



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Selectmen's Meeting Minutes

Monday December 18, 2006

6:00 P.M.

Town Offices

Members present: Selectman Jay Booth, Selectman Kevin O'Connor, Selectwoman Jacqueline Schnackertz, Selectman Rich Lemoine and Selectwoman Karyn Puleo. Staff present: Town Administrator Rosemary Cashman and Admin Assistant Therese Gay.

The Board was introduced and the agenda was read.

A motion was made by Selectman O'Connor to open the meeting, second by Selectman Booth. The Board voted unanimously to open the meeting.

1. 6:10 P.M. Discussion with Herb Desrosiers – Town Representative to GLTHS
Mr. Desrosiers met with the Board to discuss the progress at the Greater Lowell Technical High School. Mr. Desrosiers submitted a brochure to the Board. After discussions the Board thanked Mr. Desrosiers for attending for the update. Mr. Desrosiers will try to meet with the Selectmen at least a couple times a year and report on how well the students are doing. The Board thanked Mr. Desrosiers for the information.

2. Citizen's Time

The Board welcomed Mr. Doug Corcoran and the many friends and supporters of the Corcoran family. Mr. Corcoran because of his illness is asking that the Board allow the town employees to donate sick time to Mr. Corcoran while he waits for his long term disability insurance to take effect. Mr. Corcoran is undergoing treatment and cannot work at this time. The Board will look into the matter and will take care of it. Mr. Corcoran and his many supporters thanked the Board for their help.

3. Selectmen's Annual License Renewals

Automatic Amusement Device Licenses

The Board received a copy of the list of establishments seeking renewal of their automatic amusement device license. A copy of the Police Chief's report was also included and read into the record.

A motion was made by Selectwoman Schnackertz to approve the renewals as submitted, second by Selectman Lemoine. The Board voted unanimously to approve the renewals.

4. Other Business (if necessary)

A. Approve New Mileage Reimbursement Rate

The Board of Selectmen reviewed the correspondence about the increase in the mileage reimbursement rate and have considered adopting the new increase.

A motion made by Selectwoman Schnackertz to approve the new rate of 48.0 effective January 1, second by Selectman Booth. The Board voted unanimously for the new rate.

B. Appointments

Selectmen received a recommendation to appoint Jacquelyn Cronin as the Town Accountant. Chairperson Puleo introduced Jacquelyn. The Board welcomed Jacquelyn to the Town.

A motion was made by Selectman O'Connor to appoint Jacquelyn Cronin as the Town Accountant effective Tuesday, January 16, 2007, second by Selectwoman Schnackertz. The Board voted unanimously to appoint Jacquelyn Cronin as the Town Accountant.

The Town Administrator and the Town Collector recommend the Board appoint Jennifer Wilson as the new Town Collector's Clerk.

A motion was made by Selectwoman Schnackertz to appoint Jennifer Wilson as the new Town Collector's Clerk, second by Selectman Lemoine. The Board voted unanimously to appoint Jennifer Wilson.

C. Accept Resignation – CPC

The Board received a letter of resignation from Mr. Henry Jungman, Conservation Commission's representative to the CPC.

A motion was made by Selectwoman Schnackertz to accept the resignation with regrets, second by Selectman Booth. The Board voted unanimously to accept the resignation.

D. Appointment - CPC

The Board received a letter of interest from Mr. Ed Smith wanting to serve on the CPC as the Conservation Commission's representative. The Board is requesting a letter of recommendation from the Commission. Once the letter is received the appointment will be made.

5. Correspondence

A motion was made by Selectwoman Schnackertz to accept the 10 pieces of correspondence, second by Selectman Booth. The Board voted unanimously to accept the correspondence.

A motion was made by Selectman O'Connor for a 5 minute recess, second by Selectman Booth. The Board vote unanimously to recess for 5 minutes.

A motion was made by Selectman O'Connor to reconvene the meeting, second by Selectman Booth. The Board voted unanimously to reconvene.

6. Selectmen's Notes

Selectman Booth spoke to the budget line items for the Sewer Dept. and the Town Engineer. Selectman O'Connor wished all a happy holiday and a happy new year. Selectwoman Schnackertz spoke of the free cycle for Dunstable/Tyngsborough if an item is old but still in good condition the resident could free cycle the item, and wishes

everyone a happy holiday. Selectman Lemoine informed the residents that the Verizon contract is signed and the Board is presently working with the media director to upgrade our media system.

A motion was made by Selectman O'Connor to support the \$17,000 needed to start the upgrading, second by Selectman Booth. The Board voted unanimously to support the upgrade.

Selectwoman Puleo announced the next meeting date and that the Board is moving quickly into Budget discussions.

7. Town Administrator's Notes

We are working on the Capital Assets budgets and working on the FY08 Budgets. The Sewer Dept. is meeting with the Economic Development Committee. We have hired a new Town Accountant, the two positions in the Conservation Commission are filled, and the Health Clerk position is being advertised. The Police Chief resumes are starting to come in. The Historical Commission will meet with the Board on January 22 to update the Board on the old town hall restoration project.

8. Work Session (If Necessary)

A motion was made by Selectwoman Schnackertz to enter into a work session, second by Selectman O'Connor. The Board voted unanimously to enter into a work session.

A. Government Study

Selectwoman Schnackertz has updated the mission statement and the by-laws for the government study committee, and she has invited three members of the MMA to speak on the formation of a government study committee.

A motion was made by Selectman O'Connor to approve the mission statement and the by-laws, second by Selectman Booth. The Board voted unanimously to approve.

B. TA Evaluation Form Review

The Board reviewed the performance evaluation form and the Chair has asked that the Board submit comments along with their rating.

A motion was made by Selectman O'Connor to approve the format of the Town Administrator's performance evaluation form, second by Selectman Booth. The Board voted unanimously to approve the format.

9. Adjournment

A motion was made by Selectman Booth to adjourn the meeting, second by Selectwoman Schnackertz. The Board voted unanimously to adjourn at 8:00 P.M.

Respectfully submitted,

Therese Gay
Admin Assistant

Approved on _____