



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, December 5, 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.

2. Meeting Minutes

A. Regular Session Meeting Minutes for Review/Approval

i. Monday, November 21, 2016

The Board voted 4-0-1 on a motion by Selectman Reault, second by Selectman Jackson to approve the minutes of Monday, November 21, 2016. (Selectman Lambert abstain)

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

i. Monday, November 21, 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 21, 2016. (Selectman Lambert abstain)

3. 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.

4. New Business

A. Application: to sell Christmas trees and wreaths (Sullivan Ice Cream)

Mr. Sullivan has requested a permit to sell Christmas trees and wreaths at the Sullivan Ice Cream Stand, 176 Middlesex Road, from December 1 to December 26, 2016.

The board voted 5-0-0 on a motion by Selectman Lambert, second by Selectman Jackson to allow the sale of Christmas Trees and Wreaths at 176 Middlesex Road.

B. Appoint Treasurer-Collector

Over the past several months my office has been accepting resumes for the position of Treasurer-Collector. After reviewing several resumes and narrowing the field of candidates





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down and interviews were held and it was determined that Mr. Lee Brown was the best candidate.

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to appoint Mr. Lee Brown to the position of Treasurer-Collector pending a successful CORI check, and the completion of the state-mandated Conflict of Interest training, with a starting salary of \$75,000, with a start date to be determined but no later than January 5, 2017.

C. Public Records Officers

Town Counsel attended the meeting and gave a brief summary of the Public Records Law that will take effect on January 1, 2017. The new Public Records Act creates a new position of responsibility for public records access at the Town level called Records Access Officer, responsible for assisting a) the public in seeking public records, b) custodians in preserving public records, and preparing guidelines to facilitate the public's access to public records. Town Clerks are records access officers under the new law. Additional officers can be designated by the Town Clerk or the Board of Selectmen of the Town, Town Counsel suggests that the Administrator speak to the elected Board for their input how they want to have their records requests handled. Once the Officers are in place town Counsel will have a brief session on the laws governing public records requests.

5. 6:30 PM TAX CLASSIFICATION HEARING

Establishment of FY17 property tax rate and adoption of tax levy percentages

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to open the tax classification hearing and to waive the reading of the legal notice. Ms. Woeckel, Chief Assessor, was present and explained briefly the difference between a single tax rate and a split tax rate. The Assessors recommend the classification remains a factor of "1" for FY 17.

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to approve a tax classification factor of "1" for fiscal Year 2017.

6. 6:45 PM LICENSING

A. Tyngsborough Education Foundation: liquor license hearing

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to approve a three day all alcohol license to the Tyngsborough Education Foundation, for the Dinner Theatre on January 6, 7 and 8, 2017 at the Old Town Hall, 10 Kendall Road.

B. Other licenses for Entertainment and Amusements

The Board of Selectmen voted 5-0-0 on a motion by Selectman Reault, second by Selectman Lambert to renew all of the following license categories: Class I, II, III licenses; Common Victualler Licenses; Restaurant, Club Package Store, and general All Alcoholic Beverages and Malt and Wine Licenses; Weekday and Sunday Entertainment Licenses, including General Licenses; and Automatic Amusement Device Licenses; with the following exceptions: Comets; Country View Diner, AllTown Tyngsborough/Self-Service and Convenience Store, Chakra Indian Cuisine, and Sullivan Farm Ice Cream and Funtagious. All Renewals are subject to final verification of Food Permit, the issuance of a Certificate of Occupancy annual inspection, and lastly, all taxes paid up to date.





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7. Old Business

A. Contract Approval: CBI for First Parish Meeting House

The First Parish Church Interior Restoration Committee added a new member to the team, Selectman Nocco. The Committee has met and agreed to advise CBI Consulting on the design development.

The Board voted 5-0-0 on a motion by Selectman Reault, second by Selectman Jackson to approve a contract with CBI Consulting, Inc. for First Parish Meeting House Interior Renovation.

8. Correspondence

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

9. Town Administrator's Report

▪ Budget/Warrants

The Administrator is working collaboratively with the Finance Director and the School on the FY18 budget. Data is being collected and should have some info on numbers by next month.

10. Selectmen's Reports

Selectman Lambert reminded that Wednesday is December 7 Pearl Harbor Day. He wishes everyone a happy and safe holiday.

Selectman Jackson will not be in attendance on December 19, he wishes everyone happy holiday.

11. 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 7:20 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 Accountant, Planner-Conservation, Town Administrator)

12. 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 8:10 PM.

Respectfully submitted

Therese Gay, Admin Assist.

Approved on Monday, December 19, 2016

