



TOWN OF TYNGSBOROUGH

Government Study Commission

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 Ext. 100 | Fax: (978) 649-2320

APPROVED 4-3-2014

Government Study Commission

Meeting Notice

Thursday, March 13, 2014 at 6:30 PM

Meeting Room 1, Town Offices, 25 Bryants Lane

AGENDA

1. Review/Approve Minutes of February 20, 2014 Meeting
2. Discussion with Town Clerk
3. Discussion with Highway/Tree Warden/Cemetery
4. Discussion of financial offices
5. Continue Review of Previous Town Elections Results
6. Continue Discussion of Potential Recommendations for 2014 Annual Town Meeting
7. Schedule Next Meeting





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Members Present: Karyn Puleo, Jacqueline Schnackertz, Donald Lampron, Robert Mercier, Paula Derby, Eileen Farrell

Absent: Diana Keohane

Staff Present: Michael Gilleberto

The meeting was convened at 6:33 PM by Karyn Puleo.

The Minutes of February 20th were approved with corrections 5-0-1 on a motion by Robert Mercier, and second by Eileen Farrell. Donald Lampron abstained.

Ms. Joanne Shifres, Town Clerk, joined the meeting to discuss the merits of an elected and/or appointed town clerk position.

Ms. Shifres recommends that the position be elected to keep it an independent office. 66% of clerks in Massachusetts are elected. There are pro's and con's on both sides; appointed might not be resident and their community loyalty could be a question. The clerk reports to the Town and State and certifies the election results, and works for the electorate and not the Board of Selectmen or Town Administrator. Removal would be by virtue of a recall.

Ms. Farrell asked why it needs to be independent.

Ms. Shifres stated that the office does not integrate with other town hall departments.

There was discussion of payroll, review of the Town Meeting warrant; and some discussion of the relationship between Collector and Clerk and Mid-Managers Union.

The Clerk's position from the surrounding towns on which is appointed/elected: Dracut – tenured; Westford - appointed; Chelmsford - appointed; Dunstable – elected.

There was more discussion.

Ms. Shifres, Town Clerk left the meeting at 7:10PM.

There was more discussion.





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Time was 7:30 PM. Mr. Bob Pelletier, elected Cemetery Commissioner; Mr. Doug Latulippe, elected Tree Warden; and Mr. Jim Hustins, Senior Highway Foreman, Highway Department, joined the meeting to discuss their positions and potential coordination/consolidation.

The Tree Warden, if appointed, has statutory requirements, Mr. Latulippe has had Arbor Culture Certificate since 2004. Population requirements were discussed. And being appointed vs. elected does not matter to Mr. Latulippe.

Mr. Latulippe works the following rates as a contractor: \$30.00 per hour with a saw, \$50 without a saw, and \$75 in a storm. There was discussion of a potential conflict.

The Cemetery Commissioner presently has no quorum, and the one member acts as an employee and is paid by the hour. He hires a contractor who is a Town employee but works with his own backhoe while off duty.

Time was 8:35PM. Ms. Kerry Colburn-Dion, Finance Coordinator/Town Treasurer, joined the meeting.

The Administrator outlined a vision for the potential consolidation of the Collector's office with the Treasurer's office. A Finance Director would oversee the operations of Accounting, the Treasury, and the Collector.

Ms. Colburn-Dion outlined the differences of Assistants vs. Clerks as defined in Clerical Union contract. The Town Collector has significant financial implications and the Town could have trouble if the wrong person were elected.

Looking at: Collector, appointed; Clerk, appointed; Cemetery -; Tree Warden -: Financial Director with/Collector.

The Committee voted 6-0-0 on a motion of Robert Mercier seconded by Donald Lampron to send a letter signed by the Chair to Town Counsel with the following questions:

1. What steps would be required to change the Annual Town Election to occur after the Annual Town Meeting?
2. What steps would be required to give the Board of Selectmen the authority to appoint a Town Collector of Taxes?
3. What steps would be required to establish the position of Finance Director as an appointment of the Board of Selectmen, and to assign to the position of Finance Director oversight of the Town Accountant and Collector of Taxes?





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4. What steps would be required to give the Board of Selectmen the authority to appoint a Town Clerk?
5. What steps would be required to assign oversight of the Town's cemeteries to the Highway Department?
6. What steps would be required to assign oversight of the Tree Warden to the Highway Department?

The Committee will meet next on 3/27/2014 at 6:30PM.

At 9:15PM, the Committee voted 6-0-0 on a motion by Eileen Farrell, second by Jacqueline Schnackertz, to adjourn.

Respectfully submitted

Michael P. Gilleberto
Town Administrator

Approved on: April 3, 2014

