



TOWN OF TYNGSBOROUGH

Office of the Board of Selectmen

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

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

Board of Selectmen Meeting Minutes

APPROVED

Monday, March 31, 2014 at 6:00 P.M.

Community Room, Town Offices, 25 Bryants Lane

Members Present: Selectman Rick Reault, Selectwoman Karyn Puleo, Selectman Robert Jackson, Selectman Allen Curseaden, Selectman Corliss Lambert.

Staff Present: Town Administrator Michael Gilleberto, Assist Town Administrator Nina Nazarian and Admin Assistant Therese Gay.

The listing of matters are those reasonable anticipated by the Chairman which may be discussed at the meeting. Not all items listed may in fact be discussed, and other items not listed may also be brought up for discussion to the extent permitted by law

1. 6:00 PM Open Meeting/Pledge of Allegiance/Board Introduction/Read Agenda

The Chair opened the meeting followed by a 5-0-0 vote of the Board to dispense with the Pledge of Allegiance; the introduction of the Board and the reading of the Agenda, motion by Selectman Lambert, second by Selectman Curseaden.

2. Old Business

A. Fiscal Year 2015 Budget – Review Requests and Revenue Share

The Administrator has provided a departmental overview of budget requests, “Level funding” with only contractual changes would have been a total request of \$6,714,367. The Administrator and the Finance Coordinator/Town Treasurer have reviewed requests to identify items above level-funding that are either restorations of reduction made last year, or necessary items in the upcoming year. Those items are identified as follows: 1) Funding state elections - \$9,327; 2) Restoration of the presently vacant Police patrol position, bringing the staffing level back to December 1, 2012 - \$47,284 + \$13,500 for benefits; 3) Fire Dept. turnout gear (avoids a capital request by addressing the “skipped” year (FY 2013) - \$18,000; 4) New Senior Center operations and maintenance - \$9,180; 5) Old Town Hall operations, supplies and maintenance - \$15,500; 6) Addressing the chronically underfunded Special Legal Counsel appropriation - \$20,000; 7) Changes in software maintenance costs and subscriptions - \$4,924; 8) Postage - \$2,610; 9) Restoration of rental equipment funding in the Highway Department (roller, to avoid a capital request for a piece of equipment that is sparsely used - \$300; 10) Funding of half of a Police Sergeant retirement buyback (anticipated to occur in FY 2016 - \$16,734. These items, if acceptable to the Board, would total \$170,160 leaving a balance of \$413,386 in unfunded department requests. Available funds for the purposes of Board discussion would be \$74,796. After discussions the Board added 11) Assessors’ Upgrade of the AutoCAD - \$9,600; and 12) IT support - \$6,000. Available funds after addition of items 11 and 12 and after discussion is \$59,196. The Board supports the list as presented.

B. Capital Asset Management Committee – Update

The Administrator along with the Chair reviewed the updated information with the preliminary recommendations as follows: 1) Highway Department replace 2 dump trucks with Plow and Sander at \$160,000 each and replace a dump truck with plow at \$60,000; 2) Police Dept. IT Upgrade \$25,000; 3) Selectmen – Town Offices/Library Building Assessment \$20,000, and Town Offices Computer Equipment \$25,000; 4) COA for new Senior Center Furniture, etc. \$25,000; 5) Sewer





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Dept. Phase 1 West Construction and Admin \$7,300,000; Engineering Design Phase 1 West \$200,000; Mascuppic Trail Pump \$30,000; Quick Disconnect Switches for Portable Generator \$3,750; Upgrades to Phalanx Station \$50,000; Additional Wet Well at Flints – Study \$10,000; Audrey Ave Pump Station repairs/upgrades \$10,000; Replace or repair 20+ year old pumps at stations \$20,000; 6) School Dept. Facility Condition Assessment (includes security) \$80,000; Refurbish, Repair, and Certify TMS Gym Fire Escape \$20,000; Security Upgrades TPS \$60,000; and Technology \$50,000. The Board after review and discussions on the above items and the request to add the road repairs and the funding mechanism, the Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Curseaden to request the Capital Asset Management Committee to reconsider the funding of the road repairs in the form of a debt exclusion vote. The CAMC will meet on Wednesday April 9, 2014 at 6:30PM to review and discuss the Capital Asset Plan and will reconsider the road repair funding.

The Town Administrator presented to the Board the need to seek a Reserve Fund Transfer from the Finance Committee to fund two Accounts, the Special Legal Account for \$10,000, and the IT Account for computer hardware for \$15,000.

3. New Business

A. NMCOG Regional 911 Letter of Attestation – Review/Approve

The Administrator reviewed the NMCOG's Regional 911 Letter of Attestation, the letter is to attest to the fact that Tyngsborough has agreed to participate with the NMCOG and several of its member communities, as a partner in the evaluation of selected sites for the establishment of a Regional Emergency Communications Center (RECC), refinement of the initial cost estimates for developing the RECC, identification of the most appropriate process for acquiring or securing the preferred site, and the development of a draft MOU between participating communities. The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to approve the letter as presented and to authorize the Town Administrator to sign the letter.

B. Tax Collector's Clerk – Appointment

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Reault to appoint Kathy Lemire as the Town Collector's Clerk as advertised. The position advertised for 10-14 hours per week, at 13.54 per hour.

4. Executive Session – No session this evening

5. Adjournment

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to adjourn. The meeting adjourned at 9:15PM.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: Monday, April 14, 2014





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2. Old Business

- A. Fiscal Year 2015 Budget – Review Requests and Revenue Share
- B. Capital Asset Management Committee – Update

3. New Business

- A. NMCOG Regional 911 Letter of Attestation – Review/Approve
- B. Tax Collector's Clerk - Appointment

4. Executive Session

- A. Exemption Three – To discuss strategy with respect to collective bargaining and litigation because an open meeting may have a detrimental effect on the bargaining and litigation position of the Board, and the Chair so declares –Clerical Union; Mid-Managers Union; Police Union

- B. Exemption Six – To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body

5. Adjournment

Future Meetings

Monday, April 14, 2014 at Tyngsborough Town Offices, 25 Bryants Lane

Monday, April 28, 2014 at Tyngsborough Town Offices, 25 Bryants Lane

