



BOARD OF SELECTMEN
TOWN OF TEWKSBURY
TOWN HALL
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MEETING MINUTES
JANUARY 21, 2014

Chairperson Scott Wilson called the meeting to order at 7:05 p.m. Present for the Board of Selectmen meeting were Doug Sears, Vice Chair; James Wentworth, Clerk and Board Members, David Gay and Todd Johnson. Richard Montuori, Town Manager and Attorney Charles Zaroulis were present.

Regular Business

There were no regular business items presented for the agenda tonight.

Residents

Mr. Wilson opened the hearing up to the public.

Mr. Keith Anderson of 82 Pleasant Street came forward to speak to the Selectmen. He was very pleased with the response from the department heads in town about his concerns and appreciated a visit from Fire Chief Hazel regarding his concerns on fuel truck traffic. Tonight Mr. Anderson had new questions for the Selectmen. He asked about the three well fields in town, and recalled years ago the town sold Court Street, and wondered if any thought has been given to sell the land by the old Foster School. Mr. Montuori responded this idea has been discussed and best plan would be to wait until the land fill closes then work on this as a future topic. Could possibly become a cell tower site, but would still need to close land fill first before developing.

Mr. Anderson also asked about the sale of the Caswell House Motel property which he believed had been put up for sale. He suggested working on getting a major retailer to purchase and develop this large parcel of land. Mr. Montuori noted the town has had discussions and meetings and with several developers, but nothing has come together on several properties in town. Meetings have also been had with realtors, owners, profit and non-profit partners—nothing has come to the table.

Mr. Johnson made comment that while he supports the suggestions being made by Mr. Anderson and complimented him for coming forward to discuss his ideas, the parcel in particular for discussion tonight (Caswell House Motel) is privately owned. The owner has the right to do whatever he chooses and while all of the ideas being brought forth conceptually make sense, the town does not drive the outcome. Owners sometimes have different opinions for what is best.

New Business

Unpaid Taxes

The Selectmen have received an updated list on businesses that are in arrears with any combination of real estate taxes, personal property taxes and water/sewer bills. These businesses could

potentially have their licenses in jeopardy due to non-payment as stated in the motions to approve their license to operate in the Town of Tewksbury. Of major concern from the Selectmen is comment from residents that everyone needs to carry their fair share of financial obligations. The Selectmen asked the Town Manager to schedule hearings for the businesses listed for the second meeting in February.

The Selectmen discussed changing the second meeting date for February from February 18, 2014 to February 25, 2014.

MOTION: Mr. Johnson made the motion to schedule public hearings for business owners currently listed with the Selectmen's office as entities with real estate, personal property taxes or water/sewer bills in arrears with the Town of Tewksbury as of January 7, 2014; the purpose is to give property owners the opportunity to make good on what is owed or give reasonable explanation to the Board of Selectmen why payments cannot be made. The hearing shall be held on the second meeting in February, proposed tonight to be February 25, 2014 and scheduled in sequential order of five minute intervals until concluded; seconded by Mr. Gay and the motion carried 5 to 0.

Mr. Montuori made note that if a business pays between now and the February 25, 2014 meeting, he will pull the business off the hearing list.

John Jarek—Disclosure by Municipal Employee

The disclosure by a municipal employee of financial interest in a municipal contract as required by Massachusetts GL c268A, sec 20(b) was presented by Mr. John Jarek. Mr. Jarek currently works as a reserve patrolman for the Tewksbury Police Department and will also be contracted by the Department of Public Works for snow plowing services with his three-quarter-ton truck. There were no questions from the Selectmen.

MOTION: Mr. Sears made the motion to approve the Municipal Employee Disclosure for John Jarek subject to the rate of pay being publicly declared; seconded by Mr. Johnson, and the motion carried 5 to 0.

Town Manager

Town Counsel Legal Fees—November 2013

Mr. Montuori clarified there were no town counsel bills to approve this evening and he mistakenly put this on the agenda.

Economic Development Committee—Membership

Mr. Montuori on behalf of the Economic Development Committee and would like to expand the membership of this committee by two members. The Selectmen had no objections to increasing the membership. The applicants who would take these spots were previously interviewed by the Board of Selectmen. There were no objections to their appointments

MOTION: Mr. Gay made the motion to expand the membership of the Economic Development Committee from five members to seven members; seconded by Mr. Sears, and the motion carried 5 to 0.

MOTION: Mr. Gay made the motion to appoint Mr. Marco Duffy and Mr. Michael Monahan, who have been previously interviewed by the Board of Selectmen, to the Economic Development Committee effective immediately through June 30 2014; seconded by Mr. Sears, and the motion carried 5 to 0.

110 State Street

Mr. Montuori recapped from the last meeting that the Town of Tewksbury had advertised the sale and development of 110 State Street as a single family affordable housing unit. The only respondent to this request for proposal was Habitat for Humanity of Lowell.

In a memo dated December 27, 2013, Mr. Sadwick recommended to the Town Manager, Mr. Montuori, that Habitat for Humanity be selected for this project. Town Counsel has reviewed the proposal and will continue to work on the Purchase and Sale Agreement. Mr. Sadwick has reviewed and discussed with the Local Housing Partnership the use of the Affordable Housing Trust Fund to finance this project. Affordable Housing Trust Fund will transfer funds to Habitat for Humanity from with an approval of an appropriate Purchase and Sale Agreement.

Mr. Johnson noted he has reviewed the proposal and can appreciate the mission of Habitat for Humanity, but asked for confirmation on whether the Town's goals are being met. Mr. Montuori explained the scope of work is too small for other non profits to develop. This type of project is more suitable to the work Habitat for Humanity accomplishes.

In closing it was noted the Tewksbury Local Housing Partnership supports this project. Future expenditures and any expenditures relating to this project will be presented to the Selectmen for authorization before funds are distributed.

MOTION: Mr. Sears made the motion to approve the proposal submitted to the Town of Tewksbury for the development of 110 State Street by Habitat for Humanity of Greater Lowell, Inc. subject to Town Counsel's review and approval of a Purchase and Sale Agreement for this property; seconded by Mr. Gay, and the motion carried 5 to 0.

Chief Assessor Appointment

Mr. Montuori announced he has appointed Mrs. Joanne Foley as Tewksbury's Chief Assessor, who replaces Mr. Chris Wilcock. Mrs. Foley has worked in the assessor's office since 2004 and has received all qualifications for this position. Mrs. Foley was interviewed the Town Manager, the Finance Director, Karen Kucala and the Administrative Services Director, Teresa Belanger. She will begin working in this position as soon as possible.

MIS Director Appointment

Mr. Montuori announced he has appointed Mr. Jamie Bent as an Operations Technology Manager replacing Mr. Steve Hatori in the form MIS Director for the Town of Tewksbury. The interview team consisted of interviewed the Town Manager, the Finance Director, Karen Kucala and the Administrative Services Director, Teresa Belanger, and the Chair of the Finance Committee, David Aznavoorian. There were 10 individuals interviewed and the committee narrowed the search down to 3 individuals. Mr. Bent will begin work once he has finished in his current role as the Head of Technology for the Peabody School Department. Mr. Bent was the unanimous choice of the committee.

Mr. Montuori explained he restructured this position with help of Mr. Aznavoorian. The world of technology has changed quite a bit since this position was filled last. Another individual was eliminated from this department which created the need to restructure. That individual wrote code for the program Crystal and since the town has transferred to MUNIS, it relies more on MUNIS reports. It was also noted that if the Operations Technology Manager needed, he could bring in consultants, etc to help. Currently the town is not hosting servers where the functional applications are being used on daily basis—these servers are offsite with services providers.

Annual Town Meeting/Special Town Meeting Article Deadlines

MOTION: Mr. Sears made the motion to open Annual Town Meeting Warrant and Special Town Meeting Warrant immediately and close both warrants on February 28, 2014 at 4:30 p.m.; seconded by Mr. Gay, and the motion carried 5 to 0.

Other business

Fire Truck Status

The Town continues to make progress on fire truck purchase and if all goes well town representatives will make trip down to Texas.

FY15 Budget

Mr. Montuori originally scheduled to formally present the budget next week on January 29th but would like to move the date to February 3rd due to scheduling issues. This meeting may not take place at the Pike House due to limited parking. Last year the budget was presented on January 31st. Mr. Montuori plans to give the Finance Committee a copy of the budget on January 30th for their review as they have begun to schedule budget hearings. He will not formerly present to the Selectmen until February 3.

Minutes

Outstanding Minutes: December 3, 2013 (regular session), and December 17 (regular session); and January 7, 2014 (regular session)

MOTION: Mr. Wentworth made the motion to approve the minutes of December 3, 2013 (regular session) as presented; seconded by Mr. Sears and the motion carried

4-0-1 with Mr. Wentworth not voting as he was not present at the December 3rd meeting.

MOTION: Mr. Wentworth made the motion to approve the minutes of December 17, 2013 (regular session) as presented; seconded by Mr. Sears and the motion carried 5 to 0.

MOTION: Mr. Wentworth made the motion to approve the minutes of January 7, 2014 (regular session) as presented; seconded by Mr. Sears and the motion carried 5 to 0.

Board Member Reports

James Wentworth:

- Town Center Master Plan Committee has started to work on projects and will be working with Mr. Wilson to set a date for meeting in early February.
- Town Events Committee will meet next to discuss feedback from Christmas celebration in December and are beginning plans for a Farmer's Market this summer which plan to run from May to early October. Jeanine Tamboli from the Selectmen's Office has and contacted vendors to secure them for this event to take place. Need RESIDENT support!
- Cheerleading competition was held yesterday; and varsity team had highest score of all participating team to take home the grand championship. The event profited approximately \$1,500 which will be reinvested into the cheering programs in the school department.

David Gay:

- Economic Development Committee met; in addition to the expansion of the committee they discussed the Business Owner Survey, 2014 focuses of the EDC, several ideas regarding Tewksbury partnering with the Chamber of Commerce; and the status of the Route 38 Corridor Study from NMCOG.
- NMCOG is working on regionalizing the dispatching and lock-up areas for the surrounding communities to include Tewksbury; currently researching UMass Lowell site and Tewksbury Hospital site.
- Public events committee and will discuss 2014 event.

Douglas Sears:

- The Town Beautification Committee met on January 13 and spoke mainly about members concerned with the condition of Route 38. The committee would like Selectmen representatives to come to next meeting and discuss details from a recent meeting they has with Mass DOT on this issue what the status is on improvements to this roadway.
- Dan Elliman, a member of the Beautification Committee, works in web design and has put together ways the town can publicize the efforts of this committee. He has a beta version of a website for the Beautification Committee. Mr. Sears requested if the beta site is ready in time, could Mr. Elliman present it to the Selectmen at the February 11th meeting. The Chair agreed and it was noted some technical support would be needed by Mr. Dermody to show this presentation live at the Pike House.

Todd Johnson:

- Busy with committees, lots of enthusiasm amongst committee members, and we are blessed with allot of talent in our community.
- Green Committee met and decided to meet on the second Thursday of each month this year. The next meetings will be focused on winding down the existing grant of \$200,000 received last year as there is approximately \$30,000 left to spend. The committee has plans to use the remaining funds and will be working with the assistance of a vendor on the analysis of this plan. Through Community Development Office the committee will file a final report to have the remaining grant funds signed off. The committee will also focus on applying for a second grant which would be a more extensive grant application but more robust financially—it will require a very detailed plan from the Green Committee on a larger scale.
- Economic Process Review Committee met before tonight’s meeting at the Pike House. The meeting was to get organized as a couple of members could not attend. The committee agreed to meet on the fourth Monday of each month this year.

Scott Wilson:

- Pleased with work DPW has been doing with winter work and road repair. Mr. Montuori noted the town is in deficit spending at this time; however he gives the entire department credit for their work in the cold weather. The town did set aside \$600,000 in free cash to help with this deficit, and Mr. Montuori is hoping it will cover the expenditure. The budget number for snow and ice was under \$300,000. This is the only monthly account the town is allowed to run at a deficit.

The next regularly scheduled Selectmen’s Meeting will be held on Tuesday, February 11, 2014 at 7:00 p.m. The Budget Hearing will be rescheduled for Monday, February 3, 2014 at 7:00 p.m.

Adjournment

MOTION: Mr. Johnson made the motion for the Board to adjourn at 8:05 p.m.; Mr. Sears seconded, and the motion carried 5 to 0.

Approved by the Board of Selectmen on February 11, 2014.