

TOWN OF TYNGSBOROUGH

Office of the Selectmen

25 Bryant Lane

Tyngsborough, MA 01879

Tel: 978 649-2300 Ext. 100

Fax: 978 649-2320

Board of Selectmen Executive Session Minutes

Monday October 25, 2010

6:00 P.M.

Town Offices

Member Present: Selectwoman Ashley O'Neill, Selectwoman Elizabeth Coughlin, Selectman Rick Reault, Selectman Robert Jackson, Selectman Rich Lemoine

Absent: Town Administrator Michael Gilleberto

Staff: Admin. Assistant Therese Gay

"The listing of matters are those reasonable anticipated by the Chair 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."

Executive Session

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

- **Collective Bargaining**

The Board voted 5-0 on a motion by Selectman Reault, second by Selectwoman Coughlin to enter into Executive Session to discuss collective bargaining, litigation, or exempt negotiations where an open meeting will have a detrimental effect on the subject matter, the Chair so declares and to exit the Executive Session and to return to open session only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, absent; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes.

The Board entered Executive Session 8:30 P.M.

The Board discussed the budget at length with the Town Administrator via telephone. They discussed the Quinn bill reimbursement. There was discussion on the separation issue involving the sergeants and the patrolmen. The separation should have no bearing on the negotiations as it is a separate issue. The police discussions are going well and the negotiations for this past week were rescheduled.

The Board voted 5-0 on a motion by Selectman Reault, second by Selectman Jackson to exit executive session and to return to open session only to adjourn. Roll Call Vote: Selectman Jackson, yes; Selectman Lemoine, absent; Selectwoman Coughlin, yes; Selectwoman O'Neill, yes; Selectman Reault, yes.

The Board exited the executive session at 10:30 P.M.

Respectfully submitted,

Therese Gay
Admin Assistant

Approved on *Monday Nov. 22, 2010*



TOWN OF TYNGSBOROUGH

Office of the Town Administrator

25 Bryants Lane

Tyngsborough, MA 01879

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

E-mail: mgilleberto@tyngsboroughma.gov

TO: Board of Selectmen

FROM: Michael P. Gilleberto, Town Administrator 

DATE: October 22, 2010

SUBJECT: First Quarter Revenue Adjustments / Free Cash

Per the request of the Board, below is a potential use of available resources:

RECURRING

+\$160,000 in New Growth (certified on Thursday; above the \$200,000 projection)

+\$80,000 in Meals Tax Revenue above projection

=Total: \$240,000

Proposal:

Make available up to \$75,000 for restoration of SEIU reduced hours

Make available up to \$75,000 for use in negotiating reforms to Quinn Bill

Balance to Snow and Ice account and/or Finance Reserve

Note: to access this revenue in FY 2011, it must be appropriated prior to the recapitulation being completed by the Board of Assessors. Otherwise, it will flow to Free Cash certified as of June 30, 2011.

ONE-TIME

+\$65,000 Supplemental Assessments

-Offset by potential exposure of \$40,000 due to condo/apartment classification dispute

+\$917,000 Free Cash approved and to be certified week of 10/15/2010

=Total: \$942,000

Proposal:

Utilize \$250,000 to expand stabilization (current balance is \$585,000)

Make available up to \$400,000 for capital improvements



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E-mail: mgilleberto@tyngsboroughma.gov

FROM: Michael P. Gilleberto, Town Administrator *MP*
TO: Board of Selectmen
DATE: October 22, 2010 CONFIDENTIAL
RE: Collective Bargaining: SEIU and Police

Attached please find spreadsheets reflecting costs associated with collective bargaining.

The columns are as follows, for ease of comparison:

- Pre-reduction hours and FY 2010 contractual pay rates
- Current hours and pay rates in effect
- FY 2011 budgeted hours and pay rates in effect
- A proposal for hours and pay rates that I have prepared as requested on October 18th:
 - Includes financial impact of changes effective December 1, 2010 (30.45 weeks)
 - Includes financial impact of changes annualized in FY 2012 (does not include steps [2.2% for eligible employees] or COLA)
- The SEIU proposed minimum staffing level for each position

NOTE: this information was prepared by me as a good faith starting point for the BoS, and is based on information provided to the Interim Town Administrator in April for the restoration of hours (spreadsheet also attached). Consultation with the Treasurer and Accountant will be required to validate these numbers 100% (July 1, 2011 steps, etc).

I have also included the proposals that I believe the Selectmen should continue to seek in negotiations.

Additionally, attached please find the spreadsheet including the cost of the state share of the Police Career Incentive Program (Quinn Bill).

**Town of Tyngsborough
DRAFT proposal for restoration of hours**

Mid Managers

<u>Position</u>	<u>Last name</u>	<u>Pre-reduction hours</u>	<u>Contractual FY 2010 weekly</u>	<u>Current Rate - weekly</u>	<u>FY 2011 funded hours</u>	<u>FY 2011 funded rate - weekly</u>	<u>MPG proposed hours</u>	<u>Proposed Rate - weekly</u>	<u>Net FY 2011 impact</u>	<u>Net FY 2012 impact</u>	<u>Tax-levy offset available ?</u>	<u>SEIU proposed minimum hours</u>	
Assessor	Gibbons (hired post reduction)	40	1,264.37	1,264.37	37	1,264.37	40	1,366.89	3,121.73	5,351.54	No	40	
Building Inspector	(interim)	40	1,240.48	1,240.48	37	1,240.48	40	1,341.06	3,062.64	5,250.25	No	40	
Conservation Director	Maro	22	568.14	568.14	20	568.14	22	624.95	1,729.99	2,965.69	Yes	25	
Council on Aging Director	Reynolds	40	975.35	853.43	35	853.43	40	975.35	3,712.46	6,364.22	Yes	40	
Health Director	Oun (hired post reduction)	27	597.70	597.70	27	595.19	27	597.70	0.00	0.00	No		
Recreation Director	McNamara (no reduction)	20	494.75	494.75	20	494.75	20	494.75	0.00	0.00	No	30	
Sewer Administrator	Miceli (promoted post reduction)	30	637.44	573.70	30*	749.00	30	637.44	-3,397.00	0.00	Sewer	30	
Sewer Superintendent	Curseaden (hours and rate presently restored)	40	1,484.90	1,484.90	40	1,484.90	40	1,484.90	0.00	0.00	Sewer	40	
Town Accountant	Cronin (wage freeze at 40 hours)	40	1,409.97	1,368.89	40	1,368.89	40	1,409.95	1,250.28	2,143.33	No	40	
Town Treasurer	Colburn-Dion	35	1,131.48	1,034.50	32	1,034.00	40	1,293.13	7,890.51	13,526.59	No	35	
Veteran's Agent	O'Connor	30	531.82	531.82	27	531.82	30	590.91	1,799.29	3,084.50	No	40	
Human Resources	(proposed new position)	X	X	X	X	0.00	N/A	N/A	?	?	No	20	
Total											19,169.90	38,686.12	

Clerical

<u>Position</u>	<u>Last Name</u>	<u>Pre- Reduction Hours</u>	<u>Contractual FY 2010 Hourly Rate</u>	<u>Current Hours</u>	<u>Current Rate - hourly</u>	<u>FY 2011 funded hours</u>	<u>FY 2011 Funded Rate - hourly</u>	<u>MPG propos ed hours</u>	<u>Proposed Rate - hourly</u>	<u>Net FY 2011 impact</u>	<u>Net FY 2012 impact</u>	<u>Tax-levy offset available ?</u>	<u>SEIU proposed minimum hours</u>
Assessor Admin Asst	Wilson (hired post reduction)	35	19.07	20	19.07	20	19.07	30	19.07	5,806.82	9,954.54	No	35
Assistant Town Treasurer	Cayer (wage freeze)	17	19.07	17	18.66	17	18.66	17	19.49	429.65	736.54	No	17
Treasurer's Clerk	Clancy (wage freeze)	30	17.96	30	17.96	30	17.96	32	17.96	1,093.76	1,875.02	No	35
Assistant Tax Collector	Dutton (wage freeze)	32	19.49	32	19.07	32	19.07	32	19.91	818.50	1,403.14	No	35
Assistant Town Accountant	Cayer (wage freeze)	8	18.66	8	18.66	8	18.66	10	18.66	1,136.39	1,948.10	No	8
Asst. Town Clerk	Johnson	22.5	17.49	20	17.49	20	17.49	22.5	17.49	1,331.43	2,282.45	No	22.5
Bldg Dept. Admin Asst.	McPartlan (promoted post- reduction)	35	14.67	25	15.01	25	15.01	35	15.01	4,570.55	7,835.22	No	35
Planning Admin. Asst	Berman	20	15.34	18	15.68	18	15.68	20	15.68	954.91	1,636.99	No	20
Council on Aging Custodian	Tiano	10	14.45	8	14.77	8	14.77	10	14.77	899.49	1,541.99	No	10
Council on Aging Meals Site	Poirier	10		8	13.60	8	13.60	10	13.60	828.24	1,419.84	Yes	10
Council on Aging Secretary	Pecora	35	16.29	30	16.29	30	16.29	35	16.29	2,480.15	4,251.69	Yes	35
Electrical Inspector	(interim)	20	13.83	18	13.83	18	13.83	18	13.83	0.00	0.00	No	none
Health Clerk	Steeves (no reduction)	19	15.34	19	15.68	19	15.68	19	15.68	0.00	0.00	No	22
Gas/Plumbing Inspector	(interim)	20	18.77	18	18.77	18	18.77	18	18.77	0.00	0.00	No	none
Library Employees A-D	Delli-Colli; Geoffroy; Sides; Spickler (hours reduced)	140	72.59	135	72.59	135	72.59	140	72.59	11,051.83	18,945.99	Library	140
Library Employee E	Wolfson (wage freeze)	40	15.26	30	15.60	30	15.60	40	15.60	4,750.20	8,143.20	Library	

POSITION	DEPT	Hours Pre-Reduction/		REDUCED HRS	If restored: Per week impact	Annual	
		Post Restoration					
Assessor	Assessor's Office	40		3 hours/week	\$ 102.54	\$ 5,352.59	
Assessor Admin Asst *	Assessor's Office	35/20		15 hours/week	\$ 279.90	\$ 14,610.78	
Town Treasurer	Treasurer's Office	35		3 hours/week	\$ 96.99	\$ 5,062.88	
Conservation Director	Conservation	22		2 hours/week	\$ 56.82	\$ 2,966.00	
Conservation Admin. Asst	Conservation	15		1 hour/week	\$ 15.34	\$ 800.75	
Building Inspector	Building	40		3 hours/week	\$ 100.59	\$ 5,250.80	
Gas/Plumbing Inspector	Building	Died/Pos not filled		2 hours/week	\$ 40.50	\$ 2,114.10	
Electrical Inspector	Building	20		2 hours/week	\$ 27.58	\$ 1,439.68	
Bldg Dept. Admin Asst. *	Building	35/25		10 hours/week	\$ 146.90	\$ 7,668.18	
Council on Aging Director	COA	40		5 hours/week	\$ 121.95	\$ 6,365.79	
Council on Aging Secretary	COA	35		5 hours/week	\$ 81.45	\$ 4,251.69	
Council on Aging Meals Site	COA	10		2 hours/week	\$ 26.62	\$ 1,389.56	
Council on Aging Custodian	COA	10		2 hours/week	\$ 28.90	\$ 1,508.58	
Veteran's Agent	Veteran's Dept	30		3 hours/week	\$ 118.20	\$ 6,170.04	
Veteran's Secretary	Veteran's Dept	12.5		1.5 hours/week	\$ 25.67	\$ 1,339.97	
Sewer Administrator	Sewer	30		3 hours/week	\$ 63.75	\$ 3,327.75	
Sewer Superintendent	Sewer	40		3 hours/week	\$ 111.39	\$ 5,814.56	
Sewer Clerk	Sewer	8		1 hour/week	\$ 12.64	\$ 659.81	
Town Collector Clerk	Town Collector Office	14		6 hours/week	\$ 85.26	\$ 4,450.57	
Asst. Town Clerk	Town Clerk's Office	22.5		2.5 hours/week	\$ 42.78	\$ 2,233.12	
Plan Bd Admin. Asst	Planning Board	20		2 hours/week	\$ 30.68	\$ 1,601.50	
Police custodian	Police Dept	26		2 hours/week	\$ 30.18	\$ 1,575.40	
Highway Dept. (10)	Highway	40 (x10)		2 hours/week	\$ 470.74	\$ 24,572.63	
Highway Clerk *	Highway Dept.	20/18		2 hours/week	\$ 27.20	\$ 1,419.84	
Library Director	Library	40		5 hours/week	\$ 134.75	\$ 7,033.95	
Library Employee (1)	Library	30		10 hours/week	\$ 152.60	\$ 7,965.72	
Library Employees (4)	Library	35 (x4)		5 hours/week	\$ 359.25	\$ 18,752.85	
*Position filled at lower number of hours							
Wage freezes instead of hour cuts:							
Assistant Tax Collector	Town Collector Office	32		579.84	610.24	1,586.88	
Assistant Treasurer	Treasurer's Office	30		511.80	538.80	1,409.40	
Assistant Accountant & Treas P/R Admin	Accountant's Office	25		443.25	466.50	1,213.65	
Accountant	Accountant's Office	40		1,368.89	1,409.97	2,144.38	
Tax Collector	Town Collector Office	40		1,073.18	1,105.38	1,680.84	
Administrator's Assistant	Selectmen's Office	40		696.97	717.88	1,091.50	
Town Clerk	Town Clerk's Office	32		997.97	1,027.91	1,562.87	
Fire Chief	Fire Dept	40		1,731.26	1,783.21	2,711.79	
Fire Fighter #1 (27 hrs)	Fire Dept	27		493.56	508.37	773.08	
Fire Fighter #2 (45 hrs)	Fire Dept	45		822.60	847.28	1,288.30	
Library Employee (1)	Library	20		316.40	333.00	866.52	
Recreation Director *	Recreation	20		494.75	494.75	-	
* No cuts				9,530.47	9,843.29	16,329.20	
Totals:						\$ 3,103.99	\$ 162,028.28



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Proposal concerning the position of Town Accountant

Remove the position of Town Accountant from the Mid-Managers unit.



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Proposal concerning the position of Town Treasurer

Remove the position of Town Treasurer from the Mid-Managers unit.



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Proposal concerning the position of Custodian (Council on Aging)

Remove the position of Custodian (Council on Aging) from the Clerical unit and place the position in the Highway unit.

ADD POLICE DEPARTMENT CUSTODIAN

SM
WPK



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Proposal concerning the position of Building Department Secretary

Increase the number of weekly hours for the position of Building Department Secretary Clerk from 25 to 35. (non-CBA proposal - see related letter)



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

E-mail: mgilleberto@tyngsboroughma.gov

September 20, 2010

Ms. Pamela Berman, Steward
SEIU Local 888, Clerical Chapter

Dear Ms. Berman:

In accordance with Article 8.07 of the parties' collective bargaining agreement, please be advised that the Town is considering changing the hours for the Building Department administrative assistant from 25 to 35 hours per week. Prior to any final decision being made, however, the Town would like to give the Union an opportunity to discuss this issue or any related issues. Please contact me by September 27, 2010 so that a meeting can be scheduled for this purpose. If I do not hear from you or another Union Representative by September 27th, I will assume that the Union does not wish to discuss any of these issues.

If you have any questions, please let me know.

Sincerely,

Michael P. Gilleberto
Town Administrator

cc: Board of Selectmen
Darren Klein, Esquire



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Tyngsborough, MA 01879

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

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Proposal concerning the position of Highway Clerk

Increase the number of weekly hours for the position of Highway Clerk from 18 to 25.
(non-CBA proposal - see related letter)



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E-mail: mgilleberto@tyngsboroughma.gov

September 20, 2010

Ms. Pamela Berman, Steward
SEIU Local 888, Clerical Chapter

Dear Ms. Berman:

In accordance with Article 8.07 of the parties' collective bargaining agreement, please be advised that the Town is considering changing the hours for the Highway Department clerk from 18 to 25 hours per week. Prior to any final decision being made, however, the Town would like to give the Union an opportunity to discuss this issue or any related issues. Please contact me by September 27, 2010 so that a meeting can be scheduled for this purpose. If I do not hear from you or another Union Representative by September 27th, I will assume that the Union does not wish to discuss any of these issues.

If you have any questions, please let me know.

Sincerely,

Michael P. Gilleberto
Town Administrator

cc: Board of Selectmen
Darren Klein, Esquire

Town of Tyngsborough
 Police Department
 Quinn Bill Payment Calculation

Name	12/14/2009 Payroll	6/14/2010 Payroll (Gross)	Total Compensation FY2010	Shortfall Deduction FY10
	\$ 110,192.82	\$ 105,108.78	\$ 215,301.60	\$ 77,790.44
Mark Bourque	7,308.15	7,308.15	14,616.30	6,032.05
Richard Burrows	10,437.12	10,437.12	20,874.24	-
Charles Chronopoulos	7,308.15	7,308.15	14,616.30	6,032.05
Chris Chronopoulos	7,308.15	7,308.15	14,616.30	6,032.05
Stephen Georges	5,084.04	5,084.04	10,168.08	4,196.30
Ronald Goulet	5,084.04	-	5,084.04	-
Kenneth Healey	4,573.40	4,573.40	9,146.80	3,424.52
Richard Howe	7,308.15	7,308.15	14,616.30	6,032.05
John Manning	7,308.15	7,308.15	14,616.30	6,032.05
Steven Manning	6,355.05	6,355.05	12,710.10	5,245.37
Charles Melanson	2,542.02	2,542.02	5,084.04	2,098.15
William Mulligan	12,250.00	12,250.00	24,500.00	10,111.00
Christopher Rider	5,084.04	5,084.04	10,168.08	4,196.30
Shaun Wagner	7,308.15	7,308.15	14,616.30	6,032.05
Thomas Walsh	5,084.04	5,084.04	10,168.08	4,196.30
Cynthia Weeks	2,542.02	2,542.02	5,084.04	2,098.15
Shaun Woods	7,308.15	7,308.15	14,616.30	6,032.05
				77,790.44

FY 2012 estimated Town impact
 (Chief no longer included) **100,170.84**

Jackson, Robert

From: Jackson, Robert
Sent: Monday, October 18, 2010 10:59 AM
To: 'Ashley O'Neill'
Subject: FW: Insisting on Public Negotiations and Releasing Information to Public

2010 OCT 18 PM 9:59

 RECEIVED
 FEDERAL COURTS
 DISTRICT OF MASSACHUSETTS

Greetings Ashley,

FYI.

Best,

Bob

From: Darren Klein [mailto:DKlein@k-plaw.com]
Sent: Friday, October 15, 2010 8:41 PM
To: Robert Jackson
Cc: Michael P. Gilleberto
Subject: RE: Insisting on Public Negotiations and Releasing Information to Public

Bob,

As a follow-up to our conversation, I wanted to provide you with a brief update regarding the state of the law concerning insisting that negotiations be held in public, and regarding whether or not either party is allowed to make statements to the media when there is no ground rule prohibiting either party from making such statements.

Insistence on Bargaining in Public

In my opinion, the traditional rule that insisting on bargaining in public is a violation of § 10(a) (5) remains good law. I reviewed the primary cases on this topic, Town of Marion, 2 MLC 1256 (1975), and the Appeals Court decision upholding the DLR in that case, Board of Selectmen of Marion v. Labor Relations Commission, 7 Mass. App. Ct. 360 (1979), as well as a handful of other decisions including City of Attleboro, 3 MLC 1408 (1977), Ghiglione v. School Committee of Southbridge, 376 Mass. 70 (1978), and Falmouth School Committee, 12 MLC 1383 (1985). All of these cases provided that it was an unfair labor practice for either party to insist that negotiations be held in public. The most recent Division of Labor Relations ("DLR") case was North Middlesex Regional School District Teachers' Association, 28 MLC 160 (2001), which cited the DLR and Appeals Court decisions in Marion. Although not decided specifically on the grounds set forth in the Marion decision, that decision cites favorably to the Marion and Falmouth language that "the presence of third parties necessarily inhibits [] compromises and reduces the flexibility management and unions have to reach agreement." **As we discussed, the above cases do not prevent the parties from mutually agreeing to negotiate in public.**

Providing Information to the Public

In my opinion, absent an agreement or ground rule that prevents either party from speaking to the press or from releasing information to the public, either party may make reasonable disclosures about negotiations to the public or the media. In Town of Stoneham, 3 MLC 1355 (1977), the Union

10/18/2010

contacted the Town and informed them it wished to commence bargaining. The Town responded that its typical procedure was to make initial proposals of the parties available in the press in order to allow Town's people to comment on the Union's and City's positions. Evidence indicates that the Town did not inform the press or individuals of what took place in negotiations, but merely published the proposals and accepted comment without explaining further. The Union would not agree to forward any proposals so long as the Town indicated it wished to publish them.

The Union filed a Unfair Labor Practice Charge alleging that the Town violated § 10(a)(5) by "refusing, to the point of bargaining impasse, to compromise its stated intention to publicize in the local newspaper, the entire initial proposal package as submitted by [the Union]." *Id.* at 1356. After considering three (3) decisions on the subject, the DLR stated that:

"A party may impart information to the press so long as his conduct does not frustrate collective bargaining. Put another way, a party has the privilege of access to the press, and another party has no right to prevent the proper exercise of that privilege...An employer may release information to the press, and the mere exercise of that privilege, without more, does not violate the duty to bargain in good faith. Such release can, however, trigger a violation in one of three ways...First, the act of access may be a violation if the privilege has been forgone. The privilege may be forgone either voluntarily, for instance by agreement to a ground rule specifying a media blackout, or the privilege may be overridden by statute...Second, statements to the press may contribute to a finding of bad faith if their character indicates a state of mind incompatible with the duty to bargain...Third, the timing or quantity of statements may be so inopportune as to constitute an abuse of the privilege."

The DLR went on to opine that "[t]he practical effect of this is very simple. Parties to collective bargaining have certain rights and privileges which they do not lose immediately upon the commencement of contract negotiations. One such privilege is that of access to the press. Unless circumscribed in the fashion described above, the parties are free to continue as before."

The Town of Stoneham decision has not been overturned. Accordingly, it is my opinion that unless the parties have agreed to a ground rule that prevents them from speaking or releasing information to the media, either party may make reasonable disclosures to the media provided: (1) they are not aimed at frustrating the bargaining process; (2) the statements do not indicate an unwillingness to bargain in good faith; or (3) the statements are not of such a nature or frequency as to potentially become an abuse of privilege. It should be noted that in the Town's current negotiations there is not any ground rule limiting either party's ability to release information to the public or the media.

Please contact me if you have any further questions. Thank you.

Very truly yours,

Darren R. Klein, Esq.
Kopelman and Paige, P.C.
101 Arch Street
12th Floor
Boston, MA 02110
Phone: 617 556-0007
Fax: 617 654-1735

10/18/2010

Cell: 617 257-9576
E-mail: dklein@k-plaw.com

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From: Robert Jackson [mailto:rjackson@tyngsboroughma.gov]
Sent: Wednesday, October 06, 2010 1:45 PM
To: Darren Klein
Subject: Public contract negotiations

Greetings Darren,

Can we set a time to discuss what would be involved in changing the way Tyngsboro conducts contract negotiations? I'd like to move to a more transparent system where information is shared with the public much faster. I think I would need about 15 - 20 minutes of your time. I know certain states, such as Florida, have very progressive laws in this area and that Massachusetts has adopted portions of these laws. It is my understanding that if both sides are agreeable, negotiations can be done in public. What if one side is not agreeable? Can the negotiations portion be private, with the information in that (private) session being made public afterwards?

I see negotiations in Tyngsboro as a two step process, the first where Union and Management talk and share ideas, the second where the BOS is updated (always in executive session). If the Union didn't want to negotiate in public, can the BOS deliberate in public on what was spoken about in private?

I'd also like to understand your thoughts on public negotiations, positive and negative.

I would like to see Tyngsboro adopt a public negotiating process, or as close as the law will allow.

Best,

Bob

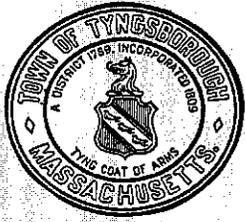
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Robert Jackson
Tyngsborough Board of Selectmen
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TOWN OF TYNGSBOROUGH

Office of the Selectmen

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Tyngsborough, MA 01879

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Board of Selectmen Meeting Agenda

Monday October 25, 2010

6:00 P.M.

Town Offices

"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."

1. 6:05 P.M Open Meeting

2. New Business

- Liquor License Transfer Request – Laxminarayan Liquor, Inc.
- Manager Change Transfer Request – Tyngsboro Sportsmen Club, 90 Westford Road
- 6:30 P.M. Street Acceptance Hearing – Cedar Street
- Appoint Three Reserve Officers – Tyngsborough Police Department
- Review Special Town Meeting Articles

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.

4. Correspondence

5. Selectmen's Reports

- Selectman O'Neill – Strategic Financial Planning
- Selectman Coughlin – Energy and Environmental Affairs/Licenses/Inspections
- Selectman Reault – Northern Middlesex Council Of Government
- Selectman Lemoine – Economic Development
- Selectman Jackson – The Early Childhood Center

6. Town Administrator's Reports

Report is available online at www.tyngsboroughma.gov

- Response to Selectmen's Requests
- Budget
- Departmental Information
- Contracting/Procurement
- Other

7. 8:30 P.M. Executive Session

The board may move to go into executive session to discuss strategy with respect to collective bargaining, litigation, or exempt negotiations if an open meeting may have a detrimental effect on such subject matters.

- Collective Bargaining

8. 9:30 P.M. Adjournment

Future Meetings

Selectmen's Work Session Monday November 1, 2010 at 6:00 P.M. at Town Hall Offices

Selectmen's Meeting Monday, November 8, 2010 at 6:00 P.M. at Town Hall Offices

**Special Town Meeting, November 16, 2010 at 7:00 P.M. at the Tyngsborough Elementary School,
205 Westford Road.

Selectmen's Meeting Monday, November 22, 2010 at 6:00 P.M. at Town Hall Offices