



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, July 27, 2015 at 6:00 P.M.

Community Room, Town Offices, 25 Bryants Lane

Members Present: Selectman Rick Reault, Selectman Robert Jackson, Selectman William Gramer, Selectman Corliss Lambert, Selectman Steven Nocco.

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. "The following meeting is being recorded and broadcast through our local cable access channels on Comcast and Verizon FIOS. A recording of this meeting will also be available for viewing on our town's website - tyngsboroughma dot gov. Also, 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."

5:30 PM – The Board met to express their appreciation to Nina Nazarian for her dedicated service and outstanding work for the Town. Ms. Nazarian has accepted a position in the Town of Princeton.

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

The Chair opened the meeting followed by the Pledge of Allegiance; the introduction of the Board and the reading of the Agenda by Selectman Jackson

2. Meeting Minutes

A. Regular Session Meeting Minutes for Review/Approval

i. Monday, July 13, 2015

The Board voted 4-0-1 on a motion by Selectman Jackson, second by Selectman Gramer, to approve the minutes of Monday July 13, 2015. (Selectman Lambert abstains from voting)

B. Executive Session Meeting Minutes for Review/Approval/Not Release

i. Monday, July 13, 2015

The Board voted 4-0-1 on a motion by Selectman Jackson, second by Selectman Gramer, to approve but not release the executive session minutes of Monday July 13, 2015. (Selectman Lambert abstains from voting)

3. Citizen/Business Time -

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

Mr. and Mrs. Weeks of Morgan Way came before the Board to ask for a timetable for when Morgan Way will be accepted and where on the list it sits for repairs.

4. 6:05 PM Public Hearings (continued from July 13)

A. Citizens Tyngsborough Solar, LLC Special Permit for photovoltaic solar array

Town of Tyngsborough
Massachusetts



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

The Chairman opened the continued hearing to discuss the proposed special permit decision with its conditions. The mandatory conditions and findings have been met and are outlined in the decision. The Special use Permit conditions are outlined and the Board and the applicant have discussed with Town Counsel. There are requests from the Board that will be incorporated in the draft decision and the Board will review and vote on the final draft on Monday August 10th at 6:30 PM.

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Gramer to accept all of the suggestion this evening and vote to approve in principle the final decision for the Board's review on August 10, 2015.

The Board voted 5-0-0 on a motion by Selectman Nocco, second by Selectman Gramer to continue the hearing to Monday, August 10, 2015 at 6:30 PM at the Town Offices. The petitioner being present at the meeting verbally agrees to the continuance.

5. New Business

A. Zoning Board Request for Comment – 10 Poitras Avenue

The Board received and reviewed the request and voted no comment.

The Board voted 4-0-1 on a motion by Selectman Jackson, second by Selectman Gramer, to offer no comment on this request. (Selectman Steven Nocco abstains from comment and vote).

B. Fill position – Ratify appointment of Senior Library Technician

The Town Administrator has been working with the Library Director to fill the vacant position of Senior Library Technician. An internal applicant applied for the position. The position was advertised in-house, in the Lowell Sun, and on the MA Board of Library Commissioners' job site. After reviewing approximately 16 resumes for the position and narrowing the field of candidates down through the interview process. It was determined that the best candidate is Sandra Geoffroy. The position is a 35 hour per week hourly position. The Board of Library Trustees voted to ratify the appointment of Sandra Geoffroy to the position of Senior Library Technician at their meeting on July 16, 2015.

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Gramer, to ratify the appointment of Sandra Geoffroy to the position of Senior Library Technician, Grade 6 (Step 5) at an hourly rate of \$19.25 with the start date of August 6, 2015.

C. Ratify contract – Police Chief Richard Howe

The Board voted 5-0-0 on a motion by Selectman Gramer, second by Selectman Jackson, to ratify the Police Chief Richard Howe's contract as written.

D. Assistant Town Administrator – position

The Board discussed the Assistant Town Administrator's position, the advertisement, the acceptance of resumes, the sub-committee of 2 to interview and to bring forward two candidates for the Board to interview, select and appoint.

6. Old Business

A. Appointments – Recreation & Parks, Insurance Advisory

The Town has a vacancy on the Recreation and Parks Commission. This open position has been vacant for some time. Mr. McLaughlin has expressed interest in filling the position.

Town of Tyngsborough
Massachusetts



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

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Gramer, to appoint Patrick R. McLaughlin to the Parks and Recreation Commission for a term to expire on June 30, 2018.

There are two openings on the Insurance Advisory Committee. These seats are filled by representative of the unions in Town. The two positions are with the school department as they recently voted new officers within the union.

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Gramer, to appoint Cheryl Santos and Shelby Gauvin to the insurance advisory Committee for a term expiring June 30, 2016.

B. First Parish Meeting House

The Administrator announced that the Town is one document away from owning the First parish Meeting House. The Administrator has spoken to Mr. Lawson of CBI and he is putting together a timeline, the roof will be the first part, the second will be the painting and thirdly the columns. The Administrator would like the support of the Board to start the bidding process when all the documents are ready.

The Board voted 5-0-0 on a motion by Selectman Jackson, second by Selectman Gramer to support and authorize the Administrator to start the bidding process when all the documents are ready.

7. Citizen/Business Time - No one came forward.

Citizens or business owners may contact the Office of the Selectmen to request to address the Selectmen during citizen/business time. Citizens or business owners who have not contacted the Office of the Selectmen in advance may address the Board of Selectmen on matters of interest to the public for not more than five (5) minutes.

8. Correspondence - None

9. Review of Weekly Warrants

The Town Administrator read the following warrants: Warrant #3B for \$162,429.79 on 7/20/2015; Warrant #4B for \$1,207,337.78 on 7/27/2015; Warrant #4VET for \$7,903.15 on 7/27/2015; Warrant #4P for \$375,301.55 on 7/27/2015.

10. Town Administrator's Report

▪ Other

The Administrator has informed the Board that the Town Meeting Article allowing the Town Administrator to sign the weekly warrants is scheduled for the first hearing at the State House on Thursday, July 30. The Administrator informed the Board that that is the first step.

The Administrator discussed the recent amendments made to the Special Act regarding the increase in the town's quota of licenses for Alcoholic Beverages. The Administrator went over the amendments and the Board asked how that effected the Act. The amendments were inconsequential and made the Special Act reflect MGL more accurately. The Board was supportive. The Administrator informed the Board that the House approved the amended language and the next step would be the Senate for their vote and hopefully their approval. The Board asked how we

Town of Tyngsborough
Massachusetts



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

could notify the public when new licenses would be available. The Administrator was going to research.

11. **Selectmen's Reports**

Selectman Jackson asks the status on the release of Executive Session Minutes.

12. **Executive Session - None**

13. **Adjournment**

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

The meeting adjourned at 7:30 PM.

Respectfully submitted

Approved on Monday August 10, 2015

Therese Gay
Admin Assistant

