



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

Monday, January 11, 2016 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, and Admin Assistant Therese Gay

Staff member Absent: Assistant Town Administrator Matt Hanson

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 – www.tyngsboroughma.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."

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, December 14, 2015

The Board voted 4-0-1 on a motion by Selectman Jackson, second by Selectman Gramer, to approve the minutes of Monday December 14, 2015. (Selectman Lambert abstains from voting).

3. 6:30PM Public Hearing: Postponed until January 25

40R Christopher Cox, Frost/Lakeview: Attorney Peter Nicosia

The applicant did not properly identify the abutting property owners for the above project and had to re-advertise for a new date. The new date is January 25, 2016 at 7:00 PM.

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer to continue this matter to January 25, 2016 at 7:00 pm at the Tyngsborough Town Offices, 25 Bryants Lane, in accordance with the new advertised notification.

4. New Business

A. Vote: Polling locations for Presidential Primary

The Town Clerk ~~has~~ requested that the Board of Selectmen vote to move Precincts 1 and 2 to the Tyngsborough Middle School located at 50 Norris Road, and to move Precinct 3 to the Tyngsborough Elementary School located at 205 Westford Road. This would be in effect for the Presidential Primary to be held March 1, 2016.

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer to move Precincts 1 and 2 to the Tyngsborough Middle School located at 50 Norris Road, and to move Precinct 3 to the Tyngsborough Elementary School located at 205 Westford Road effective for March 1, 2016.





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B. Goals or Projects for 2016 (Roads, Economic Dev, Buildings)

The Administrator has identified several projects for the 2016 year. They include, 1) roadway infrastructure: addressing the need for roadway improvements, including the acceptance of additional roadways not yet town owned. 2) Economic Development, identifying, reviewing, and assessing economic development goals moving forward; 3) Building Master Plan, moving forward with creating and finalizing a long-range plan for the effective use of town buildings; 4) First parish Meeting House, managing the rehabilitation for the structure. Several ongoing projects currently being managed in the office will be outlined in the Town Administrator's report. Other ideas and thoughts from the Board include: update the Town's Master Plan, also take a look at the Flint's Pond, land takings of tax title property, the Adams Barn, and the Winslow School. The Administrator is preparing a schedule for the Annual ~~town~~ Town Meeting, and requested if the Board has any thoughts of articles to forward them to the Administratorhim.

C. Request for Comments (Board of Appeals)

- i. 206 Massapoag Road to raze existing dwelling and replace with new
- ii. 6 Cummings Road (Dana Wallboard) for 120-foot flag pole

The Board took no action on the request for comments.

D. Request for Comments (Planning Board)

- i. 40 & 44 Cummings Road (Applicant: Freedom Alley Shooting Sports)

The Board took no action on this request for comment.

E. Contract Policy: review and endorse

The Administrator, in order to facilitate a timelier and efficient procurement process for the purchase of supplies materials and equipment, and to approve the award of contracts for all town department, with the exception of the school department and the library, is recommending that the Board of Selectmen authorize the Town Administrator to approve and enter into contracts that are ~~#~~\$50,000 or less. The Administrator will keep the selectmen informed as to the status of any ongoing contract throughout the procurement process, and report on all signed contracts to the Selectmen at the next regularly scheduled meeting. Any contract in excess of \$50,000 will still require approval from the Board of Selectmen at a public meeting. The Board requested a legal review of the Policy and the Administrator will bring it back at a future meeting.

F. Authorization:

- i. sign contract for third party electricity rates

The Assistant Administrator has been working with a consultant to solicit bids for the competitive supply of electricity for municipal buildings. Favorable bids were received for a 28 month contract term. This contract will align the Town's supply agreement with the School Department's supply agreement for school buildings. The low bid of approximately \$.088/kwh will produce an estimated savings of \$53,000 over the contract term verses the National Grid default rate. This contract will also create stability in the electric budget for municipal buildings through FY 18.

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer to vote to authorize the town administrator to generate quotes for municipal electricity supply and enter into an agreement with the low bidder for a term of up to 28 months.

5. Old Business

A. Ratify: proposed amendments to Special Act for additional Liquor Licenses

The Administrator informed the Board that Article #28 from Annual Town Meeting was forward to Representative Colleen Garry's office for managing through the legislative process. Representative





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Garry's office sent to the Administrator with some minor changes for the proposed language. The Administrator recommends the Board vote on the amended language so that the Legislature can move forward on adopting the Act.

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer to amend the language as proposed.

B. Ratify: SEIU Highway Memorandum of Agreement (potential to move to Executive Session)

This item will be taken up during Executive Session.

6. Citizen/Business Time – No one came forward this evening.

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.

7. Correspondence

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer, to accept the 4 pieces of correspondence as submitted.

8. Review of Weekly Warrants

The Administrator read the following Weekly Warrants: Warrant #27B for \$127,760.53 on 1/4/2016; Warrant #28S for \$173,634.61 on 1/11/2016; Warrant #28B for \$835,634.76 on 1/11/2016; Warrant #28P for \$869,883.23 on 1/11/2016; Warrant #28VET for \$8,387.65 on 1/11/2016; Warrant #26B for \$703,659.79 on 12/28/2015; Warrant #26P for \$869,669.53; Warrant # 25VET for \$8,018.08 on 12/21/2015; Warrant #25B for \$531,059.18 on 12/21/2015; Warrant # 25S(332) for \$9,150.00 on 12/21/2015; Warrant #25S for \$230,399.44 on 12/21/2015.

9. Town Administrator's Report

The following report is for the period ending December 31, 2015. The Administrator reports the following:

- Response to Selectmen's Requests
- Budget

The Town continued to set aside money in several stabilization funds. Through the Capital Asset Management Plan, the town was able to continue to address capital equipment requests, earn support for an override for improvements to the Tyngsborough High School and to allow the town to address several roadways repairs. The town has submitted the final forms and documents necessary for receiving reimbursement from FEMA in regards to last year's storm event. The estimated reimbursement is \$90,000.

- Departmental Information

This past year the town hired several new employees, including an Assistant Town Administrator, Assistant Treasurer, Health Assistant, two Media Associates, Senior Library Tech, Library Tech, Circulation Assistant, Outreach Worker, and several van drivers for the additional COA shuttle.

The Sewer Commissioners continued their efforts and sought, and received, approval for the Phase I West sewer infrastructure project. They received a successful bid and construction is expected to begin shortly.





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- Contracting/Procurement

The Town improved its technology/hardware with the installation of a new WatchGuard firewall appliance, also updated the server with a new system that will connect with the Police Station and serve as additional back-up. The town is working on upgrading various software programs throughout the town offices and police department. - The contract for the carpet replacement project has been completed and the office is working with the vendor on setting a schedule. The agreement to replace the existing fuel pumps and vapor recovery system has been signed and work will begin shortly.

- Other

Citizens Energy received approval to construct a 2.5 MW solar array at the former Charles George Landfill. The project is to begin this spring.

Special Acts are going and working through the State Legislature. The Special Act Liquor License and Special Act for authorization of the Administrator to sign warrants.

The Economic Development Self-Assessment was completed this year and is working NMCOG on assessing the results of the findings.

There were a variety of small union contract adjustments that were proposed, negotiated and amended.

- Town Meeting

The Town held four town meetings this year, two special town meetings, one in February, and December. The annual ~~gown-town~~ meeting was held in May along with ~~the a~~ special within the annual.

- Roadways.

Completed four of five roadways in town and worked with the ~~highway-Highway deptDept.~~ and vendor to provide three additional roadways as part of the pavement plan. Mascuppic Trail has been accepted by town meeting and our office is working on finalizing drainage plans in order to go out to bid and schedule work for the upcoming construction season.

- Buildings

The Board completed the opening of the new Senior Center on Westford Road and completed the purchase of the First Parish Church.

Additional Project Updates: On District Local Technical Assistant (DLTA); Contract Services; Facility Assessment Study; Billboard; Electricity Aggregation; Website; First ~~parish-Parish ehureh~~ Meeting House and Adams Barn properties; and the Elementary School and Dunstable Road Culvert Project.

10. Selectmen's Reports

Selectman Lambert wished everyone a Happy New Year and hoped all had a happy and safe holiday. Selectman Lambert says that the Tyngsborough Housing Authority is looking into the use of the Winslow school as a venue for affordable housing units along with a couple of groups looking at the use of the building. The Government Study Commission is going full speed ahead, their product is still a Charter. We should document the way the Town conducts business, ~~they~~ the commission could go forward with the proposed ~~changes~~ [MHI]. Once the citizens know how the town business is conducted ~~thank~~ they will be able to notice the differences needed and make the necessary changes. We need to inform everyone. Selectman Lambert has become aware of several new applications for affordable housing projects, the town must be close to our quota, and the Town





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should probably be looking at setting a moratorium on any new building. He suggests that a Planner be hired this year.

Selectman Jackson suggests the Selectmen sponsor a meet the candidate night. In consideration of the coming election Selectman Jackson suggests that we post on the Town Web page directions on how to pull papers if a resident decides to run for an elected position. The Government Study Commission is meeting on January 12, 2016 and everyone is invited to attend the meeting. There will be public meeting to inform the residents on how town government is run and how the proposed changes will make government more efficient. Also suggestions on how best to centralize the town center. One suggestion would be hold an event similar to the pig and apple fest that use to take place. Any ideas and suggestions are welcomed.

11. Executive Session

The Board voted 5-0 on a motion by Selectman Jackson, second by Selectman Gramer to enter into executive session to discuss exemption one (3) as stated below, and to return to open session only to adjourn. Roll Call Vote, Selectman Nocco, yes; Selectman Corliss Lambert, yes; Selectman Gramer, yes; Selectman Rick Reault, yes; Selectman Robert Jackson, yes. The Board entered into Executive Session at 7:30 PM to discuss the following:

1. Exemption Three (3) - Collective Bargaining Update – Mid Managers Union, SEIU Highway Department.

12. Adjournment

The Board voted 5-0 on a motion by Selectman Gramer, second by Selectman Jackson, to adjourn the meeting. The meeting adjourned at 8:30 PM.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on Monday,

