



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, November 21, 2016 at 6:00 P.M.

Community Room, Town Offices, 25 Bryants Lane

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

Staff Present: Town Administrator Curt Bellavance, Assistant Town Administrator Matt Hanson 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 by Tyngsborough TV. The meeting is available through our local cable access channels on Comcast and Verizon FIOS and as a LIVE stream on our website – www.tyngsboroughma.gov. A recording of this meeting will be available through the video on demand portion of our website and a DVD copy can be obtained by contacting the Tyngsborough Media Department. 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 at 6:05 pm, followed by the Pledge of Allegiance, followed by the introduction of the Board.

6:05 PM Representative Colleen Garry

Citation for Chaz Doughty

State Representative Colleen Garry presented town resident Chaz Doughty with a citation for his initiative in cleaning the Flint Pond of invasive weeds. Mr. Doughty was presented at a Chamber of Commerce event the 2016 Steve Jones Community Champion Award. Everyone congratulated Mr. Doughty.

2. Meeting Minutes

A. Regular Session Meeting Minutes for Review/Approval

i. Monday, November 7, 2016

The Board voted 4-0-1 on a motion by Selectman Reault, second by Selectman Jackson to approve the minutes of Monday, November 7, 2016. (Selectman Lambert abstain)

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

i. Monday, November 7, 2016

The Board voted 4-0-1 on a motion by Selectman Reault, second by Selectman Jackson to approve but not release the minutes of Monday, November 7, 2016. (Selectman Lambert abstain)

3. 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.





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4. New Business

A. Old Town Hall: review of fees

Mr. Hanson, Assist Town Admin did some comparison on the fees charged for rental. Mr. Hanson presented his findings and is asking if the Board is amenable to increasing the rates as Mr. Hanson presented. The Board would like to discuss further this item to be brought back at the next meeting.

B. Contract approval: Architect for First Parish Meeting House Interior Renovation

Our office solicited bids for an architect/engineering firm to study and design interior restoration plans for the First Parish Meeting House and perform construction oversight, for an amount not to exceed \$80,000. This includes review of mechanical, electrical, plumbing and accessibility. Four bids were received. Our office conducted interview with three of the highest-ranking firms. CBI Consulting Inc. was chosen as the most responsive and responsible bidder. During the interview, they demonstrated a thorough understanding of the buildings current condition and clearly explained the approach they would take for the interior design restorations and construction oversight. This work will include: 1) existing conditions study/schematic designs: \$24,240; 2) design development: \$21,745; 3) contract documents: \$16,055; 4) bidding assistance: \$2,885; 5) contract administration: \$13,810; 6) post completion certificate: \$1,265; TOTAL: \$80,000. The first two phases, totaling \$45,985, to be paid for through the \$50,000 Special Town Meeting appropriation for interior design. These two phases will provide the town with the conceptual plans and cost estimates needed to request construction funding at a future Town Meeting. At that time, we will also request the additional funding to pay for the remaining contracted services, Contract documents, Bidding Assistance, Contract Administration and Post Completion Certification. The contract will be for the total amount of \$80,000, with language confirming that phases 3-6 require an additional Town Meeting Appropriation. After some discussions, the Board agreed and voted 5-0-0 on a motion by Selectman Lambert, second by Selectman Jackson to reinstate the three members of the Old Town Hall Committee to support the Board on the Old Parish Church renovations.

C. Appointment: Assistant Collector

The office has been working over the past several weeks to coordinate the restructuring of the staffing levels within the Treasurer-Collector's office. The result is the creation of a new job title called Deputy Collector, which the Assistant Collector, was appointed, leaving a vacancy for the Assistant Collector position. After reviewing the application of the current Collector Clerk, Brenda Feeney, it was determined that she would be a great fit and promoted to Assistant Collector.

D. Discussion: Conservation Director and Town Planner

The Board discussed the possibility of having a full-time Conservation Director/Town Planner, as opposed to two separate part time positions. This idea was well received as long as the town reserved the right to make changes to the positions in the future.

5. 6:15 PM LICENSING

A. Ampet, Inc. requesting Class II License to sell used vehicles at 54 Pawtucket Blvd. Request is for the sale of ten (10) used vehicles.

The Chairman opened the hearing, asked the applicant to come forward and present his petition for a class II license at 54 Pawtucket Blvd. A hearing was held with no comments and objections to the petition, the Board voted 5-0-0 on a motion by Selectman Reault, second by





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Selectman Jackson to issue Ampets, Inc. a class II license for the sale of 10 cars, 7 exterior cars and 3 interior cars to be housed in one of the garage bays.

6. Old Business

- A. Town Buildings: *First Parish, Winslow School, Littlefield Library, Adams Barn, Former Council on Aging Building*

The Board and Administration discussed the Town Building Master Plan study by Drummey Rosane Anderson, Inc. The Board voted 5-0-0 on a motion by Selectman Lambert, second by Selectman Jackson to support the Town Administrator putting a committee together to help identify how to better use the vacant buildings.

7. Correspondence

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to accept the correspondence as printed.

8. Town Administrator's Report

- Contracting/Procurement

The property at 5 Industrial Way was given a variance and has passed the perk test. The auto auction went well. The town applied for a few grants for tech assistance funding and the project is moving forward for the new lighting system at the Town Offices paid for through Green Community grant funds.

9. Selectmen's Reports

Selectman Lambert wanted everyone to know that he appreciates and support the Administration in the work they have done and continue to do. Wished everyone a Happy Thanksgiving.

10. Executive Session

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson, to enter into executive session to discuss exemption two (2) and to return to open session only to adjourn. Roll Call Vote, Selectman Nocco, yes; Selectman Lambert, yes; Selectman Robert Jackson, yes; Selectman Gramer, yes; Selectman Reault, yes. The Board entered into Executive Session at 8:25 PM to discuss the following:

1. Exemption 2. To conduct strategy sessions in preparation for negotiations with nonunion personnel, and the chair so declares (Deputy Chief, Town Administrator, Town Accountant)

11. 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 8:35 PM.

Respectfully submitted

Therese Gay, Admin Assist.

Approved on Monday, December 5, 2016

