



# 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 Notice

**APPROVED**

Monday, December 1, 2014 at 6:00 P.M.

Community Room, Town Offices, 25 Bryants Lane

Members Present: Selectman Robert Jackson, Selectman Rick Reault, Selectwoman Karyn Puleo, Selectman Corliss Lambert, Selectman William Gramer.

Staff Present: Town Administrator Curt Bellavance, Assistant 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. After instruction from the State Fire Marshall and the Tyngsborough Fire Chief, in the event of an emergency, there is an exit to my left and directly across from me, along the back wall.”

## 1. **6:00 PM Open Meeting in Work Session – Discuss Town Buildings Master Plan**

The Chair opened the meeting followed by the Pledge of Allegiance; the introduction of the Board.

Board and Committee Members present at the meeting were: Police Chief, Rich Howe; Ed Smith, CPC; Steve Berthiaume, Board of Health; Warren Allgrove, Historical Comm; Sue Library Director, and Jeanne Dery Library Trustee; Charles Doherty, ZBA; and the Finance Committee Members, Burt Buchman, Darryl Wickens; Paul Morin; Scott Hammer; and Eric Sondhi.

Mr. Ken Best of DRA was present to review the report and to answer questions. Mr. Best reviewed the Town Building Master Plan, the purpose of the study is to determine solutions for the Town’s space needs and also to maximize the usage of buildings in the Town. A number of buildings are either vacant or will soon be vacated and the disposition of these is recommended. The disposition may be either Town use or alternatively a repurposed use that is privately operated. A detailed Market Analysis is provided that explores demographics and potential demand for alternative uses. The study explores a number of “What if” scenarios (options) to resolve particular program requirements, in turn, these provide groups of relocation/reuse options to enable comparison and evaluation to select the preferred scheme(s).

The following buildings are included in the study: Town Offices/Library; Police; Fire Stations #1, #2 and #3; Highway; Senior Center; Recreation; Littlefield Library; Old Town Hall; Adams Barn; Winslow School; First Parish Meeting House and New Buildings where needed. A chart of options and a use option description was discussed. The study provided floor plans and projected cost.

Option for the Town Offices would be to move to the now vacant Winslow School building. One option if the Town Offices is vacated would be to house Fire Station 1/Police Dept. is a workable solution with further study, Mr. Best was asked if he could use bullets to make the spreadsheet better understood. A second option would be to put the Recreation and the Library in the Town Office building, if this building were to be used as a public safety building where would the Library move to. Library could move to the fire station building, if a small new wing could be





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added. Options for the Police Dept. would be to move to the Winslow or build a new building. The Chief commented that moving to the Winslow would work. The Winslow is not big enough to house a public safety dept. The fire dept. building could be used for the Sewer Dept. and to combine the police and fire dept. The fire dept. would prefer to have the center fire station in the center of town. The Senior Center is moving to a new building and location. The school dept. is looking to occupy the building. Fire Station 3 works but needs to upgrade for ADA compliance. The Highway Dept. needs female/male restrooms and ADA compliance and to enclose the wash station. The Recreation dept. needs more storage room. The Littlefield Library a good fit for the Historical Commission; the Old Town Hall is being used as a rental function hall, the Adams Barn could be used as storage. Mr. Best will take all of the comments and information gathered this evening and will come back with a new report and cost. The Board will have discussions on Monday December 8 on the next step of this report and have a final report, and will place the report on the Town website. The Chairman thanked everyone for attending and providing comments.

## 2. **Joint Meeting with the Finance Committee – Budget Process for Fiscal Year 2016**

The Finance Committee members and the Board discussed the budget process for the FY 2016. Discussions on how the Boards are to work collaboratively. Operationally the Board builds the Budget and submits the budget to the Finance Committee for recommendations.

## 3. **Adjournment**

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to adjourn the meeting.

The meeting adjourned at 9:00 P.M.

Approved on: Monday, January 5, 2015

Respectfully submitted by

Therese Gay





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1. **6:00 PM Open Meeting in Work Session – Discuss Town Buildings Master Plan**
2. **Joint Meeting with the Finance Committee – Budget Process for Fiscal Year 2016**
3. **Adjournment**

### **Future Meetings**

**Monday, December 8, 2014 Tyngsborough Town Offices, 25 Bryants Lane**

**Monday, December 22, 2014 at Tyngsborough Town Offices, 25 Bryants Lane**

