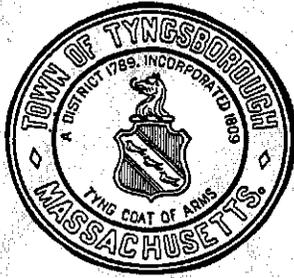


APPROVED



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryants Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100

Fax: 978 649-2320

Selectmen's Executive Session Minutes

Monday January 26, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo, Selectman Kevin O'Connor. Member Absent: Selectwoman Jacqueline Schnackertz

Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

1. Executive Session

A. Collective Bargaining

The Board voted 4-0 on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to enter into Executive Session to discuss Collective Bargaining and to only come out to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes; and Selectman Kevin O'Connor, yes. The Board entered into Executive Session at 8:15 P.M.

Selectman Kevin O'Connor excused himself because of a conflict.

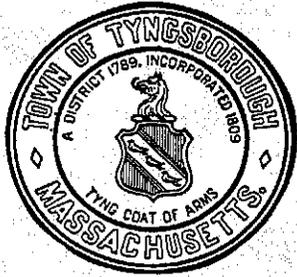
The Board discussed the necessity of reopening union contracts for negotiations. With no definite numbers it would be best to not have negotiations at this time. The Board will coordinate with the Schools and keep them informed on any negotiations on the town side.

The Board voted 3-0 on a motion by Selectman Lemoine, second by Selectwoman O'Neill to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited the Executive Session at 8:35 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____



TOWN OF TYNGSBOROUGH

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Tel: 978 649-2300 Ext. 100

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Selectmen's Executive Session Minutes

APPROVED

Monday March 9, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Jacqueline Schnackertz, Selectwoman Karyn Puleo, Selectman Kevin O'Connor.

Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to enter into Executive Session for Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes; Selectman Kevin O'Connor, yes. The Board entered into Executive Session at 7:55 P.M.

1. Executive Session (if needed)

A. Collective Bargaining

Selectman Kevin O'Connor excused himself because of a conflict.

The Board discussed the necessity to speak to the unions regarding the economic constraints faced by the Town and Schools. A date has been set, and a Selectman and the Town Administrator will meet with each Union. The School Department will be conducting their negotiations. The Board reviewed the spreadsheet that the Administrator prepared. They discussed options such as wage freezes, offering health insurance rate saver package, furloughs, and layoffs.

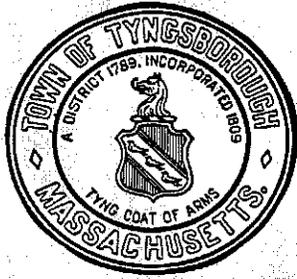
The Board voted 4-0 on a motion by Selectwoman Puleo, second by Selectwoman Schnackertz to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited the Executive Session at 8:35 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____

APPROVED



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryants Lane

Tyngsborough, MA 01879

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Selectmen's Executive Session Minutes

Monday March 23, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Jacqueline Schnackertz, Selectwoman Karyn Puleo, Selectman Kevin O'Connor.
Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to enter into Executive Session for Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes; Selectman Kevin O'Connor, yes. The Board entered into Executive Session at 7:55 P.M.

- 1. Executive Session (if needed)
 - A. Collective Bargaining

Selectman O'Connor recused himself from the meeting due to a conflict. The Board discussed the vacant position in the Assessor's Office for Assessor's Assistant. The recommendation is to appoint an unpaid elected Assessor, Ann Conant, who is knowledgeable about assessment practices. The appointment will provide some interim assistance to the Assessor's Office. Given that the appointee is an elected Assessor, and an elected Library Trustee, the Selectmen will have to designate the Board of Assessors and the Library Trustees as "Special Municipal Employees" and approve the "Disclosure of Financial Interest by Special Municipal Employee". The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to appoint Ann Conant as Assessors' Assistant. And to designate the Board of Assessor's and the Board of Library Trustees as "Special Municipal Employees" and to approve the "Disclosure of Financial Interest by Special Municipal Employee:

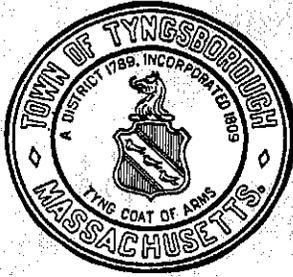
The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to exit Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes.

The Board exited the Executive Session at 8:30 P.M. and return to open session

Respectfully submitted
Therese Gay
Admin Assistant

Approved on _____

APPROVED



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryants Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

Selectmen's Executive Session Minutes

Monday April 6, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Jacqueline Schnackertz, Selectwoman Karyn Puleo.

Member Absent: Selectman O'Connor

Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to enter into Executive Session for the purpose of discussing collective bargaining and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 7:00 P.M.

1. Executive Session (if needed)

A. Collective Bargaining

The Board met briefly to discuss any updates on the union negotiations. The Town Administrator outlined a possible reduction for FY10 if the unions do not agree to a salary freeze. Discussions are ongoing.

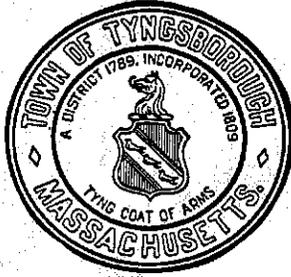
The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman O'Neill to exit Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Jacqueline Schnackertz, yes; Selectwoman Karyn Puleo, yes.

The Board exited the Executive Session at 7:50 P.M. and return to open session

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____



TOWN OF TYNGSBOROUGH

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Selectmen's Executive Session Minutes

APPROVED

Monday May 4, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Jacqueline Schnackertz, Selectwoman Karyn Puleo.

Selectman O'Connor recused from the Executive Session

Staff Present: Town Administrator Rosemary Cashman, and

Admin Assistant Therese Gay

The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to enter into Executive Session for the purpose of discussing collective bargaining and to return to open session for a work session. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 6:20 P.M.

1. Executive Session (if needed)

A. Collective Bargaining

The Board met to discuss any updates on the union negotiations. The Board worked with may scenarios and heard options from everyone. After discussions the Board voted to exit the executive session and return to open session to vote on reconsidering and voting to rescind the vote on the trash fee.

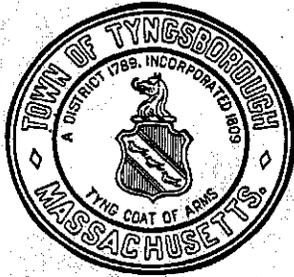
The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman Schnackertz to exit Executive Session and to return to open session for a work session. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Jacqueline Schnackertz, yes; Selectwoman Karyn Puleo, yes.

The Board exited the Executive Session at 8:20 P.M. and return to open session

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____



TOWN OF TYNGSBOROUGH

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Selectmen's Executive Session Minutes

APPROVED

Monday May 4, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Jacqueline Schnackertz, Selectwoman Karyn Puleo.

Selectman O'Connor recused from the Executive Session

Staff Present: Town Administrator Rosemary Cashman, and
Admin Assistant Therese Gay

The Board voted unanimously on a motion by Selectwoman Schnackertz, second by Selectwoman Puleo to enter into Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Schnackertz, yes; Selectwoman Karyn Puleo, yes; Selectman Kevin O'Connor, yes. The Board entered into Executive Session at 8:30 P.M.

1. Executive Session (if needed)
 - A. Collective Bargaining

Selectman Kevin O'Connor excused himself because of a conflict.

The Board discussed the necessity to speak to the unions regarding the economic constraints faced by the Town and State. A letter will be sent to them. Even without key information and no definite numbers the Board should begin developing a strategy for negotiations and coordinate our strategy with the School Committee.

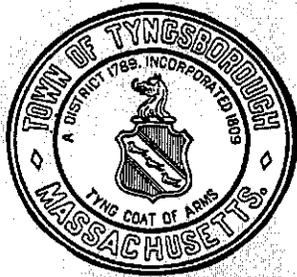
The Board voted 4-0 on a motion by Selectwoman Schnackertz, second by Selectwoman O'Neill to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited the Executive Session at 8:55 P.M.

The Board exited the Executive Session at 8:20 P.M. and return to open session

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____



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Selectmen's Executive Session Minutes

APPROVED

Monday June 15, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

1. Executive Session

A. Collective Bargaining

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectwoman Coughlin to enter into Executive Session to discuss Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 7:30 P.M.

The Board discussed the next step to take in filling the vacancies for the building Secretary, Plumbing/Gas Inspector, Health Administrator, and Town Treasurer. All four positions belong to unions. If any changes in these positions are considered, negotiations between the Town and unions may be needed. Prior to making any decisions, we should wait until Town Meeting has approved a budget that includes the salaries and benefits for these positions. The Board should review whether these vacancies provide an opportunity to re-organize these departments. The Board also discussed the need for temporary coverage until any new employees are hired.

Union meetings were held on June 3 with the four town unions. Additional meetings have been scheduled for June 25, beginning at noon. The Town Administrator and the Town's Labor Attorney will meet with the Highway, Clerical and Mid Managers Union along with their representative. The discussions were for the reduction of hours. The Town said that the Sewer Department employees will be treated the same as other employees and will have a reduction in hours per week.

The Highway Union proposed two alternatives. The recommendation would be to opt for alternative 1.

The Board voted unanimously on a motion by Selectwoman Coughlin, second by Selectman Jackson for Alternative 1 for the Highway Department. The Board's recommendation is for various reductions in hours for the Mid-Managers and the Clerical.

The Board voted unanimously on a motion by Selectman Lemoine, second by Selectwoman O'Neill to support the Selectmen's version for various reductions in hours for the clerical members.

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to support the recommendation by the Library clerical to work with the reduced hours among themselves; this will allow a library employee to maintain health benefits.

The Board voted unanimously on a motion by Selectwoman Coughlin, second by Selectwoman O'Neill to approve the police wage freeze with a 3% increase on the last day of the contract for FY10 and no extension of the contract for 1 year.

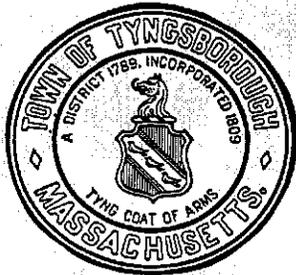
The Board discussed placing the returned transportation money from the Vocational School in the Reserve Account.

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectwoman Coughlin to exit Executive Session to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 8:45 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: _____



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryants Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100

Fax: 978 649-2320

Selectmen's Executive Session Minutes

APPROVED

Monday June 29, 2009

8:55 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectwoman Karyn Puleo.

Member absent: Selectman Rich Lemoine

Staff Present: Town Administrator Rosemary Cashman, and Admin Assistant Therese Gay

1. Executive Session

A. Collective Bargaining

The Board voted 4-0 on a motion by Selectwoman O'Neill, second by Selectwoman Coughlin to enter into Executive Session to discuss Collective Bargaining and to come out only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectwoman Coughlin, yes; Selectwoman Ashley O'Neill, yes; and Selectwoman Karyn Puleo, yes; The Board entered into Executive Session at 8:55 P.M.

The Board received and reviewed the Memorandum of Agreement from the Police Union and the Highway Union. The Board took the following votes.

The Board voted 4-0 on a motion by Selectman Jackson, second by Selectwoman O'Neill to approve the Memorandum of Agreement with the Police Union.

The Board voted 4-0 on a motion by Selectwoman O'Neill, second by Selectwoman Coughlin to approve the Memorandum of Agreement with the Highway Union.

The discussion with the Mid-Manager's Union and the Clerical Union are on going.

Some discussion on the changes at the Council on Aging staffing and on the upcoming retirements.

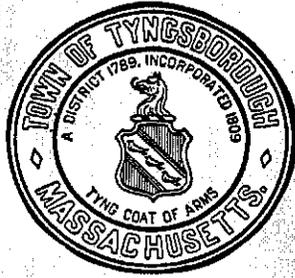
The Board voted 4-0 on a motion by Selectwoman O'Neill, second by Selectman Jackson to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectwoman Coughlin, yes; Selectwoman Ashley O'Neill, yes; and Selectwoman Karyn Puleo, yes; The Board exited the Executive Session at 9:45 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____

APPROVED



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25 Bryants Lane

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APPROVED

Selectmen's Executive Session Minutes

Monday July 13, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, and
Admin Assist. Therese Gay

1. Executive Session

A. Collective Bargaining

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to enter into Executive Session to discuss Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 6:35 P.M.

FMLA request from the Assistant Town Collector, Nancy Dutton. After some discussion the Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to approve the leave.

The Board discussed the employment vacancies in the various departments. Selectman Lemoine and Selectman Jackson are to speak to the Building Commissioner on the needs of his department.

The Building Department Secretary retired effective in June but is providing temporary coverage until a new person is hired. The Building Department has temporary coverage for the moment but will need to advertise and fill the position of the Building Secretary. The Board is looking to change the job description and title of the secretary to Administrative Assistant and to advertise this position. After some discussion the Board voted unanimously on a motion by Selectman Lemoine, second by Selectwoman O'Neill to change the secretary position to Administrative Assistant and to change the hours to 25. This position will also lend support to the Zoning Board of Appeals and other departments as needed.

The Plumbing and Gas Inspector passed away unexpectedly and the town has been using the inspector from Chelmsford on an interim basis. There was discussion on the possibility of regionalizing this position with another community. But in the interim the Town Administrator as it would like to hire an interim part-time inspector, as it is it will take time to talk and reach a regional agreement. Regarding a permanent inspector, there needs to be discussion with the Building Commission on such items as the hours needed, scheduling, payment for services, and qualifications for the job. Selectman Lemoine and Selectman Jackson are working on this as well as regionalization options for the Inspectional Services Department. The Board voted

unanimously on a motion by Selectman Lemoine, second by Selectwoman O'Neill to place the ad for an interim part-time plumbing and gas inspector.

The Health Department Administrator retired from her position in July. At the moment there is temporary coverage and it is working out well. This will give the Board time to discuss permanent arrangements including the regionalization of the health department. Selectman Lemoine and Selectman Jackson are to explore the regionalization of the health department.

The Assessing Department will need a Chief Assessor by the end of September as the current Chief Assessor will be retiring. The department also needs a clerk, as currently an assessor is filling in temporarily. The Board needs to explore the options of hiring a Chief Assessor, a part-time clerk, and having Patriot Services pick up some of the services. The Town Administrator and Selectwoman Puleo will be looking into the options.

The Town Treasurer is retiring at the end of August. The Board will need to redistribute time and funds to have temporary coverage. The Town Accountant, Assistant Accountant and Treasurer, Assistant Treasurer had their hours reinstated. The Board of Selectmen voted on a motion by Selectman Lemoine, second by Selectwoman O'Neill to approve this coverage. The Sewer Administrator will provide temporary coverage as Town Treasurer; the position is not to be considered permanent. The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Lemoine to approve Kerry Colburn-Dion as Acting Treasurer.

The Library has a new schedule based on the reduced hours for FY10. The Library Director is leaving his position here and is taking a similar position in Wisconsin. The Library Trustees will be advertising the position.

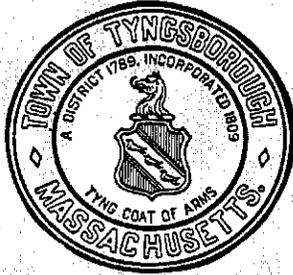
Council on Aging Members have not met this past week. The van is working and the elderly have their rides to and from the activities. The Town Administrator will meet the COA Members to discuss the budget for FY10, use of funds approved by Town Meeting, grant funds, and LRTA funds.

The Board voted in favor 5-0 on a motion by Selectwoman O'Neill, second by Selectman Jackson to exit Executive Session and return to open session to enter into a work session. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board returned to open session for the work session at 9:15 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on _____



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Tel: 978 649-2300 Ext. 100

Fax: 978 649-2320

Selectmen's Executive Session Minutes

APPROVED

Monday July 20, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, and Admin Assist. Therese Gay

1. Executive Session

A. Collective Bargaining

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to enter into Executive Session to discuss Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 9:05 P.M.

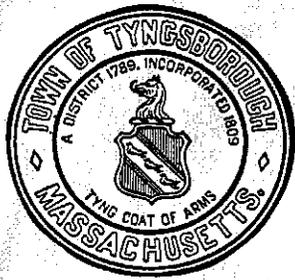
The Town Administrator worked out some options for setting the hours for the Council on Aging for the Board to discuss. The work week will consist of Monday through Thursday 8:00 A.M. to 3:30 P.M. and Friday 8:00 A.M. to 1:00 P.M. These hours will keep the bus running until mid afternoon. The Board after discussion voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to support Option 4 to increase the hours for the Council on Aging employees. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes.

The Board discussed briefly the letter sent to SEIU by the Chairman of the Sewer Department about the hours of the Superintendent and the Assistant Superintendent. The Sewer Commission Chairman had no authority to send the letter. The hours and salaries are negotiated by the Board of Selectmen.

The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to exit Executive Session to return to open session to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 9:50 P.M.

Respectfully submitted

Therese Gay
Admin Assistant



TOWN OF TYNGSBOROUGH

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25 Bryants Lane

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APPROVED

Selectmen's Executive Session Minutes

Monday, September 21, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, Selectwoman Karyn Puleo.

Staff Present: Town Administrator Rosemary Cashman, and Admin Assist. Therese Gay

The Board voted 5-0 on a motion by Selectman Lemoine, second by Selectman Jackson to enter into Executive Session to discuss Collective Bargaining and to return to work session. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 6:00 P.M.

Sewer Commissioners were present and voted to enter into Executive Session on a motion by Member Hannaford, second by Member Foley. Roll Call Vote – Member Jeff Hannaford, yes; Member Gerald Foley, yes; Member Richard Reault, yes.

1. 6:00 P.M. Executive Session

A. Collective Bargaining - Personnel Issues

The Sewer Commissioner met with the Board of Selectmen to discuss the possibility of using some of the Sewer Enterprise Fund money to help fund a town engineer. They have reviewed their budget and feel that they could help. The Board thanked the Commissioners for thinking this true and coming forward to assist the town.

The Town Administrator updated the Board on the progress being made on the hiring of an admin assistant and a plumbing/gas inspector for the inspectional services. Some discussion on the retirement of two of the highway personnel and the need to fill the position as they are now, do an interim if the Board wants to go forward and form a DPW. The Town Administrator has also updated the Board on the hiring of an Acting Chief Assessor by the Board of Assessors while they search for a permanent replacement. The Assessor's Assistant position is being filled temporarily by a Board Member. There should be an ad soon for a temporary position. There were discussions on the updates on the Treasurer and Accounting Offices and the Health Department.

The Board voted 5-0 on a motion by Selectwoman O'Neill, second by Selectman Jackson to exit the Executive Session and to return to a work session. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited Executive Session at 8:15 P.M.

2. Work Session (if needed)

The Board discussed the issues of the cable budget and how it is structured; Selectman Lemoine will update the members on this issue. The Town Administrator will check with Town Counsel on providing the media with a DVD of the Selectmen's meetings. The web page is being redesigned and an update will be given soon.

3. Adjournment

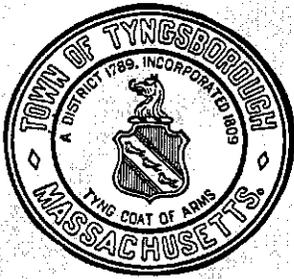
The Board voted 5-0 on a motion by Selectwoman O'Neill, second by Selectman Jackson to adjourn. The Board adjourned at 8:35 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: _____

APPROVED



TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Tyngsborough, MA 01879

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Selectmen's Executive Session Minutes

Monday October 19, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, and Admin. Assist. Therese Gay

The Board voted unanimously on a motion by Selectman Jackson, second by Selectwoman Coughlin to enter into Executive Session to discuss litigation and to exit Executive Session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 7:30 P.M.

1. Executive Session

A. 7:30 P.M. Conservation Commission - Litigation

The Board voted unanimously on a motion by Selectman Jackson, second by Selectwoman Coughlin to enter into Executive Session to discuss litigation and to exit Executive Session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 7:30 P.M.

The Board was joined by the Conservation Commission Members, the Police Chief and Attorney Charles Zaroulis.

Conservation Commission Members present were: John Nappi, Ed Smith, Lucy Gertz, Jeff Kablik and Jerry Earl. The Conservation Commission invited Director Matt Marro and Admin Assistant Pam Berman to the meeting.

The Commissioners voted unanimously on a motion by Member Kablik, second by Member Gertz to open their meeting. The Commissioners voted unanimously on a motion by Member Kablik, second by Member Gertz to invite Ms. Berman and Mr. Marro to the meeting.

Town Counsel having met with the Town Administrator, and the Board Chairman and Mr. Herr, Town Counsel suggested the Board and Commission meet in Executive Session to discuss the possibility of litigation brought on by the Mr. and Mrs. Herr. Mr. and Mrs. Herr adjacent to conservation land where hunting is allowed, Mr. and Mrs. Herr feel that it is dangerous to allow hunting so close to a neighborhood and want the Conservation Commission to ban hunting on the Shady Glade conservation parcel.

The Conservation Commissioners are in the process of reviewing their policies for all of the open space under their jurisdiction. At this time the Conservation Commission will post the property that hunting is allowed to warn any resident walking or jogging on the trails that there is hunting allowed and to be careful. If there are any sign that states no hunting placed by the residents can be taken down.

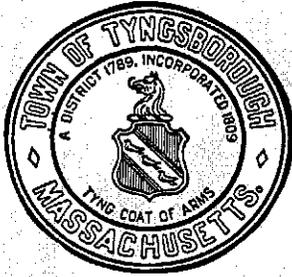
The Board voted unanimously on a motion by Selectwoman O'Neill, second by Selectman Jackson to exit Executive Session return to open session only to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited Executive Session at 8:45 P.M.

The Board of Selectman voted to adjourn on a motion by Selectwoman O'Neill, second by Selectman Jackson. The meeting was adjourned at 8:45 P.M.

Respectfully submitted

Therese Gay
Admin Assistant

Approved on: _____



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100

Fax: 978 649-2320

Selectmen's Executive Session Minutes

APPROVED

Monday November 09, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, Admin Assist. Therese Gay

Chairman Puleo opened the meeting at 6:00 P.M. The Chairman then deferred the chair to Vice-Chairman Lemoine.

The Board voted on a motion by Selectwoman O'Neill, second by Selectman Lemoine to enter into Executive Session to discuss personnel and to return to open work session
Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 6:00 P.M.

1. 6:00 P.M. Executive Session

A. Personnel Negotiations

The Board discussed the position of the treasurer and the job offer. The Board was in agreement that the new information on the length needed to acquire the certification gave light that the first offer was too restrictive. After discussions the Board voted on a motion by Selectman Jackson, second by Selectwoman Puleo to offer the advertised Town Treasurer position to Kerry Colburn-Dion, with an annual salary rate of \$54,000.00, and agreement of measurable and continued annual progress towards achievement of the CMMT certification. Annual updates on the anniversary of the hire date to the Town Administrator and Board of Selectmen towards the achievement of CMMT certification will be provided until CMMT certification is obtained. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectman Jackson to offer the position to Kerry Colburn-Dion formally in writing.

The Board voted on a motion by Selectwoman O'Neill, second by Selectwoman Puleo to exit Executive Session and to return to open work session and to adjourn. Roll Call Vote: Selectman Robert Jackson, yes; Selectwoman Elizabeth Coughlin; yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered into Executive Session at 6:40 P.M.

2. Work Session

A. Personnel Issues

The Board continued their meeting in open session to discuss the posting for a new town administrator. The Board reviewed the job description, the salary range and qualifications. The Board agreed that a screening committee is needed for this process and discussed the make up of the screening committee.

The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to support the job description and the text of the ad.

The ad will be published in the MMA website, the local website, the ICMA website, and to advertise in the local publication.

The Board discussed the salary range for the position and agreed on the \$100,000 to 120,000 range. The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectman Jackson to set the salary at the \$100,000 to 120,000 range.

The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to close the receipt of application on December 4, 2009 at 12 Noon.

The Board discussed the make up of the screening committee after discussions the Board voted unanimously on a motion by Selectwoman Puleo, second by Selectman Jackson to form the screening committee with the following Board Chairmen from the Selectmen, School Committee, Finance Committee, the Police Chief and one additional member from the Board of Selectmen.

The Board discussed which selectman should serve on the screening committee. On a motion by Selectwoman Coughlin, second by Selectwoman Puleo the Board voted unanimously to have Selectwoman O'Neill serve as the additional board member on the screening committee.

The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to have the screening committee forward a recommendation of the top candidates to the Board for interviews by December 13th and no later than December 20th.

The Board discussed the need to hire an interim town administrator to help bridge the gap until the new administrator is hired. On a motion by Selectwoman Puleo, second by Selectwoman O'Neill the Board voted unanimously to post the part-time interim Town Administrator's position stressing the need to have a strong financial background and that the position will remain open until filled. The position will be posted on the MMA and Town websites.

The Board discussed the creation and funding of an Assistant Town Administrator position. The Board will leave the position vacant until the new Administrator is hired and he/she can help screen for the applicant. The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to move forward to create the position of Assistant Town Administrator pending funding source at a Town Meeting.

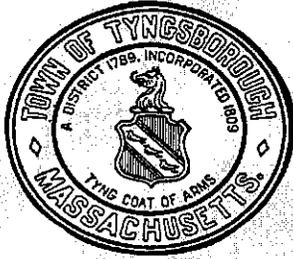
3. Adjournment

The Board voted unanimously on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to adjourn the meeting. The Meeting adjourned at 8:00 P.M.

Respectfully Submitted

Therese Gay, Admin. Assistant

Approved on: _____



TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryants Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100 Fax: 978 649-2320

APPROVED

Board of Selectmen Executive Session Minutes

Monday December 14, 2009

6:00 P.M.

Town Offices

Members present: Selectwoman Elizabeth Coughlin, Selectman Robert Jackson, Selectwoman Ashley O'Neill, Selectman Rich Lemoine, Selectwoman Karyn Puleo.
Staff Present: Town Administrator Rosemary Cashman, Admin Assist. Therese Gay

The Board voted 5-0 on a motion by Selectwoman O'Neill, second by Selectwoman Puleo to inter into an Executive Session to discuss Collective Bargaining and to return to open session only to adjourn. Roll Call Vote: Selectwoman Elizabeth Coughlin, yes; Selectman Robert Jackson, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board entered the Executive Session at 9:30 PM.

1. Executive Session (if needed)
 - A. Collective Bargaining

The Town's Labor Counsel was at the meeting to discuss the procedures for negotiations.

The Selectmen's representative to the School Committee negotiating team has asked the Board on how they are to move forward. The Board recommends a 1 year contract at 0% increase.

The Town Administrator mentioned a few points to consider. First is to send a letter to the Unions to open negotiations. Then the Board should develop strategies such as doing a one year contract, offer dental insurance, or offer a one year extension. Could do an override to cover the shortfall but the voters will vote no.

The Board voted 5-0 on a motion by Selectwoman Puleo, second by Selectwoman O'Neill to support a negotiation contract for 1 year at 0% increase.

The Board voted 5-0 on a motion by Selectwoman O'Neill, second by Selectwoman Puleo to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectwoman Elizabeth Coughlin, yes; Selectman Robert Jackson, yes; Selectwoman Ashley O'Neill, yes; Selectman Rich Lemoine, yes; Selectwoman Karyn Puleo, yes. The Board exited the Executive Session at 10:30 PM.

Respectfully submitted,
Therese Gay, Admin Assistant

Approved on _____