



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

BRUCE PANILAITIS, PH.D., CHAIRMAN
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ANNE MARIE STRONACH, CLERK
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MEETING MINUTES
JUNE 21, 2016

Mr. Panilaitis opened the meeting for public session at 6:20 p.m. to conduct interviews for residents who submitted Citizen Activity Forms to volunteer for Board(s) / Committee(s). Those interviewed were Linda Layne for the Council on Aging; Anthony P. Curreri was scheduled for the Computer Study Committee, Elementary School Building Committee, Tewksbury Beautification Committee, Tewksbury Open Space and Recreation Plan Committee, and the Vision Committee but did not appear; and Patrick Holland for the Conservation Commission. Selectmen attendees for these interviews were Bruce Panilaitis, Mark Kratman, Anne Marie Stronach, Todd Johnson, and David Gay. Interviews concluded at 6:33pm.

The Selectmen took a brief recess at before the public session began.

Mr. Panilaitis then opened the meeting for public session at 7:04 p.m. Attendees were Bruce Panilaitis, Mark Kratman, Anne Marie Stronach, Todd Johnson, David Gay, Richard Montuori and Charles Zaroulis.

99 Restaurant Restaurants of Boston, LLC, d/b/a 99 Restaurant & Pub—One-Day Entertainment License

Mr. Panilaitis read the public hearing notice into the record stating that the 99 Restaurants of Boston, LLC by Goodloe Partee is applying for an entertainment license on June 30, 2016 from 4:45 p.m. to 7:30 p.m. for live music, amplification system, and singing on premises located t 401 Mai Street, Tewksbury.

Mr. Pariseau, General Manger for the 99 Restaurant was present for the application hearing. He noted the restaurant is conducting a routine “refresh” and will close the front of the house at the close of business on Sunday, June 26 and reopen on Thursday, June 30 for a grand reopening. The maintenance scheduled during these three days will be painting the interior walls, replacement of carpets in dining room, refurbishment of exiting booths, removal of some booths in the center portion of the dining room and replacing them with free standing tables and chairs, raise exiting drop ceiling directly above the bar approximately 18 inches to accommodate four new 50-ince flat screen TVs, miscellaneous minor carpentry improvements, and replacement of existing synthetic bar top with a mahogany wood top the same size. None of the work will affect the capacity or the alcohol service or the structure of the restaurant. This refresh will also include 20 additional staff positions to the location.

The entertainment license is for a one-man band to create a celebratory atmosphere for patrons upon the reopening of the restaurant. All abutters have been notified and there were not concerns from the Town Manager or his department heads.

MOTION: Mrs. Stronach made the motion to approve the application for an Entertainment License by 99 Restaurants of Boston as presented; Mr. Kratman seconded, and the motion passed unanimously.

Department Head Goals and Objectives 2017

Mr. Montuori introduced the discussion noting that what will be presented tonight is within the budget approved at Town Meeting. The timing of this discussion has changed to align with the budget process.

Council on Aging—Ashley Springman, Director

Ms. Springman's goals for the Council on Aging were presented as follows:

1. Expand outreach services, to help more seniors access the help they need to remain safe and independent in their homes. To achieve this, the Community Outreach Coordinator position will increase from 19 to 37.5 hours.
2. Provide additional transportation services, allowing seniors to access medical care outside of the existing catchment area. The COA will be partnering with neighboring cities/towns, as well as, exploring innovative transportation programs that have been successful in other communities.
 - Maiden voyage of van today; able to find an individual where a resident was having electricity shut off and COA could pick them up and bring to Senior Center
 - Weekly road grocery trips once a week every Friday as long as there is a need
 - One van driven and can work up to 19 hours
 - Long distance medial trips can be taken through Dracut and van and take residents there to meet transportation
 - Researching volunteer driver program to expand even more transportation needs
3. Improve computer and internet literacy in our older adults, so they can access important resources and stay connected with family and friends. The COA will be providing technology instruction to individuals using the Senior Center's computers or their own device. The three desktop computers in the center's library will be replaced with technology that is up-to-date.
 - Acquiring important resources and basic computer skills, communication through technology
 - 7 computers and 3 new equipment pieces
 - Would like to use students or other volunteers to teach a few hours per week; also to have residents bring their own personal devices and will have volunteer trainers available.

Mr. Montuori thanked the LRTA for the donation of a van. The COA has also applied for a grant to help with the purchase of a new van for next year.

Mr. Johnson had questions with volunteer ride program and requested provisions for the necessary insurance items are put in place for the town's protection. Ms. Springman noted volunteers will need their own insurance, and Mr. Johnson commented there should be a minimum requirement for coverage directed by the town for volunteer drivers.

Mr. Panilaitis asked if volunteers will be CORI checked; and Ms. Springman responded all volunteers go through a CORI check. He also asked if there is a process in place for residents to volunteer for the technology programs or how students can volunteer for these programs. Ms. Springman will advertise this in the next newsletter once computers are secured. In the meantime, she has contacted Shawsheen Tech and Tewksbury High School. Mr. Panilaitis also suggested also partnering with schools to use computer equipment that is not being used during evenings or summer months. Ms. Springman took this under advisement.

Department of Public Works, Brian Gilbert, Director

Mr. Gilbert's goals were presented as follows:

1. Map the various elements of the Town's infrastructure system(s)
 - Collect and attach attribute information describing those elements relative to location, description/type etc. to be available in utilizing GIS database information for planning, scheduling, tracking maintenance and improvement efforts.
 - Storm water mapped 80% of town through record drawings of sewer project; need to QA and QC information will be sampling 2% of town; then collect all information currently not recorded; in Spring 2017 will come back for additional funding
 - Sewer GIS layer was developed from drawing plans and not recorded drawings; need to verify what is on record and make necessary changes
2. Identify and Develop needed infrastructure improvement projects as they relate to current and future needs of the community where expansion, upgrade, and rehabilitation of aging structures are of concern
 - Produce a Water Main Replacement Master Plan for water mains of various size and material
 - Approximately 60 miles of water mains needs work
 - Town will look at priorities and address immediate concerns
 - Complete the Astle Street Water Tank structural assessment, identifying modifications necessary to better manage telecommunications equipment owned by the Town and private carrier
 - Need to relocate equipment on the catwalk and possibly relocate antennas to different locations
3. Development of an information system to evaluate production workload and resource utilization
 - Will initiate the development of:
 - Web enabled process for DPW permitting and work order requests
 - Developing a suite of permits and funded through the GIS fund
 - Work order for internal and residents—needs to be measured so can see total production
4. Fully staff the department's positions based on budgeted allocation and organizational structure
 - A number of vacancies exist for many different reasons
 - Need to have a dedicated campaign to move people in the positions
 - Hiring of an Assistant Superintendent of Utilities is key
 - Internal promotion of Crew-leaders and Special Heavy Motor Equipment Operators (SHMEO)
 - Hiring of entry-level staff to backfill promotions and new openings
5. Tewksbury Main Streets
 - Establish a program that utilizes the collective resources of the DPW to improve the condition/presentation of (#) Tewksbury main arterial roadways, i.e. traffic controls, hydrant painting, trash pick-up, sidewalk and roadway maintenance, vegetation/tree maintenance and removal etc.
 - Pick main roads and focus attention there (do one thing really well); and then move on to another street that is also highly visible

Mr. Kratman was very pleased on the initiative to develop online permit applications and invited Mr. Gilbert to come to Mass DOT to view their online system. He noted that work orders are excellent not only for tracking work but for tracking infrastructure issues.

Mrs. Stronach asked who the town was working with to develop the mapping. Mr. Gilbert responded the same contracted service used for the Assessors maps. The team expanded on this software to help with the project.

Mrs. Stronach also asked how many vacancies are currently open. Mr. Gilbert noted 5 vacancies are open the length of time they have been open range from one year or more. Hiring staff with licenses is hard to find and with several retirees and new positions on the books for July 1 there will be allot of work to do in hiring. Mr. Gilbert will first see if there are promotions to be had and then will advertise outside. The process will likely take to August to settle and hire for most positions.

Mr. Gay congratulated Mr. Gilbert on an excellent news letter and noted this information is also on the town's website.

Mr. Panilaitis asked if the storm water map will be done on time. Mr. Gilbert responded that this work is already in progress and the team is ahead of the deadline.

Mr. Panilaitis also wondered of the 60 miles of pipeline needing to be replaced, how the first area will be chosen. Mr. Gilbert noted the first area of work was decided on Kendall Road and Shawsheen Street.

Police Department, Chief Timothy Sheehan:

Chief Sheehan presented the Tewksbury Police Department's Mission Statement:

"The Tewksbury Police Department is committed to provide for the safety and security of our Community through the judicious enforcement of the laws of the Commonwealth of Massachusetts and the Constitution of the United States of America. We are dedicated to provide these services with the highest degree of professionalism, honesty, integrity, and character as humanly possible. Every member of our organization shall be devoted to provide the highest quality of public service with respect, honor, fairness, pride, compassion, and courage. We are committed to treating the public with respect, dignity, and fairness and to serve as role models in both our public and private lives by adhering to the highest standards of ethical and moral principles and conduct. We are dedicated to the principles of honesty and truthfulness and will strive to do the right thing, the right way, at all times."

The Police Department's Goals were presented as follows:

- 1) Review/Revise Department Policies and Procedures to Achieve State Certification: Massachusetts is proud to be one of twenty four (24) states that offer an accreditation program for its law enforcement community. The program is administered by the Massachusetts Police Accreditation Commission and currently sixty (60) cities and towns have achieved Accreditation and another twenty two (22) have achieved Certification. Achieving Certification or Accreditation means that an agency has agreed to adopt the Commission's standards as a way of doing business. These standards are considered best business practices for police agencies both administratively and operationally. There is another one hundred and thirteen (113) municipalities, including Tewksbury, that are enrolled in the program and are in the self-assessment phase. Unfortunately, due to manpower constraints and prioritization, the Tewksbury Police Department has been in the self-assessment phase for the last 8-10 years while making small inadequate long-term progress. The Department's Policies and Procedures need to be reviewed and some major revisions performed. In addition, some new policies are needed. Outdated policies have often resulted in exposure to liability and expensive litigation.
 - a. Temporarily promote a Patrolman to the rank of Sergeant to free up the Administrative Lieutenant to work on State Certification.
 - b. Support a review team consisting of up to two Superior Officers, a Patrolman, and the Deputy Chief.
 - c. Review recommended revisions personally.
 - d. Discuss revisions with Town Manager.

- e. Provide notice to the Unions then bargain the impact of any change in working conditions (if applicable).
- f. Long term goal of Accreditation.

Chief Sheehan also noted that because the Commonwealth of Massachusetts has an accreditation program, the department needs to have staff certified and for the accreditation to be achieved. As part of the NMLC organization, the department needs to be in a self assessment phase and have dues paid.

- 2) Develop/Improve Community Opioid Epidemic Outreach Program and Department Strategy: Epidemic level drug addiction is significantly impacting this community and driving the need for police services off the charts. Department personnel responded to roughly seventy (70) reported drug overdoses in both 2014 and 2015 with the number of related fatalities rising significantly from four (4) in 2014 to seven (7) in 2015. 2016 has proven to be no healthier with seven (7) related fatalities already recorded. The tragic number of fatalities recorded in 2015 and so far in 2016 has come in years when all Police and Fire Department vehicles are outfitted with the opioid antagonist/reversal drug naloxone and when it was administered in roughly fifty (50) percent of the reported overdoses.
- a. Maintain and improve the Tewksbury Police Department Bridge Program.
 - b. Partner with local treatment providers, Drug Court, and family support groups.
 - c. Reduce crime associated with addiction through judicious enforcement and follow-up.
 - d. Work alongside local nonprofit organizations and pursuing grant programs.
 - e. Use social media to promote education as well as new and existing programs.
 - f. Work in collaboration with all Town departments.
 - g. Provide community education and the opportunities to provide input.

Chief Sheehan also noted that a volunteer clinician for follow-up and outreach to individuals would be an extremely good resource for the community. The department has applied for three grants to have a 40-hour per week clinician working for the Tewksbury Police Department.

- 3) Replace/Improve Officer Safety Equipment, Vehicles, and Technology/Develop Budget Strategy
- a. Replace and improve Department's aging firearms.
 - Gluc firearm program
 - b. Replace and Improve Department's outdated ATV's and restore community program
 - use for outdoor activities at night and during the day; currently have 2005 ATVs
 - c. Develop budget schedule for replacement of critical safety and technology equipment
 - Replace wires, etc. for detectives
 - d. Maintain current vehicle replacement cycle
 - Cycle all equipment into the budget annually
 - e. Establish and maintain a committee to keep pace with ever-changing technology and needs.

Mr. Johnson asked about the certification process and what it would provide. Chief Sheehan responded it will bring policies up to date as currently the department has 105 polices. Chief is also planning to promote an officer who will start working full time on this program in July—this will give the department one year to complete the project.

Mr. Gay recognized the hard work done by Chief Sheehan to continue the Regional Dispatch Center Project with NMCOG.

Mrs. Stronach made strong comments about the positive remarks she has received on the work the department does in community and how officers handle the addiction crisis. There was an extensive

conversation with Chief Sheehan and the Board of Selectmen regarding this work and the value of the work the Police Department has taken on in this nationwide crisis.

Mr. Kratman agreed with all excellent work the Tewksbury Police Department is doing, and he extended his appreciation for it.

Mr. Panilaitis asked if the accreditation would give the department priority when submitting grant applications. Chief Sheehan noted it was rumored the accreditation would give communities priority, but it is not the case.

Chief Sheehan also added the following information related to department costs. He noted that Radios will always be department responsibility; regional dispatch will be for outside infrastructure and the cost of the clinician is \$72K with an office housed in an office in Tewksbury.

Public Library, Diane Giarrusso, Director:

Ms. Giarrusso presented the Public Library's Mission Statement:

"The Tewksbury Public Library provides the Town's residents with a wide variety of materials, resources and services. We provide free access to literacy and learning opportunities through our book, media and online collections, as well as a variety of classes and lectures for Tewksbury's children, teens and adults. These resources combine to offer each resident many opportunities to transform his or her life by using the Tewksbury Public Library."

Ms. Giarrusso noted the library's goal by 2019, the Library will improve the ability of residents to use the Library in the following areas: hours and days open; ease of use; facility and technology planning; teen services, and staff service to patrons.

1) Sunday and Evening Hours

- a. Assuming funding is passed at May Town Meeting; the Library will prepare for and execute effective Sunday operating hours from September through May, and will stay open until 9:00pm on Monday, Tuesday and Wednesdays. (Hours and days open objective)
 - (June) July & August—advertise, hire and train the part time positions necessary to augment full time staff members provide effective Sunday library service
 - September 10, 2016 through May 22, 2018—Sunday hours will commence from 1:00pm-5:00pm
 - Statistics will be gathered to illustrate the results of adding these hours to our schedule

The library will not need to apply for an accommodation; but will still need a waiver. More hours and materials will not be part of the accommodation request. Ms. Giarrusso stated she will need to hire permanent staff to assist in covering Sunday hours and weekday hours.

2) Develop Capital Maintenance and Technology Infrastructure Plans

- a. To protect, maintain and improve the facility and services the Library offers, a Capital Maintenance plan will be developed to ensure continued efficient function and safety. To ensure that the Library's technology infrastructure meets the needs of staff members and residents, a Technology Plan addressing current and future requirements will be developed.
 - Summer—draft both plans with the assistance of staff and outside experts
 - Fall—both plans will be reviewed by the Board of Library Trustees, and key Town staff members

- Winter—both plans will be approved by the Board of Library Trustees and shared with the Town Manager, Finance Director and Finance Committee
- Spring—prioritized items from each list will be incorporated into the FY2018 Library budget

Ms. Giarrusso's focus for the second half of the year will be to work on a building maintenance plan; and technology plan with the goal to have both documents ready for FY18 budgeting process.

Mr. Johnson asked about the waiver process; he had thought there was a commission to look at the state library program. Mrs. Giarrusso noted there were some changes made, which doesn't affect Tewksbury right now, but will affect many libraries on the Cape with an influx in summer materials. A new committee has been formed regarding waivers and she is serving on this committee. Neighbors of Dunstable and Groton looking at decertification due to funding. The Selectmen asked to be kept up to date on these important changes.

Fire Department, Chief Michael Hazel:

- 1) Receive and place in service new Ladder Truck
 - a. Conduct specification and compliance inspection at factory.
 - Deputy Chief and independent third party expert to conduct inspection.
 - b. Take delivery of ladder truck.
 - c. Stock and supply with appropriate tools, hoses, and appliances.
 - d. Provide training to members on truck features and use.
 - e. Allow for driver and operator familiarization.
 - f. Modify Departmental policies to account for new apparatus features.
 - g. Place new ladder truck in service.
 - h. Surplus 1986 E-One ladder truck and remove from fleet.

Chief Hazel is working with the Finance Department to secure grant funding; received sizable grant; deputy chief organizing a team what will be best for community

- 2) Replace existing Self Contained Breathing Apparatus (SCBA)
 - a. Comply with terms of 2015 Assistance to Firefighters Grant (AFG) total award of \$255,488.
 - b. Secure Town's share of \$23,222 before May 16, 2017 from available Town funds.
 - c. Assign a voluntary committee the task of evaluating SCBA from a variety of manufacturers.
 - d. Task committee with recommending a manufacturer with most appropriate model, features, and operating capabilities for our Department.
 - e. Select, purchase, and train members of the Department in the use and features of new SCBA.
- 3) Improve standardized training programs within the Department
 - a. Deputy Chief and Training Officer to work with Shift Commanders to provide systematic and standardized fire, hazardous materials, and Standard Operating Guideline training on each unit.
 - b. Deputy Chief and EMS Coordinator to work with EMS Training, Inc. and Lowell General Hospital Quality to provide EMS training and quality assurance and improvement within Department.
 - c. Increase lecture and practical usage of Department purchased 24/7 Fire and EMS programs.
 - d. Using NFPA 1001 as a guide, training in structure fire related subjects.
 - e. Using NFPA 1002 and NFPA 1451 as guides, provide driver/operator training.
 - f. Accurately document training for accountability and ISO purposes—working to keep a score of 4

Mrs. Stronach noted the absence of the Center Fire Station was not addressed in goals. Chief Hazel noted it is a goal of his, but he was instructed to discuss goals he could complete this fiscal year, and the station project would take longer than this fiscal year. He did assure the Selectmen the renovation is on the radar.

Town Clerk, Denise Graffeo:

- 1) Elections – Conduct all elections in compliance with State/Federal/Town law
Recently the Governor signed into law reforms to the Massachusetts election laws. Included in the new legislation is on-line registration, early voting, pre-registration of 16 & 17 year old residents, and post-election audits.
 - a. Establish Town Hall as the Town’s early voting site, set early voting hours consistent with the law; designate sufficient staffing for the orderly administration of early voting
 - b. Designate Town Hall as a Central Tabulation Facility to tally early voting ballots; designate sufficient staffing of election officers at the central tabulation facility for the orderly processing of early voting ballots
 - c. Conduct comprehensive election staff training sessions prior to the September 8, 2016 State Primary and November 8, 2016 State Election with a focus on new regulations; update Election Day Procedures Manual
 - d. Implement strategies to educate and communicate election laws and early voting procedures to the public
 - e. Continue to seek and implement cost savings/ explore the viability of polling consolidation
 - f. Collaborate with Tewksbury Memorial High School faculty to engage students who are enrolled in U.S. Government classes to assist with conducting elections
 - g. Purchase new voting tabulators (which will have a new technology to scan the ballot)
- 2) Document Management – Continue to develop and administer document management plan as we transition back to our newly renovated Town Hall complete with climate controlled & fire safe vaults, it will be important to continue to develop and implement document management systems to accommodate current and future Town permanent records.
 - a. Develop and Implement a “Collection Policy” to accept government documents from Town departments, boards, and committees that relate to legal, administrative, financial and historical functioning of the town.
 - b. Collect Town Archives in a safe and environmentally controlled well-organized area
 - c. Document all archived and accessioned material
 - d. Protect and preserve the Archives in a secure and climate-controlled environment
 - e. Ensure access to collections with high research value

Data loggers will be installed in vaults to better understand environmental conditions and a grant will enable work with a professional archivist

Board all expressed appreciation for the work in the Clerk’s Office

Community Development, Steve Sadwick, Director:

- 1) Zoning Bylaw Review and Update
 - a. Work with Committee
 - b. Work with Consultants
 - c. Public input

Working to improve permitting and an operating system with a notification system process to alert other departments as needed, and to have the ability to view the building department database. Mr. Sadwick is part of the Middlesex 3 permitting process committee, and is now the Chair of Infrastructure and Permitting Process. This will give him visibility to improve Tewksbury's processes.

- 2) Open Space and Recreation Plan Update
 - a. Committee input
 - b. Public input

Awaiting committee appointments and working with NMCOG.

- 3) Begin implementation steps from 2016 Town Center Master Plan and 2016 Town-wide Master Plan
 - a. Convene stakeholder/ responsibility parties from both plans
 - b. Create viable work plan from implementation schedules of both plans

A brief discussion took place on the 40B count which is currently at 9.6%. Mr. Sadwick confirmed there are no current large plans in place for developments.

Mrs. Stronach asked about improving the permitting process and added this will help to improve applications to be fully completed void any delays. Mr. Montuori noted the goal is to have an interface to make is simpler to fill out permits, but it will not cure applicants improperly filling out or ignoring recommendations to help with an approval.

Administration and Finance, Richard Montuori, Town Manager; Karen Kucala, Finance Director and Theresa Belanger, Human Resources Director:

- Continue to Improve Water/Sewer Rate Setting and Collection
- Complete another successful audit
 - a. Complete and close books and certify free cash for town meeting, constant goal to get completed
 - b. Working with finance department on grants and budgets
- Close out FY'16 and start Fiscal Year '17
- Rollout new programs/processes through MUNIS
 - a. Application Tracking – update application and make accessible to public
 - b. Employee Self-serve (ESS) – with the new upgrade in Munis, much of the work will need to be recreated and tested by small groups before rolling out
 - c. Add healthcare and Affordable Care Act information to both ESS and Town Website
 - d. Begin to use the benefits and HRIS side of Munis to help with Affordable Care Act and IRS reporting (1095C's etc.)
- Continue and Improve Employee Development and Training
 - a. Schedule supervisory training for all newly hired supervisors
 - b. Schedule monthly training courses for employees through MIIA/EAP (including Webinars with Department Heads at staff meetings)
 - c. Offer Sexual Harassment/Discrimination training to employees
 - d. Prepare an Employee Performance Evaluation process
- Conduct Employee Assessments and work with Town Manager to rollout a Performance Appraisal system with Department Heads. The eventual goal will be to have Department Heads conduct performance appraisals on their staff.

Mr. Montuori commended his staff for their good work and noting this is a lengthy process. He thanked the board and his staff members for all they do and is very much looking forward to a successful year in 2017.

The Selectmen took a brief recess at 9:38 p.m. The meeting was called back to order at 9:43 p.m.

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

Annual Appointments

Beautification Committee 9 members, 1 year appointment
Already voted on June

Bicycle & Pedestrian Advisory Committee 4 members, 3 year appointment
These appointments were tabled to the next Selectmen Meeting to offer more residents to apply.

Board of Registrars 1 member, 3 year appointment
Democratic Town Committee was notified and one name was given.

MOTION: Mrs. Stronach made the motion to appoint Robert Demers to the Board of Registrars through June 30, 2019; seconded by Mr. Kratman and the motion passed unanimously.

Cable Advisory Committee 3-5 members, 1 year appointment
The intention of the Selectmen is to appoint 5 members, but only 3 will be appointed to keep the Committee as an odd number. The Board will work to recruit additional interested residents and is committed to expanding to the full 5 members.

MOTION: Mr. Johnson made the motion to appoint Erin Knyff, Donna Higgins, and Jayne Miller to the Cable Advisory Committee through June 30, 2017; seconded by Mr. Kratman and the motion passed unanimously.

Community Preservation Committee

MOTION: Mr. Gay made the motion to appoint Todd Johnson as the Board of Selectmen representative; seconded by Mr. Kratman and the motion passed unanimously.

Conservation Committee 2 members, 3 year appointment, 1 unexpired term 2018

MOTION: Mrs. Stronach made the motion to appoint Patrick Holland to an unexpired term of the Conservation Committee through June 30, 2018; seconded by Mr. Gay and the motion passed unanimously.

Council on Aging 2 members, 3 year appointment

MOTION: Mr. Johnson made the motion to appoint Linda Layne and Lynn Murphy to the Council on Aging through June 30, 2019; seconded by Mr. Gay and the motion passed unanimously.

Economic Development Committee 9 members, 1 year appointment, 3 associate members
The Selectmen's office is still waiting for responses from several members on whether they would like to be considered for reappointment.

Elementary School Building Committee 2 members, upon completion
The Selectmen's office did receive recommendations for this committee. They are tabling any appointments until the new School Superintendent begins his work and recommends his staff's participation.

Green Committee 2 members, 1 year appointment
These appointments were not voted on as there were no new applicants.

Historic Commission 2 members, 1 year appointment, 1 member 3 year appointment
These appointments were tabled to next meeting as the Selectmen are waiting for a commitment from the current Town Historian.

Local Housing Partnership 3 members, 2 year appointment
The Selectmen's office is still waiting for responses from members as to whether they would like to be considered for reappointment.

Mass Cultural Commission 14 members, 3 year appointment
These appointments were not voted on as there were no new applicants.

Open Space and Recreation 5 members, 1 year appointment

MOTION: Mr. Kratman made the motion to appoint Karin Theodoros, Paige Impink, and Bruce Shick to the Open Space and Recreation Committee through June 30, 2017; seconded by Mrs. Stronach and the motion passed unanimously.

MOTION: Mr. Johnson made the motion to appoint Adam Alyward to the Open Space and Recreation Committee through June 30, 2017; seconded by Mrs. Stronach and the motion passed unanimously.

Public Events and Celebrations 9 members, 1 year appointment

MOTION: Mr. Gay made the motion to appoint Cheryl Gay, Elaine Krauss, Erin Knyff, Julie Bonavita, and Moira Gray to the Public Events and Celebrations through June 30, 2017; seconded by Mr. Kratman and the motion passed unanimously.

Recycling Committee 1 members, 1 year appointment
These appointments were tabled to the next Selectmen Meeting as applications are still being accepted.

Town Center Master Plan Committee 5 members, 1 year appointment

These appointments were tabled to the next Selectmen Meeting as applications are still being accepted.

Senior Town Counsel 1 year appointment

MOTION: Mr. Johnson made the motion to appoint Kevin Feeley as Town Counsel through June 30, 2017; seconded by Mrs. Stronach and the motion passed unanimously.

Town Counsel 1 year appointment

MOTION: Mr. Johnson made the motion to appoint Charles Zaroulis as Senior Town Counsel through June 30, 2017; seconded by Mrs. Stronach and the motion passed unanimously.

Vision Committee 7 members, 1 year appointment

These appointments were tabled to the next Selectmen Meeting as applications are still being accepted.

Zoning Board of Appeals 1 member, 3 year appointment

These appointments were tabled to the next Selectmen Meeting as interviews are still being conducted.

Zoning Board of Appeals – Associate Members 2 members, 1 year appointment

These appointments were tabled to the next Selectmen Meeting as interviews are still being conducted.

Zoning By Law Committee 3 members, 1 year appointment

These appointments were tabled to the next Selectmen Meeting as interviews are still being conducted.

Town Engineer Kevin Hardiman—request for stop sign installation approval

In a letter from dated June 8, 2016 to the Selectmen, the Town Engineer, Kevin Harman, is seeking approval to install no parking signs in following locations 1) North Street—on the east and west side of the road from the northern driveway from the North Street. School to Kendall Road; and 2) Livingston Street—on the east and west side of the road form Wildwood Road to Saunders Circle and on the east side of the road from East Street to Chandler Street. The problem with parking at these locations, as described, is emergency vehicle access.

MOTION: Mrs. Stronach made the motion to approve the request as presented by the Town Engineer; Mr. Kratman seconded and the motion passed unanimously.

Town Manager Salary Adjustment

The Town Manager is due per contract negotiations a raise. Mr. Montuori was missed for a raise so this increase is part of a retroactive payment of any missed opportunities. Mr. Johnson noted this represents a cumulative award over a couple of years as opposed to a single year. This is an oversight on behalf of the Selectmen. There is no mistake that the Town Manager’s compensation relative to when he started has kept pace with collective bargaining contract and is not any more or less after this change.

MOTION: Mr. Johnson made the motion to adjust the Town Manager’s salary line item in his current contact with the Board of Selectmen by an increase of \$8,000 effective July 1, 2016; Mr. Gay seconded and the motion passed unanimously.

Town Manager

Chief Assessor Joanne Foley—Open Space Real Estate Abatements

Chief Assessor Joanne Foley is requesting an abatement of the FY 2016 taxes for Map 52 Lot 40 in the amount of \$5,660 and Map 65, Lot 96 in the amount of \$760. These bills were issued to Ames Hill Development, but these parcels were deeded back to the Town of Tewksbury for open space during this fiscal year and the abatements are needed to rectify the outstanding balances in conflict.

MOTION: Mr. Johnson made the motion to authorize abatements as presented by the Chief Assessor; seconded by Mrs. Stronach and the motion passed unanimously.

48 Dewey Street—Transfer Affordable Housing Trust Fund

One of the town’s affordable units suffered significant flooding and the flooring and walls were damaged. Mr. Montuori spoke with Director of the Housing Authority as maintenance on the building has been scarce and responsibilities have been neglected. The two discussed moving the current tenants. There was a house on Old Boston Road of interest, but the house sold. The owners of 48 Dewey Street were in the process of selling their home when the town approached them with a consideration to buy. The house is in a good location to move the current tenants. The home’s appraisal came back at \$340K and the purchase price was settled at \$337K. The Tewksbury Housing Authority agreed to purchase the home and is requesting a transfer from the Affordable Housing Trust Fund in the amount of \$337K to purchase the home. The Town of Tewksbury will not buy the property; it will be deeded to the Tewksbury Housing Authority; however the Town of Tewksbury will maintain the property. Current the estimated balance in the Affordable Housing Trust Fund is \$2.1M. The damaged home will likely be secured once vacated and the Town Manager will seek funds to demolish it at the next town meeting.

MOTION: Mr. Johnson made the motion to transfer \$337,000 from Affordable Housing Trust Fund to the Tewksbury Housing Authority to purchase property located at 48 Dewey Street, Tewksbury; seconded by Mrs. Stronach and the motion passed unanimously.

Lowell Sewer/Sewer Rates

Mr. Montuori noticed when were finalizing the rates the information on the meter reads were higher than had been in past year. These levels were a concern and he began to research. By using a more accurate meter installed at Merrimack Meadows; the department staff was able to present to the Lowell Sewer department and was a very good presentation showing their usage. By doing this, it allowed Mr. Montuori to go back and look at options to change sewer rates for the residents. He proposed to reduce Tier 1 by 3.5% and for Tier 2 and 3 there shall be no increase. Mr. Montuori recommended the reduction in rates to be voted on by the Selectmen as follows:

Updated Sewer Rates

Tier Structure	Current	Proposed	Updated
0-34	7.49	7.49	7.23
35-70	9.65	9.65	9.31
71-140	13.20	13.46	13.20
141+	15.44	15.90	15.44

Tier Structure	Current	Proposed	Updated
0-34	20.16	16.10	15.58
35-70	25.02	20.75	20.07
71-140	32.10	28.38	27.46
141+	35.30	33.20	32.12

MOTION: Mr. Johnson made the motion to adopt the recommended updated rates as recommended by the Town Manager; seconded by Mrs. Stronach and the motion passed unanimously.

MOTION: Mr. Johnson made the motion to amend the previous debt shift from \$198,000 to \$100,000 as recommended by the Town Manager; seconded by Mr. Gay and the motion passed unanimously.

Pulte Homes Andover

Pulte Homes of Andover is seeking to connect to town sewer. Mr. Montuori is finalizing an agreement with the Town of Andover and then with Pulte Homes. He estimates a total of 34,810 gallons for usage at \$3000 per unit for a total of \$1.6M. Senior Town Counsel has finalized the inter-municipal agreement with Andover. The Town Manager is requesting for the Chair of the Selectmen to be authorized to sign the inter-municipal agreement and for the Town Manger to be authorized to sign the sewer agreement with Pulte homes once finalized.

Mr. Johnson asked if there is a notification period should the establishment want to discontinue use from Tewksbury’s sewer system; and Mr. Montuori responded there is five-year notification period.

MOTION: Mr. Johnson made the motion to Chair of the Selectmen to be authorized to sign the inter-municipal agreement and for the Town Manger to be authorized to sign the sewer agreement with Pulte homes once finalized as recommended by the Town Manager; seconded by Mrs. Stronach and the motion passed unanimously.

Solar Agreement

The Town has been working on agreement to purchase solar credits from Chelmsford as they purchased credits from a developer in Bolton. The savings to community would be approximately \$60,000. After more investigation, the town had more capacity to purchase and worked with 2 developers on potential agreements. John Shortsleeve, who specializes in solar agreements, is working with Mr. Montuori on this. It was decided to work with SanKarpa who has agreements in the town of Palmer and Shirley. Tewksbury will purchase credits from Palmer and Shirley and will receive a 25% credit.

MOTION: Mrs. Stronach made the motion to authorize the Town Manager to enter into an agreement to purchase solar credits as outlined; seconded by Mr. Kratman and the motion passed unanimously.

Bond Authorization

Mr. Montuori has been working to finalize the project with MSBA. The Town has borrowed \$150K to close out the project and Heery came forward with an additional \$78K of outstanding bills. Once MSBA

closes out audit the town will owe and additional \$228,000. Unibank has drafted a short term note and Mr. Montuori is recommending the note to be approved.

MOTION: Mr. Johnson made the motion to authorize the borrowing as presented by the Town Manager and drafted note by Unibank in the amount of \$228,980; seconded by Mr. Gay and the motion passed unanimously.

Other business

Mr. Montuori had an additional bond issue to present as the town will to sell notes on July 6 to refinance debt and borrow \$4.1M to pay for Sutton Brook.

MOTION: Mr. Johnson made the motion to authorize the borrowing of \$4.1M for the Town of Tewksbury to pay Sutton Brook remediation charges; seconded by Mr. Kratman and the motion passed unanimously.

Mr. Montuori also presented to the Selectmen with a bond to refinance debt. The refinance is mostly sewer debt approximately in the amount of \$59M. By refinancing the savings would amount to \$5M to the town. The rate would reduce from 4.4 to 4.5% to a projection of 2.5% approximately. It is currently an exceptional time to refinance as the conditions continue to be good for another few years.

MOTION: Mrs. Stronach made the motion to authorize the refinancing as outlined by the Town Manager and will sign the specific vote as presented; seconded by Mr. Gay and the motion passed unanimously.

VOTE OF THE BOARD OF SELECTMEN

I, the Clerk of the Board of Selectmen of the Town of Tewksbury, Massachusetts (the "Town"), certify that at a meeting of the board held June 21, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: That in order to reduce interest costs, the Treasurer is authorized to issue \$63,000,000 refunding bonds, or some lesser amount of refunding bonds, at one time or from time to time, pursuant to Chapter 44, Section 21A of the General Laws, or pursuant to any other enabling authority, to refund some or all of the Town's following outstanding bond issues:

- \$26,412,000 General Obligation Bonds, dated January 15, 2007, maturing on and after January 1, 2018;
- \$20,650,000 General Obligation Municipal Purpose Bonds, dated March 15, 2008, maturing on and after March 15, 2019;
- \$17,915,941 General Obligation Municipal Purpose Loan of 2009 Bonds, dated February 1, 2009, maturing on and after February 1, 2020; and
- \$21,642,000 General Obligation Municipal Purpose Loan of 2009 Bonds, dated December 15, 2009, maturing on and after January 15, 2019, (together, the "Refunded Bonds"),

and that the proceeds of any refunding bonds issued pursuant to this vote shall be used to pay the principal, redemption premium and interest on the Refunded Bonds and costs of issuance of the refunding bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: June 21, 2016

Clerk of the Board of Selectmen

Outstanding Minutes: May 17, 2016 (regular session; June 1, 2016 (regular session); and June 7, 2016 (regular and executive session)

MOTION: Mrs. Stronach made the motion to approve the minutes of May 17, 2016 (regular session; June 1, 2016 (regular session); and June 7, 2016 (regular and executive session); seconded by Mr. Johnson subject to the modifications suggested by him and the motion passed unanimously.

Board Member Reports

Todd Johnson

- No report this evening

Anne Marie Stronach

- Expressed thanks to the current Superintendent of Schools, who will be departing on June 30; she noted he always put needs of students and staff in front of all decisions and wished him best with retirement; a warm welcome to the new superintendent Chris Malone was given on behalf of the Selectmen

David Gay

- Attending a NMCOC meeting and was informed that Tewksbury will receive a TIP to improve Route 38 from South Street to Wilmington in the amount of \$2.2M

Mark Kratman

- Beautification Committee next meeting is June 27
- Heath Brook playground build will be held this weekend from 8:00 a.m. to 5:00 p.m.
- 4th of July Celebration will begin on Sunday, July 3 at 8:30 a.m.

- Town is getting number of calls regarding flashing yellow lights; this information posted on the town's website and these will be implemented all across town; they will help decrease accidents on left hand turns with side impacts.

Bruce Panilaitis

- Economic Development Committee hasn't met nor has the Town Center Master Plan Committee
- Still working on committee appointments; and he encouraged residents to come out and volunteer

The next regular scheduled Selectmen's meeting will be held on July 19, 2016 at 7:00 p.m.

Adjournment

MOTION: Mr. Gay made the motion to adjourn; Mr. Johnson seconded, and the vote was unanimous at 10:53 p.m.

Approved by the Board of Selectmen on July 19, 2016