



**TOWN OF NORTHBOROUGH
63 MAIN STREET
NORTHBOROUGH, MA 01532**

**BOARD/COMMITTEE
MEETING AGENDA**

May 20, 2024
6:00 p.m.

Select Board's Meeting Room and via Zoom

To view or listen

- Live Stream link YouTube:
https://www.youtube.com/channel/UCRdBrw3HeEAMB_KFKasrgXA
- Zoom webinar link: <https://town-northborough-ma-us.zoom.us/j/87998477745>
When prompted, enter Password 779398
- CATV Government Channels: Verizon Channel 30, Charter Channel 192
- Call 1-646-876-9923
When prompted, enter Meeting ID 879 9847 7745 Password 779398

Notice to meeting attendees: The Select Board will hold a meeting in the Select Board's Meeting Room at the Northborough Town Hall. The meeting will also be conducted via Zoom. Those interested may attend the meeting in person or via Zoom using the link above.

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1. Call to Order in Open Session
 2. 6:00 p.m. – Executive Session:
 - a. Pursuant to M.G.L., Chapter 30A, Section 21 (a)(6) – To consider a lease agreement for premises located at 4 West Main Street
 - b. Pursuant to M.G.L., Chapter 30A, Section 21 (a)(6) – To consider a purchase and sales agreement for premises located at 13 Church Street
 - c. Pursuant to M.G.L., Chapter 30A, Section 21 (a)(7) Review and Consideration of the following Executive Session meeting minutes:
 - February 26, 2024
 - March 25, 2024
 - March 27, 2024
 - May 13, 2024

The above Executive Session agenda is due to the Chair's determination that a discussion regarding these matters in an open session may have a detrimental effect on the negotiating position of the Town.

3. 7:00 pm – Return to Open Session
4. Public Comment
5. Reorganization of Select Board – Chair, Vice Chair, Clerk

6. [Approval of Meeting Minutes:](#)
 - March 18, 2024
 - March 25, 2024
 - April 1, 2024
7. 7:05 PM – [PUBLIC HEARING](#) – To Consider Petition # 30894693 as submitted by Massachusetts Electric Company d/b/a National Grid to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across West Street
8. [Laurie Connors, Planning Director – Request for support of the following “Community One Stop for Growth” Grants:](#)
 - Route 9 Sewer Extension Project (MASSWORKS Grant)
 - Downtown Branding & Wayfinding Project (MA Downtown Initiative Grant)
 - White Cliffs Mansion Architect Services (Underutilized Properties Grant)
9. Ratify Lease Agreement for 4 West Main Street
10. Ratify Purchase & Sales Agreement for 13 Church Street
11. [Ratify Town Administrator’s appointments to the Peaslee School Building Committee and assign Select Board member to serve on the Committee](#)
12. Reports
13. Any other business to come before the Board
14. Public Comment
15. Adjourn

**SELECT BOARD
MEETING MINUTES –March 18, 2024**

7:00 p.m. - Remote Meeting Introduction

Chair Cohen, Select Board Chair, read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Chair Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator
Isabella Caruso, Interim Health Director
Andrew Dowd, Town Clerk
Connor Robichaud, CMRPC
Lisa Bennett Johnson, Board of Health
Dilip Jain, Vice Chair, Board of Health
Swati Sane, Board of Health

The Seelct Board meeting was called to order at 7:00 pm by Chair, Chair Cohen.

Appointments of Terry Crean and Kimberly Shepherd as Temporary Registrars for the Purpose of Participating in a District Wide Election Recount on Thursday, March 21, 2024, at 9:00 a.m.

Chair Cohen introduced the topic of appointing Terry Crean and Kimberly Shepherd as temporary registrars for a districtwide recount scheduled for March 21, 2024, at 9:00 AM. Andrew Dowd explained the recount's necessity following a petition by a candidate for Republican State Committee Woman, who lost by 33 votes despite winning by nearly 500 votes in Northborough. The recount will cover all towns within the Senate District. Due to the absence of two regular registrars, Crean and Shepherd will serve as judges, reviewing questioned hand-counted votes and making final determinations. SB Member Ziton inquired about notifying the public in case of an outcome change, to which Dowd clarified that amendments would be made through the Secretary of the Commonwealth's office, acknowledging potential for slight changes due to hand-counted votes.

Chair Cohen entertained a motion.

SB Member Ziton moved the Board vote to appoint Terry Crean and Kimberly Shepherd as Temporary Registrars effective immediately for the purpose of participating in a District Wide Election Recount on Thursday March 21, 2024 at 9:00 am; SB Member Hirsh seconded the motion.

The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

The public hearing was called to order at 7:12 pm by Select Board Chair, Mitch Cohen.

PUBLIC HEARING

Select Board and Board of Health to consider the proposed amendment to the Town's Municipal Code for the creation of the Health and Human Services Department and the reorganization of the Health and Inspection Services into the Human Services Division, pursuant to Article V of the Town of Northborough Charter.

Chair Cohen opened the hearing by acknowledging the long-term discussions leading to the reorganization and expressed gratitude to the staff, boards, and public for their input on the Central Massachusetts Regional Planning Commission (CMRPC) survey. Town Administrator McInerney, then provided background on the motivation for reorganization, highlighting Kristin Black's departure, interim appointments, and a previous Collins Center study recommending a Health and Human Services model. These circumstances led to CMRPC's involvement in a study for health and family support in Northborough.

Vice Chair Dilip Jain (BOH) called the Board of Health meeting to order at 7:20 pm, with Swati Sane and Lisa Bennett Johnson also present. Connor Robichaud then began his presentation, with questions to follow afterward.

Northborough Health and Human Services Strategic Assessment (Presented by Connor Robichaud from CMRPC)

Connor Robichaud from CMRPC provided an overview of the proposed Health and Human Services reorganization.

Methodology and Assessment:

- **Data Collection:** The study utilized a multifaceted approach, including a town-wide survey, stakeholder interviews with department heads and local organizations, and meetings with model communities and statewide associations.
- **Survey:** The survey garnered 184 responses, with significant insights into the needs of the community.

Current Operations:

- **Family and Youth Services:** The department has experienced a shift from direct counseling services to providing referrals and connections to resources, in part due to staffing shortages. The department has partnered with the Family Success Partnership for interim services.
- **Health Department:** The department has demonstrated adaptability, responding to challenges such as COVID-19 and the migrant crisis. They manage a variety of programs, including wellness checks, blood pressure screenings, and Narcan training, while overseeing permits, licenses, and grants.

Collaborations:

- The town has established partnerships with the police, fire department, senior center, recreation department, library, DPW, and local organizations to address a variety of community health and wellness needs.
- The study noted potential improvements in areas such as behavioral health resources, data management, and preventive programming.

Lessons from Model Communities:

- Needham: Integration of Health and Human Services streamlines service delivery, enhancing community wellness.
- Hudson: Innovative initiatives like the mobile food pantry address diverse community needs.
- Plymouth: A comprehensive approach creates synergies between services such as health, veteran services, and recreation.

Proposed Structure:

- The new Health and Human Services Department aims to consolidate and enhance existing operations. The department includes a director and nine supporting roles, with some positions shared with other towns.

Funding and Implementation:

- The department's funding includes grants such as the Public Health Excellence Grant and drug-free communities funding, along with town funding.
- The proposal aims to work within existing financial resources, increasing the budget by less than 1% overall.

Path Forward:

- Continued promotion of the model and securing approval at town meeting.
- Establishment of an implementation team, followed by staff alignment and policy standardization.
- Key performance indicators to monitor progress include service utilization, community engagement, staff performance, and grant funding success.

Conclusion:

The integration of health and family services will streamline services, enhance collaboration, and improve data collection. Ongoing community engagement, grant opportunities, and robust collaboration will help maintain responsiveness to evolving needs.

Discussion Post Presentation

SB Member Wixted, liaison to the Youth Commission, supported reorganizing the Family & Youth Services (FYS) department to mirror Southborough's model, aiming for a more cohesive and efficient department.

SB Member Hirsh sought clarity on the reorganization's structure, questioning whether multiple social workers would be staffed to handle varying needs. SB Member Ziton, expressed appreciation for the efforts to evaluate transitioning to an HHS model. She voiced concerns about the prolonged absence of a Family Youth Services quorum, noting that the initiative should have been given a fair chance before considering its dissolution. Additionally, she highlighted the risk of being heavily dependent on grant funding. Ziton also questioned whether the new model would adequately address the community's mental health needs. She inquired about the organizational chart, which depicted five employees, to which Connor Robichaud clarified that these were five repurposed positions. Isabella Caruso clarified that grants fund key positions, ensuring stability for five years.

Lisa Bennett Johnson praised the improved efficiency of both the FYS and Health departments, noting their understaffing for years. Chair Cohen emphasized the importance of bridging service gaps, particularly for children and those aged 18 to 64. Dilip Jain stressed the need for a robust support system, anticipating an increase in mental health and substance abuse issues in the next few years.

SB Member Hirsh voiced concerns about the comparability of Northborough's model to those in Needham and Nantucket, emphasizing the importance of hearing from residents. SB Members Hirsh and Ziton also questioned the sustainability of grant funding. Robichaud assured that even without grants, funding would be comparable to the current model.

The discussion wrapped up by emphasizing the need for effective service integration and collaboration across departments, with Isabella Caruso outlining the funding sources for each role in the new organizational structure, aiming to centralize services and leverage grant funding efficiently.

Chair Cohen introduced Kristin Black, former Northborough Health Director, who discussed the proposed integration of the Health and Human Services departments. Black highlighted inefficiencies from her time, such as overlapping director responsibilities causing confusion and redundancy. She advocated for a unified structure merging Family and Youth Services with Health Departments, which would streamline roles, enhance collaboration, and improve hierarchy clarity. Black pointed out challenges in funding and staff retention, suggesting that merging departments could help alleviate these issues through better access to grants. She noted the potential for Northborough to secure new grants to support this new structure, enhancing the work environment and fostering better support for residents.

SB Member Wixted also supported the integration, noting the opportune timing given the vacancies in department head positions, which allows for reorganization without job loss. Wixted linked this restructuring to community needs for mental health services. Black emphasized the benefits such as more direct community service by social workers and outreach coordinators, inclusion of requested positions, and improved data management for future social services planning.

Public Commentss

Scott Rogers, 26 Tomahawk Drive, , discussed the disjointed resources and connectivity he observed while sitting as a Select Board member regarding the Youth and Family Services department compared to the integrated Health Department. He supported a new organizational model merging Health and Human Services to enhance interdepartmental collaboration and synergy. Rogers highlighted that this reorganization would allow the new director to focus on departmental relations and enable full-time service offerings. He concluded that the model solves long-standing challenges, enhances service delivery, and attracts needed staff, making it beneficial for all.

Erica Zeiger, 2 Stratton Way, Northborough Youth Commission Member with 30 years of social services experience, voiced concerns over the proposed Health and Human Services reorganization. Zeiger doubted the feasibility of one social worker managing extensive duties

across counseling, support for police and fire services, and case management. Despite recognizing some value in the proposed model, she pointed out the insufficiency in staffing and direct support for families. In reply, Connor Robichaud acknowledged the challenge, suggesting the model as a preliminary step, while Isabella Caruso stressed the necessity for increased capacity, noting it as an improvement despite imperfections.

Mary Ellen Duggan, Northborough and Southborough Public Schools District Wellness Coordinator / Nurse Leader, advocated for a new Health and Human Services department model, stressing the need for enhanced in-house support as opposed to the current reliance on external social work services. She outlined that the proposed model would incorporate two (2) full-time positions: a social worker and a community outreach coordinator, aimed at assisting families in crisis. Duggan praised the model's potential to leverage local resources such as Helping Hands, the food pantry, and the friend fridge, to significantly benefit the community.

SB Member Hirsh questioned the qualifications required for the proposed key roles, including the Director of Health and Human Services and other positions. Connor Robichaud detailed the qualifications, focusing on experience in community and mental health sectors and noting that the social worker position would require a Master's of Social Work (MSW) with an independent license. Hirsh expressed concerns over the absence of round-the-clock coverage and the risks of relying solely on one (1) social worker for direct counseling, with Robichaud acknowledging these issues but emphasizing the integrated model's capacity to effectively meet community needs.

Jacob Jones, 108 Green Street, appreciated the clarifications provided by the Select Board and the Town Administrator regarding the proposed changes, which simplify the existing structure by merging the Health Director and the vacant Youth Services Director into a single role. He noted that the budget change associated with this reorganization is minimal, around \$3,000, and supported the proposal based on its budget neutrality and positive feedback from interim leadership.

SB Member Maselli raised concerns about filling the social services positions under the new model. Connor Robichaud responded by highlighting competitive salaries and a collaborative work environment, with Isabella Caruso adding that benefits and professional development opportunities are also supported by grants.

Lisa Bennett Johnson mentioned the availability of Connor Robichaud's CMRPC report online, encouraging public review and engagement for better understanding. Chair Cohen guided residents on how to access the report on the town's website.

[**Health and Human Services Strategic Assessment Online**](#)

SB Member Hirsh expressed concerns about the financial implications if the proposed changes were not adopted, with T.A. Tim McInerney affirming that the budget could support both the current and proposed models. Hirsh also queried about the working arrangements for the new roles, which were clarified to likely require in-office presence rather than remote options. Further, Hirsh questioned the sustainability of grant funding post-COVID, to which Connor Robichaud and Isabella Caruso reassured the long-term viability of these grants and the state's continued support for local public health initiatives.

Doreen Genna, not a resident of Northborough, a former Family and Youth Services Administrative Assistant for 2 ½ years, endorsed the proposed changes. Genna praised the inclusion of full-time positions for counselors, an Outreach person, and an Administrative Assistant in the new proposal, noting it significantly surpasses past initiatives in meeting community demands. She highlighted the addition of group counseling possibilities and emphasized the urgency of addressing the escalating need for services. Genna concluded with optimism about the potential positive impact of the proposed changes.

Chair Cohen entertained a motion to close the Public Hearing.

SB Member Maselli moved the Board vote to close the public hearing; SB Member Zitton seconded the motion.

The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Zitton	“aye”		

Chair Cohen entertained a motion for the Select Board to vote on the Health and Human Services Warrant Articles #37 and #38. The Board of Health did not have a quorum at the end of the Public hearing so no vote was taken by the Board of Health.

SB Member Wixted moved the Board vote to support the proposed amendment to the Town's Municipal Code for the creation of a Health and Human Services Department and the reorganization of the Health and Inspection Services into the Human Services Division pursuant to Article V of the Town Charter as recommended by the Northborough Health and Human Services Strategic Assessment Report prepared by the Central Massachusetts Regional Planning Commission and to support an Article for the same purpose on the Annual Town Meeting Warrant; SB Member Hirsh seconded the motion.

The roll call vote was taken as follows:

Hirsh	“abstained”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Zitton	“aye”		

ADJOURNMENT

Chair Cohen entertained a motion to close the Public Hearing.

SB Member Wixted moved the Board vote to adjourn; SB Member Hirsh seconded the motion.

The roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

The meeting adjourned at 9:56 pm.

Respectfully submitted,



Angie Sowden
Executive Assistant
Town Administrator / Select Board

Resource Links:

1. [Recorded Meeting with Full CMRPC Presentation](#)
2. [March 18, 2024 Meeting Agenda](#)
3. [Public Hearing Notice](#)
4. [Select Board Meeting Packet](#)
5. [Presentation Slides](#)
6. [Health and Human Services Strategic Assessment \(CMRPC\)](#)

**SELECT BOARD
MEETING MINUTES –March 25, 2024**

6:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator
Jason Little, Finance Director (present for open session)

6:04 p.m. – EXECUTIVE SESSION

Ziton moved the Board vote to enter into Executive Session pursuant to Pursuant to M.G.L., Chapter 30A, Section 21 (a)(6) to consider the purchase, exchange, lease or value of real property – 13 Church Street, due to the Chair's determination that a discussion regarding these matters in an open session may have a detrimental effect on the negotiating position of the Town. Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

Chair Cohen announced that the Select Board was entering into Executive Session for the purpose previously voted and that the Board will return to Open Session at approximately 7:00 pm.

7:15 p.m. – RETURN TO OPEN SESSION

Chair Cohen announced the Board’s return to Open Session.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

APPROVAL OF MINUTES

This was postponed as the minutes were not available–

COMMUNITY PRESERVATION COMMITTEE CHAIR JOHN CAMPBELL

Presentation on CPC Warrant Articles.

Mr. Campbell reviewed the following projects approved by the CPC:

432 Whitney Street Land Acquisition Project (\$1,700,000): This project involves purchase of 23.77 acres of undeveloped land for open space/recreation purposes and a small-scale affordable housing project consisting of 4-8 multi-family dwelling units. Benefits of the acquisition include the development of affordable housing, protection of important wildlife habitat, a wetland system that is hydrologically connected to Bearfoot Brook and a scenic vista at the property’s high point and providing an open space connection between the aqueduct to the west and the permanently protected open space owned by the MA Department of Conservation and Recreation and the Berlin Conservation Commission. The Open Space Committee, Conservation Commission and Planning

Board submitted letters expressing their support of this acquisition. The CPC voted 7-0 to fund this from unreserved fund (\$817,653), conservation fund (\$664,073) and new revenues (\$218,274). The Town received word from Christine Berry, Land Protection Specialist from the Massachusetts Department of Conservation and Recreation (DCR), that they will contribute \$200,000 towards the acquisition and they are offering to hold the Conservation Restriction for the Town for free. Since their financial contribution is conditional upon government approval of their budget, CPC plans to ask Town Meeting for the full amount represented in the Warrant Article. Upon receipt of the funds from the Massachusetts DCR, the Community Preservation Act funds will be reimbursed.

Pickleball Soundproofing (\$54,500): This project involves installation of ultraviolet (UV) tolerant soundproofing onto the top line of the existing fencing system to block the impact noise generated by pickleball sports. It will reduce noise below nuisance levels. The CPC voted 7-0 to fund this from new revenues.

Affordable Housing Funds to the Northborough Affordable Housing Corporation (\$126,856): The NAHC has been very effective in adding multiple affordable housing units in Town utilizing CPA funds and partnering with organizations such as Habitat for Humanity. Based on the prospects for several additional projects in the near term, the CPC voted 7-0 to approve this request using new revenues, subject to a funding agreement consistent those applying to prior year grants to the NAHC.

Chair Cohen recused himself from the next discussion as a neighbor of the Church.

First Parish Church Steeple Repairs (\$210,000): This project involves replacement of wood stairs, wood flooring, wood trusses that support the flooring and stairs, and wood “cradle” that supports the brass bell. These features have been compromised by age and many years of exposure to the weather and leakage. At its own expense, the congregation will hire a contractor to replace defective materials on the steeple exterior and reseal that exterior to prevent future leakage. The CPC voted 7-0 to fund this from new revenues.

Wachusett Aqueduct Historic Marker (\$4,729): This duplicate marker will replace one stolen in October 2023. The CPC voted 7-0 to fund this from new revenues.

White Cliffs Bond Payment (\$176,000): This is the 7th payment required for the bond on the White Cliffs purchase, and this also covers the requirement that at least 10% of new revenue be allocated toward Historic Preservation. The CPC voted 7-0 to fund \$164,641 from new revenues. The balance of \$11,359 will be paid from the Community Preservation Premium Reserve.

CPA Administrative Expenses Account (\$41,000): In accordance with the CPA legislation, the CPC may allocate up to 5% of new revenue to the administrative account for expenses such as legal fees, appraisals and consultant fees related to CPA projects. Unused amounts from a given year go back to the CPA Unreserved fund. The CPC voted 7-0 to allocate 5% of the projected \$820,000 new revenues.

Conservation Fund (\$350,000): The Conservation Fund currently has a balance of approx. \$664,000 from CPA funds approved at prior Town Meetings, which is proposed to be spent on the acquisition of 432 Whitney Street. In support of our efforts to plan for future needs for CPA funding and allow flexibility across all categories of historic preservation, affordable housing,

open space and recreation, the CPC feels it is wise to keep reserves in the Unreserved Fund at this time. Therefore, the CPC voted 7-0 to deny this application. The Committee's representatives from the Open Space Committee and the Conservation Commission both agreed with this decision.

ENDING BALANCES: Should all of CPC recommendations above be approved at Town Meeting, the amount unallocated from projected new revenue would be \$0 and the amount remaining in the Unreserved Fund would be \$243,061.

The Board thanked Mr. Campbell for the presentation.

7:30 pm: - JOINT PUBLIC HEARING

Select Board and Appropriations Committee on FY2025 Proposed Budget

At 8:10pm Chair Cohen opened the Joint Public Hearing on the FY2025 Proposed Budget.

Appropriations Committee Chair Scott Rogers called the meeting of the Appropriations Committee Joint Public Hearing of March 25, 2024 to order. Appropriations Committee members George Brenckle, Janice Height, Tim Kaelin, Jeff Knight were also present.

Chair Cohen followed up on a conversation given that the Board and the public are just now seeing the budget information, following presentation, the Board will have a brief discussion on possibly continuing this to another date.

Mr. McInerney provided an overview of the FY2025 Proposed Municipal Budget, adding that this was a collaboration with the Finance Director, Jason Little.

1. Budget Overview: The proposed budget for FY2025 is balanced, with no financial reserves used beyond \$500,000 from Free Cash as per town policy.
2. Budget Highlights:
 - Revenue: Tax receipts increase by 6.48% (\$3.94 million). New growth is estimated to add \$30 million in value, contributing \$428,400 in revenue. Local receipts increase to \$4.4 million, and state aid is estimated at \$6.02 million.
 - Expenditure: The budget includes a 5.41% increase in school budgets and new positions in various departments. Fixed cost increases include health insurance, retirement assessment, and solid waste subsidies.
3. State Aid: State aid increases by 1.46%, primarily driven by a 1.46% increase in the Governor's budget. Chapter 70 education aid forms 71% of state aid, with unrestricted general government aid accounting for 23%.
4. Capital Plan: The proposed capital plan amounts to \$5.39 million, funded through a mix of free cash, tax levy, and other funds. This includes investments in police, fire department, public works, and schools, including a feasibility study for Peaslee School.
5. Demographics and Comparisons: The presentation provides data on community demographics, including average home value (\$624,468) and tax effort comparisons with neighboring communities.
6. Reserves: The budget sets aside funds for various reserves, including the stabilization fund (\$200,000) and capital projects. Free Cash allocation is \$3,072,920.

- 7. Conclusion: The balanced FY2025 budget remains within Prop 2½ limits, maintains core services, and funds key areas including OPEB (Other Post-Employment Benefits), stabilization, and capital projects.

After discussion, the Chair asked for input on closing or continuing the public hearing. By consensus, the Board agreed to continue the public hearing to April 1st.

Scott Rogers noted that Appropriations Committee meetings are recorded so if the public wants to hear those budget discussions, they can watch the recorded meetings. He confirmed that the Appropriations Committee will most likely will have a quorum for the April 1st meeting.

Wixted moved the Board vote to continue the Joint Public Hearing with the Appropriations Committee to Monday, April 1, 2024 at 7pm; Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

RE-OPEN THE TOWN MEETING WARRANT FOR THE PURPOSE OF REVIEWING THE AMENDED ARTICLE REGARDING HEALTH AND HUMAN SERVICES

Mr. McInerney informed the Board that he has been working with Town Counsel on all of the articles on the warrant. It was recommended that the Health and Human Services article, originally presented as one article, should be broken into two. The content remains the same, the change was to provide ease of reading for the public. Mr. McInerney also learned today that some language edits regarding three zoning articles did not make it into the warrant. That information was submitted in a memo from the Town Planner, dated March 21, 2024. A copy of the letter is included in the meeting packet.

Hirsh moved the Board vote to re-open, add the amended articles related to the Health and Human Services and Zoning and close the Town Meeting Warrant; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

APPROVAL AND EXECUTION OF THE APRIL 22, 2024 TOWN MEETING WARRANT

Continued to the next meeting on April 1st.

APPROVAL AND EXECUTION OF THE MAY 14, 2024 ANNUAL TOWN ELECTION WARRANT

The Board discussed notification options for Town Election and Town Meeting, including the use of Code Red. They would like this discussion to be added to the April 1st agenda to allow the Police Chief and the Fire Chies to provide input.

Ziton moved the Board vote to approve and execute the May 14, 2024 Town Election Warrant; Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

ACCEPTANCE OF FUNDS FROM THE GREEN COMMUNITIES COMPETITIVE GRANT FOR PROJECTS RELATING TO THE SENIOR CENTER AND LIBRARY

Mr. McInerney stated the Town was awarded the Green Communities grant for the following projects:

- \$5,000 Town – Administrative Assistance
- \$20,000 Senior Center – Duct Air Sealing
- \$72,867 Library – Weatherization and Insulation
- \$29,115 Senior Center – Weatherization and Installation

This is a request to accept and expend those funds.

Wixted moved the Board vote, pursuant to Massachusetts General Law, Chapter 44, Section 53A, to accept funds in the amount of \$127,194 from the Green Communities Competitive Grant for projects relating to the Senior Center and Library and to authorize expenditure of same by the DPW Director; Hirsh seconded the motion; the roll call vote was taken as follows: the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

ACCEPTANCE OF FUNDS FROM A STATE EARMARK AWARD FOR THE RESERVOIR DAM PROJECT

Mr. McInerney noted that this was a State earmark project and the request is for approval to accept and expend those funds.

Hirsh moved the Board vote, pursuant to Massachusetts General Law, Chapter 44, Section 53A, to accept funds in the amount of \$25,000 from a State Earmark Award for the Reservoir Dam Removal Project and to authorize expenditure of same by the DPW Director; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

CONSIDERATION AND VOTE TO CHANGE THE HOURS OF OPERATION FOR THE BARTLETT STREET SAFETY SPEED ZONE

William Pierce, Traffic Safety Committee Chair

Member Wixted recused herself from the discussion as a resident of this area.

Bill Pierce, Chairman of the Traffic Safety Committee, presented an issue regarding the safety zone lights on Bartlet Street near the high school. The concern was raised by a resident's letter questioning the necessity of the lights being on so late when school activities typically conclude

by 8:00 PM. The committee considered adjusting the timing to 7:30 PM and planned a review after a year.

During the discussion, some board members expressed the need for broader community feedback before making changes. They highlighted the importance of these lights for safety, especially given the presence of young drivers and increased truck traffic. There was a consensus to keep the current timing of the lights until more information could be gathered, emphasizing safety over convenience. The committee plans to collect more data and community opinions on this issue.

DISCUSSION OF CREATION OF LIAISON TO THE FIRE STATION BUILDING COMMITTEE – LISA MASELLI

Member Maselli discussed concerns regarding the liaison to the Fire Station Building Committee.

Several members expressed concerns regarding the role of the liaison and the needs for clarifying the role across the board. After discussion, the Chair requested the Town Administrator ask counsel whether an FPC member could serve as liaison to any other boards.

REPORTS

Laura Zittoni

- Thank election workers who participated in the state primary ballot recount on Thursday.
- Congratulations to Mary Ellen Duggin, District Wellness Coordinator and Nurse, for being awarded the School Nurse Administrator of the Year at the Massachusetts School Nurses Organization on March 16th.
- Recognition to the Northboro Junior Women's Club for hosting STEM day for girls in grades 5 through 8 on Saturday, where there was 220 attendees. There was a keynote speaker was the first woman commander of the USS Constitution.

Lisa Maselli

- Thanked all the new members of the Financial Planning and Appropriations Committees as there are quite a few new ones. FPC has five new appointments. They were short for a number of years. Appropriations has one new appointment.
- Thanked Jason Little for coming back. He's certainly an asset to our Town.
- A few residents have asked to have a Mock Town Meeting held at the senior center, for the seniors or anybody else to ask some of the questions that we have for this lengthy warrant. Senior Center Director, Kendra Faldetta, indicated we could work together to figure out the logistics of having a Mock Town Meeting.
- Include the clickers in the Mock Town Meeting. Concerned about using a paper card and a clicker (to use at different times). The request for clickers was to make voting uniform and have it go smoothly and quickly.
- Introduce a Special Projects Tax Impact Calculator like Cohasset and Hyannis use. It is as part of their website hosting software program. It is a wonderful option for people to help in understanding their tax impacts.
- Police station siding project – expected this to be on the agenda and had the following comments:
 - o Did a site walk at the police station with Julianne Hirsh, Mark McMenemy, Chief Griffin, and Scott Charpentier on 3/14/24.

- Found the exterior was not in such bad condition. Spending \$540,000 on what was, last year, a \$70,000 painting project, is outrageous.
- Discuss breakdown of costs, such as the labor cost of \$111,000.00, and how it is an excessive amount of money for that work.
- Suggested to be more creative with the tax dollar. Inquired about hiring somebody part time or on a seasonal basis to do the work, as opposed to paying that kind of money just for subcontract labor.
- Requested further discussion at the next meeting. The Town Administrator noted that he provided the Board with a memo addressing this subject which is included in the packet. The Chair thought that this did not need to be a specific agenda item, but could be brought up at the next meeting.

Kristen Wixted

- Kristen Black will receive the Migrant Champion of the Year award at the Central Mass Housing Alliance annual meeting on Wednesday, March 27th.
- The Town Hall Feasibility Study Committee meeting will also take place on March 27th. The committee will vote to recommend which plan should move forward for the new Town Hall.
- It's not too late to donate to the Scholarship Committee.

Julianne Hirsh

- With the help of Member Wixted, noted that the Community Affairs Committee is working on bands for the summer, as well as Town Cleanup Day on April 27th – Follow the usual procedures and show up at 7:15 AM that Saturday.
- Northborough Sustainable Committee's sponsored walk on April 6th: Meet at 10:00 AM at the Rice Avenue trailhead for hike led by someone from DRC to identify invasive plants. Junior Women's Club work party follows to remove identified invasives.
- Master Plan Implementation Committee: meet monthly and their last meeting featured a 15-minute presentation by Jean Cahill on removing dams from the Assabet River; recommends watching the recorded meeting for more information.

Mitch Cohen

- Tonight's meeting was intended to be the first hybrid meeting, but that didn't happen. Thanks to Dana, the cable department, the IT department, and others at Town Hall working on the project. A few IT issues need to be resolved before hybrid meetings can begin. Looking forward to in-person meetings with the option to connect remotely with staff and the public.
- Aggregation: the public comment period has closed, allowing insight into plans and changes for the aggregation process. Comments will be distributed to the board, allowing for any changes or approval. Once finalized, the plan can be submitted to the state, with a shorter waiting process than before.
- Student Representative: Discussed in August at the goals meeting to have a student representative from Algonquin at meetings. The board is still interested in this idea. The school department should choose a student, preferably a junior, to start attending meetings. Reached out to the Guidance Department. Guidance staff at Algonquin will select a candidate, consulting with the student and parents. The student will have a seat at the table, without voting power or access to executive sessions. This provides insight from a different perspective and gives the student experience in local government. Everyone is on board, and the school department will be asked to provide a name soon.

Town Administrator Report

- No report due to the late hour

Assistant Town Administrator Report

- No report

OTHER BUSINESS

There was no other business.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

ADJOURNMENT

Hirsh moved the Board vote to adjourn; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

The meeting adjourned at 10:30 pm.

A recording of this meeting is available at:

<https://www.youtube.com/watch?v=ETmaVig83Yo>

Respectfully submitted,



Lynda LePoer
Executive Assistant to the
Select Board

Documents used during meeting:

1. 3/25/24 Meeting Agenda
2. 318/24 CPC letter to SB
3. FY25 Proposed Municipal Budget Powerpoint Presentation
4. 3/25/24 Draft Town Meeting Warrant
5. 3/14/24 Email from Town Administrator regarding HHS article
6. 3/21/24 Letter from Town Planner regarding edits to (3) zoning articles
7. ICON Architects Feasibility Estimate for the Police Station
8. Annual Town Election document
9. 3/27/23 Letter to Interim Town Administrator regarding Green Communities grant award
10. 3/22/24 Memo from Town Administrator regarding State Earmark award for dam removal project
11. 3/13/24 Memo from Traffic Safety Committee regarding Bartlet Street Safety Speed Zone

**SELECT BOARD
MEETING MINUTES –April 1, 2024**

7:00 p.m. - Chair’s Introduction to Remote Meeting

Chair Cohen read the current remote meeting notice and confirmed the following Select Board members and others could hear and be heard.

Select Board (SB)

Mitch Cohen, Chair
Kristen Wixted, Vice Chair
Laura Ziton, Clerk
Julianne Hirsh
Lisa Maselli

Others

Timothy McInerney, Town Administrator
Diane Wackell, Assistant Town Administrator

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

APPROVAL OF MINUTES:

January 22, 2024

Wixted moved the Board vote to approve the January 22, 2024 meeting minutes as amended; Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

February 12, 2024

Ziton moved the Board voted to approve the February 12, 2024 meeting minutes as amended; Wixted seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

February 26, 2024

Maselli moved the Board vote to approve the February 26, 2024 meeting minutes as presented; Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

7:01 PM – CONTINUED JOINT PUBLIC HEARING

Select Board and Appropriations Committee on FY2025 Proposed Budget

Chair Cohen opened the continued Joint Public Hearing with the Appropriations Committee.

Appropriations Committee Chair Scott Rogers called the meeting of the Appropriations Committee to order. Members George Brenckle, Janice Height, Tim Kaelin, and Jeff Knight were present.

Chair Cohen stated that this hearing was continued to allow residents and members of the public more time to review the proposed budget, ask questions, and provide input.

Mr. McNerney indicated that there are no changes to the budget that was presented last week. He added that he is currently working on the budget message and updating the manager's corner. He is continuing to work on recording informational video clips on the articles to provide information to the public and allow feedback.

Mr. Little reiterated what the Town Administrator said that there are no changes to the budget.

Chair Rogers noted that there is an Appropriations meeting on Thursday. The Committee is waiting to receive answers to questions from several departments.

Mr. Charpentier was present to respond to several concerns expressed by Members Maselli and Hirsh regarding the DPW budget.

Mr. Little discussed how the Appropriations and Financial Planning committees typically operate with increased meetings leading up to the budget season and town meeting. However, due to staffing issues, this year saw a compressed schedule, prompting a shift towards more consistent and strategic planning meetings throughout the year. Specifically, the Financial Planning Committee will be meeting in May post-town meeting, and the Appropriations Committee will start meeting in early fall, rather than late December. These changes are aimed at better preparation and strategic planning, including financial trend monitoring and multi-year projections for major projects. Mr. Little emphasized the importance of stable and strategic financial projections to handle upcoming large projects and capital needs effectively.

Member Ziton recognized that as a board they can do better to save the taxpayers money. They need to be more conservative when it comes to approving projects and they need to focus on working together with the Appropriations Committee and Financial Planning Committee.

Public Comment:

Mike Tiegan, 3 Auger Ave, called in to express his concerns about the financial burdens faced by families in Northboro. He highlighted the difficulties these families have in affording both necessities and desires due to rising single-family home taxes. He echoed member Ziton's comments and suggested that the community might need to reconsider and possibly refuse some expenditures, even those that are needed or strongly desired, in order to alleviate the tax pressure on local taxpayers.

Hirsh moved the Board vote to close the Joint Public Hearing with the Appropriations Committee; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	"aye"	Maselli	"aye"
Wixted	"aye"	Cohen	"aye"
Ziton	"aye"		

Appropriations Committee Chair Scott Rogers thanks the departments, staff, boards, committees and commissions for working together on the budget process.

George Brenckle moved the Appropriations Committee adjourn the Joint Public Hearing; Jeff Knight seconded the motion; the roll call vote was taken as follows with all members voting “aye”: George Brenckle, Janice Height, Tim Kaelin, and Jeff Knight.

APPROVAL AND EXECUTION OF THE APRIL 22, 2024 TOWN MEETING WARRANT

The Chair asked Mr. McInerney if there were any changes made to the Town Meeting Warrant that was submitted at the last meeting. Mr. McInerney replied that there were none, but he did mention he had previously sent an email to the board regarding the hook truck article that will be passed over to allow for those funds to be transferred to the Police station siding project.

Mr. McInerney responded to concerns expressed by Member Maselli regarding the police station siding project. The primary issues discussed are the escalating costs of the project, the materials to be used, the urgency of the repairs due to the building's deteriorating condition, and the procedures for obtaining quotes and handling the bidding process. There is concern about the rising expenses from an initial \$70,000 to \$540,000 and whether the investment is justified given the increased escalation. Mr. McInerney expressed the requirements for proper procurement and bidding processes to ensure competitive pricing and the possibility of the project's cost decreasing if bids come in lower than the estimates. He added that the Town must balance cost, urgency, and the quality of repairs needed to make the building weathertight and functional.

Wixted moved the Board vote to approve and execute the April 22, 2024 Town Meeting Warrant; Ziton seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye”		

DISCUSSION REGARDING THE USE OF CODE RED AND ADVERTISING STRATEGIES FOR TOWN MEETING

Fire Chief David Parenti, Police Chief Brian Griffin, and Town Clerk Andrew Dowd were present for this discussion regarding the use of the Code Red emergency alert system for non-emergency town notifications, particularly for promoting town meetings. The primary concern was that the system was initially intended only for emergencies, and overuse for non-emergencies might lead to people ignoring important alerts. However, due to a need for better community engagement and attendance at town meetings, various communication strategies were proposed. These included using Code Red for critical town meetings, alongside other methods like social media, local cable, DPW signs, and lawn signs with QR codes. The idea is to balance effective communication without overwhelming residents with non-emergency alerts. The consensus leaned towards a careful, targeted use of Code Red to boost attendance at essential town meetings, with clear communication strategies to ensure residents are appropriately informed without causing alert fatigue.

Member Maselli also followed up on a request she made regarding a mock town meeting at the senior center, to include the use of the new electronic voting devices in advance of town meeting. Mr. Dowd replied that they have not received the new equipment yet, but they do have a test kit

which can be used. Mr. Dowd and the moderator will coordinate this. Mr. McNerney noted that he has scheduled a meeting at the senior center on April 17th at 10am for the purpose of reviewing the HHS articles and they are welcome to add this onto that meeting.

PUBLIC COMMENT

Chair Cohen invited comments from the public. There were none.

Before the board adjourned, Member Hirsh mentioned that there have been recent requests for updates on ARPA funding. She would like the board to consider scheduling a meeting dedicated solely to a discussion on ARPA. Member Hirsh will have an updated list prepared for the discussion when a date has been set.

Ms. Hirsh has a list that will be ready for the meeting when scheduled.

ADJOURNMENT

Ziton moved the Board vote to adjourn; Hirsh seconded the motion; the roll call vote was taken as follows:

Hirsh	“aye”	Maselli	“aye”
Wixted	“aye”	Cohen	“aye”
Ziton	“aye		

The meeting adjourned at 9:18 pm.

A recording of this meeting is available at:

<https://www.youtube.com/watch?v=kuD-e5k4m4c>

Respectfully submitted,

Lynda LePoer

Lynda LePoer
Executive Assistant to the
Board of Selectmen

Documents used for the meeting:

4/1/2024 Meeting Agenda

1/22/2024 Meeting Minutes

2/12/2024 Meeting Minutes

2/26/2024 Meeting Minutes

3/28/2028 Draft Town Meeting Warrant

3/28/2024 Memos from the Fire Chief and Police Chief re: Code Red



TOWN OF NORTHBOROUGH

Select Board
Town Offices, 63 Main Street
Northborough, MA 01532-1994
508-393-5040 Phone
www.town.northborough.ma.us

NORTHBOROUGH SELECT BOARD PUBLIC HEARING NOTICE

Pursuant to Massachusetts General Laws, Chapter 166, Section 22, you are hereby notified that the Northborough Select Board will hold a Public Hearing to consider Pole Petition No. 3089463 as submitted by Massachusetts Electric Company d/b/a National Grid as follows:

WEST STREET – Install one SO Anchor on West Street. Beginning at a point approximately 25 feet North West of the centerline of the intersection of West Street. National Grid to install anchor guy wire at Pole 21 West Street. Removing tree guy wire. Location approximately as shown on plan attached.

Said Public Hearing will be held on Monday, May 20, 2024 at 7:05 p.m. in the Select Board's Meeting Room, 63 Main Street, Northborough, MA.

Enclosed you will find a copy of the petition and corresponding plan for your review. Any person wishing to be heard should attend this Public Hearing in person at the time and place mentioned above, or remotely via the zoom link provided below. You can also call the DPW Director at 508-393-5030 with any questions.

To join the Public Hearing remotely:

URL link <https://town-northborough-ma-us.zoom.us/j/87998477745> Passcode: 779398

Join by phone: 1 646 876 9923 / Webinar ID: 879 9847 7745/ Passcode: 779398

Laura Ziton, Clerk
Select Board

cc: Abutters
National Grid
DPW Director

MEMO

TO: Tim McInerney, Town Administrator

CC: Scott Charpentier, Public Works Director
Brian Griffin, Police Chief
David Parenti, Fire Chief
Emily O'Brien, National Grid
John Bowler, Verizon

FROM: Fred Litchfield, Town Engineer

DATE: May 16, 2024

RE: Pole Petition for WR# 30894693

I have reviewed the attached petition for the installation of an anchor and guy wire at Pole #21 on the northerly side of West Street and removing an existing tree guy. It is my understanding this work is being required as part of providing electricity to the new house under construction at 75 West Street. I have spoken with Jeffrey Silva, Distribution Designer with National Grid, and he has installed a stake for the location of the new guy wire which will not interfere with the existing Cold Harbor Brook Trail.

At this time, I would recommend the petition be granted with the following conditions:

- The Police Department be notified prior to the start of any work as West Street is narrow at this location and a detail officer is recommended.
- All existing guy wires are to be removed and any replacement guy wires be installed as proposed in the field on Monday, May 13, 2024.
- The removal of the existing guy wires should be completed as soon as possible.

nationalgrid

April 2, 2024

Town of Northborough Massachusetts

To whom it may Concern:

Enclosed please find a petition of NATIONAL GRID, covering NATIONAL GRID pole location(s)

If you have any questions regarding this permit, please contact:

Felix Aben #508-431-8162

Please notify National Grid's Emily O'Brien of the **hearing date / time** to emily.obrien@nationalgrid.com

If this petition meets with your approval, please return an executed copy to:

National Grid: Emily O'Brien; 100 East Ashland St, Brockton, MA 02302

Very truly yours,

Helton Lopes

Helton Lopes
Supervisor, Distribution Design

Enclosures

Questions contact – Felix Aben #508-431-8162
PETITION FOR POLE AND WIRE LOCATIONS

To the Board of Selectmen
Of Northborough, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

West Street - Install one SO Anchor on West Street. Beginning at a point approximately 25 feet North West of the centerline of the intersection of West Street. National Grid to install anchor and guy wire at Pole 21 West Street. Removing tree guy.

Location approximately as shown on plan attached.

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

No.# 30894693

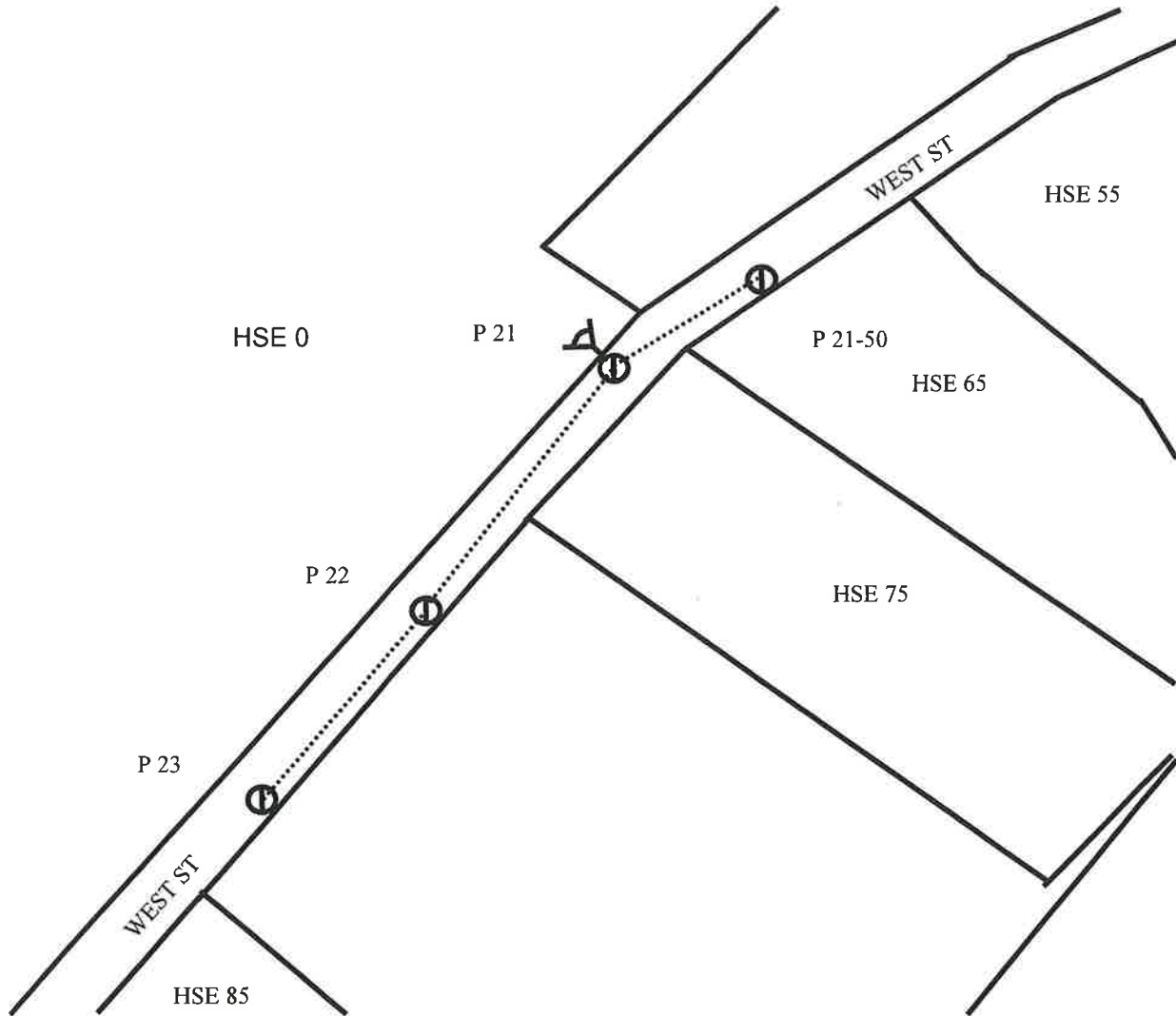
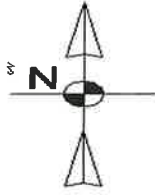
Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

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

Massachusetts Electric Company d/b/a
NATIONAL GRID *Hellon Lopes*
BY _____
Engineering Department

December 11, 2023

PETITION SKETCH



ELECTRIC DISTRIBUTION PETITION

Legend:

Existing Pole (JO)-



Proposed SO Anchor and
Guy Wire



OH Wire



nationalgrid

Address: 0 West St
Northborough, MA 01532

SKETCH TO ACCOMPANY PETITION

FOR: WR# 30894693

DATE: 12/08/2023

Drawn By: Felix Aben

DRAWING NOT TO SCALE. DISTANCES ARE APPROXIMATE.

0 West Street, Northborough, MA (57-33)
 Abutters - Direct and Across - March 13, 2024

ID	St #	Street Name	Owner Name	Owner Name 2	Owner Address 1	Owner City	Ownr Sta	Ownr Zip
057.0-0042-0000.0	50	CHERRY STREET	CALAPAI GEORGE V JR	CALAPAI FRANCES H	50 CHERRY STREET	NORTHBOROUGH	MA	01532
057.0-0036-0000.0	67	CHERRY STREET	COOK MITCHELL S	BOLG JULIE R	67 CHERRY STREET	NORTHBOROUGH	MA	01532
043.0-0013-0000.0	0	CHURCH STREET	TOWN OF NORTHBOROUGH	CONSERVATION COMMISSION	63 MAIN STREET	NORTHBOROUGH	MA	01532
043.0-0008-0000.0	287	CHURCH STREET	GREENE JOHN D	GREENE ALYSSA S	287 CHURCH STREET	NORTHBOROUGH	MA	01532
043.0-0009-0000.0	295	CHURCH STREET	FERENCHICK MICHELLE R		295 CHURCH STREET	NORTHBOROUGH	MA	01532
043.0-0010-0000.0	299	CHURCH STREET	LEVESQUE PAUL T	LEVESQUE CHERYL L	299 CHURCH STREET	NORTHBOROUGH	MA	01532
043.0-0011-0000.0	303	CHURCH STREET	HAYS MARTHA S TR	HAYS FAMILY TRUST	303 CHURCH STREET	NORTHBOROUGH	MA	01532
043.0-0012-0000.0	307	CHURCH STREET	TAIT BRUCE DOUGLAS	TAIT JENNIFER ANN OLEARY	135 AMES STREET	MARLBOROUGH	MA	01752
057.0-0026-0000.0	272	CRAWFORD STREET	SILVA LISA KAMEAN & KRIEGER JOHN D TR	272 CRAWFORD REALTY TRUST	272 CRAWFORD STREET	NORTHBOROUGH	MA	01532
057.0-0048-0000.0	282	CRAWFORD STREET	STEARNS BRIAN	STEARNS DONNA	282 CRAWFORD STREET	NORTHBOROUGH	MA	01532
057.0-0023-0000.0	294	CRAWFORD STREET	KREISS KERRI M SULLIVAN		294 CRAWFORD STREET	NORTHBOROUGH	MA	01532
056.0-0052-0000.0	0	WEST STREET	TOWN OF NORTHBOROUGH	CONSERVATION COMMISSION	63 MAIN STREET	NORTHBOROUGH	MA	01532
057.0-0043-0000.0	0	WEST STREET	COMMONWEALTH OF MASS/DOR	OFFICE OF DAM SAFETY	251 CAUSEWAY STREET 7th Fl	BOSTON	MA	02114
057.0-0033-0000.0	0	WEST STREET	COMMONWEALTH OF MASS/DOR	OFFICE OF DAM SAFETY	251 CAUSEWAY STREET 7th Fl	BOSTON	MA	02114
056.0-0049-0000.0	47	WEST STREET	TONELLI PETER A J		271 TURNPIKE ROAD	WESTBOROUGH	MA	01581
056.0-0051-0000.0	65	WEST STREET	BAEVSKY MATTHEW F	MARKSON MARJORIE E	65 WEST STREET	NORTHBOROUGH	MA	01532
056.0-0072-0000.0	75	WEST STREET	0/95 WEST STREET LLC		11 LOON COVE	TRENTON	ME	04605
057.0-0050-0000.0	77	WEST STREET	0/95 WEST STREET LLC		11 LOON COVE	TRENTON	ME	04605
056.0-0073-0000.0	79	WEST STREET	0/95 WEST STREET LLC		11 LOON COVE	TRENTON	ME	04605
057.0-0051-0000.0	81	WEST STREET	0/95 WEST STREET LLC		11 LOON COVE	TRENTON	ME	04605
057.0-0052-0000.0	83	WEST STREET	0/95 WEST STREET LLC		11 LOON COVE	TRENTON	ME	04605
057.0-0034-0000.0	85	WEST STREET	CREIGHTON KRISTIN	GRINOLD IAN MATTHEW	85 WEST STREET	NORTHBOROUGH	MA	01532
057.0-0032-0000.0	140	WEST STREET	KAPAON STEPHEN P	KAPAON JANICE M	140 WEST STREET	NORTHBOROUGH	MA	01532

* Abutters notified 5-9-2024



TOWN OF NORTHBOROUGH PLANNING DEPARTMENT

Town Hall Offices • 63 Main Street • Northborough, MA 01532 • 508-393-5040 x7 • 508-393-6996 Fax

May 16, 2024

Select Board
Town Offices
63 Main Street
Northborough, MA 01532

Dear Board Members,

Enclosed please find three draft Letters of Support for grants that I hope to submit under the Community One Stop for Growth Program due June 5, 2024. Feel free to make any edits to the letters as you see fit. A brief description of the three projects that are the focus of these grant applications follows:

Route 9 Sewer Extension Project (construction costs valued at approximately \$2 million – MassWorks Grant): If funded, this project would finance the installation of a sewer main extension from its current terminus where Otis Street intersects with Lawrence Street, down Lawrence Street a distance of approximately 0.6 mile via a combination of gravity and force main to Route 9. Bohler Engineering is designing the system at the behest of Mr. Jayesh Patel, the owner of the Motel 6 located at 27 Belmont Street. Mr. Patel has agreed to finance both the design and permitting of this project as he is interested in investing \$4 million in upgrades to his motel and returning it to active use. A new septic system for his motel will cost an additional \$1.4 million. The building permit to authorize these improvements is pending approval by the Building Inspector. The system is being designed to accommodate approximately 53,250 gallons per day, which will be sufficient to handle flow from properties that abut Lawrence Street and the north side of Route 9. A single sanitary sewer pump station is proposed, which would be located approximately halfway between Route 9 and Otis Street at the low point in Lawrence Street. Bohler Engineering hopes to complete 50% design plans by month's end and 100% design plans and all permitting for the sewer extension by November 2024. As a beneficiary of the proposed sewer extension, the owner of 80-86 Lawrence Street, Loren Street LLC, has agreed to donate land to the Town for the sewer pump station and to provide a cash match if both the MassWorks grant and permits are secured for a mixed-use development that she hopes to build on her 21.13-acre property. I do not envision that the Town will provide a cash match for this project.

The project area is zoned a combination of Residential C (allows single family homes and duplexes), Business South (allows a variety of commercial, mixed-use and industrial uses including light manufacturing and warehousing), and Highway Business (allows mixed uses and a variety of commercial uses including motels, restaurants, gas stations, and commercial recreation). As many as 37 parcels on Lawrence Street and 7 parcels on the north side of Route 9, including 2 businesses with failing septic systems, could benefit from the sewer extension. This area is environmentally sensitive with Smith Pond and a large steam/wetland system located along both sides of Lawrence Street and passing beneath Route 9 east of the Casa Vallerta Mexican Restaurant (closed due to failing septic system). Both the pond and the stream/wetland system are at significant risk of degradation from failing septic systems. The quality of both surface and groundwater will undoubtedly improve with the installation of public sewer.

This project would advance the following goals and objectives within the *2020 Master Plan*:

- Public Facilities Goal 1: Develop plans to improve key public facilities and infrastructure to support the Town's operations and to meet the community's current and future needs.
 - PFS Objective 1-1: Identify the need and potential grants for expanding water/sewer infrastructure.
- Economic Development Goal 2: Promote (re)development opportunities for vacant or underutilized commercial and industrial properties.
- ED Objective 4-2: Encourage mixed-use development for appropriately positioned private land assets. Develop a strategy for the provision of public utilities, as necessary.
- Land Use Goal 4: Continue to support and manage commercial development outside of the Downtown, particularly along Route 20 (Southwest Cutoff) and Route 9, considering adjacent land use compatibility and the Town's preservation priorities.
 - LU Objective 4-3: Consider increasing water/sewer capacity, particularly along Route 20 (Southwest Cutoff) and Route 9, to enhance development potential.

White Cliffs Mansion Architectural Services Project (valued at approximately \$75,000 – Underutilized Properties Pre-development Grant): Funds secured through this grant would pay for the architectural services necessary to demolish 1960's additions and secure the building in a temporary way until the Town can renovate and restore the property to active use or sell the property. According to the consultant team who prepared the "Northborough, MA White Cliffs Mansion Assessment and Reuse Study", the 1960's additions, which accommodate a 5,000 square foot ballroom and catering/commercial kitchens, are in extremely poor condition and the greatest threat to the historic fabric within White Cliffs due to moisture and mold/mildew intrusion. Constructed of cinder block with a flat membrane roof and minimal windows, the additions have no architectural/historic value and detract from the character of this ornate building.

The proposed scope of work includes acquisition of an engineered site survey identifying the location of all underground utilities and building extents and preparation of construction documents for the complete, careful removal of all non-historic additions, including slabs and foundations, and for temporary, water-tight infill at all removals. Temporary infill will be designed to remain in place and protect the historic building for a minimum of 5 years while a reuse plan for the building is decided upon by the Town or the property is sold to a private entity and reused. Structural reinforcement will be incorporated into the design, as necessary. Electrical service and other utility connections will be maintained within the historic building and terminated at the additions.

Note that I plan to apply for a second Underutilized Properties Grant for construction and remediation activities in June 2025. That application would request \$1 million for the demolition of the additions and buttoning up the building afterwards in conformance with the construction plans prepared under the predevelopment grant. Any leftover funds would pay for remediation of environmental hazards in accordance with the 2023 report prepared by Capital Environmental, LLC. To make this application more competitive, I will seek CPA funds at the April 2025 Town Meeting to provide a sizeable match (likely to be in the \$250,000 range).

By reusing a vacant historic property and performing a historically sensitive restoration & rehabilitation of the building to uncover historic exterior features that are presently obscured by enclosures and unattractive, poorly-constructed 1960's additions, this project would achieve the public purposes of eliminating blight, supporting economic development in Downtown Northborough and, if reused by the

Town, increasing the number of spaces accessible to persons with disabilities. The project would also advance the following goals and objectives within the *2020 Master Plan*:

- Land Use Goal 2: Enhance Downtown by promoting a pleasing and welcoming appearance- one that promotes a sense of place – enabling it to become the community’s proud central gathering area for residents and visitors alike.
 - LU Objective 2-8: Evaluate how Community Preservation Act funding and other funding sources can be used to support Downtown enhancement.
- Natural, Cultural & Historic Resources Goal 2: Maintain and expand the protection of Northborough’s historic resources including: buildings, structures, landscapes, and documents.
 - NCH Objective 2-3: Promote the protection of antique properties, which include buildings, structures, documents, artifacts, landscapes, and agricultural lands.
 - NCH Objective 2-5: Explore ways to incentivize restoration, rehabilitation, and beautification efforts for historic properties throughout Town.
- Natural, Cultural & Historic Resources Goal 3: Repurpose surplus Town-owned buildings and facilities for community needs.
 - NCH Objective 3-1: Identify short and long-term planning goals for properties such as White Cliffs, Westborough State Hospital, 13 Church Street, Boundary Street, and 4 West Main Street (the Old Town Hall site).
- Public Facilities Goal 1: Develop plans to improve key public facilities and infrastructure to support the Town’s operations and to meet the community’s current and future needs.
 - PFS Objective 1-5: Develop specific plans to reuse, repurpose, or share space at municipal buildings.

Downtown Branding & Wayfinding Project (technical assistance valued at \$25,000 – MA Downtown Initiative Grant): This project seeks technical assistance to develop a wayfinding and branding scheme for Downtown Northborough. This effort will follow on the heels of the recently completed *2024 Northborough Downtown Revitalization Plan Report*, which was compiled by a consultant team consisting of Weston & Sampson Engineers and RKG Associates in collaboration with the Master Plan Implementation Committee. Implementation of a branding and wayfinding program in conjunction with easy-to-implement beautification efforts (i.e. installation of colorful planters, street trees and festive banners) and a multi-year, multi-phase streetscape improvement project that incorporates on-street parking on side streets, Complete Streets design principles and a variety of streetscape improvements, will make the downtown more attractive, vibrant and simple-to-navigate for users of all ages, abilities and modes of travel. If people feel comfortable visiting multiple businesses in a single trip, downtown businesses will benefit, which will ultimately reduce the number of storefront vacancies. Moreover, wayfinding signage will increase the visibility of storefronts located off of Route 20, ultimately enabling them to attract new customers.

The proposed scope of work includes a walking tour of Downtown Northborough, 4-5 meetings with a focus group (possibly the Master Plan Implementation Committee), 1 public workshop where as many as 3 branding/wayfinding options will be presented for community feedback, preparation of a full set of specifications of the final brand and wayfinding sign hierarchy to be used for pricing and fabrication, and preparation of a final report and presentation to the Select Board.

If funded, this project would advance the following goals and objectives within the *2020 Master Plan*:

- Land Use Goal 2: Enhance Downtown by promoting a pleasing and welcoming appearance- one that promotes a sense of place – enabling it to become the community’s proud central gathering area for residents and visitors alike.
 - LU Objective 2-7: Take advantage of the Department of Housing and Community Development’s Massachusetts Downtown Initiative that provides services and technical assistance to communities on revitalizing their downtowns.
- Economic Development Goal 1: Define Downtown in terms of its geography (e.g., Downtown Business District), appearance, branding, and function;
 - ED Objective 1-3: Explore options for creating a fresh and cohesive identity and brand for the new Downtown area such as unified signage and facades, including wayfinding and marketing materials. Use signage to clarify the boundaries of the new Downtown.

Thank you for your attention to this matter. I will attend the May 20th meeting of the Select Board virtually to answer any follow-up questions and collect feedback on the draft letters. As mentioned above, these grant applications are due on June 5th and require a significant amount of time, effort and coordination to complete. Therefore, it would be helpful to obtain any feedback at your meeting on May 20th.

Sincerely,



Laurie Connors
Planning Director

Enclosures



63 Main Street
Northborough, MA 01532
www.town.northborough.ma.us

Northborough Town Hall
(508) 393-5040 x1
selectboard@town.northborough.ma.us

May 20, 2024

Laurie Connors, Planning Director
Town Offices
63 Main Street
Northborough, MA 01532

RE: MA Downtown Initiative Technical Assistance Grant

Dear Ms. Connors,

At our meeting on May 20, 2024, the Select Board voted our enthusiastic support for the Town's application for a Technical Assistance Grant from the MA Downtown Initiative to develop a branding and wayfinding program for Downtown Northborough. The Select Board is committed to the revitalization of our downtown, as we recently demonstrated with the allocation of \$250,000 in ARPA funds to the design of a Phase I Downtown Streetscape Project concentrated on Blake and Pierce Streets, two municipal parking lots, and a pocket park located on the corner of Blake Street and Main Streets. Our understanding is that the branding and wayfinding elements developed through this project will be incorporated into the streetscape improvements via signage, banners, and public art.

Through public outreach conducted as part of the 2020 master planning process and the 2024 downtown revitalization visioning process, residents have expressed strong desires for wayfinding signage that will direct users to key municipal destinations (i.e. library, municipal parking lots), for accessibility improvements that will enhance the pedestrian experience and for a brand that will celebrate what is unique about Northborough's Downtown. We hope that these improvements, coupled with beautification projects currently underway, will have the combined impact of infusing new life into Downtown and enticing commuters traveling through it to stop and visit. The Select Board is excited to participate in this worthwhile project and is hopeful that you will fund it.

Thank you for your consideration of the Town of Northborough's application.

Sincerely,

Chair



63 Main Street
Northborough, MA 01532
www.town.northborough.ma.us

Northborough Town Hall
(508) 393-5040 x1
selectboard@town.northborough.ma.us

May 20, 2024

Laurie Connors, Planning Director
Town Offices
63 Main Street
Northborough, MA 01532

RE: MassWorks Grant

Dear Ms. Connors,

At our meeting on May 20, 2024, the Select Board voted our enthusiastic support for the Town's application for a MassWorks Grant to extend sewer main from its current terminus at the intersection of Otis and Lawrence Streets, down Lawrence Street and to Route 9. We applaud the willingness of benefiting property owners to contribute financially to this project by financing the design, donating land to the Town for the required pump station, and contributing a cash match to this project.

Providing sewer service to Route 9 is a long-term goal of the Town of Northborough that was reconfirmed in the 2020 Town of Northborough Master Plan. Route 9 is a major east-west state highway that is a key economic development driver for the community. The Board understands that failing septic systems have contributed to the closure of an 89-unit motel and two restaurants, and the lack of sewer service has deterred high-quality businesses from investing in these properties and locating elsewhere along Lawrence Street and Route 9.

The Select Board is confident that the sewer extension will help the Town address the challenges of commercial vacancies, blight and underperforming properties along two of the Town's most important commercial corridors. With your help, we will be able to expand and diversify our local economy by providing the utilities necessary to attract private investment and occupy these vacant buildings and underutilized properties.

Thank you for your consideration of the Town of Northborough's application.

Sincerely,

Chair



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Northborough, MA 01532
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Northborough Town Hall
(508) 393-5040 x1
selectboard@town.northborough.ma.us

May 20, 2024

Laurie Connors, Planning Director
Town Offices
63 Main Street
Northborough, MA 01532

RE: Underutilized Properties Grant

Dear Ms. Connors,

At our meeting on May 20, 2024, the Select Board voted our enthusiastic support for the Town's application for an Underutilized Properties Grant to pay for architectural services to develop construction documents and provide construction administration services for the removal of non-historic additions at White Cliffs. The Select Board understands that these additions, which detract from the character of the historic mansion and are of no architectural value and in very poor condition, endanger the integrity of the historic Mansion due to mold/moisture intrusion and need to be removed as soon as possible.

The Town of Northborough's commitment to preserve the White Cliffs Mansion was clearly demonstrated by the Town's successful 2016 Town Meeting vote to allocate \$2.4 million in Community Preservation Funds to finance the acquisition, stabilization and carrying costs of the property while a permanent reuse plan is developed. The acquisition was approved by a supermajority of registered voters- 218/67 on April 25, 2016, and the sale was executed a year later- on September 26, 2017.

Since acquisition, the Town has worked diligently to assess, secure, and stabilize the structure, while pursuing a viable reuse plan. The Select Board appointed two committees, the White Cliffs Committee and most recently the Town Hall Feasibility Study Committee, to explore various reuse options. Meanwhile, the Town spent more than \$660,000 on emergency repairs, carrying costs and to hire experts to explore the property history, assess the building components and their condition, identify priority repairs and environmental mitigation needs, identify ongoing maintenance requirements, and analyze three potential reuse options and their feasibility.

Overwhelmed redevelop, daunting task and cost of restoring the historic mansion to its former glory, in 2022 the Town hired Kirk & Company, a real estate consulting firm with a long history of providing real estate counseling and advisory, valuation, market analysis, and strategic decision-making services, to assist the White Cliffs Committee with developing a

plan to reposition, redevelop and reuse the White Cliffs Mansion. The Town received 3 responses in response to a Request for Proposals issued by the Town to secure a private partner who would either purchase the property and preserve it or enter into a long-term lease with the Town. Ultimately, we chose to decline the winning proposal from MetroWest Collaborative for a 52-unit affordable housing proposal after receiving extensive negative feedback from the public. We felt strongly that municipal ownership and use of the property should be explored more fully, and we eagerly await a presentation from the Town Hall Feasibility Study Committee in June regarding their findings and recommendation.

While a decision on the future reuse of the White Cliffs Mansion is still pending, the Select Board is united in its belief that the historic portion of the Mansion has value worthy of preservation. To that end, demolishing the additions that are wreaking havoc on the historic Mansion is paramount to stop the spread of mold and mildew.

Thank you for your consideration of the Town of Northborough's application for an Underutilized Properties Grant. We are hopeful that with your help, we will be able to take the next step towards saving this cherished landmark for future generations to enjoy.

Sincerely,


Chair

63 Main Street, Northborough, MA 01532
www.town.northborough.ma.us
(508) 393-5040 x1



Timothy P. McInerney, ICMA-CM
tmcinerney@town.northborough.ma.us
Town Administrator

To: Select Board

From: Tim McInerney 

Subject: Peaslee School Building Committee Members

Date: May 17, 2024

As you know, the Peaslee School Building Committee shall be an ad-hoc committee appointed by the Town Administrator, subject to the approval of the Select Board. The Peaslee School Building Committee shall be responsible for conducting a feasibility study into the options for renovations or new construction at the existing Peaslee Elementary School site.

At your May 20, 2024, meeting, I will be seeking Board approval of the following citizen appointments to the Peaslee School Building Committee:

Diana Nicklaus

Diana Nicklaus would be an excellent addition to the Marguerite E. Peaslee Elementary School Building Committee due to her experience as an architect specializing in public design and construction, including leading over \$400 million in projects like the award-winning Roger Wellington Elementary School. As a Northborough resident and former Peaslee parent, she has a personal connection to the community. Her experience with the Massachusetts School Building Authority process, participation in various town committees, and leadership as President and CEO of Saam Architecture highlight her capability to contribute effectively to the committee's work.

Erika Hall

Erika Hall would be a valuable member of the Marguerite E. Peaslee Elementary School Building Committee due to her experience in real estate and organizational leadership, managing budgets over \$1.5 million and overseeing multiple properties. As a Northborough resident and Peaslee parent, she has a personal investment in the project. Erika's roles in the Realtor® Association and Massachusetts Association of Realtors® demonstrate her expertise in strategic planning, grant writing, and stakeholder engagement. Her technical background in biomedical engineering and active community involvement further highlights her problem-solving skills and commitment to improving educational facilities for her community.

Tristan Bezzant

Tristan Bezzant would be an excellent addition to the Peaslee School Building Committee due to his experience in managing and constructing K-12 educational facilities, including projects under the Massachusetts School Building Authority (MSBA) program. With over 17 years in commercial construction, Tristan has successfully delivered large-scale projects, such as the award-winning Fales Elementary School, and has a strong background in both ground-up and renovation projects. His expertise in project management, budgeting, logistical planning, and problem-solving, combined with his financial advisory skills, makes him well-equipped to ensure the project's success while considering the financial impact and feasibility of options. As a Northborough resident whose children have benefited from local school projects, he is personally invested in the community's educational infrastructure.

Robert Tomasetti

Rob Tomasetti is an ideal candidate for the Peaslee School Building Committee due to his extensive 18-year career as a construction project manager and owner representative in the Boston area, working across public and private sectors. His comprehensive experience in performing capital needs assessments, managing procurement of design and construction services, and overseeing on-site operations—including cost, schedule, quality, and safety management—makes him a valuable asset for the committee. Rob's background includes leading significant projects such as life science facilities, luxury residential buildings, and large-scale manufacturing expansions, many achieving LEED certification, demonstrating his expertise in sustainable design and construction. His commitment to the community is evident through his long-term residency in Northborough and active involvement in the local school system, where his three children are currently enrolled.

My decision was challenging because we received eight impressive applications from citizens that were enthusiastic about helping our town. Ultimately, I chose a diverse group with various professional backgrounds. I want to acknowledge the four citizens who were not selected and extend my deepest appreciation to them.

- Tom Reardon
- Jacob Ruzkoski
- Erin Tagliaferri
- Kevin Wyrsh

I look forward to discussing this with the Board on May 20th.

Thank you.

saam

May 6, 2024

Tim McInerney
Town Administrator, Town of Northborough
63 Main Street
Northborough, MA 01532

RE: Town of Northborough – Marguerite E. Peaslee Elementary School
Building Committee

Mr. McInerney,

I am writing to express my interest in joining the Marguerite E. Peaslee Elementary School Building Committee. As a Northborough resident and an architect, I bring several relevant perspectives.

In addition to being a citizen of Northborough, I was a Peaslee parent for nine consecutive years while my two daughters completed grades K-5 at Peaslee. One is now completing her sophomore year at Algonquin, and the other is finishing her first year of college. I am grateful for the Peaslee education they received during their most formative years.

As an architect, my focus lies in public design and construction. As evidenced by my attached resume, I have led over \$400,000,000 of public bid design and construction, utilizing both Ch. 149 and Ch. 149a procurement. This experience includes significant projects such as the award-winning new Roger Wellington Elementary school in Belmont as well as the City of Fitchburg's new Crocker Elementary School. It is worth noting that among the 13 MSBA projects bid in 2023, Crocker had the lowest cost per square foot of any project. I understand the importance of economy in design. In addition, I am fluent in all phases of the MSBA process, from designer selection to Project Scope and Budget Agreement to the OPM role.

With experience on the Firehouse Building Committee, the Town's Design Review Committee, and the White Cliffs Building Committee, I have an established track record of effective participation in town affairs. I am eager to build upon this experience with the Peaslee Elementary School Building Committee.

Thank you for considering my application. I look forward to the opportunity to contribute to the continued success of Peaslee Elementary School.

Best,



Diana Nicklaus, FAIA, LEED BD+C, MCPPO
President & CEO, saam architecture
Northborough Resident

Diana Nicklaus, FAIA, LEED BD+C, MCPPO

President & CEO

saam
architecture



education

Master of Architecture,
University of Texas at Austin

Bachelor of Arts in Art History,
Tufts University

registrations

Registered Architect:
MA, NY, ME, NH, CT, RI

LEED BD+C

MCPPO

NCARB

affiliations

Fellow, American Institute
of Architects

Professional Women in Construction,
Founding Board President

Former Co-Chair of the Women's
Network Steering Committee,
Massachusetts Building Congress

Former Board Vice President,
Massachusetts Building Congress

Society for College and
University Planning, member

years of experience

27 total
10 with Saam

selected work / k-12

Massachusetts School Building Authority (MSBA)

Various locations, MA

Crocker Elementary School, Fitchburg

Principal-in-Charge for a new 116,000 gsf \$60 million elementary school that will house grades one through five for 845 students. The project features a cost-effective and biophilic design approach and is currently under construction. The existing school building has suffered multiple physical failures in recent years and the initial phase of this project included a complete facility assessment with repair recommendations.

Saam Architecture developed a new, two-story building design that meets all of the educational delivery objectives, unique program requirements, and is within an established budget to ensure that the building is as economical as possible and will serve Fitchburg for the next 50 years. (2025)

Roger E. Wellington Elementary School, Belmont

Diana was Project Manager and CM @ Risk Selection Committee member, and participated in Trade Contractor prequalification for this new elementary school housing 680 students ranging from preschool to grade 4. She led the design collaboration team with architect Jonathan Levi and managed owner and OPM aspects of the design and construction processes. The school is composed of two wings with a core of communal spaces, including a library, music rooms, and a cafetorium. This was a Chapter 149A public bid project and was completed in collaboration with Jonathan Levi Architects. (At Burt Hill/Stantec)

—Harleston Parker Award 2014

Comprehensive Model High Schools

Project Executive. As an extension of the Master Plan and Model High School study, Saam developed a Schematic Design for the new Comprehensive Pilgrim High School to replace the existing facility. The 258,000 sf facility will serve 1,147 students. Efficiency of building layout and circulation is maximized: relationships between interior building programming relates to the exterior programming, while interior circulation doubles as flexible academic spaces. (est. 2026)

Warwick High Schools Master Plan

Principal. In collaboration with Frank Locker Educational Planning and the City of Warwick School District, Saam developed a comprehensive master education and facilities plan that informed the development of a Comprehensive Model High School to be constructed at two locations. (2021)

Warwick Public Schools

Warwick, RI

City of Boston

Boston, MA

Melvin H. King South End Academy Study

Principal-in-Charge for a programming and feasibility study to develop an updated educational vision for renovated facilities and to explore options for sizing, renovation, and the possibility of merging one or more existing school buildings together.

selected work / higher-ed + labs

177 Huntington Avenue, Floors 13 and 22

Principal-in-Charge of two 6,500 sf fitout of academic spaces, including areas for professors and their post-docs and graduate students, as well as support spaces, IT closet, kitchen, conference rooms, huddle space, and seminar area. The project created an open, inviting environment that brought academic and administrative groups together. (2020)

Gainsborough Garage, Customer Service Facilities Office

Principal-in-Charge of a 2,000 sf fitout space including a new exterior entrance and ramp, a command center desk, offices, conference space, a kitchen/break room, and other facilities support space.

Gainsborough Garage, Trades Operation Workshops and Offices

Principal-in-Charge of a 19,920 sf renovation that provided updated locker rooms and shops, including carpentry, mechanical, electrical, and signage, as well as new office space. These shops and offices support the operations and maintenance of the entire campus.

Residential Safety Office Renovation

Principal-in-Charge of a 700 sf office renovation including lobby desk and ramp reconfiguration for better monitoring of campus dorm access and communication with proctor staff.

Police Headquarters Armory and Evidence Rooms Renovation

Principal-in-Charge. The project took five existing rooms in NEU's Police Headquarters space, reconfiguring them into four rooms to better house the needs of the users. New spaces include evidence storage, evidence processing, an interview room, and an armory room.

Singh/Harris Lab

Principal-in-Charge of a laboratory renovation, equipment relocation, and casework renovation. Project involved relocation of existing X-Ray diffractometer and associated equipment, new fume hoods with support infrastructure, and casework in three areas within the basement of Egan Engineering/Science Research Center.

Latino/a Center Renovation

Principal-in-Charge of a renovation of the building's first and second floors to update the space and provide a community meeting area, individual study spaces, and better accommodation for large groups.

West Village H, Suites 202 and 308

Principal-in-Charge of a renovation of PhD lab spaces, including an interior fitout, schedulable shared space, and small conference rooms.

Bouvé College of Health Sciences Office of Student Services

Principal-in-Charge of a reconfiguration of office space that included a series of assessments exploring the best way to create two new private offices within the office suite, ultimately turning a copy/print room and file storage room into two private offices and small storage room.

Nutrons Robotics Lab

Principal-in-Charge. The project outlined a plan to relocate the student robotic team from a campus space to a new location, which involved developing the layout to accommodate both existing and new equipment and supplies. Project was taken through CDs, but was terminated due to the high cost of HVAC renovation in proposed space. Architectural scope then changed to developing a fit plan for reorganizing the existing space.

Athena Student Space

Principal-in-Charge of a 4,000 sf renovation located in the MIT Stratton Student Center. The space was transformed from rows of individual computer workstations to an open, flexible collaborative study lounge for students. (2019)

Tisdale Lab

Principal-in-Charge of the schematic design of a 450 sf chemistry lab renovation. The project included demolition of existing casework and sink, design of new wall bench to accommodate bench top equipment, and a new fume hood.

Northeastern University
Boston, MA

**Massachusetts Institute
of Technology**
Cambridge, MA

selected work / civic + institutional

**Department of Capital
Asset Management and
Maintenance
(DCAMM)**

Various locations, MA

John W. McCormack Building Comprehensive Facilities Plan and Infrastructure Upgrades

Principal-in-Charge for a comprehensive facilities plan for infrastructure upgrades and repairs, evaluating building envelope, building systems, and common areas as well as implementation of short term upgrades and full modernization project. The plan also considered future office space needs for the 33 agencies in the building, including test fits and coordination of standards. Phase 2, the Immediate Needs project, is the first phase of repairs and is currently under construction. (Phase 2: 2021)

John W. McCormack Bldg. Multi-Tenant Fitout and Electrical Closet Upgrades, Boston

Principal-in-Charge. Currently in Study, the primary goal of the project is to facilitate the reconfiguration and renovation of spaces in the McCormack Building for the “restacking” and relocation of eight different agencies currently located in McCormack and other State buildings / leases. This project is one of the first post-COVID office spaces for the Commonwealth, and will employ a new approach to a partially remote workforce. Part of a DCAMM statewide house doctor. (2019–2025)

John W. McCormack Building Immediate Needs, Boston

Principal-in-Charge. The McCormack Immediate Needs project is a renovation at the One Ashburton Place building occupied by DCAMM. The project includes upgrades to MEP systems, restrooms, and accessibility throughout the building. (2021)

Chelsea Soldiers' Home House Doctor, Chelsea

Principal-in-Charge and Project Manager for seven certifiable studies for ADA and campus upgrades at this historic site. She also provided study and design documents for deferred maintenance projects. Project scope included reviewing the accessibility of the six-story building, which houses four stories of live-in residents, as well as caters to doctors, nurses, and social workers.

Tewksbury Hospital House Doctor, Tewksbury

Project Manager. Provided study and design documents for deferred maintenance projects at this historic campus for citizens of the State. *(At Burt Hill/Stantec)*

selected work / aviation

**Massachusetts
Port Authority**

Various Locations, MA

Terminal Amenities, Logan International Airport, East Boston

Principal-in-Charge of series of projects that will provide new amenities to passengers, including a reflection room, meditation room, mother's rooms, and an updated multi-faith chapel.

Massport Airfield Rescue and Fire Fighting (ARFF) Facility, Hanscom Field, Bedford

Project Executive for the new Hanscom Airport Rescue and Fire Fighting Facility / U.S. Customs and Border Protection Facility at Hanscom Airfield. Saam incorporated a high level of sustainable design marked by the building's track to attain a LEED Silver certification. The building also aligns with FAA recommendations and CBP design standards. FAA NextGen ATC Tower Consolidation Project,

Logan International Airport, East Boston

Principal-in-Charge. A new 1,300 sf data center facility located at the base of the old Logan Airport control tower, on the level 4 parking deck of the main garage.

MPA L 1570 Group 1 Hangar, Logan Airport, East Boston

Principal-in-Charge for a new 8,000 sf Group 1 Cape Air Hangar at Logan Airport. The hangar accommodates two Cessna 402s and one Tecnam P-2012 aircraft in addition to office, storage, maintenance, and support space.

selected work / mission critical

**Massachusetts Army
National Guard**
Various locations, MA

Camp Edwards Readiness Center, Camp Edwards Principal-in-Charge for a new state-of-the-art Readiness Center. This building will house two Units, and will include an Assembly Hall, classrooms, training space, administrative offices, and storage. The project will incorporate a progressive approach to energy design in order to meet Chapter 594. (est. 2026)

Roof System Replacement, RTI Admin Buildings 5222, 5242, 5243, 5244, Camp Edwards Principal-in-Charge for a roof replacement at enlisted barracks 5222, 5242, 5243, and 5244 to increase performance and HVAC efficiency as well as match other newly renovated buildings on the campus. The project involves replacing existing roofing systems with sloped metal roofs and rooftop mechanical equipment. The new roofs will increase the performance and building HVAC efficiency while achieving a consistent look with other recently renovated buildings on the campus. Additionally, Barrack 5222 is receiving structural reinforcement throughout to meet building code. Part of a Massachusetts Military house doctor contract. (2020)

Building 5245 (Shaw Hall) Renovation, Camp Edwards Principal-in-Charge for the design and renovation of the interior and exterior components of the dining facility. Scope involves a new roof system, brick repairs, replacement of all exterior windows and doors, new MEP/FP systems, accessibility upgrades, and interior finishes. The project also includes a study to integrate new project scope, LEED certification requirements, ATFP requirements, Architectural Barrier Act (ABA) requirements, and provides a code compliance review. (2019–2021)

Middleboro National Guard Armory Renovations, Middleboro Project Executive for renovations to a 1957 MAARNG facility. Project scope involves both exterior and interior renovations and upgrades including removal and replacement of all roof areas and replacement of structural decking, masonry repair and restoration, MEP upgrades, new bathrooms, and ADA compliant upgrades. Part of a Massachusetts Military house doctor contract. (2020)

Brockton National Guard Armory Renovations, Brockton Project Executive for restorations to vehicle maintenance bays in a 1950s MAARNG building. Scope included the installation of a code compliant drainage system to collect drainage from the maintenance bays. The drain system passes through a new oil/water separator prior to discharging into the Brockton municipal sewer system. Project work was performed in phases to minimize the impact on facility operations. Part of a Massachusetts Military house doctor contract. (2020)

Department of Defense
Bedford, MA

Building 1108 Renovation, Hanscom Air Force Base Principal-in-Charge for the renovation of a 1950s building including full MEP upgrades and envelope repair. This Design-Build project consists of the design, permitting, renovation, construction, and commissioning of a comprehensive rehabilitation of Building B1108 to house the Defense Contracting Management Agency (DCMA) at Hanscom Air Force Base. Renovation scope includes gut renovation of interior office space, full window replacement, and new entrance. Building 1102 Renovation, Hanscom Air Force Base

Building 1102 Renovation, Hanscom Air Force Base Comprehensive rehabilitation and renovation of a 75,000 sf building. The scope includes new offices, conference rooms, and other office support spaces. Much of the building is designated as secure space and involves sound isolation and physical security measures.

**Massachusetts Air
National Guard**
Westfield, MA

Relocate Main Gate Complex Principal-in-Charge for a new gatehouse complex at the 104th Fighter Wing. Scope includes a guard booth, two islands, security gate, overhead canopy, commercial vehicle search area, in- and outbound lanes, and parking. Design objectives aim to provide a complete and usable complex that provides an AT/FP-compliant ECF and facilitates ease of access to the installation for employees and visitors.

selected work / cultural

Isabella Stewart Gardner Museum
Boston, MA

Museum Addition and Expansion

As part of a collaboration team with Renzo Piano Building Workshop, Diana brought detailing and coordination experience in her role as Project Architect and provided local architect of record services, including coordination of complex design and production teams. Her expertise in world-class museums was a valuable asset to both the design architect and the client on this 70,000 sf, \$70M project. *(At Burt Hill/Stantec)*
— 2012 BSA People's Choice Award
— 2015 Harleston Parker Award

University of Missouri
St. Louis, MO

Blanch Touhill Performing Arts Center

As a member of the design architect team, Diana coordinated the design and execution of a 1,600-seat theater and artistic support spaces. *(At Pei Cobb Freed)*

Cleveland Institute of Music
Cleveland, OH

Institute of Music Addition

Project Architect for a 35,000 sf expansion of the performance spa including pedagogical and performance spaces. Renovations included a striking curved facade and beautifully landscaped garden. This project also included construction of a new 250-seat recital hall, with precise acoustic standards suitable for recordings. Project completed in collaboration with Charles Young Architects. *(At Westlake Reed Leskosky)*

Akron Art Museum
Akron, OH

Museum Addition and Expansion

Project Architect. A new 63,300 sf addition to the museum that allowed for room for special exhibitions and increased facility space for educational workshops. In collaboration with Coop Himmelb(l)au, Diana completed construction documentation for this high-profile museum. *(At Westlake Reed Leskosky)*
— RIBA International Award

Government of Luxembourg
Kirchburg, Luxembourg

Musee d'art modern Grand-Duc Jean

Member of I.M. Pei's design team for this modern art museum located in Luxembourg's historic center. 113,000 sf museum included a central hall, foyer, exhibition space, and a winter garden with a cafe and sculpture gallery in addition to curatorial, administrative and art storage spaces. Main building is connected to a skylit pavilion through a bridge. *(At Pei Cobb Freed)*

Wynn Resorts
Everett, MA

Encore Boston Harbor, Sundries Shop

Principal-In-Charge of the design of 590 rentable sf of retail space at the new Encore Boston Harbor resort. Located on the main entry promenade of the casino, this space is appointed with custom millwork, high level finishes, and multiple platforms of retail display.

lectures + presentations

BOND Multi Conference	“Radical” Flexibility and Architectural Practice Keynote Speaker, Bond Multi, Myrtle Beach, SC, April 2024.
American Institute of Architects Various locations	“Saam Architecture: An Intentional Practice Experiment” Keynote Speaker, AIA Cincinnati, March 2024.
	“Break It To Make It Your Own Practice Model” Panel member, AIA Women’s Leadership Summit, September 2023.
	“Expanding Access to the Profession: Workshopping Equity, Diversity & Inclusion” Panel member, AIA National Conference, San Francisco, June 2023.
	“Practice Innovation Series: Architecture in Wonderland—We’re All Mad Here (!)” Panel member, AIA Ohio, October 2021.
	“Best Practice for Hybrid Work Environments” Panel member, AIA NY State, August 2021.
	“International Women’s Day 2021: #ChooseToChallenge” Panel member, AIA New York Center for Architecture, March 2021.
	“Live Course: How Remote Work is Shaping Workplace Culture” Panel member, AIAU Online Learning Platform, June 2020.
	“Values and Time Management” Instructor, Minneapolis, MN AIA Women’s Leadership Summit, Aug 2019.
“Tactical Implementation at the Firm Level” San Francisco AIA, #EQxDV: Voices, Values, Vision Conference, November 2018.	
EntreArchitect Podcast	“EA400: Diana Nicklaus—How COVID-19 Impacted an Established Hybrid Architecture Firm” Guest, August 2021.
	“EA196: A New Way to Practice Architecture with Diana Nicklaus of SAAM Architecture” Guest, December 2021.
Boston Society of Architects Boston, MA	“Envisioning a Post-Pandemic Workplace” Panel member, BSA Small Firm and HR / Finance Knowledge Communities, March 2021.
	“Virtual Program: Architecture Firms and Remote Work” Presenter, March 2020.
	“S/M/L” Women Principals Group, October 2019.
	“Girl UNinterrupted: The Boston Experiment” Panel member, September 2018.
Architecture Boston Expo (ABX) Boston, MA	“Who Belongs? The Architect’s Role in Equitable, Inclusive Design” Moderator and panel member, November 2020.
	“Remove Design Collaboration: A Cultural Revolution—The Business Case for Flexibility” Panel member, October 2017.
	“Consciously Transitioning: Starting Your Own Practice” Panel member, October 2015.
Massport Diversity Summit Boston, MA	“A Conversation with Sam Sleiman, Massport Director, Capital Programs, Design and Construction Leaders” Panel member, May 2019.
Architecture & Construction Expo (ACX), Vermont	Keynote: “Allowing Space for Culture Change in the AEC Workplace” May 2018

ERIKA HALL, B.S., M.E.

Office of the Town Administrator
63 Main Street
Northborough, MA 01532

To whom it may concern,

I am writing to express my interest in serving on the Marguerite E. Peaslee Elementary School Building Committee. This project is of particular interest for several reasons. First, because we are a Peaslee family; my daughter is currently enrolled in the second grade, and my son will start kindergarten in 2026. Since the quality of the learning environment directly impacts educational outcomes, I'm excited about the opportunity to build a bright future for our entire community.

Additionally, I consider this project to be an opportunity to set the bar high and demonstrate our town's commitment to academic excellence as we explore state partnerships and funding avenues. With the expected increase in school enrollment, I feel strongly that a proactive approach to facilities management protects all Northborough residents against the risks and cost associated with maintaining the status quo for this aging building.

Neither of my technical degrees are in construction. However, my work in real estate and organizational leadership have equipped me with a working knowledge of facilities management, residential construction, land development and financial management. I served as president of the Realtor® Association of Central Massachusetts, which comprises over 2,000 members. In this role, I oversaw a budget in excess of \$1.5M and a campus consisting of multiple buildings and tenants. I served as Government Affairs Committee chair for the Massachusetts Association of Realtors®, a 25,000+ member organization. In this role, I interfaced with staff attorneys on legislative priorities and funding requests, and established a state-wide network of contacts. I have experience in grant writing, strategic planning, committee management and incorporating input from multiple stakeholders. Currently, I chair the Diversity Equity and Inclusion committee at Keller Williams Realty and volunteer with the Greater Worcester Community Foundation to conduct annual scholarship reviews.

One of the many things I enjoy about living in Northborough is developing relationships with other residents and parents who are invested in our community. If selected to serve on this committee, I would continue to solicit their input, ensuring that many voices are heard.

Thank you for considering my application to serve. I welcome the opportunity to address questions or offer any necessary clarifications.

Sincerely,



Erika Hall, B.S., M.E.



ERIKA HALL

B.S., M.E., Realtor®

BIO

Erika is a third generation Realtor® specializing in residential real estate for over 15-years.

With a background in engineering and physics, she is a creative problem solver, a proactive communicator, and a collaborative negotiator.

MISSION

To promote housing justice through improved access to, and creation of, safe, healthy and sustainable housing for all.

CONTACT

WORK EXPERIENCE

Residential Real Estate Specialist

Full time Realtor® assisting in buying and selling residential property in central Massachusetts.

- 300+ completed transactions | 90+ M in sales
- Certified Negotiation Expert (CNE) Designee

Executive Leadership, Realtor® Association of Central MA

President of 501(c)(3) organization serving 2,000+ members

- Oversaw investments, real estate holdings and operating budget in excess of \$1.2M
- Oversaw Strategic Planning including SWOT Analyses, Member Focus Groups, development of SMART Goals
- Interfaced with 6-person staff to implement Strategic Initiatives

Massachusetts Association of Realtors®

- Director of 501(c)(3) organization serving 26,000+ members across the state (2013 – 2018, 2020)
- Chair of Government Affairs Committee overseeing legislative priorities, lobbying efforts, and funding requests (2021)

COMMUNITY ENGAGEMENT

City of Worcester

Refugee Housing Work Group (2017 – 2019)

HUD National Listening Session Organizer and Attendee (2019)

Greater Worcester Community Foundation

Medical Scholarship Review Committee (2010 – Present)

Women's Council of REALTORS®

Local Chapter President (2012)

State Director and Treasurer (2012-13 and 2014)

Keller Williams Realty

Associate Leadership Council Member (2010 – 2014, 2024)

DEI Committee Chair (2024)

Massachusetts Academy of Math and Science at WPI

High School STEM Fair Judge (2015, 2017, 2018)

EDUCATION

Worcester Polytechnic Institute, Worcester, MA

Master of Science in Biomedical Engineering

Class of 2008

Bachelor of Science in Biomedical Engineering

Class of 2007, High Distinction

Minor, Physics

Tau Beta Pi (Engineering) | Sigma Pi Sigma (Physics)

AWARDS

Consistent RACM "Top Producer Award" Honoree

RACM REALTOR® of the Year (2016)

Worcester Business Journal 40 under Forty Honoree (2015)

RACM REALTORS® Choice Award (2013)



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May 10, 2024

Town of Northborough
Town Manager and Selectboard
63 Main Street
Northborough, MA 01532

RE: Peaslee School Building Committee

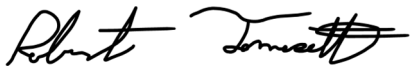
Statement of Interest and Resume – Rob Tomasetti

Enclosed please find my resume and interest statement to serve as a member of the Peaslee School Building Committee. My family and I have lived in Northborough for the past 10 years and have loved being part of the schools and community that makes Northborough our home. My three children are currently in the 2nd and 4th grades at Lincoln Street Elementary School and 6th grade at Melican Middle School and have all benefitted from the way the Town of Northborough prioritizes and stewards its high-quality educational resources.

For the past 18 years, I have worked as a construction project manager and owner representative in the Boston area serving both the public and private sectors. I believe that my experience in performing capital needs assessments, managing the procurement of design and construction services, and leading on-site operations, including oversight of cost; schedule; quality; and safety from the start of construction thru the final turnover to end users, would allow me to be a quality resource for the Town of Northborough during this building project.

Thank you for the opportunity and consideration to allow me to serve our town. Should you have any questions in the meantime, please feel free to contact me via my phone or email listed below.

Sincerely,

A handwritten signature in black ink that reads "Rob Tomasetti". The signature is written in a cursive style with a large, stylized initial "R".

Rob Tomasetti

CONSTRUCTION PROJECT MANAGER

Boston-based, Senior Project Manager with experience in Life Science, Manufacturing, Residential, and Institutional market sectors. Proven ability to lead and execute multiple aspects of the building process including acquisition, financing, design management, procurement, construction, and turnover.

SKILL SET HIGHLIGHTS

- 17+ Years of Local Construction Project Management & Owner Representation Experience.
- Design Management & Integrated / EPCM Project Experience.
- Project Budgeting / Estimation / Cost Control
- LEED & Sustainable Design / Construction
- QA/QC Management
- Site Safety / OSHA Compliance
- Experienced Public Speaker
- Subcontract Negotiations
- Closeout / End User Turnover

PROFESSIONAL EXPERIENCE

Lendlease (US) Construction LMB, Inc. - Boston, MA - 2006-Present

Lendlease Development – Forum Boston (60 Guest Street), Allston, MA (2022 to Present)

Senior Project Manager: Owner representation services overseeing design management, budget development, 3rd party builder and trade subcontractor procurement, cost control, schedule management and quality control for Lendlease Development's 500,000 SF Class A Life Science Facility. The building will offer a full-service food service and seating area open to the public on the ground floor, private indoor/outdoor amenity space on Level 3, and offer nine rentable levels of Lab Space. The facility is on track to achieve LEED Gold certification and will be net-zero energy at occupancy.

Merck – 320 Bent Street Laboratory Renovation, Cambridge, MA (2020 to 2022)

Senior Project Manager: Lead project manager and EPCM design manager for Merck's 75,000 SF renovation of the 1st, 2nd, and 3rd floors of their 320 Bent St. Research Facility. The office areas on all three floors will be updated with office support spaces, wellness rooms, huddle/focus rooms, open collaboration spaces and conference rooms. All lab areas will be renovated to support new functions and receive cosmetic upgrades. Electrical and plumbing will be updated to support the new lab and office renovations.

Clippership Wharf – Slip 45 Residences, East Boston, MA (2018 to 2020)

Project Manager: GMP development, buyout negotiation, and BIM Coordination for Lendlease Development's six-story 114-unit luxury condominium building on the East Boston waterfront. Building 4 (Slip 45) is the final part of the 653,419 SF development which combines residential, community, retail, and restaurant space with panoramic views of downtown Boston along the Boston Harbor.

Pfizer - New Biologics Clinical Manufacturing Facility, Andover, MA (2016 to 2018)

Project Manager: This new \$200 million, 175,000 SF state-of-the-art clinical manufacturing facility supports portfolio demands of new cGMP compliant, clinical bulk drug substance biological products. The facility is planned to be a greenfield building occupying part of a current green space and connecting to two existing buildings on Pfizer's Andover campus. The new clinical manufacturing facility is designed with 5 independent manufacturing suites to support highly complex and diverse biologics research effort. The facility employs flexible design to fully enable Next Generation Manufacturing strategies; leverages state-of-the-art single-use bioreactors and disposable process technologies, and provides clinical manufacturing options with the lowest cost and greatest flexibility for efficiently driving important clinical drugs to patients.

Bristol-Myers Squibb - Biologics Center & Manufacturing Expansion, Devens, MA (2014 to 2016)

Project Manager: This \$160 Million expansion includes the construction of two new standalone facilities. The Devens Biologics Development Building (BDB) will accommodate process development activities; and the Clinical Manufacturing Building (CMB) will accommodate cell culture clinical manufacturing.

ROBERT TOMASETTI LEED AP

The Biologics Development Building will expand laboratory space to grow and consolidate the Manufacturing Science & Technology, Process Development, and Analytical Development functions to support the growing Clinical and Commercial Biologics pipeline. The Clinical Manufacturing Building Project will expand clinical manufacturing space to increase capacity of late phase biologics Drug Substance clinical supplies.

ZINC – 22 Water Street Luxury Apartments, Cambridge, MA (2012 to 2014)

Project Manager: Preconstruction and buyout management for all civil, structural, and architectural trades for this \$113 Million 531,900 SF luxury apartment building. The 15-story building features 392-units and 351 parking spaces. Tenant amenities include a fitness facility, roof garden, community spaces, covered parking, coffee shop and multi-purpose hiking/biking trail adjacent to the property. The building features energy efficient systems throughout qualifying the building to meet the 'Stretch Energy Code.'"

Shire HGT – B200 Laboratory & Office Building, Lexington, MA (2010 to 2012)

Project Manager: Managing interior architectural bid packages and construction document control for Shire's three-story, 189,000 SF laboratory and office facility. B200 is designed to focus on bench-top research activities supporting cell culture development. The facility will serve as a Research & Development hub complementing the functions of the existing campus buildings. The project has attained LEED certification at the Gold Level.

Shire HGT – Project Atlas Biologics Manufacturing Facility, Lexington, MA (2009 to 2010)

Assistant Project Manager: Managed punch list process and assisted closeout documentation for Shire's three-story, 193,000 SF building that houses manufacturing, JIT warehousing, central utilities, and administrative offices. The Greenfield facility is designed for the manufacturing of Biological Bulk intermediate products utilizing Mammalian Cell Culture technology within a BSL-1 classification. The project has attained a LEED Certified rating.

AstraZeneca – Boston Laboratory & Office Expansion, Waltham, MA (2007 to 2009)

Assistant Project Manager: Managed bid packages, administered change management, submittals, RFI's, and financial closeout process for a campus expansion program that added 200,000 SF to AstraZeneca's existing research lab facility. The project included a new five-story research and development laboratory, a five-story office building, a one level connector bridge, site improvements, and utility plant upgrades. The project has attained LEED certification at the Gold Level.

Genzyme – Science Building & Central Utility Building, Framingham, MA (2005 to 2007)

Project Engineer: Processed submittals, RFI's, and maintained construction documents for Genzyme's campus development in Framingham, MA. The six-story, 188,000 SF Science Building houses scientists and support staff engaged in the development and refinement of new drug therapies. The adjacent 27,000 SF Central Utility Building services several other facilities throughout Genzyme's campus. The project has attained LEED certification at the Gold Level and was awarded the 2007 Project of the Year from the New England Chapter of the Construction Management Association of America.

EDUCATION

Bachelor of Science, Construction Management

- Roger Williams University, Bristol, RI

Master of Business Administration, MBA

- University of Phoenix

PROFESSIONAL CERTIFICATIONS

- LEED Accredited Professional – USGBC
- OSHA 30 Hour Certificate
- OSHA 40 Hour HAZWOPR
- Red Cross First Aid / CPR / AED Certified

To

Town of Northborough
Town Manager and Selectboard
63 Main St
Northborough, MA 01532

I am pleased to submit my resume and statement of interest in becoming a member of the Peaslee School Building Committee. My own kids benefited from the excellent work that was done at the Lincoln St School project, starting when my oldest began Kindergarten. I would like to contribute my experience to the town so that others may enjoy a similar benefit. I have led many K-12, higher ed, and commercial building projects and have seen many things that work well, along with pitfalls to avoid.

I believe that my experience as a builder and construction manager of multiple public and private schools, including under the MSBA program provide me with valuable insight and experience that would be a benefit to the Committee, Town, and Peaslee community. During my time as a construction manager, and now in my current role as a Financial Advisor, sound financial decisions and careful analysis have always been a cornerstone of my practice.

The School Building Committee has an important responsibility to the Town to represent the residents' best interests, ensure the feasibility options are carefully considered, and the best path selected that will deliver an excellent facility that can serve the community for decades to come. Careful consideration of the options and the financial impact are of critical importance at the early project stages, as that is when the most meaningful decisions are made. My experience in the school construction process would also be a valuable asset to the committee throughout the construction phase of the project as challenges inevitably arise, changes and costs will require evaluation, and performance of the design and construction teams must be monitored.

I look forward to the opportunity to be of service to the community.

Sincerely,

Tristan Bezzant

CAREER SUMMARY

Senior General Superintendent • Team Leader • MEP Specialist

- **An organized, multidisciplinary, focused, building professional** with 17+ years of experience in commercial construction, facilities planning, strategic planning, delivering world-class facilities for a wide array of markets and clients.
- **A project director** who works with building owners and architects to bring their visions to life. A leader who has the imagination to create the roadmap through complex projects while overcoming challenges along the way. Instills the same vision of the end goal in team members to maximize their engagement and potential. Able to problem solve and think critically to continuously adapt to new or unique project elements and challenges.
- **School Builder** experienced in K-12 and Higher Ed projects for both public (Chapter 149/A) and private clients. Experienced with Public Projects procurement and management.
- **A results-driven senior superintendent** with extensive experience in a diverse array of MEP systems. Successfully delivered over 13 individual large commercial projects ranging from \$3 million to \$100 million, within budget and on schedule. Experienced in Ground-up and renovation projects, complex/difficult sites, logistics and unique building designs.

Financial Advisor • Investment Advisor Representative •

- **A dedicated and compassionate financial professional** helping individuals and small business owners plan financially for their most important moments in life. Fiduciary investment advisor guiding clients through the complexity of planning multiple goals, retirement income strategies, estate planning, tax efficient investing, and business retirement plans.
- **A responsible financial caretaker** who watches over high net worth and everyday households to help them achieve their long-term goals. A coach who educates and encourages clients to make good decisions and maintain accountability to themselves and their family's plans. Has a strong personal and professional focus on creating, maintaining, and following a budget.

AREAS OF EXPERTISE

- Team Leadership
- Multiple K-12 Schools completed under MA Chapter 149A & MSBA
- Project Management
- Schedule Creation & Management
- Long Range Vision/ Planning
- Budgeting/ Estimating
- Logistical Planning
- Hands on Problem Solving
- Investment Advisor
- Financial Coaching

PROFESSIONAL EXPERIENCE

Edward Jones Investments, Westford, MA

2023- Present

Largest Financial Services firm in the US, helping meet the financial needs of over 7 million investors.

Financial Advisor

Providing personalized service to individual clients and businesses, backed by the support and resources of a Fortune 500 firm. Helping clients articulate, plan for, and realize their dreams through carefully chosen high quality investments and sound financial principles. Educated and empowered clients to make good financial decisions for their personal finances, and businesses/ employees.

Gilbane Building Company, Phoenix, AZ; San Jose, CA; Boston, MA

2006 – 2023

A Global full-service Construction and Facility Management Company, ranked #3 by BD+C in Laboratory and Commercial Facilities building.

Senior General Superintendent

Delivered over \$300 Million in projects ranging from K-12 Education, Higher Ed, Commercial office, Laboratory, and Data Center. Wide experience spanning from development of project design, contractor scopes of work, preconstruction planning and construction phase tracking to direct supervision of all subcontractors and project consultants.

- **Award winning facilities built.** Phoenix Police Crime Laboratory received multiple industry awards as well as Builder of the Year (best project companywide). Fales Elementary School was the 1st Net Zero Public K-12 School in Massachusetts incorporating unique and challenging sustainable design features.
- **Led development of multiple projects** as the Program Manager from master plan through design and construction, integrating feedback and needs from multiple, non-aligned user groups. Fostered communication and alignment of user goals to ensure facilities were designed and built to meet the needs of all project partners.
- **Guided project teams** to ensure quality of workmanship, adherence to project schedules and budgets. Implemented schedule pull-planning, detailed logistical planning to ensure maximum efficiency and continuity of business in occupied facilities. Agile and flexible thinker to mitigate risk and delay due to changing project scopes, supply chain constraints and potential unforeseen circumstances.
- **Commissioned** complex MEP systems including a fully net-zero facility with geothermal and solar systems, N+1 redundant labs and data center to ensure optimal operation and efficiency.

Relevant Projects:

- Michael Driscoll School, Brookline, MA. Pre-K through 8th Grade, 850 Students. \$93 Million Construction Cost- Replacement Building
- Annie Fales Elementary School, Westborough, MA. K-3, 400 Students, \$45 Million Construction Cost- Replacement Building
- Gibbons Middle School, Westborough, MA. 6-8, 600 Students, \$20 Million- Occupied Renovation.
- Christopher High School, Gilroy, CA. 9-12, 1700 Students, \$110 Million- New Campus & School

EDUCATION

Bachelor of Science, Construction Management

Arizona State University, Tempe, AZ

Licenses

- Massachusetts Construction Supervisor License (CSL)
- Series 7, Series 66 Securities Licenses
- OSHA 30

May 9, 2024

To whom it may concern,

I am writing to express my interest in participating as a member of the Marguerite E. Peaslee Elementary School Building Feasibility Study Committee. With my extensive background in education advocacy, community engagement, and healthcare, I believe I can contribute meaningfully to the committee's objectives.

Having served on the Peaslee PTO for seven years, including several years as its president, I developed a deep understanding of the needs and aspirations of our school community. Through various initiatives and collaborative efforts, I have actively contributed to enhancing the educational environment for our students and supporting the faculty and staff.

Additionally, my tenure on the Northborough School Committee from 2020 to 2023 provided me with invaluable insights into the broader educational landscape and the intricacies involved in decision-making processes related to school infrastructure and resources. I have experience navigating complex educational policies, budgetary considerations, and stakeholder dynamics, which I believe will be beneficial in the context of the feasibility study.

Furthermore, my current role as a registered nurse, where I serve as a substitute nurse on occasion at Peaslee, has equipped me with a unique perspective on the importance of safe and conducive environments for learning. I understand the critical role that infrastructure plays in promoting student well-being and academic success, and I am committed to ensuring that the Marguerite E. Peaslee Elementary School continues to provide a nurturing and conducive learning environment for all students.

I am eager to lend my expertise, insights, and collaborative spirit to the committee. I am confident that, together with fellow committee members, we can assess the current state of our school facilities, identify areas for improvement, and develop strategic recommendations that align with the long-term goals and vision of our community.

Thank you for considering my application. I am looking forward to the opportunity to contribute to this important endeavor and to serve the best interests of our students, educators, and community. Please do not hesitate to contact me if you require any further information or clarification.

Warm regards,

Erin E Tagliaferri

Erin E. Tagliaferri, RN, BSN

Objective Obtain a position with Northeast Arc to provide in home assessments to increase independence in the community

Experience

Clinical Supervisor, Center for Living and Working, Worcester, MA September 2021-Present

- Oversee twelve nurses and occupational therapists completing evaluations for PCA programs
- Responsible for MassHealth regulations and contract changes
- Perform QA reviews and annual evaluations of all nurses and occupational therapists
- Respond to all deferrals of assessments in a timely manner
- Responsible for all orientation and training of nurses and occupational therapists in the PCM department
- Evaluate consumers in their home to recommend PCA programs and complete documentation

Clinical Instructor, Laboure College, Boston, MA January 2015- May 2021

- Supervise and instruct nursing students in a pediatric long term care clinical setting: passing medications, performing assessments, providing treatments including tracheostomy care, gastrostomy care and feedings, ventilators and activities of daily living
- Review and critique nursing care plans, post conference presentations and documentation
- Conduct midterm and final evaluations to ensure that students meet expectations of clinical experience

Clinical Instructor, Bunker Hill Community College, Boston, MA September 2010 -2017

- Supervise and instruct nursing students in a pediatric long term care clinical setting: passing medications, performing assessments, providing treatments including tracheostomy care, gastrostomy care and feedings, ventilators and activities of daily living
- Review and critique nursing care plans, post conference presentations and documentation
- Conduct midterm and final evaluations to ensure that students meet expectations of clinical experience

Nurse Informatics Coordinator, Massachusetts Hospital School, Canton, MA October 2008 – May 2011

- Oversaw Meditech documentation for all disciplines
- Collaborated with nursing, pediatric and ancillary services to improve documentation processes in accordance with The Joint Commission and CMS guidelines
- Provided the Meditech and documentation training for all new and current employees
- Actively served on the following committees:
 - *Information Management and Forms Committee* - Implemented improved Consent Forms across the hospital to ensure compliance with Massachusetts law, CMS and The Joint Commission.
 - *Open Medical Record Review Committee* - Restructured and restarted committee, creating a form/ guide for documentation review in accordance with The Joint Commission and CMS guidelines. Created monthly assignments for record review, analyzed and interpreted results, created action plans as needed and coordinated with department heads to ensure compliance and follow through of action plans.
 - *Nurse Leadership Committee* - met weekly with the Director and Assistant Director of Nursing, and all nurse managers to discuss current nursing issues and practices, including documentation changes and improvements.
 - *Nursing Informatics Committee* - Collaborated with the other state facilities on advances in Meditech and Information Management within the organizations.
 - *Joint Commission Readiness Committee* – Served as the Information Management and Nursing representative in preparation for a Joint Commission survey, ensuring full compliance with all elements of performance. Responsible for completing the Information Management Periodic Performance Review and assisting with the Patient Care and Medication Management sections.

- *Performance Improvement Committee* - Developed and facilitated Performance Improvement Initiatives. Reported quarterly on pain management data.
- *Information Management Governance Board* - Represented and served as a liaison between Massachusetts Hospital School and the state Information Technology Department to communicate the needs of the hospital and staff to ensure improved care and efficiency.
- *Ethics Committee* - Meet quarterly and as needed to discuss ethical concerns within the organization related to patients and or staff.

Charge Nurse/ Acting Supervisor, Massachusetts Hospital School, Canton, MA August 2005 - October 2008

- Managed staff members caring for up to 25 physically disabled adolescents with diagnoses such as spina bifida, cerebral palsy, muscular dystrophy, traumatic brain injury and behavioral/ neurological disorders
- Oversaw entire facility and managed the needs of all 5 units while acting as supervisor
- Actively participated in weekly team meetings with physicians and all other disciplines to discuss the progress and development of each patient on the unit

Registered Nurse, New England Baptist Hospital, Boston, MA April 2004 - August 2005

- Predominantly assigned as the charge nurse on the floor, overseeing the flow of the floor, handling admissions, discharges, and staffing needs
- Cared for patients with spinal surgeries and joint replacements on a 29-bed orthopedic unit

Registered Nurse, Yale-New Haven Hospital, New Haven, CT June 2003 - April 2004

- Frequently acted as charge nurse with responsibilities including, implementing the assignment and verifying that all nurses have completed documentation on each patient
- Cared for preoperative /postoperative orthopedic, neurology and general surgery patients

Certifications

- American Heart Association Cardiopulmonary Resuscitation Certified

Education

Quinnipiac University - Hamden, CT
Bachelor of Science in Nursing

May 2003
Dean's List

Computer Skills

Meditech, CCP, ICUE, Microsoft Word, Excel, Access, PowerPoint, WILD, MH LTSS, Virtual Gateway and Outlook

JACOB RUSZKOSKI

PROFESSIONAL EXPERIENCE

August 2021 – Present – Bank of America – Retail Store Design (Internal Design Team) Designer – Interior & Exterior Renovation – Retail Financial Centers

- In August of 2021 Bank of America realigned their design team and merged services with CBRE bringing several designers previously associated w/ CBRE to work directly with Bank of America (BoFA) on higher profile interior renovations.
- Program and space planning for interior renovations of existing retail financial centers.
- Bank of America high scope renovation – expansion projects that include additions to existing financial centers. Work includes zoning analysis, building programming, exterior elevation conceptual design, and preliminary design intent documentation.
- Exterior Renovation/ Remote ATM Refresh Program - Assist BoFA branding and exterior design teams for updates to financial centers to align with current branding & design standards.
- Coordinate design drawings/ design standards review with Architect and project managers serving as BoFA owner liaison to ensure projects align with BoFA design intent and prototype standards.

June 2019 – August 2021 CBRE Real Estate Service – Retail Design (BoFA Account) Designer

- Member of interior renovation team focusing on existing financial center interior renovations
- Renovations included space programming of existing financial centers to better facilitate customer experience through open plan layouts. Updating layouts based on evolving security protocols and refreshing FF&E design & layout.
- Work with Bank of America Standards team to develop prototypical design layouts.

December 2007- June 2019 Group 7 Design (Formerly Bay Planning) Milford, MA

Project Manager (April 2012- June 2019)

- Company contact for design work with retail client “Talbots.” Working relationship with Talbots includes: space planning assistance on store layouts and developing and providing construction documents for bidding & permitting.
- Coordinate project work with landlord, building department, and contractor. Served as project coordinator throughout construction phase of projects.
- Other recent retail work has included Elizabeth Grady (Worcester, MA), Pandora Jewelry (Natick, MA), Circles of Wisdom (Methuen, MA), & multiple small café style markets for Seven Hills Foundation. Past retail work include Zounds Hearing, & FYE music.
- Code compliance and accessibility reviews including field inspections.
- Space planning & schematic design for commercial office space, residential group residences, adult day habilitation/ daycare facilities.
- Coordinate with staff on design development and construction drawings.
- Review project documents for conformance to project design & intent.

- Coordinate architectural, structural, & MEP work on projects to assure systems compatibility with all disciplines.
- Develop project specifications for a variety of projects including residential, commercial tenant fit-outs,

Job Captain (December 2007 – April 2012)

- Building programming including space planning & fixture & furniture layout for a variety of project types including retail, office, daycare, adult day-habilitation, medical group residences, residential group homes & medical facilities.
- Drafting of projects at all scales including construction detailing.
- Develop presentation drawings for client review. Collaborated with team to develop construction documents for projects including detailing, scheduling & specifications.
- Responsible for development & implementation of office standards and prototype design work.

April 2002 - June 2003 **Schoell & Madson** Minnetonka, MN
Intern Architect / Engineering Team Member

- Involved in all phases of projects from schematic design through construction documents on projects including: interior tenant fit-out for office space and ground-up maintenance / storage facilities.
- Prepared construction documents for bidding & permitting.
- Responsible for site layout of architecture projects, construction detailing, and materials selection.
- Responsibilities included reviewing submittals, shop drawings, and, RFIs for conformance to the project documents.
- Worked directly with civil engineering department on projects that including site design & layout, utility plans, grading plans, and detailing.

November 2001 – April 2002 **HKS Associates Inc.** (Merged w/ Schoell & Madson)

Intern Architect

- CAD Drafting of construction drawings including elevations, floor plans, reflected ceiling plans, foundation & framing plans, building sections and associated construction detailing.
- CAD Drafting of civil engineering drawings including engineered site, grading, & utility plans, remediation plans, and engineering details.
- Developed presentation graphics including renderings & scale models for small residential & commercial projects
- Documented site conditions and provided as-built field measurements and drawings

September 1999 – November 2001 Ankeny Kell Architects – St Paul, MN

Office Assistant / Draftsperson

- CAD Drafting of project markups included plans, details, and schedules.
- Assisted architecture staff including providing realistic scale models, presentation graphics, and display boards. Provided hand-rendered presentation graphics.
- Organized product library, maintained & updated catalogs, worked with specifications writer.
- Assisted project managers in issuing construction documents for bidding and permitting.

SKILLS

Licensed General Contractor in MA – MA CSL (unrestricted) CS-117699 (Exp 6/28/2026).
Licensed Home Improvement Contractor in MA HIC #207296 (Exp 12/29/2024)
Specializing in Residential Design and Project Management

Technology:

AutoCAD, Revit Building Design Suite, Adobe Photoshop, Office Suite, Autodesk BIM 360,
Building & Accessibility Code, Product Specifications

EDUCATION

2003-2007	University of Michigan School of Architecture Masters of Architecture Program	Ann Arbor, MI
1995-1999	University of Minnesota Bachelor of Arts / Architecture Program College of Liberal Arts	Minneapolis, MN

PERSONAL

Active with family, traveling, tennis, home improvement projects/ renovation, landscaping
volunteer coaching, pool chairperson (Northcourt swim & Tennis).

To: TownAdmin
Subject: Peaslee School Building Committee

CAUTION: This email originated from a sender outside of the Town of Northborough's mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Good Afternoon,

Is there a formal application to participate in the Peaslee School Building Committee. I am very familiar with the building and both my children have attended school there. I also have a diverse design and construction background that includes 20+ years in commercial & residential design. I attended the University of Minnesota 1995-1999 and received a Bachelor of Arts degree in Architecture. I began my career working at a firm that did many school projects in Minnesota in the late 90's and early 2000's and also spent several years working at a civil engineering firm prior to returning to college for graduate school. I attended graduate school at the University of Michigan and studied architecture. After moving to Massachusetts in 2007, I began work for a small architecture firm as designer and project manager from 2007-2019. Since June 2019 I have worked as a designer for a large financial institution specializing in building renovations, space planning and expansions (additions). We have over 4000 financial centers nationwide and many here in Massachusetts. I have lived in Northborough since 2016 and are currently renovating our 100 year old colonial. I am also a licensed contractor in Massachusetts.

Thank you,

Jacob Ruzkoski



KEVIN WYRSCH, AIA, NCARB

Kevin's passion for architecture stems from the simple philosophy that thoughtful design, one that comes from a collaborative exchange of ideas, can make a meaningful impact on the human experience. This approach is grounded in the belief that challenges, project constraints and visionary goals are not impediments, but opportunities to develop unique solutions to succeed together. Kevin has over 20 years of experience working in New England with leading healthcare, academic, life science and corporate clients.

PROFESSIONAL EXPERIENCE

HGA

2022 - Present

Principal | Healthcare Practice Group Leader

Kevin leads the East Coast Healthcare Practice Group for HGA Architects & Engineers, a 1,200 person interdisciplinary design firm with 13 offices across the nation. He provides strategic direction for growing design teams serving clients through the lens of empathy, vision and collaboration.

Isgenuity

2003 - 2022

Principal

As an integral member in the growth of the firm, Kevin took part in all aspects of client management and project delivery, from programming and design through construction and beyond. While at Isgenuity, Kevin managed and oversaw some of the firm's most prominent projects.

EDUCATION

Master of Architecture

Boston Architectural College

Bachelor of Arts

Brandeis University

CERTIFICATIONS

National Council of Architectural
Registration Boards
(NCARB)

American Institute of Architects
Member

Boston Society of Architects
Member

Registered Architect
Massachusetts
Vermont

TEACHING / ALUMNI RELATIONS

"Beyond ADA in Design"
MGH Institute of Health Professions, Co-Instructor

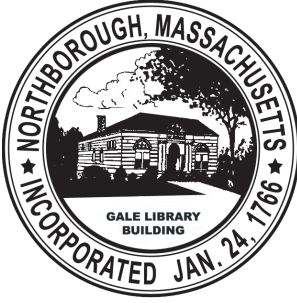
Thesis Advisor
New England School of Art & Design at Suffolk
University

Portfolio Review Panel, Architectural Thesis
Advisor
Boston Architectural College

PRESENTATIONS

"Enhance Energy Performance with Net Zero
Design, Boston Medical Center Behavioral
Healthcare Facility"
Healthcare Design Conference

"Designing for an Aging Population: New
Emergency Departments on Cape Cod"
MedEd



TOWN OF NORTHBOROUGH

Town Offices
63 Main Street
Northborough, MA 01532-1994
(508) 393-5040 Phone
(508) 393-6996 Fax

Application to serve on a Board, Committee or Commission (BCC)

NAME: Kevin Wyrsh

ADDRESS: _____
Northborough, MA 01532

*** Please note that your personal contact information above will be kept private ***

BCC DESIRED: Peaslee Elementary School Building Committee
(If more than one, please complete one application for each Board or Committee desired)

Are you a Northborough resident? YES NO

How long have you lived in Northborough? 16 years

What interests you about this BCC?
Since 2015, I have had at least one of my four children attending Peaslee. In that
between the outstanding quality and passion of it's teachers, compared with the
are expected to teach and our children are expected to grow. This is a one in gen

How did you hear about the opening on this BCC? For example: town website, social media, friend, etc.
All of the above.

If this is not a new BCC, have you been able to watch or participate in any of its meetings or have you been able to reach out to any members to learn more about this BCC?
I have asked some questions about the commitment and duration of the process.

Do you have any ideas or goals for this BCC if you are appointed?
My goal is to provide input from an architectural perspective to help create the best
for our children and teachers. I firmly believe that the built environment is a reflection
and can make a profound difference on the experience, health and growth of it's

Do you have any volunteer experience? Please list any work you have done for the schools (public or private), sports programs (such as coaching, organizing, etc.), churches, other community groups, non-profits or other town BCC's.
I have volunteered to support architectural students with their thesis projects and accessibility to students of the MGH Institute of Health Professions. I have also coached for several years with the NYSA.

Please share your education, occupation, experience, knowledge or any other special skills that may be relevant to this BCC. You can summarize below or submit a resume/ curriculum vitae.
I am an architect in Boston with over 20 years of experience creating human-centered focus on empathy, sustainability and creative solutions. I am a logical thinker, used in making decisions.

Are you familiar with the annual Town Meeting held on the 4th Monday in April? Have you been able to attend? (Note: You will still be considered and not disqualified if you do not regularly attend Town Meeting)
Yes, I have both attended and watched the recordings when I have not been able

Please attach a letter of interest and any additional information you feel may be helpful while reviewing your application. Thank you for your interest in volunteering for the Town of Northborough.

See attached resume.

I understand, if appointed, I will be required to abide by the provisions of Massachusetts General Laws, Chapter 268A - "Conflict of Interest" as provided by the Town Clerk.

Kevin Wyrsh
Signature

5/10/2024
Date

**PLEASE RETURN COMPLETED APPLICATION TO:
Diane Wackell, Select Board's Office
63 Main Street, Northborough, MA 01532
or by email to dwackell@town.northborough.ma.us**

****Applications will be maintained in the Select Board's Office for 6 months from the date of receipt. Applications may be updated and resubmitted after the 6 month time period****

Once your application is received an interview will be scheduled with the Interview Subcommittee (two members of the Select Board). The full Select Board considers recommendations for appointment as made by the Interview Subcommittee.

FOR OFFICE USE ONLY

Date of Interview: _____

Time: _____

Mr. Tim McInerney
Town Administrator
Town of Northborough
63 Main Street
Northborough, MA 01532

May 3, 2024

Dear Mr. McInerney:

Re: Peaslee School Building Committee, Northborough, MA

I have been a resident of Northborough since 1985 and I have actively participated in various town committees for the last twenty years.

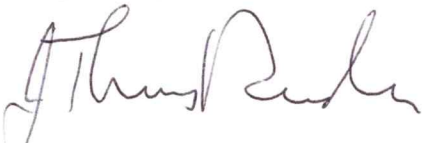
The proposed feasibility study for the Peaslee School on Maple Street will be an important and necessary step toward upgrading the elementary school for future generations. I believe I could be a productive contributor to this important study.

As a licensed architect and building inspector in Massachusetts, I have had a long and broad professional career in design and construction. I have designed over twenty commercial buildings in Northborough alone and I am well versed in the history of the architecture of Northborough and the region.

As a part time building inspector in Westborough, I have recently performed the majority of the onsite inspections during construction for the addition to the Hastings School, the renovations to the Gibbons Middle School and the new Fales School. I was also a middle school English teacher in Syracuse, NY for two years.

Please consider this as my letter of interest for this important committee.

Respectfully submitted,



J. Thomas Reardon

Tom Reardon

SUMMARY OF QUALIFICATIONS

- Seasoned architect with 40 years of experience in design and construction
- Registered architect in the Commonwealth of Massachusetts, # 7437
- Responsible for the design and construction documentation for residential, commercial and institutional projects
- 35 years as an owner/architect of a small design firm
- Extensive experience in code research and analysis
- Accomplished in overseeing construction through all phases of projects
- Designed over 100 custom homes throughout New England
- Extensive experience serving on volunteer community boards
- Served as expert witness in construction arbitration and litigation cases
- Experience in writing Zoning Bylaws and Design Review Guidelines
- Licensed Local Building Inspector in Massachusetts, # BO-1870
- Member of the MetroWest Building Officials Association, Inc.

PROFESSIONAL EXPERIENCE

A partial list of recent commercial and institutional projects:

- St. Theresa of Lisieux Parish, Billerica, MA- New Rectory and Parish Offices
- Holy Family of Nazareth Parish, Leominster, MA-New Church and Parish Hall
- Al-Hamra Academy, Shrewsbury, MA-New Elementary and Middle School
- Goddard Schools-New Daycare and Primary School
- St. Irene Parish, Carlisle, MA-New Church and Parish Hall
- Butternut Farm Golf Club, Stow, MA
- Wedgewood Pines Country Club, Stow, MA
- Cyprian Keyes Golf Club, Boylston, MA
- Times Square Shopping Center, Northborough, MA
- Solomon Pond Condominiums, Northborough, MA
- Retail and Office Building at 290 West Main St, Northborough, MA
- Norfolk Center Condominiums, Norfolk, MA
- The Reserve on Salisbury, Holden, MA -192 apartments
- Bigelow Farms, Northborough, MA-41 condominiums
- Apartment Building, 22 Hudson St, Northborough, MA
- Grouse Hill Condominiums, Sudbury, MA
- Mikaku Sushi Restaurant , Northborough, MA
- Yama Zakura Restaurant, Northborough, MA
- Expansion of Broken Creek Winery, Shrewsbury, MA
- Brookside Apartments, Boylston, MA – 66 Apartments

COMMUNITY SERVICE

1989-1991 Performing Arts Schools of Worcester, Worcester, MA-Boart of Trustees
1995-1999 Briar Wood Residential Care Community, Worcester, MA-Design & Construction Committee
1995-1999 Habitat for Humanity, Worcester, MA-Board of Directors
2003-2021 Town of Northborough, MA- Design Review Committee
2006-2007 Town of Northborough, MA - Historic District Committee
2008-2009 Town of Northborough, MA- Bylaw Committee
2013-2014 Town of Northborough, MA - Historic District Study Committee (Whitney House)
2015 Town of Northborough, MA – Town Common Study Committee
2019-2020 Town of Northborough, MA – Master Plan Committee
2019-2024 Town of Northborough, MA – White Cliffs Committee
2021- Present Town of Northborough, MA – Historic District Committee
2021- Present Town of Northborough, MA – Fire Station Building Committee

EDUCATION

Rhode Island School of Design Providence, Rhode Island
Professional Degree in Architecture

College of the Holy Cross Worcester, MA
Bachelor of Arts

University of New Hampshire Durham, NH
Master of the Arts in Teaching
(Incomplete – 30 hours)