



BOARD OF SELECTMEN
TOWN OF TEWKSBURY
TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

TODD R. JOHNSON, CHAIRMAN
BRUCE PANILAITIS, Ph.D., VICE CHAIRMAN
MARK S. KRATMAN, CLERK
DAVID H. GAY
JAMES D. WENTWORTH

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MEETING MINUTES
FEBRUARY 9, 2016

The Chair opened the meeting for regular session at 7:02 p.m. Present for the Board of Selectmen were Todd Johnson, Chair; Bruce Panilaitis, Vice Chair; Mark Kratman, Clerk; James Wentworth, Board Member; David Gay, Board Member and Richard Montuori, Town Manager.

Residents

The Chair called for residents to come before the Selectmen. There were no residents in the audience who came forward to speak on any topics.

New Business

Selectmen Mark Kratman—Town Manager Performance

Mr. Kratman noted that that Town Manager is doing a wonderful job for the Town of Tewksbury and rated him on the standard scoring document with a score of 5 in all areas. The Board's comments were all very similar, but made very independently from one another, and was pointed out as evidence on consistency amongst the stewards of the Tewksbury community.

Town of Tewksbury
Town Manager Performance
Evaluation Form

Rating: **Scale (1 2 3 4 5)**

1. Fails to meet standard

5. Meets and exceeds standards

 5 Score

1. Managerial Skills (1 2 3 4 5):

- Organization and Planning
- Written communications/reports
- Ability to develop alternative options and course of action
- Creativity/innovation
- Decisiveness
- Completion of tasks assigned/undertaken

Comments: Excellent. Richard is always well prepared. Updates the Selectmen on all

issues concerning the Town matters.

2. Budget Preparation and Administration (1 2 3 4 5) 5 Score

- Accuracy of budget information
- Monitoring of budget during the year
- Responsiveness to Town needs and policy goals
- Managing the budget process

Comments:

The budgets have passed the Town meeting reasonably easy. The Towns departments are well prepared to serve the residents of Tewksbury. He worked very hard with the unions during contract negotiations which resulted in a fair and equitable contract for all.

The Town's Bond rating was upgraded to AA+ based on the adoption and integration of key financial management policies.

3. Direction/Supervision of Department (1 2 3 4 5) 5 Score

- Leadership provided to departments in addressing Town issues and policies
- Coordination of projects/services
- Supervision and personnel management

Comments:

Richard has shown great leadership working with the Town departments. The Police, Fire Department, DPW and other departments have all received additional resources. He has worked diligently to provide a potentially more cost-effective approach to improve the utilization, efficiency, and longevity of the Towns existing infrastructure.

4. Organization Relations (1 2 3 4 5) 5 Score

- Responsiveness to and communications with Board of Selectmen and Finance Committee
 - Preparation of Board of Selectmen agenda information
 - Town Meeting Preparation
 - Techniques and responses to requests for information

Comments:

Mr. Montuori is very professional and updates the Board on all matters regarding the Towns interest.

5. Community Relations (1 2 3 4 5) 4 Score

- Handling of public information requests/complaints
- Relations with other public groups and organizations

Green Committee Appointments

Applications have been received from residents to serve on this committee from Mr. Tom Cooke and Mrs. Loretta Ryan. Mr. Kyle Boyd is waiting on nomination from the school department name and confirmation on whether Mr. Rick Spinelli from the Department of Public Works will join. There have been no other applications received. Both applicants come with experience.

MOTION: Mr. Panilaitis made the motion to appoint Mr. Thomas Cooke and Mrs. Loretta Ryan as resident members to the Green Committee through the term ending on June 30, 2016; seconded by Mr. Gay and the motion carried 5-0.

Town Manager

Town Counsel Invoice—January 1 through January 15, 2016

MOTION: Mr. Wentworth made the motion to approve the Town Counsel Invoice from Feeley & Brown, P.C. in the amount of \$1,232.50 for services rendered through January 1 through January 15, 2016 on the recommendation of the Town Manager; seconded by Mr. Kratman and the motion carried 5-0.

Outstanding Minutes: January 12, 2016 (regular & executive session); January 26, 2016 (regular session); February 3, 2016 (reg. & exec. sess.)

The minutes for January 12, 2016 (reg. & exec. sess.); January 26, 2016 (regular session) were distributed for review. There were no edits by the Selectmen. The February 3, 2016 minutes were not finalized and will be presented at next meeting on February 23rd.

MOTION: Mr. Kratman made the motion to approve the minutes of January 12, 2016 (regular & executive session) and the minutes of January 26, 2016 (regular session) as presented; seconded by Mr. Wentworth and the motion carried 5-0.

Board Member Reports

James Wentworth

- Not seeking reelection
- No committee meetings have taken place, and so did not give a report

David Gay

- Public Events and Celebrations Committee meeting tonight to recap The Tree Lighting Event and discuss a Spring Event in April/May
- NMCOG will not meet until next Wednesday

Mark Kratman

- Beautification Committee met on February 1st with two new members, Audrey Kelley and Karen Cintolo. The committee has had one other resignation, so will have one opening. A town-wide spring cleanup date is forthcoming

Bruce Panilaitis

- Economic Development Committee has not met so there was no update
- Town Center Master Plan Committee will meet on March 1st
- Mr. Panilaitis was unable to attend last pipeline meeting; however there is allot of information on social media; he will bring an update on this matter after attending next meeting

Todd Johnson

- Last Wednesday, the Town Manager presented his budget recommendation for FY17; the Finance Committee met the next night to begin the budget process. Mr. Johnson asked the Town Manager for any updates since, and Mr. Montuori noted the following progress:
 - Finance Committee is starting their usual Thursday night meetings
 - Finance Committee has already met with Council on Aging, Public Library, and the Parks & Recreation Departments
 - Good start to process
 - FY17 proposed budget is posted on the town website; and the presentation from last week is posted on YouTube
 - Mr. Montuori is finalizing the capital budget; a big item will \$950,000 for a new ladder truck—as the truck went in for repairs recently and amount to spend will not guarantee passing certification.
 - The town will be heavily dependent on surrounding communities to assist with their ladder truck if do not make this purchase
 - Want to make all aware this purchase was in the current capital plan
 - Capital Improvement Plan will likely be ready to present in the first week of March.
- Spoke to ProAV to see if Great Hall can have an active live feed; and may downsize microphones in the room
- Acknowledged Mr. Wentworth’s decision to not run for reelection and thanked him for his service; he will be missed
- Commented on the loss of Mr. Ed Dick this past week, Mr. Gay and Mr. Johnson had the privilege of serving with Mr. Dick on the Board of Selectmen; asked for moment of silence in his memory.

Executive Session – Contract Negotiations

The Selectmen entered into executive session to conduct an item of contract negotiations. Because discussion of these matters in open session would be detrimental to the town’s interest, the Chair requested a motion to move to executive session.

MOTION: Mr. Gay made the motion for the Board to enter into Executive Session; Mr. Wentworth seconded the motion, and on a roll call vote, Mr. Wentworth, Mr. Gay, Mr. Kratman, Mr. Panilaitis, and Mr. Johnson vote in favor. The motion was unanimous at 7:26 p.m.

At the conclusion of executive session no further business will be discussed. A brief recess was taken before executive session.

The next regular scheduled Selectmen’s meeting will be held on February 23, 2016 at 7:00 p.m.

Adjournment

MOTION: Mr. Wentworth made the motion to adjourn at 8:45 p.m.; Mr. Kratman seconded, and the motion was unanimous.

Approved by the Board of Selectmen on February 23, 2016