



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Selectmen's Meeting Minutes

Monday September 14, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectman Rich Lemoine, Selectwoman Karyn Puleo.

Member Absent: Selectwoman Ashley O'Neill

Staff Present: Town Administrator Rosemary Cashman, and Admin Assist. Therese Gay

Selectwoman Puleo called the meeting to order. The Board was introduced. Selectman Lemoine read this evening's agenda. A moment of silence was held in memory of Senator Ted Kennedy who passed away on August 25th.

1. 6:00 P.M. Appointment – Tyngsborough Housing Authority Member

The Board of Selectmen met with the Tyngsborough Housing Authority Members to fill a vacant position left by the passing of a member. The Tyngsborough Housing Authority Members present were John Pelletier, Charlotte Chafe, Margaret Giguere, and Rich Lemoine. There are two candidates for the position Michelle Reichter and Doria Sylvester. Each of the candidates were interviewed and the following vote was taken. The Boards voted 6-1-0 on a motion by Member Charlotte Chafe, second by Member Margaret Giguere to appoint Doria Sylvester as a Member to the Tyngsborough Housing Authority filling the vacant position until the town elections on May 11th, 2010.

2. 6:30 P.M. Street Lighting - Discussion

The Board discussed the possibility of turning off street lights in town. The Board asked Chief Mulligan to perform an inventory of the street lights in town. The Chief was in contact with Ms Masiello of National Grid. Together they determined the cost per street light and the number of street lights accounted for. The Board discussed the number of street lights and the cost to turn off the lights. Selectwoman Coughlin has contacted a consultant who may be able to help with the situation. He is scheduled to come in at the next meeting. The Board will table any decisions until they have spoken to the consultant.

3. 7:00 P.M. Executive Session

The Board voted 4-0 on a motion by Selectman Lemoine, second by Selectman Jackson to enter into Executive Session to discuss Personnel Issues and to return to open session. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 7:10 P.M.

A. Board of Health/Personnel Issues

The Board met with the Board of Health Members, Carol Devanney, Bernadette Harper, Sheila Perrault, Fred Winn and Chris Mellen to discuss the structure of the Board of Health office. After the discussions the Boards agreed to further investigate the possibility of regionalization and to keep the office as is until the information is gathered.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Lemoine to exit the Executive Session and to return to open session. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited Executive Session at 8:00 P.M.

B. Other Personnel Issues

The Board voted 4-0 on a motion by Selectman Lemoine, second by Selectman Jackson to enter into Executive Session to discuss Personnel Issues and to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 8:57 P.M.

The Board discussed the personnel issues in the financial department. There is a concern about the number of hours the financial employees are working. Because of a shortfall in the budget for 2010 the hours were reduced. The employees cannot do the work necessary in the part-time hours. The Town Administrator proposes to increase the hours as follows, Accountant from 37 to 40 hours, Assistant Accountant to 20 hours, Treasurer to 32 hours, Assistant Treasurer to 30 hours and the Clerks position given an additional 3 hours. After some discussions the Board voted 4-0 on a motion by Selectman Lemoine, second by Selectman Jackson to support the Treasurer's position for 32 hours.

The Board voted 4-0 on a motion by Selectman Lemoine, second by Selectman Jackson to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited Executive Session at 9:45 P.M.

4. Citizen's Time

No citizen's came forward this evening.

5. Other Business

A. Appointment – Conservation Commission Member

Mr. William Look has resigned as a member of the conservation commission. Mr. Martin will fill this position.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Lemoine to appoint Brian Martin as a member of the Conservation Commission.

B. Appointment – Community Preservation Committee Member

Ms Christine Chisolm has resigned as a member of the Community Preservation Committee. Mr. Denomme will fill this position.

The Board voted 4-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to appoint Guy Denomme as a member of the Community Preservation Committee.

C. Appointment – Citizen's Taxation Aid Committee Member

With the retirement of the Town Treasurer Pauline Guilmette, the Citizen's Taxation Aid Committee position will need to be filled by the new Treasurer.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Lemoine to appoint Kerri Colburn-Dion as a member of the Citizen's Taxation Aid Committee

D. Appointment – Energy & Environmental Affairs Committee

The Board is filling in the positions for the newly formed Energy and Environmental Affairs Committee.

The Board voted 4-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to appoint Kenneth Times III as a member of the Energy & Environmental Affairs Committee.

6. Correspondence

The Board vote 4-0 on a motion by Selectwoman Coughlin, second by Selectman Jackson to accept the correspondence as presented. Correspondence pulled for discussion, the special election will be to replace Senator Ted Kennedy who passed away on August 25th. Discussion on changing the Selectmen's meeting to accommodate a fellow selectman, no dates were picked as there are conflicts with other week nights will discuss further. The Green Communities Division awarded Tyngsborough a planning assistance grant to help the town become a green community. And the library trustees have petition the board of Library Commissioners for a waiver of FY10 Municipal Appropriation Requirements.

7. Selectmen's Notes

Selectmen Jackson and Lemoine supported the Education Foundations fund raiser the Annual Trot 5K both ran in the race it was great fun. Selectman Lemoine announced that the Economic Development Committee met with the Consultant working on the Market Analysis for the Town Center and are moving forward with the center. Selectwoman Coughlin spoke about planning some energy seminars for the general public that is offered by the Mass Municipal Association.

8. Town Administrator's Notes

Campground. The contractor is proceeding with the work on the park creation that was the site of the campground. 2) The Town Center Analysis is being done to determine what types of activities are likely to be successful in the town center. A consultant has been hired who has been performing the research, including speaking with various individuals and committees. The Consultant has met with the Economic Development Committee last week and provided an update. The next step is for the consultant to perform some financial analysis. We hope to have the study completed by the end of the year. 3) Highway Garage. The contractor is installing the tanks, the oil/water separator, the drainage and the wash station. This will minimize the discharge of oil, grease, water, salt, and debris into the groundwater and soils. This project should be completed within the next few weeks. 4) HVAC at Elementary School. The contractor did repairs to the HVAC during the summer. The engineering consultant and School Facilities Director George Trearchis will be inspecting the work soon. 5) Permits and Licenses. Admin Assistant Terry Gay and I will be working on a review of the procedures that are being used by the Selectmen for permits and licenses. We hope to develop a listing of the various permits and licenses that are issued by the Selectmen, the paperwork involved, who should review the paperwork prior to its review by the Selectmen. In particular, there is the possibility that there will be a recommendation that the Planning Board or ZBA should be handing some of the permits, not the Selectmen.

9. Adjournment

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectman Lemoine to adjourn. The Board adjourned at 9:45 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: _____