Request Form
-Copy of map
-Copy of email dated 12.20.2019 from DPW Director Shuris indicating he has no issue with the request to relocate the pole
- III. APPOINTMENTS: C. By the Board of Selectmen: Open Space and Recreation Plan Update Committee [Member at Large]: Joel Vande Werken**
-Copy of Talent Bank Form
- IV. CITIZENS' COMMENTS/INPUT**
- V. DECISIONS**
D. Spring Annual Town Meeting [May 5, 2020]/1) Vote to open the warrant this date and 2) Vote to close the warrant on Friday, March 6, 2020 at Noon
-No Documentation
- E. Linda Usher/Request to hold the 32nd Annual Whittin Five Mile Road Race, Thursday, November 26, 2020, subject to the safety requirements of the Northbridge Police Department**
-Copy of email dated 1.8.2020 from Linda Usher requesting permission to hold the race.
-Copy of Hold Harmless Agreement signed by Linda and Douglas (witness) Usher.
-Copy of email from Police Chief Walter Warchol indicating there is no problem with the race request.
-Copy of email dated 1.10.2020 from Highway Supt. Jamie Luchini indicating the DPW has no problem with the race request.
- F. Pine Grove Cemetery Deeds/1) Frances Trottier [1 full grave - Lot No. 40B, Elm Ave North]; 2) Barbara VanderKlay [2 full graves - Lot No. 32, Walnut Ave North]; and 3) R. Paul Johnson [1 full grave - Lot No. 31B, Walnut Ave North]**
-Copy of Cemetery Deeds for Trottier, VanderKlay and Johnson
- G. Riverdale Cemetery Deed/Nancy and Thomas Faber [Single grave - Lot No. 28, Maple Ave North]**
-Copy of Cemetery Deed for Faber

- VI. DISCUSSIONS**
 - H. Forest Legacy Program/Present: David Pickart, Northbridge Conservation Commission**
-Copy of Powerpoint Presentation
 - I. CPA -Community Preservation Plan/Present: Glenn King, Chairman - Community Preservation Committee**
-Copy of “draft” Community Preservation Plan
- VII. TOWN MANAGER'S REPORT**
-No documentation
- VIII. SELECTMEN'S CONCERNS/No documentation**
- IX. ITEMS FOR FUTURE AGENDA/None**
- X. CORRESPONDENCE/None**
- XI. EXECUTIVE SESSION/None**

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



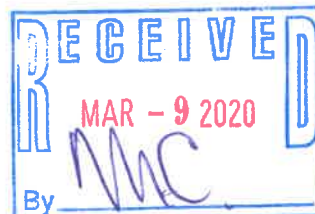
CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

KATHLEEN A. THEOHARIDES
Secretary

JOHN LEBEAUX
Commissioner

March 6, 2020



RE: NOMINATION OF INSPECTOR OF ANIMALS

Nominating Authority:

Enclosed is the nomination form for the Inspector of Animals for your city or town. **This form is due back to the Division of Animal Health by April 1, 2020.** The appointment will run from May 1, 2020 until April 30, 2021. If more than one inspector was appointed for your city or town, there is a separate form provided for each. If you are nominating the same inspector(s) this year, **be sure that all of the contact information is complete and still correct.** Any corrections should be made in the space provided on the right. If you will be nominating a new inspector, that person's information should be entered in the space provided on the right. Submit a separate form for each inspector nominated. Also, be sure that all of your (nominating authority) information is complete and correct. Any changes to your information should be made in the space provided to the right.

Once all of the contact information is confirmed to be correct, all that is needed is to **have the nominee sign the form**, accepting the nomination and swearing to faithfully perform the duties of that office. **The nominee's signature must be notarized.** In many cases the city or town clerk is a notary.

After the nominee's signature has been notarized, simply **return the form to the Division of Animal Health at the address listed at the top of the form.** The Division of Animal Health will send back confirmation of the inspector's appointment. **Please note that regardless of when the most recent appointment was made, it is only valid through April 30, 2020.** This nomination will cover the year starting May 1, 2020 and run until April 30, 2021.

If you have any questions, please call Elsie Colon at (617) 626-1810

Thank you,

Michael Cahill, Director
Division of Animal Health



The Commonwealth of Massachusetts

Department of Agricultural Resources
Division of Animal Health
251 Causeway Street, Suite 500
Boston, MA 02114-2151

B.1

Nomination of Inspector of Animals

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2020. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Northbridge

3/6/2020

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2021 is sent for your approval:

Inspector of Animals

Name: Maurice Guilbault
Mail Address: 7 Main St - Northbridge Board of Health
Whitinsville, MA - 01588
Phone: (508) 932-2672 Fax:(508) 234-0821
Email: mguilbault@norfolkaggie.org

Inspector: (Note all changes here)

Name: _____
Mail: _____
Phone: _____ Fax: _____
Email: _____

Nominating Authority

Contact: Adam D. Gaudette
Office: Town Manager's Office
Mail: Northbridge Board of Health 7 Main St
Whitinsville, MA - 01588
P: (508) 234-2095 F: (508) 234-7640
Email: agaudette@northbridgemass.org

Nominating Authority: (Note all changes here)

Contact: _____
Office: _____
Mail: _____
Phone: _____ Fax: _____
Email: _____

Acceptance of Nomination of Inspector of Animals (must be notarized)

I hereby accept my nomination as Inspector of Animals for the City or Town of Northbridge, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) _____ Signed _____

COMMONWEALTH OF MASSACHUSETTS

Worcester,ss

Date: _____

Then personally appeared the above-named _____ and acknowledged the foregoing instrument to be his or her free act and deed, before me.

Notary Public

My commission Expires: _____

Appointment of Inspector of Animals (Division of Animal Health use only)

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of _____ as Inspector of Animals for the City or Town of Northbridge, Massachusetts.

Date Approved: _____

Director, Division of Animal Health



The Commonwealth of Massachusetts
 Department of Agricultural Resources
 Division of Animal Health
 251 Causeway Street, Suite 500
 Boston, MA 02114-2151

B.2

Nomination of Inspector of Animals

In accordance with the Massachusetts General Laws Chapter 129, sections 15 and 16, nominating authorities of each city and town are required to nominate one or more inspectors of animals by April 1, 2020. Please complete or make necessary changes and return this form to the above address. The Director will review your nomination and, assuming appointment is confirmed, will return to you a Certificate of Appointment. Please submit one form for each person nominated. Any city or town not in compliance is subject to a penalty of \$500.

City or Town of Northbridge

3/6/2020

To the Director, Division of Animal Health, Department of Agricultural Resources

In accordance with the provisions of section 15 of Chapter 129, General Laws, as amended, the following nomination of inspector of animals for the year ending April 30, 2021 is sent for your approval:

Inspector of Animals

Name: Rochelle Thomson
 Mail Address: 7 Main St - Northbridge Board of Health
 Whitinsville, MA - 01588
 Phone: (508) 234-3272 Fax:(508) 234-0821
 Email: milfordaco@yahoo.com

Nominating Authority

Contact: Adam D. Gaudette
 Office: Town Manager's Office
 Mail: Northbridge Board of Health 7 Main St
 Whitinsville, MA - 01588
 P: (508) 234-2095 F: (508) 234-7640
 Email: agaudette@northbridgemass.org

Inspector: (Note all changes here)

Name: _____
 Mail: _____
 Phone: _____ Fax: _____
 Email: 123doggiestore@gmail.com
Nominating Authority: (Note all changes here)
 Contact: _____
 Office: _____
 Mail: _____
 Phone: _____ Fax: _____
 Email: _____

Acceptance of Nomination of Inspector of Animals (must be notarized)

I hereby accept my nomination as Inspector of Animals for the City or Town of Northbridge, and if and when I am appointed, I solemnly swear to faithfully perform the duties of that office, all of which are listed in General Laws Chapter 129, and Massachusetts Regulations 330 CMR 10.00-10.10 (rabies regulations).

Name (print) _____ Signed _____

COMMONWEALTH OF MASSACHUSETTS

Worcester,ss

Date: _____

Then personally appeared the above-named _____ and acknowledged the foregoing instrument to be his or her free act and deed, before me.

 Notary Public

My commission Expires: _____

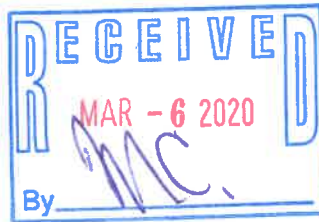
Appointment of Inspector of Animals (Division of Animal Health use only)

Notice is hereby given that I, Michael Cahill acting under authority of sections 15 and 16 of Chapter 129 of the General Laws, as amended, hereby approve the nomination of _____ as Inspector of Animals for the City or Town of Northbridge, Massachusetts.

Date Approved: _____

 Director, Division of Animal Health

February 21, 2020



To the Town of Northbridge Board of Selectmen,

I unfortunately must resign from my position as a member on the Disability Commission. At this time I am unable to full-fill my duties on behalf of the committee and would like to give the opportunity to someone who has the time required to dedicate to the role.

Should you have any questions, please do not hesitate to reach out to me.

Best regards,

Amanda Foster

~~693 Foster Rd~~

Northbridge, MA. 01534

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF NORTHBRIDGE

D. No fee

**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):

MSM Management, Inc. dba Spacetime Recreation


TO: Obtain a One-day Entertainment License for:

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

GIVE LOCATION BY STREET AND NUMBER:

AT: 117 Church St Whitinsville
in said **Town of Northbridge** in accordance with the rules and regulations made under authority of said Statutes.

ON: (date and time)* see attached


(Signature of Applicant)

Print Name: Mark Moon/MSM Management
Address: 117 Church St
City: Whitinsville
State, Zip: Ma 01588
Phone: 774 545 0888
Email: moonme1285@gmail.com

Received: 3/5/20 2:39PM
(Date) (Time)
Agenda: March 23, 2020

Date License Granted

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



SPARE-1

OP ID: AM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/17/2019

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Estabrook & Chamberlain Ins P. O. Box 277 Bridgewater, MA 02324-9986	508-697-6963	CONTACT NAME: Thomas T. Chamberlain	PHONE (A/C, No, Ext): 508-697-6963	FAX (A/C, No): FAX-697-5809
	E-MAIL ADDRESS:			
INSURED MSM Management Inc dba Spareti Mark Moon 117 Church Street Whitinsville, MA 01588		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Markel Insurance Company		
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N Y	N/A	MWC0158050-01	10/17/2019	10/17/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

WHITIN7 Northbridge Town Hall 7 Main St Whitinsville, MA 01588	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 <i>Thomas Chamberlain</i>
--	---

One Day Event Permit

Comedy Shows with the dates as follows:

~~April 18th~~

June 20th

~~May 16th~~

July 18th

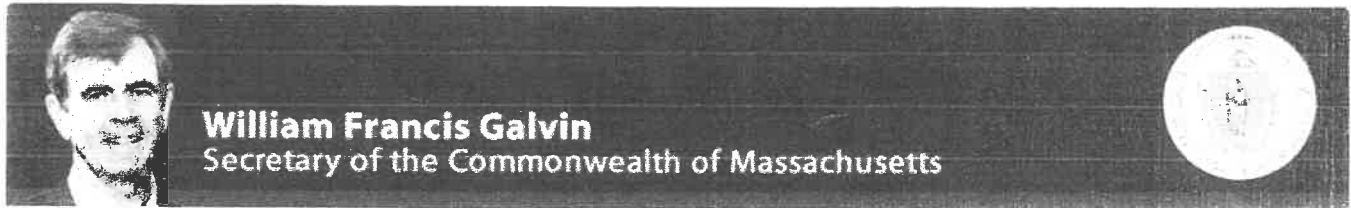
August 15, 2020

September 19, 2020

MSM Management dba Sparetime Recreation

Mark Moon 35 Brook St Whitinsville, Mass 01588

774-545-0888



Corporations Division

Business Entity Summary

ID Number: 001400632

[Request certificate](#)

[New search](#)

Summary for: **MSM MANAGEMENT. INC.**

The exact name of the Domestic Profit Corporation: MSM MANAGEMENT. INC.

Entity type: Domestic Profit Corporation

Identification Number: 001400632

Date of Organization in Massachusetts:
09-05-2019

Last date certain:

Current Fiscal Month/Day: 01/31

The location of the Principal Office:

Address: 35 BROOK STREET
City or town, State, Zip code, WHITINSVILLE, MA 01588 USA
Country:

The name and address of the Registered Agent:

Name: MARK MOON
Address: 35 BROOK STREET
City or town, State, Zip code, WHITINSVILLE, MA 01588 USA
Country:

The Officers and Directors of the Corporation:

Title	Individual Name	Address
PRESIDENT	MARK MOON	35 BROOK STREET WHITINSVILLE, MA 01588 USA
TREASURER	MICHAEL MCCARTHY	35 BROOK STREET WHITINSVILLE, MA 01588 USA
SECRETARY	SEAN MCCARTHY	35 BROOK STREET WHITINSVILLE, MA 01588 USA
DIRECTOR	MARK MOON	35 BROOK STREET WHITINSVILLE, MA 01588 USA
DIRECTOR	MICHAEL MCCARTHY	35 BROOK STREET WHITINSVILLE, MA 01588 USA
DIRECTOR	SEAN MCCARTHY	35 BROOK STREET WHITINSVILLE, MA 01588 USA

2020 Junk/Bowling Billiards Renewals

E.

Establishment	Manager/Owner	License Type
<i>Expires May 1, 2019 - Junk Dealer License \$100</i>		
Pedro Martell III dba Junk in the Trunk	Mr. Pedro Martell III	Junk Dealers
<i>Expires May 1, 2019 - Bowling/Billiards License - \$30 ea.</i>		
MSM Management, Inc dba Sparetime Recreation	Mr. Mark Moon	Bowling License

F.



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

April 2, 2020

Attorney Henry Lane
Lane and Hamer
100 Main Street
Whitinsville, MA 01588

[VIA EMAIL: hlane@laneandhamer.com]

RE: Stone Hill Condominiums Sewer Connection Fee

Dear Attorney Lane:

Please accept this correspondence as the Town's response to your letter dated January 30, 2020 seeking Sewer Connection Fee relief for the 104 townhouse-unit project known as "Stone Hill Condominiums." The project is proposed as being limited to residents of 55 years of age or older.

As you know, the Town's Sewer Connection Fee Schedule has a category for multi-family housing but not one for "senior housing".

I have been informed by Mark Kuras, Sewer Superintendent, that the proposed required fee for 104 multi-family units would be as follows:

*First 58 Units -	\$459,360	(\$7,920 per unit for the first building unit)
*Remaining 46 Units -	\$303,600	(\$6,600 per unit for each remaining unit)
SUBTOTAL:	\$762,960	
*2 BR/Unit I&I Fee -	\$45,760	
TOTAL:	\$808,720	

In your letter, you provided a suggested revised fee based on a formula using replacement values for the system, along with the treatment plant capacity, and the capacity expected to be used by the project.

Your calculation suggests a fee of \$163,800, which is 21.47% of Mr. Kuras' subtotal calculation (\$762,960) shown above.

As you know, the Board of Sewer Commissioners (the Board of Selectmen), are the only one's authorized to provide any relief from Sewer Connection Fees. In terms of precedent, the Sewer Commissioners unanimously supported and voted to reduce the Sewer Connection Fees on February 16, 2010 for the 75-unit Linwood Mill Redevelopment Project. The reduction from the required \$496,320 fee (excluding I&I) to \$175,697.28 was a 35.40% reduction. See attached minutes and subsequent invoice/payment.

The 35.40% reduction was based on the number of bedrooms in the proposed project (62 one-bedroom units and 13 two-bedroom units), as compared to a 75-unit three-bedroom project, in terms of usage (110 gpd per bedroom). See attached the discussion paper prepared by then DPW Director Richard Sasseville.

If we use the same formula that was previously utilized by the Town in 2010, the Stone Hill Condominiums calculation would be as follows:

104 3-bedroom residences:	
110 gpd per bedroom x 3 bedrooms each x 104 =	35,310 gallons/day
104 2-bedrooms senior housing units:	
150 gpd x 104 =	10,400 gallons/day
10,400 gallons/day divided by 35,310 gallons/day =	29.45%

If applying the 29.45% to the proposed \$762,960 Sewer Connection Fee, the revised fee would be \$224,692.

Thus, I would be willing to make the recommendation to the Board of Sewer Commissioners to use the same formula used by them in 2010 and apply it to the Stone Hill Condominiums project **resulting in the revised Sewer Connection Fee of \$224,962.**

In addition, based on the fact that MADEP issued a letter in February 2007, advising that the Administrative Consent Order terms (establishing an I&I removal credit program) had been complied with, and that no further action was required, I would also recommend that the Board of Sewer Commissioners eliminate the Town's I&I Policy and thus **eliminate the I&I fee charge of \$45,760,** as proposed by the DPW Sewer Division.

These recommendations are contingent on the applicant **providing the Town with a check in the amount of \$22,800** to be put in escrow for the purposes of **completing a Sewer Capacity study** assessing the existing infrastructure's capability of handling the additional flow from the project. See attached proposal from CDM Smith to perform this work.

In addition, the revised fee structure recommendations are also contingent upon **the completion of any work that is recommended by CDM Smith to address any deficiencies in the collection system** required to handle the additional flow from the project.

Finally, the applicant shall **draft an enforceable agreement,** to be reviewed and approved by Town Counsel, that shall require the developer/applicant to **make the remaining full Sewer**

Connection Fee payment to the Town for any unit that does not contain a recorded age-restriction or if any unit is later converted from age-restricted to nonage-restricted.

Please advise if you are amenable to these terms. If yes, I will place the item for review at the next available Board of Selectmen/Sewer Commissioner Meeting

Sincerely,



Adam D. Gaudette
Northridge Town Manager

Cc: James Shuris, DPW Director
Mark Kuras, Sewer Superintendent
Gary Bechtholdt, Town Planner
/File

Enclosures



LAW OFFICES
LANE AND HAMER
A PROFESSIONAL CORPORATION

100 MAIN STREET
WHITINSVILLE, MASSACHUSETTS 01588

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

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

January 30, 2020

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

Re: Stone Hill Sewer Connection Fee

Dear Board Members:

We have been asked to address the Board with respect to the proposed connection of the Stone Hill senior housing project to the municipal sewage treatment system.

The project consists of 104 units of townhouse style housing limited to residents 55 years of age or older to be constructed on the southerly side of Church Street. The current schedule of sewer connection fees does have an entry for multi-family housing; however, does not have an entry for the type of senior housing proposed at Stone Hill.

Therefore, in lieu of using the current sewer connection fee schedule, we would like to propose a schedule that is tailored to the actual project. We have been unable to determine the formula used to set the current rates and accordingly propose the following formula:

Replacement Value of Treatment Plant	\$25,000,000.00
Replacement Value of Collection System	\$50,000,000.00
Total Replacement Value	<u>\$75,000,000.00</u>
Depreciation Factor	60%
Net Value of System	<u>\$45,000,000.00</u>

Total Treatment Capacity	2,000,000 g/d
Anticipated sewage flow generated by Stone Hill ¹	7,280 g/d

¹ Stone Hill flowage is estimated on actual flows at the "over 55" Summerfield Condominium Project in Uxbridge which averaged 61.0 to 69.2 g/d per unit. For purposes of this proposal, we estimated a flow of 70 g/d per unit.

January 30, 2020

Percentage of Capacity to be Utilized	0.364%
Value of Capacity Utilized	$\$45,000,000 \times .0364\% = \$163,800.00$

Since this calculation is based on assumptions with regard to value and flow, some adjustment may be warranted, but we believe it presents a realistic approach to establishing a fair sewer connection fee, and request the Board to establish \$163,800.00 as the sewer connection fee for the project.

In addition, we understand that the existing collecting system is quite old and that it makes sense to do analysis of the condition and capacity of the sewer lines that will serve the project. It seems reasonable to request the developer to pay for the study, but since those are very old lines that also serve many other customers, we would expect that the cost of any upgrading, repair or replacing to be funded out of the connection fees assessed. Similarly, if any inflow or infiltration work unrelated to the project is required, the developer is ready to undertake that work, provided the cost of such work is also deducted from the fees assessed.

We would be happy to discuss this further at the Board's convenience, and to provide any additional information that would assist in reviewing this proposal.

Very truly yours,



HENRY J. LANE

HJL:mgb

cc: Department of Public Works



Mark F. Kuras
Superintendent

Town of Northbridge

Department of Public Works

Sewer Division, Town Hall, 7 Main Street
Whitinsville, Massachusetts 01588

Phone: 508-234-2154

Fax: 508-234-0809

Wastewater Treatment Plant located at 644 Providence Road

DATE: 2-5-20
TO: Adam Gaudette
SUBJECT: Stone Hill Condos

My recommendations would be for the developer to pay for the Sewer Capacity Study \$ 22,800.00. Once this is completed determine if the collection system and Pump Station can handle the increase in flow. The flow should be considered for the 55 and over flow and flow for non 55 and over occupancy. If there are deficiency's in the system pay for the repair.

The Administrative Consent Order (ACO) expired on February 13, 2007 ending the 4/1 I&I removal.

Connection fees should be paid. The project is designed for 104 single and multiple units.

Payment for the first 58 units \$ 459,360

There are 46 additional units \$ 303,600

Assuming there are 2 bedrooms per unit the I&I fee would be \$ 45,760

Total \$ 808,720

Thanks,

Mark Kuras
Town of Northbridge
WWTP Superintendent

TOWN OF NORTHBRIDGE
SEWER SYSTEM

SCHEDULE OF RATES FOR SEWER SERVICES
QUARTERLY BILLING CYCLE

Effective Date: July 1, 2009

WINTER QUARTER BILLING RATES

The rates for sewer services will be:

For usage of 800 cubic feet or less per quarter	\$ 60.50
For the first 900 to 2,000 cubic feet used or fraction thereof	\$ 89.18
For each additional 100 cubic feet thereafter	\$ 6.25

Each sewer service shall be billed in accordance with the above rate schedule. Each customer's quarterly usage shall be determined using 100-percent of the winter quarter metered water consumption figure to arrive at sewer usage. The winter quarter is defined as those water billing cycles ending in the months of January, February and March of each calendar year. Each customer's winter quarter water consumption shall be the basis for sewer service charges for the remaining billing cycles of the calendar year.

Sewer system customers who do not have metered water service shall be billed \$89.18 per quarter unless they can provide definitive proof that their quarterly usage is 800 cubic feet or less per quarter.

New sewer customers or customers who do not have an established winter quarter water consumption record shall be billed \$89.18 per quarter until winter quarter water consumption has been established.

CONNECTION FEES FOR NEW SERVICES

A connection fee for a new service connection to Residential, Commercial or Industrial premises will be charged by the Northbridge Sewer System at the time application is made for service, as follows:

<u>Type of Connection</u>	<u>Fee</u>
Existing single family residence	\$ 924.00
Existing multi family residence (first unit)	924.00
Each additional existing unit	528.00
New single family residence	7,920.00
New multi family residence (first unit)	7,920.00
Each additional unit	6,600.00
Commercial or Industrial (minimum)	9,240.00
Commercial or Industrial (whichever is greater)	462.00 per fixture

The term "fixture" as used above is defined as: water closets, urinals, lavatories, service sinks, laundry sinks, washing machines, dishwashers, garbage disposal units, etc.

The term "existing residence" is defined as one that was occupied prior to July 1, 1997.

Whenever a commercial or industrial premise is served by more than one connection to the Town's mains, the connection fee schedule above shall apply to each connection. The total number of fixtures will not be added together to determine the connection fee.

Adopted on June 8, 2009 by vote of the Town of Northbridge Board of Selectmen. These rates shall remain in effect until revoked or amended by vote of the Board of Selectmen.

**Board of Selectmen's Meeting
Special Meeting
February 16, 2010**

A special meeting of the Board of Selectmen was called to order by Chairman Joseph Montecalvo at 6:03 PM, Northbridge Town Hall, 7 Main Street, Whitinsville, MA. **Present:** Messrs. Ampagoomian, Nolan, Marzec and Melia. **Also Present:** Theodore D. Kozak, Town Manager, Mark Kuras, Sewer Superintendent, Richard R. Sasseville, Director of Public Works and Walter Warchol, Police Chief.

Linwood Mill Redevelopment Project – The purpose of this meeting is regarding EA Fish's, Developer of the Linwood Mill Redevelopment Project, request for the Board of Selectmen to reduce the sewer connection fee for the project. **A Discussion Paper is provided for reference at the end of the minutes.** Mr. Sasseville briefly explained how the recommended connection fee of \$175,697.28 had been calculated. Town Manager Kozak then noted that the Town would benefit in the amount of about \$20,000 per year in additional sewer revenues and that the current property value of \$750,000 would increase to \$17.8 million, giving the Town about \$175,000 in additional annual property tax revenue.

Selectman Marzec asked if the fee recommended by Mr. Sasseville was amenable to Mr. Giannopoulos. Mr. Sasseville responded that it was in the ballpark of what they had requested.

Chairman Montecalvo commented that as the Board of Sewer Commissioners, they can set the connection fee schedule at their discretion and that they can consider each circumstance on a case by case basis.

Selectman Melia agreed with Chairman Montecalvo's comment that each case is separate and asked how using the Sewer Enterprise Fund could help or affect the sewer rates. Town Manager Kozak and Chairman Montecalvo stated the Sewer Enterprise Fund will not be used to fund this project or to provide financial support to this project.

Selectman Nolan asked if this was just a hook-up fee as he doesn't like to set a precedent on sewer connection fees. Mr. Sasseville explained to Selectman Nolan how connection fees are used to cover the capital costs of constructing the treatment plant and completing other capital projects.

Selectman Nolan asked how it would affect our capacity at the Sewer plant. Mr. Sasseville explained it would not add a significant amount of flow to the plant.

Selectman Nolan asked about the total capacity of the sewer plant and how many more projects can we afford. Mr. Sasseville advised that the plant has a 2,000,000 gallon per day capacity; and this project will add only 9,000 – 10,000 gallons per day. Current dry water flow to the plant is approximately 1.2 million gallons per day leaving plenty of reserve capacity at the plant.

Selectman Nolan asked if he sees any problems like what happened on Sutton Street. Mr. Sasseville replied that this is connected to the new Linwood sewer interceptor line. Selectman Ampagoomian stated we are not setting a precedent. Sewer and Water connections are all done on a case by case basis.

A motion/Mr. Ampagoomian, seconded/Mr. Melia to approve a reduced sewer connection fee of \$175,697.28 as recommended by Mr. Sasseville. Vote yes/Unanimous.

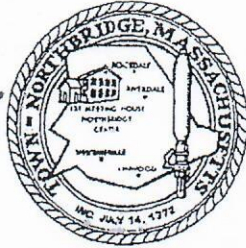
Executive Session. A motion/Mr. Marzec, seconded/Mr. Melia to go into Executive Session under M.G.L. Chapter 39, S. 23B#3 Negotiations --not to reconvene in open session. Roll Call Vote: Mr. Marzec/ Yes; Mr. Melia/Yes; Mr. Nolan/Yes, Mr. Ampagoomian/Yes; and Mr. Montecalvo/Yes.

Meeting Adjourned: 6:40 P.M.

Respectfully submitted,

Charles Ampagoomian, Jr., Clerk

/s/



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

Theodore D. Kozak
 Town Manager



February 19, 2010

Mr. Matthew Mittelstadt
 EA Fish Development
 536 Granite Street, Third floor
 Braintree, MA 02184

INVOICE

Dear Matt:

I am pleased to inform you that at a meeting of the Northbridge Board of Selectmen held on February 16, 2010, the Board unanimously supported and voted to reduce the sewer connection fee for the Linwood Mill Redevelopment Project from \$496,320 to \$175,697.28.

Very truly yours,

Theodore D. Kozak
 Town Manager

TDK/sls

Entered NM JAN 26 2012

de memo 1/19/12

CODE: 131700

PAY ONLY → \$ 175,697.28

JAN 25 2012

EAF LINWOOD LLC

TOWN OF NORTHBRIDGE

DATE	INVOICE NO	DESCRIPTION	ACCOUNT	INVOICE AMOUNT
2-19-10	003521910	SEWER CONNECTN FEE	175697.28	175697.28
CHECK DATE	1-26-12	CHECK NUMBER	6100	TOTAL > 175697.28
				175697.28

PLEASE DETACH AND RETAIN FOR YOUR RECORDS

TAC (TM) DANE 01MFC00-F3E21-043-08 10/2012 15 47.10 6100 175697.28

TO VERIFY AUTHENTICITY, SEE REVERSE SIDE FOR DESCRIPTION OF THE 13 SECURITY FEATURES

EAF LINWOOD LLC
 C/O PEABODY PROPERTIES, INC.
 536 GRANITE STREET
 BRAINTREE, MA 02184

BERKSHIRE BANK

DATE: January 26, 2012
 CHECK NO: 6100
 AMOUNT: \$****175,697.28

53-4169-31432
2118

Pay: *****One hundred seventy-five thousand six hundred ninety-seven dollars
 *****and 28 cents

PAY TO THE ORDER OF
 TOWN OF NORTHBRIDGE

[Signature]
[Signature]



⑈0006100⑈ ⑆211871691⑆ 100022554801⑈

Discussion Paper
on
Linwood Mill Redevelopment Project
Sewer Connection Fees

The Linwood Mill redevelopment project proposes to construct 75 senior residential units consisting of 13 two bedroom units and 62 one bedroom units. Under the current sewer connection fee schedule (see attached) the connection fees would total \$496,320.00.

The developer of the project has requested consideration be made to reduce the cost of the connection fees based upon the numerous benefits to the Town resulting from redeveloping the mill. They include the significant increase in value of the property upon completion and the increase in property tax revenue to be received by the Town over the life of the project. Additionally, they cite the difference in estimated sewer flows from senior housing units compared to that of a typical three bedroom residential unit.

Current DEP Title 5 sewer regulations estimate the flow from a residential unit at 110 gallons per day per bedroom. This equals 330 gallons per day for a typical three bedroom residential unit. For senior housing they estimate the flow at 110 gallons per day for a one bedroom unit and 150 gallons per day for a two bedroom unit. The project developer has suggested that, since the project is senior housing, the connection fees be adjusted to reflect the estimated flow for senior housing rather than for the typical residential unit. These flows are calculated as follows:

Seventy-five typical 3 bedroom residence:

110 gallons per day per bedroom x 3 bedrooms x 75 units = 24,750 gallons/day

Linwood Mill Project (75 senior housing units)

110 gallons per day x 62 one bedroom units = 6,820 gallons /day

150 gallons per day x 13 two bedroom units = 1,950 gallons /day

Total: 8,770 gallons /day

Using the above figures the estimated new flow contribution of the Linwood Mill redevelopment project is approximately 35.4% of the estimated new flow from a 75-unit three bedroom residential project. ($8,770/24,750 = .354$)

Applying this percentage of flow to the connection fees calculated above ($\$496,320.00 \times .354$) yields a prorated connection fee of \$ 175,697.28.

Based on the above analysis, it is recommended that a prorated connection fee for the residential component of the Linwood Mill redevelopment project of approximately \$175,000 is fair and reasonable.

Prepared by Richard R. Sasseville, P.E. Director of Public Works, February 16, 2010.

Enclosure

File



COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENVIRONMENTAL AFFAIRS
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Central Regional Office, 627 Main Street, Worcester, MA 01608

DEVAL PATRICK
Governor

IAN BOWLES
Secretary

TIMOTHY P. MURRAY
Lieutenant Governor

ARLEEN O'DONNELL
Commissioner

Town Administrator
Town Hall
7 Main Street
Whitinsville, MA 01588-2210

RE: NORTHBRIDGE – BRP – MA0100722
M.G.L. c. 21., s. 43 and 314 CMR 7.00
ACO-CE-01-1010 as Amended
RETURN TO COMPLIANCE

Dear Sir/Madam:

On May 18, 2001, the Department of Environmental Protection issued an Administrative Consent Order (ACO-CE-01-1010, the ACO) requiring the Town of Northbridge to address deficient components in its sewer collection system and established an I/I removal credit program for future sewer connections in the Town known as Sewer Bank arrangement. Under the ACO, Whitinsville Interceptor, Linwood Interceptor, and Rockdale Interceptor and Providence Road siphon are identified deficient components need physical improvement to prevent sewer surcharge.

In accordance with the Consent Order the Town has updated its municipal sewer map, upgraded the Providence Road Siphon, replaced 8,300 feet of deficient interceptors, investigated and identified areas of sewer subject to significant I/I, and documented removal of over 500,000 gallons of I/I through a number of sewer rehabilitation projects. In its most recent annual report dated September 25, 2006, the Town reported that all previous identified deficient sewer system components have been upgraded.

There has been a measurable decline in wet weather flow as well as an elevated dry weather flow entering the treatment plant, indicating the municipal sewer is more water-tight. Based on the monthly discharge reports the annual average flow entering the plant, decreased from over 1.6 mgd in 1996 to below 1.2 mgd in 2006. During the past ten years the municipal system has been expanded, and a number of new connections made. The Department finds that the Town has complied with the terms of the Consent Order, and that no further action is required at this time.

This information is available in alternate format. Call Donald M. Gomes, ADA Coordinator at 617-556-1057.

<http://www.mass.gov/dep> • Phone (508) 792-7650 • Fax (508) 792-7621 • TDD # (508) 767-2788

Printed on Recycled Paper

NORTHBRIDGE - BRP - MA0100722
CE-01-1010 as Amended
RETURN TO COMPLIANCE
Page 2

ACO-

We understand that the Town intends to continue its rehabilitation program by repairing about 1000 ft of sewers on Spring Street. We encourage the Town to continue its sewer rehab program.

If you have any questions please feel free to contact Ning Chen of my staff at (508) 792-7650 extension 2706.

Very truly yours,



Robert A. Kimball, P. E.
Environmental Engineer V
Bureau of Resource Protection

February 13, 2007

Date

nc\aco011010RTC.216

cc:

Cheryl Poirier, DEP-BRP-CRO

Douglas Koopman, U.S. EPA



260 West Exchange Street
Providence, Rhode Island 02903
tel: 401 751-5360
fax: 401 274-8000

January 9, 2020

Mr. Mark Kuras
Northbridge Wastewater Treatment Facility
644 Providence Road
Whitinsville, MA 01588

Subject: Stone Hill Condos – Sewer Capacity Study

Dear Mr. Kuras:

CDM Smith is pleased to present this proposal for the proposed Stone Hill Condos sewer capacity study. The study includes completing a condition assessment of the existing sewer mains from the proposed Stone Hill Condos to the Rockdale Interceptor, totaling approximately 7,400 feet. A capacity analysis of these same sewer mains plus the Rockdale Interceptor, totaling approximately 8,500 feet, will be completed. Also, a capacity analysis of the Rockdale Pumping Station will be completed. The sewer mains and pumping station will be modeled under existing conditions (average day flow and peak flow) and future conditions (average day flow and peak flow).

Scope of Work

CDM Smith proposes the following scope of work:

CDM Smith will complete light cleaning and closed circuit television (CCTV) inspections for the sewer mains downstream of the proposed Stone Hill Condos (minus the Rockdale Interceptor) to determine the existing overall condition, if significant defects exist, and if any defects are limiting the conveyance capacity of the sewer mains. Next, CDM Smith will develop a desktop (Microsoft Excel) model of all sewer mains from the proposed Stone Hill Condos to the Rockdale Pumping Station to calculate flow capacity and predict if any sewer mains are over capacity during existing and future flow scenarios. The existing flows will be estimated using 2014 sewer flow metering data. Also, a drawdown test evaluation of the Rockdale Pumping Station will be completed to determine if sufficient pump capacity exists during existing and future flow scenarios. All model results and recommendations will be summarized in a memorandum.

Task 1 – CCTV Inspections

1. Hire a subcontractor to complete cleaning and CCTV inspections of sewer mains from the proposed Stone Hill condos to the Rockdale Interceptor (approximately 7,400 feet). Coordinate field work with Town and subcontractor, as required.



Mr. Kuras
January 9, 2020
Page 2

2. Review CCTV inspection videos to determine the overall condition of the sewer mains, including identifying significant structural and operational and maintenance defects.
3. If any significant defects exist, determine if the defect is limiting the conveyance capacity of the sewer main and provide rehabilitation recommendation(s).

Task 2 – Data Collection

1. Utilize the Town's record drawings and SWMM model to input all existing sewer pipe information (rim elevation, invert elevation, pipe diameter, slope, etc.) into a desktop model.
2. Collect and compile 2014 sewer flow metering data and 2017-2019 WWTP flow data. Using the WWTP flow data, adjust the 2014 sewer flow metering data and input into a desktop model.
3. Collect, compile and input proposed flows from the Stone Hill Condos. Both elderly housing sewer flow rates (expected) and standard housing sewer flow rates (potential future condition) will be considered.
4. Collect, compile and input historical pump run time data for the Rockdale Pumping Station (to be provided by Town).
5. Collect, compile and input Rockdale Pumping Station record drawing information (to be provided by Town).

Task 3 – Sewer Main Desktop Model

1. Run desktop model for average day flows and peak flows for existing and future scenarios.
2. If the model predicts capacity exceedances for sewer reach(es), determine the required pipe diameter to properly convey flow.
3. If the model predicts capacity exceedances for sewer reach(es) under existing conditions, the Town shall verify surcharging by completing field observations of identified sewer manholes during rainfall event.

Task 4 – Rockdale Pumping Station Drawdown Test Evaluation

1. Complete a drawdown test for the Rockdale Pumping Station for all pumps.
2. Based on the drawdown test data and record drawing information, calculate the current pumping rates.



Mr. Kuras
January 9, 2020
Page 3

3. Determine the capacity of the pumping station and if sufficient capacity exists for the station to convey the additional peak flow from the proposed development.

Task 5 – Summary of Results

1. Summarize model results and recommendations in memorandum to Town.

Cost of Services

CDM Smith estimates a 76-hour level of effort and a total cost of services of \$22,800 (lump sum). The Task 1 – CCTV Inspections cost is \$14,900, which includes a subcontractor's fee of \$12,800 for cleaning and CCTV inspection of approximately 7,400 feet. The subcontractor cost assumes the work will be completed in four days and if due to field conditions additional days are required, the subcontractor fee will increase. Tasks 2 through 5 have a total cost of \$7,900.

Thank you for the opportunity to continue to provide services to the Town of Northbridge. If you have any questions or require additional information, please contact me at 401-457-0345.

Sincerely,

A handwritten signature in blue ink that reads "Chad Kershaw".

Chad Kershaw, P.E.
Project Manager
CDM Smith Inc.

A handwritten signature in blue ink that reads "Brendan Ennis".

Brendan Ennis, P.E.
Client Service Leader
CDM Smith Inc.

G.

39 Heritage Drive
Whitinsville, MA 01588
April 22, 2020

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

Board of Health
Town of Northbridge
7 Main Street
Whitinsville, MA 01588

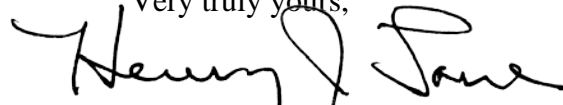
Re: Rescheduling Annual Town Meeting

Dear Board Members:

In accordance with the provisions of Chapter 53 of the Acts of 2020, I intend to recess and continue the Spring Session of the 2020 Annual Town Meeting currently scheduled to be held on May 5, 2020, to Tuesday, May 26, 2020, at 7:00 P.M. Your advice and consent to this continuance would be appreciated.

Also, in anticipation of public health concerns and restrictions on public gatherings extending beyond May 26, 2020, I expect to further continue the meeting until June 23, 2020, at 7:00 PM.

Very truly yours,

A handwritten signature in black ink, appearing to read "Henry J. Lane". The signature is fluid and cursive, with a large initial "H" and "L".

HENRY J. LANE
Town Moderator

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 39	MUNICIPAL GOVERNMENT
Section 10A	RECESSION AND CONTINUATION OF TOWN MEETING DUE TO INCLEMENT WEATHER OR PUBLIC SAFETY EMERGENCY; NOTICE

Section 10A. (a) Whenever the moderator determines that voters, or in a town having a representative town meeting form of government, the town meeting members, may be unable to attend a town meeting, called pursuant to a warrant issued pursuant to section 10, because of a weather-related or public safety emergency, the moderator shall consult with local public safety officials and members of the board of selectmen and then, upon the moderator's own declaration, the moderator shall recess and continue the town meeting to a time, date and place certain. A discussion to recess and continue a town meeting under this section shall not constitute a "deliberation", as defined by section 18 of chapter 30A, if the only subject of that discussion is the recess and continuance. If due to the emergency, a new meeting place may be required but cannot be then identified, the moderator may recess and continue the town meeting and the board of selectmen shall within 3 days of the declaration of recess and continuance select a meeting place and the moderator shall declare the meeting location. If due to the emergency no suitable town facility is

available for a meeting place in a town that typically holds such meetings within the town limits, the board of selectmen may move the meeting location to a suitable meeting place in a contiguous municipality.

The moderator need not appear at the place of the town meeting to announce a declaration of recess and continuance. The moderator shall announce the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable.

(b) A notice of the declaration of recess and continuance shall be prepared by the moderator and printed in a legible, easily understandable format and shall contain the date, time and place of the continued meeting, state the reason for the declaration and identify the date and time that the moderator announced the recess and continuance. If the moderator does not identify the location of the continued meeting in the notice, within 3 days of the announcement of the declaration of recess and continuance the moderator shall issue an amended notice which identifies the meeting place. Notice shall be filed with the municipal clerk as soon as practicable and then posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. As soon as practicable, the notice of declaration of recess and continuance and the amended notice shall be directed to the constables or to some other persons, who shall post the notice in the manner otherwise prescribed by general law, charter or by-laws for the posting of notice of town meetings. One copy of the notice of declaration of recess and continuance or the amended notice shall be posted at the main entrance of the place of the town meeting as soon as is practicable. In addition, the moderator may use any electronic, broadcast or print media convenient to circulate the notice of recess and continuance and any amended notice. Those towns that have a municipal

website shall post a copy of the notice of declaration of recess and continuance or amended notice on the town's municipal website as soon as practicable. Towns having a representative town meeting form of government may by by-law establish additional requirements for providing notice to representative town meeting members.

(c) A town meeting session recessed by the declaration of recess and continuance pursuant to this act shall be convened by the moderator not later than 30 days following the date and time of the moderator's original announcement of the declaration of recess and continuance.

(d) Within 10 days after a declaration to recess and continue a town meeting pursuant to this section, a local public safety official designated by the board of selectmen of the town in which the declaration was made shall submit a report to the attorney general that sets forth the reasons why the declaration was made.

H.

SENATE No. 2608

The Commonwealth of Massachusetts

In the One Hundred and Ninety-First General Court
(2019-2020)

SENATE, March 23, 2020.

The committee on Senate Ways and Means to whom was referred the House Bill relative to host community agreements (House, No. 4398),-- reported, in part, a "Bill granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19" (Senate, No. 2608).

For the committee,
Michael J. Rodrigues

SENATE No. 2608

The Commonwealth of Massachusetts

**In the One Hundred and Ninety-First General Court
(2019-2020)**

An Act granting authority to postpone 2020 municipal elections in the commonwealth and increase voting options in response to the declaration of emergency to respond to COVID-19.

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to forthwith provide for the rescheduling of elections as a result of the declaration of emergency to respond to COVID-19 and to increase voting options, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 9 of chapter 39, sections 26 and 28 of chapter
2 51 and chapters 53 and 54 of the General Laws or any other general or special law or by-law to
3 the contrary, any city or town with any municipal caucus or annual or special municipal election
4 scheduled between the effective date of this act and May 30, 2020, may postpone such municipal
5 caucus or municipal election in accordance with this act.

6 The select board, town council, board of registrars or city council of the city or town may
7 vote on any day prior to the date of their scheduled municipal caucus or municipal election to
8 postpone the municipal caucus or municipal election to a date certain on or before June 30, 2020.
9 Such rescheduled caucus or election shall be held in accordance with all applicable election laws
10 except as otherwise provided in this act.

11 (b) The select board, town council or city council of a city or town postponing a
12 municipal caucus or municipal election pursuant to this act shall, following consultation with the
13 local election official and the chief operating officer of the municipality as to logistics and
14 feasibility, vote to reschedule the municipal caucus or municipal election. A copy of this act, the
15 vote of the select board, town council or city council and a sample ballot shall be placed on the
16 official municipal website not later than 20 days before the date to which the rescheduled caucus
17 or election has been postponed. Notice of such action shall be provided to the public in other
18 ways reasonably calculated to enable eligible voters to learn of the rescheduled election date and
19 to cast ballots therein. The notice may include, but shall not be limited to, a “reverse-911” call,
20 municipal list-serve notifications, advertisement on local cable television or issuance of a press
21 release sent to local news media.

22 (c) Consistent with section 107 of chapter 41 of the General Laws, an incumbent elected
23 official whose term would have expired at a municipal annual town election if the election was
24 not postponed pursuant to this act shall continue to serve in the official’s position until a
25 successor is elected and qualified.

26 (d) If this act does not take effect until after the date of a scheduled municipal caucus or
27 municipal election during the state of emergency declared by the governor pursuant to executive
28 order 591, Declaration of a State of Emergency to Respond to COVID-19, the actions of the
29 board of selectmen, town council, city council and local election officials to postpone a
30 municipal caucus or municipal election shall be ratified, validated and confirmed as if this act
31 had been in place prior thereto.

32 SECTION 2. The last day to register to vote for any annual or special municipal or state
33 election postponed pursuant to this act or otherwise postponed in response to COVID-19 shall
34 be 10 days before the date to which the rescheduled election has been postponed; provided,
35 however, that the board of registrars shall hold a registration session on that date not less than
36 from 2 PM to 4 PM and from 7 PM to 8 PM. The voting list to be used at such rescheduled
37 election shall include all eligible voters registered as of that date.

38 SECTION 3. The caucus or election materials, including, but not limited to, absentee and
39 official ballots, prepared for a municipal caucus or any annual or special municipal or state
40 election postponed pursuant to this act or otherwise postponed in response to COVID-19 and
41 bearing that date shall be used for the rescheduled caucus or election to the extent practicable. If
42 additional ballots are required to be printed, the ballots shall be identical in form to those
43 prepared for the original caucus or election.

44 SECTION 4. Absentee ballots cast in connection with the original election date for any
45 annual or special municipal or state election postponed pursuant to this act or otherwise
46 postponed in response to COVID-19, whether returned before the original election or otherwise,
47 and received by the local election official before the close of polls on the date of the rescheduled
48 election, shall be processed in accordance with applicable law; provided, however, that any voter
49 who chooses to vote in person on the date of the rescheduled election may do so if their absentee
50 ballot has not yet been counted. Completed applications to vote by absentee ballot in the
51 rescheduled election shall be accepted by the board of registrars until 12:00 noon on the last
52 business day before the rescheduled election.

53 For an election held on or before June 30, 2020 any person taking precaution related to
54 COVID-19 in response to a declared state of emergency or from guidance from a medical
55 professional, local or state health official, or any civil authority shall be deemed to be unable by
56 reason of physical disability to cast their vote in person at a polling location.

57 SECTION 5. (a) Notwithstanding section 25B of chapter 54 of the General Laws or any
58 other general or special law to the contrary, any eligible voter may vote early by mail for any
59 annual or special municipal or state election held on or before June 30, 2020.

60 (b) Any qualified voter wanting to early vote by mail may file with their local election
61 official an application for an early voting ballot. Any form of written communication evidencing
62 a desire to have an early voting ballot be sent for use for voting at an election shall be given the
63 same effect as an application made in the form prescribed by the state secretary. Local election
64 officials shall send early voting by mail ballots to those who have applied as soon as ballots are
65 available. No application shall be deemed to be seasonably filed unless it is received in the office
66 of the local election official before noon on the last business day before the date on which the
67 rescheduled election is held.

68 (c) Local election officials may use absentee ballots for those voters requesting to vote
69 early by mail in municipal elections. An early voting ballot along with an envelope bearing an
70 affidavit as set forth in section 25B of chapter 54 of the General Laws shall be provided to each
71 qualified voter who participates in early voting by mail.

72 (d) The local election officials shall cause to be placed on the voting lists opposite the
73 name of a qualified voter who participates in early voting the letters "EV" designating an early
74 voter.

75 (e) The counting of early voting ballots shall be consistent with section 25B of chapter 54
76 of the General Laws and implemented regulations to the extent practicable. All envelopes
77 referred to in this section shall be retained with the ballots cast at the election and shall be
78 preserved and destroyed in the manner provided by law for the retention, preservation or
79 destruction of official ballots.

80 (f) All early voting ballots voted by mail shall be received by the town clerk before the
81 hour fixed for closing the polls on the date on which the rescheduled election is held. Early
82 voting ballots cast under the authority of this section shall be processed at the polls in a manner
83 consistent with that set forth in said section 25B of said chapter 54.

INFORMATION REGARDING POSTPONING THE TOWN ELECTION

We in the Town Clerk's office want you to know that we have been preparing for the eventuality of a postponed Annual Town Election. Below are some points of information so that you can answer any questions your constituents may have.

TERMS

- Local officials serve until their successors have been elected and sworn in. Therefore, terms will not expire until the new election date.

DEADLINES

- There is no change to nomination paper deadlines, which have all passed at this time.
- There will be a new voter registration deadline, 20 days prior to the new election date.

BALLOTS

- Ballots have already been ordered, and are being printed with the original election date of May 19, 2020, per the Secretary of State's office. These ballots will be VALID for any date to which the election is postponed.
- ABSENTEE BALLOTS will be available to ANY Northbridge voter who requests one. The State has determined that any person avoiding crowds due to the COVID-19 pandemic is qualified to receive an absentee ballot for 2020 municipal elections.
- EARLY BALLOTS by mail will also be available to any Northbridge voter who requests one. There will be no early voting in person.
- We will be mailing absentee and early ballots out some time in the next two weeks to those who have already requested them. We will include a notice to voters informing them that the election date has been changed and that their ballot will be VALID for the new election date.
- The deadline to request an absentee or early ballot is noon the day prior to the election.

ELECTION DAY

- We are following guidelines put forth by the Secretary of State's office ensure the safety of election workers and any voters who choose to vote in person on Election Day. Please keep in mind the State strongly encourages voting by mail during this public health emergency.

J.



Town of Northbridge
TREASURER/COLLECTOR
Northbridge Town Hall

7 Main Street
Whitinsville, Massachusetts 01588-2210

Phone: (508) 234-5432 Fax: (508) 234-0815

TO: Adam Gaudette
Town Manager

FROM: Julie Harris *JAH*
Treasurer/Collector

DATE: April 23, 2020

RE: An Act to Address Challenges Faced by Municipalities and
State Authorities Resulting from COVID-19, Chapter 53
Acts of 2020

As you may be aware on April 3, 2020 Governor Baker signed Chapter 53 of the Acts of 2020 into law. This law has put forth a variety of options for cities and towns to review and adopt in order to ease the financial challenges taxpayers may be facing due to COVID-19. If it is decided that any section of this new law is to be adopted, each section would have to be adopted individually.

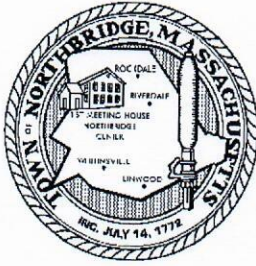
After reviewing all the different sections of this new law, I would like to recommend that the Board of Selectmen adopt the following:

Section 10 A Local Option to extend the Due Dates of Property Tax Bills

This section allows for municipalities to extend the due dates for property tax bills from May 1, 2020 to June 1, 2020. This local option applies to semi-annual tax billing communities and quarterly tax billing communities. The local option is exercised by the chief executive officer of a city, town or district. The chief executive officer is a mayor in a city and the board of selectmen in a town.

According to Section VII – E of the Bulletin 2020-2, cities and towns are required to send notice to the taxpayers if any of the local options within Chapter 53 Acts of 2020 are exercised. If my recommendation is adopted, the attached notice will be placed on the Town website along with a reverse 911 call to residents notifying them of the due date change.

Thank you for taking the time to review my recommendation.



Town of Northbridge

TREASURER/COLLECTOR

Northbridge Town Hall
7 Main Street
Whitinsville, Massachusetts 01588-2210

Phone: (508) 234-5432 Fax: (508) 234-0815

Important Information Regarding Your Tax Bill

Under "An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19," Chapter 53 Acts of 2020, the Town of Northbridge has adopted the local option to extend due dates for real and personal property tax payments to June 1, 2020. See below.

1. **The due date of your real and personal property tax bill has been extended to June 1, 2020.** June 1, 2020 is the new due date even if the due date for payment on your enclosed or previously mailed tax bill is May 1, 2020.

Note – If the municipal offices are closed on the June 1, 2020 extended due date for tax payments as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020, the due dates of tax payments are not extended – they will be due on June 1, 2020 even if the municipal offices are closed. (See section 10(b) of the Act)

Town of Northbridge real estate and personal property bills can be paid in the following ways:

- Mail a payment with the remittance stub to 7 Main Street, Whitinsville, MA 01588
- Place payment in the drop box located near the handicapped ramp in the back of the Town Hall
- Online at the Town of Northbridge website www.northbridgema.org.

Please contact Julie Harris, Treasurer/Collector at 508-234-5432 if you have any questions regarding these payments.



Bulletin

BUL-2020-02

An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19

TO: Local Officials
FROM: Patricia Hunt, Chief, Bureau of Municipal Finance Law
DATE: April 3, 2020
SUBJECT: **An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19**

This Bulletin provides guidance to local officials regarding changes in municipal finance laws included in An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Unless otherwise noted below, these changes became effective on April 3, 2020, upon Governor Baker's signing the Act into law.

I. Town Meeting Delays

A. Power of Boards of Selectmen and Town Councils to Delay Annual Town Meeting

Section 1 of the Act - Before its amendment, G.L. c. 39, § 9 provided that an annual town meeting must take place during the months of February, March, April, May or June; however, a board of selectmen or town council, by vote, could delay the annual town meeting as long as the town meeting completed its business on or before June 30th. Section 1 adds the following exception to the June 30th deadline "in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency."

This exception is available, if necessary, to towns that must delay their town meetings beyond June 30, 2020 due to the COVID-19 outbreak and the declaration of a state of emergency by the governor. Towns are advised to consult with their local counsel regarding the form of vote. See Section I-B of this Bulletin for recess and continuation of town meetings by a town moderator where the town meeting warrant has already been issued.

B. Power of Moderator to Continue Scheduled Town Meetings in Event of Public Health Emergency (Application to Districts)

Sections 2 through 4 of the Act - These sections amend G.L. c. 39, § 10A by adding “public health” emergencies as a reason for a moderator to recess and continue town meetings already scheduled by warrant. Prior to the amendment, section 10A applied to weather-related and public safety emergencies. Under the amended section 10A, during and for a period of five days after a weather-related, public safety or public health emergency, a town moderator may, in consultation with public safety or public health officials and the board of selectmen, declare a recess and continuance of the town meeting to another time, date and place certain; however, the continuance is limited to a period of 30 days. There are notice, posting and other requirements regarding the time, date and place of the recessed and continued meeting. Additionally, within 10 days after the initial declaration by the moderator of recess and continuance, a local public safety or public health official designated by the board of selectmen must submit a report to the Attorney General providing the justification for the moderation’s continuance.

These amendments also clarify that a moderator may invoke section 10A more than once to recess and continue a town meeting during the same emergency; however, each continuance period must not exceed 30 days and the moderator may not continue the meeting more than 30 days after the rescission of the declaration of emergency by the governor. Additionally, if a town does not have a moderator, the board of selectmen may recess and continue the town meeting under the amended section 10A.

Under G.L. c. 41, § 119 and c. 48, § 66 (fire districts only), the moderator of a district meeting has the powers of a moderator of a town meeting. As a result, a district moderator may recess and continue scheduled district meetings under G.L. c. 39, § 10A. For purposes of section 119, a district means a fire, water, sewer, water pollution abatement, refuse disposal, light, or improvement district, or any other district formed for the purpose of carrying out any of these functions, whether established under general law or special act. G.L. c. 41, § 1A.

Because several town moderators had already invoked Section 10A to recess and continue a scheduled town meeting due to the outbreak of COVID-19, the amendments to section 10A were made retroactive to March 10, 2020. (See Section 19 of the Act.)

II. Emergency Liabilities in Excess of Appropriation if the COVID-19 Emergency Prevents the Adoption of an Annual Budget

Section 5 of the Act - Under G.L. c. 44, § 31, no department financed by municipal revenue, or in whole or in part by taxation, of any city, town or special purpose district, except Boston, may incur liabilities in excess of appropriation “except in cases of major disaster, including, but not limited to, flood, drought, fire, hurricane, earthquake, storm or other catastrophe, whether natural or otherwise, which poses an immediate threat to the health or safety of persons or property, and then only upon a declaration by the governor of a state of emergency with respect to the disaster” On March 10, 2020, the Governor declared a state of emergency regarding COVID-19. As a result, cities, towns and special purpose districts may, with the approval of the Director of Accounts (director) of the Division of Local Services (DLS), expend from any available funds in the treasury in relation to the emergency without an appropriation by following the procedure described in Bulletin 2020-1.

Section 5 amends G.L. c. 44, § 31 by inserting the following:

If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

This amendment will allow deficit spending, with the approval of the director, on a month-to-month basis in fiscal year 2021 if the town or district was prevented from adopting a budget for fiscal year 2021 due to Governor Baker's Declaration of Emergency issued on March 10, 2020. Additional guidance will be issued by the director, like that contained in Bulletin 2020-01, that will explain the procedure to follow to obtain the director's approval to deficit spend under this provision.

III. Director's Authority to Allow Appropriations after June 30, 2020 from Free Cash Certified as of July 1, 2019

Section 6 of the Act provides:

"...[I]f the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to any such undesignated fund balance in an enterprise fund or special revenue account..."

Ordinarily, under G.L. c. 59, § 23, appropriations from certified free cash may only be made until the June 30th following its July 1 certification date. As a result, free cash certified by the director as of July 1, 2019 is available for appropriation only up to and including June 30, 2020. This section allows the director to authorize the appropriation from free cash certified as of July 1, 2019 after June 30, 2020 where the city, town or district has been prevented from adopting its FY 2021 annual budget by June 30, 2020 due to the Governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus. Once a city, town or district can meet and adopt its FY 2021 budget, this section will allow the director to permit appropriations from free cash certified as of July 1, 2019 as a funding source for its FY 2021 expenditures. Pursuant to Section 6, the director will issue additional guidance regarding the implementation of this provision.

IV. Amortization of Deficit Resulting from COVID-19 Over a Three-year Period

Section 7 of the Act - Under G.L. c. 44, § 31, deficit expenditures not otherwise provided for must be funded in full when setting the tax rate for the next fiscal year. Section 7 of the Act permits the amortization over a three-year period of the amount of a city, town or district's fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency. This applies to both expenditure deficits and revenue deficits related to the emergency. Examples of revenue deficits that could result from the emergency are reduced meals tax and room occupancy revenues. This legislation is similar to St. 2015, c. 10, § 58 which, due to the extreme snow removal costs incurred the previous winter, permitted amortization of snow and ice expenditure deficits over three years. Again, the director will issue additional guidance on the implementation of this section.

V. Continuation of Expenditure Authorization for Departmental Revolving Funds under G.L. c. 44, § 53 E ½ in FY 2021

Section 8 of the Act - Under G.L. c. 44, § 53 E ½, a city or town may authorize by bylaw or ordinance one or more revolving funds and must annually before July 1 vote the limit on the total amount that may be expended from each revolving account. Section 8 of the Act allows the continued expenditure in FY 2021 from these departmental revolving funds at the same level of expenditure authorized by the city or town for FY 2020 until the city or town adopts its FY 2021 annual budget at which time the legislative body of the city or town must adopt the FY 2021 expenditure limits for each departmental revolving fund.

VI. Suspension of Time Period for Cities and Towns to Exercise Right of First Refusal to Purchase Lands Classified under G.L. c. 61, 61A and 61B

Section 9 of the Act - Section 9 suspends the time periods that require a city or town to "act, respond, effectuate or exercise an option to purchase" under G.L. c. 61, § 8, c. 61A, § 14 and c. 61 B, § 9. The suspension is during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency. If a city or town receives notice of intent to convert or sell classified land during this period, we advise that local counsel be contacted for advice.

VII. Due Dates of Real and Personal Property Tax Bills and Applications for Exemptions and Waiver of Interest on Certain Late Payments

Sections 10 and 11 of the Act include several provisions regarding local tax bills.

A. Local Option to extend the Due Dates of Property Tax Bills

Sections 10(a)(i-iii) include a local option to extend the due dates of property tax bills under G.L. c. 59, §§ 57 and 57C from April 1, 2020 (for semi-annual billing communities with annual

preliminary bills) or May 1, 2020 to a date not later than June 1, 2020. This local option applies to semi-annual tax billing communities and quarterly tax billing communities. The local option is exercised by the chief executive officer of a city, town or district. The chief executive officer is a mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter. In a district, the chief executive officer is the prudential committee or commissioners.

B. Local Option to Extend the Due Date for Exemption and Deferral Applications

Section 10(a)(iv) includes a local option to extend the due date under G.L. c. 59, § 59 for applications for exemptions from April 1, 2020 to a date not later than June 1, 2020. This due date extension, if exercised, will automatically apply to deferrals under G.L. c. 59, § 5[18A] and [41A], residential exemptions under G.L. c. 59, § 5C and small commercial exemptions under G.L. c. 59, § 5I. This second local option is exercised in the same manner described in Section VII-A of this Bulletin.

C. Local Option to Waive Interest on Certain Payments Made After Due Dates

Section 11 includes a local option to waive interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made after its respective due date but before June 30, 2020. This third local option is also exercised in the same manner described in Section VII-A of this Bulletin.

This section allows the waiver of interest and penalties regarding late payments of bills with a due date of March 10, 2020 or after, when such bills are paid late but paid on or before June 30, 2020. This section does not permit waiver of interest and penalties regarding bills with due dates before March 10, 2020 or if the bill is not paid by June 30, 2020.

Section 11 also provides that a city or town shall not terminate an essential service of a resident, including but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with due dates on or after March 10, 2020 if paid on or before June 30, 2020, if the inability to pay resulted from circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency.

D. Clarification of Due Dates When Municipal Office is Closed Due to COVID-19

Section 10(b) - Under G.L. c. 59, §§ 57, 57C and 59, there is an automatic extension of due dates for tax payments and applications for exemptions when a municipal office is closed for a weather-related or other public safety emergency until the next day that the municipal office is open. Section 10(b) of the Act clarifies that these automatic extensions do not apply if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020 and that due dates shall only be extended by the exercise of the local options described in Sections VII- A and B of this Bulletin.

E. Notice to Taxpayers

Tax bills (with due dates of April 1, 2020 or May 1, 2020) should have already been mailed in the formats described in IGR 2019-1, IGR 2019-2, IGR 2019-3 or IGR 2019-4, as applicable. Where

tax bills have been mailed, the attached Notice must be sent to taxpayers by separate mailing if any of the local options described above are exercised. If a city or town has not adopted all three local options or June 1, 2020 due dates, the attached Notice must be amended, as appropriate, by the city or town to reflect its exercised options.

If the tax bills have not been mailed and any of the above local options are exercised, the format and content of the tax bills themselves should not be changed. Instead, tax bills should be issued in the form described in IGR 2019-1, IGR 2019-2, IGR 2019-3 and IGR 2019-4, as applicable, and the mailing must include the attached Notice (worded to reflect the local options and due dates approved by the city/town) in the same mailing as the tax bill. (See Sections IV-B-1 of IGR 2019-1, IGR 2019-2 and IGR 2019-3 and Section V-B-1 of IGR 2019-4 for insertion by collector of tax billing information in same envelope as a tax bill.)

VIII. Waiver for Hours Worked and Earnings Received During State of Emergency Regarding Services Performed by Certain Retirees Under G.L. c. 32

Section 14 of the Act includes a waiver for hours worked and earnings received by certain retirees during the state of emergency. Cities and towns are advised to contact the Public Employee Retirement Administration Commission (PERAC) for more information regarding this section.

IX. Other Provisions of the Act

The Act also includes other non-finance provisions related to cities and towns, including **Section 17** regarding the suspension of certain deadlines affecting local permits and local permitting authorities. Cities and towns are advised to review the Act with their local counsel.



DLS

DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

BUL-2020-03

Addendum to Bulletin 2020-2

TO: Local Officials
FROM: Sean Cronin, Senior Deputy Commissioner for Local Services
DATE: April 7, 2020
SUBJECT: Addendum to Bulletin 2020-2

Please be advised that in lieu of the notice to taxpayers described in Section VII-E of Bulletin 2020-2, cities and towns may provide notice to taxpayers of local options accepted, including the extension of due dates for real and personal property tax bills and due dates for applications for exemptions in the following manner: by posting the notice attached to Bulletin 2020-2 in a prominent location on the city/town's website, by posting information on official municipal social media accounts, and by utilizing technologies such as "reverse-911" and other push notification systems.