

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

SCOTT WILSON, CHAIRMAN
DOUGLAS W. SEARS, VICE CHAIRMAN
JAMES D. WENTWORTH, CLERK
DAVID H. GAY
TODD R. JOHNSON

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**MEETING MINUTES
NOVEMBER 19, 2013**

Chairperson Scott Wilson called the meeting to order at 7:08 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.

Goals and Objectives

Chief Timothy Sheehan, Chief Michael Hazel, Steve Sadwick, Denise Graffeo, Linda Braebant, Karen Kucula, Diana Giarrusso, and Brian Gilbert were all present for this presentation. Each presented their department's goals and objectives respectively.

Mr. Montuori noted that he changed his goals and objectives to Administration and Finance as allot of what he and Finance Director accomplish are the same.

Community Development

Goals and Objectives



Community and Development

- Assist the Planning Board and Town Manager in the implementation of planning initiatives such as the Master Plan and Town Center.
- Enhance interdepartmental coordination in the permitting process.
- Enhance Town's grant award capabilities and increase revenue potential.

Mr. Sadwick noted:

- Working closely on new development in Town Center Master Plan should be done July 2014
- Working with town center committee and assisting them in the land use and development

Enhance interdepartmental coordination the permitting process

- Want all at table before going in front of boards for permitting.
- Need GIS permitting package and working with the new committee for Economic Development to produce this

Grant awards

- Census updates to include boilerplate for background information of the community as state grant looks for this in turn
- Closing out Green Committee grant from 2012; the next grant round will be starting at the beginning of 2014
- Want to increase number of cell sites in town; have two RFPs out right now
- Implement more sale of town-owned land

Library

Goals and Objectives



Library

- Improve Service to all Residents
 - Prepare a Strategic Plan that includes technology, facility and staffing improvements, to guide library services from 2015-2019.
 - Hire a Teen Librarian to further develop library services for Tewksbury's Teens.
 - Update and codify library security policies, procedures and training.

Ms. Giarrusso noted:

- Loves her job and has the best library in the Merrimack Valley
- 5,000 participate in the adult program at the library
- 1,300 participate in the children's program over
- Circulation is up and the number of visitors is while operating on a very lean budget and a waiver from the state with minimal staff
- Very appreciative of small increase in funding from this year's budget--encouraged by this and have a happy staff, which makes for happy patrons
- Did have a successful teen program where 52 teens focused and read books over the summer, would like to grow this program more; teen group needs to be served whether have a librarian or not
- Continuing to focus on customer services and staff skills
- Planning for building maintenance carpets, tech systems, etc

- Need to prepare a new strategic plan this year to be submitted by October 2014 to the Board of Library Trustees
- Will update library security policies, procedures, and training for the staff

Mr. Gay noted he was very thankful for her involvement in the help to move the December 7th holiday tree lighting event forward.

Mr. Johnson asked what the gap amount is to not apply for a waiver from the state. Mr. Giarrusso answer was \$250 to \$275K. Appropriation fund has continued to grow but not out of the woods yet. She feels is it unrealistic for to ask for this amount as the library has been operating on the budget given and is doing very well. Mr. Johnson would like to keep a score card of items to bring up to the state delegation and this is one of them. It does not make sense to reach back eight years to get the town's library budget current. The library staff has delivered an exceptional level of service with budget constraints.

Council on Aging

Goals and Objectives



Council on Aging

- Complete registration/issuance of scanning cards for the Servtracker Program;
- Summarize information obtained from the COA Survey that will be sent out with the January Census material.
- Continue preparation for the transition of Director in March of FY2014.

Mr. Montuori announced that this is the last presentation for Mrs. Braebant as she will retire in March and will be sorely missed. He thanked for all she has done while he has been Town Manager.

Mrs. Braebant noted:

- Servetracker card program almost complete
- Will request a COA Survey with the census in January
- Will update policies and procedures
- Will update a training manual for all volunteers
- Jennie Welch started the TRIAD Program with Tewksbury Seniors—this is a service that informs seniors citizens how to protect themselves from criminal victimization
- She will write a small novel to pinpoint the successes and weaknesses of the Council on Aging and try to focus on future, i.e. the future needs for shut-ins and the baby boomers
- Increased the hours were implemented for the secretary

- Woodworking and kiln building will be finished this week Friday, November 22; it will be used as a shed over winter and in the spring the new director will oversee putting in electricity and use for the woodworking
- On average 225 patrons enter senior center daily; not including the veterans and Board of Health

Mrs. Brabant thanked all seniors she has worked with over 32 years. She thanked Shawsheen Tech, a great group of young men and women who built the shop. She also thanked the garden club for their work in improving the healing garden at the site, and a special thank you to Mr. Montuori and the Board of Selectmen for all their support.

The Chair requested the Board to formally thank the Shawsheen Tech team for their work.

The Board asked Mrs. Braebant what guidance could be offered to seniors who need fuel assistance. Mrs. Brabant has helped with applications for seniors only. Oil applications are usually first to be approved. If a senior does not qualify, she will direct them to Joe Oil, local churches or elder services. She also recommended the Salvation Army, St Vincent DePaul and Community Teamwork Inc. There has been an increase in calls this year.

One area the state legislature could assist seniors with in Tewksbury would be a congregate meal program at the site and the meals on wheels program.

Fire Department

Goals and Objectives



Fire Department

- Resolve Apparatus Deficiencies with Engines 2 & 3
- Implement Fleet Maintenance Program with DPW
- Complete Training and Implementation of Additional Member on Shifts
- Continue Firefighter and Fire Officer Training Programs

Chief Hazel noted:

- Engine apparatus deficiencies top priority currently gathering information on replace or repair equipment--more likely will be new apparatus as is better option given the age of the trucks (engines are 1999 and 2002); truck committee being formed right now

- Fleet maintenance has been established with DPW; he and Chief Sheehan worked on bringing this in house, as town employees are more in tuned with what needs repairs and annual maintenance, etc.
- Complete training and implementation of additional member shifts; has been over 20 years ago since 13 members were on a shift
- With addition of members on a shift officers will be asked to train
- Lieutenant's exam recently
- In 2014 will phase into the national EMS system--all EMT's will be transitioning into this
- Local contractors have donated houses for training

Mr. Gay asked if the Central Fire on the chief's original goals list; and it was on but didn't make it.

Engine plan is to cycle the engines every five years for front line use, going from the busiest to least busy station. Trucks are approximately \$450,000 each. Wilmington has provided an engine so residents will see a Wilmington truck with Tewksbury officers on it. The Board asked if the Chief was aware of any federal or state assistance in the form of grants or low interest loans for the purchase of a new engine. The Chief noted there are no low interest notes and the grant currently applied for is for turnout gear. If the grant is received maybe a transfer from gear to the engine could be made in the budget. The application usually falls a year after close of the cycle. Not likely to receive but will keep following up.

Police Department

Goals and Objectives



Police Department

- Develop/review/revise Department Policies and Procedures
- Develop and plan for FY2014 Traffic Enforcement Unit
- Develop and implement an employee recognition program

Chief Sheehan noted:

- Very proud of all the men and women who serve under him; and feels the town is going in a better place financially
- Policies and procedures have over 104 implemented in 1999; need work done and want to finalize and solidify to gain certification/accreditation

- Has the best Safety officer in the state; as Officer Welch never waivers and gives 110% each day
- Improved programs such as Drug Awareness Week, Safe Halloween, a Bike Rodeo, and a safety program for senior students going to college
- Glad to have drug enforcement officers; need more traffic enforcement officers or time for officers to spend on this--right now too many other priorities.
- Want to implement employee recognitions as the good work being done for all should be awarded

When asked by the Board if funding were not an issue, what would the Chief want? He responded more personnel to offer more services to the community.

Department of Public Works

Goals and Objectives



Department of Public Works

- Develop a system of measure to evaluate Public Works' production to improve efficiencies in service delivery focusing on the priorities of each division's mission.
- Collect attribute information relative to location and description/type for various elements within the Town's various infrastructure systems.
- Identify where administrative and field staff will benefit from training experiences to address areas of improvement and loss of institutional memory due to turn-over of key staff.
- Develop and approve rules and regulations for the use of Town infrastructure to insure compliance with Federal, State and local requirements.
- Advance the development of Town infrastructure as it relates to current and future needs of the community where expansion and upgrade, rehabilitation of aging structures are of concern.

- Need more help in the administration department for record keeping
- Retirements are coming this year and the department is losing key staff this year with over 115 years experience--need to plan and find good successors for the department.

The Board discussed the great work the staff has done on preventative maintenance to the roads in town as every year it is told the roads in town are in disrepair. There is a statewide fund with an annualized amount to help with these issues. The Town will need to send a letter to the Governor who controls the release of the Chapter 90 funds previously appropriated.

MOTION: Mr. Johnson made the motion to send a letter to the state delegation requesting the release of the current Chapter 90 funds owed to the Town of Tewksbury; seconded by Mr. Sears and the motion carried 5-0.

Town Clerk

Goals and Objectives



Town Clerk

- Increase access to information/services and improve communication by means of our municipal website
- Continue to administer document management plan during temporary relocation and Town Hall renovation
- Provide consistent communication, training, and support to Town of Tewksbury Boards and Committees

Mrs. Graffeo noted:

- Department is close to being relocated to Pike House should be fully moved over by end of the week
- Priority to give the boards and committees the information they need to support the community
- Implement applications on the town's website to improve communication between departments
- Will work with the Town Manager and Town Counsel on the Open Meeting Law Regulations
- Completed and waiting approval to distribute a meeting guide for all boards
- There has been an increase in transactions virtually versus face to face over the last couple years, but still need to provide to those who don't have electronic access.

Administration and Finance

Goals and Objectives



Administration and Finance

- Begin Capital Projects and Improve Planning
- Develop new or improve and update Policies, Procedures and By-Laws
- Support the Newly Formed Committees
- Improve Community Outreach

Goals and Objectives



Administration and Finance

- Vision Software/Server Hosting Offsite
- Develop Disaster Recovery Plan
- Improve Cash Management System

Goals and Objectives



Administration and Finance

- Improve Employee Development and Training
- Rollout new programs/processes through MUNIS
- Prepare an Employee Performance Evaluation process
- Conduct Employee Assessments

Mr. Montuori commented:

- Begin Capital Projects and Improve Planning
 - Start Town Hall Project
 - Complete Microwave upgrade
 - Hire an On-Call Architect
 - Design of Water Treatment Plant Upgrades
 - New and upgraded Playgrounds
 - Develop a Plan for Improving recreation Fields
- Develop new or improve and update Policies, Procedures and By-Laws
 - Develop Policies to assist Board of Selectmen
 - Review and update Town By-laws and recommend changes as needed
- Support newly formed Committees (Events, Beatification, Center Master Plan and ED By-Law Review)
 - Explore possible funding resources as identified by each Committee
 - Attend meetings as need and provide input and guidance
 - Assist where need in the implementation of programs and initiatives
- Improve Community Outreach
 - Improve information on the website and getting information to residents
 - Develop new ways to get more residents interested and involved in the Community

Residents

No residents rose to speak in the audience.

New Business

REMINDER: *Selectmen's Office is in the process of moving to the Pike House. All business will be conducted there effective immediately.*

The Board has received comments about cell phone use during the meeting, and the Chair noted there are a lot of reasons why this occurs. For example if the sound disappears on the local channel residents will inform the Board Members via text. Many members use their iPads to view the agenda notes which are distributed electronically. There are also business purposes and sometimes family urgencies or employment related items needed to be tended to during the meetings. He asked for resident's patience on this matter as we enter the electronic age.

Meghan McCarthy Annual road Race—for approval

A letter received by the Selectmen's office from Jordan Russell dated October 28, 2013 requesting the Meghan McCarthy Road Race to be held on Sunday March 30, 2014. Both Chief Hazel and Chief Sheehan have approved this event.

MOTION: Mr. Gay made the motion to approve the Meghan McCarthy Road Race for Sunday, March 30, 2014; seconded by Mr. Sears and the motion carried 5-0.

Susan Appleby—National Lung Cancer Awareness Month Proclamation

A letter dated October 16, 2013 was received by the Selectmen's office requesting support for Lung Cancer Awareness Month in November.

MOTION: Mr. Sears made the motion to approve November as Lung Cancer Awareness month; seconded by Mr. Gay and the motion carried 5-0.

Town Manager

Friends of Tewksbury Athletic Complex

Mr. Montuori requested the Selectmen to accept a gift from Friends of the Tewksbury Athletic Complex in the amount of \$50,000 for a turf field.

DS/JW to accept the gift presented 5-0

MOTION: Mr. Sears made the motion to accept the gift from the Friends of the Tewksbury Athletic Complex in the amount of \$50,000; seconded by Mr. Wentworth and the motion carried 5-0.

Redemption of 2532 Main Street

In a memo dated November 14, 2013, Kelley Odams, Treasurer/Collector noted the Town of Tewksbury is in receipt of full payment on 2532 Main Street.

MOTION: Mr. Sears made the motion to approve the redemption of the foreclosed property located at 2532 Main Street; seconded by Mr. Gay and the motion carried 5-0.

Easements—East and Shawsheen Streets

At the October 1, 2013 Special Town Meeting, it was voted to approve the taking of easements on East Street and Shawsheen Street and was presented for approval in draft format as follows:

ORDER OF TAKING OF EASEMENTS

EAST STREET AND SHAWSHEEN STREET

At a meeting of the Board of Selectmen of the Town of Tewksbury held on November 19, 2013, it is ordered:

WHEREAS:

The Town of Tewksbury at a Special Town Meeting held on October 1, 2013, , duly voted to provide drainage, sidewalks and roadway reconstruction, improvements, and traffic control signalization, under Article 18; and

It is necessary to acquire land or an interest therein for the purpose of such alteration and improvement of East Street and Shawsheen Street; and

The public interest and convenience requires the acquisition of permanent and temporary easements in certain properties abutting East Street and Shawsheen Street; and

All other conditions precedent have been complied with;

NOW THEREFORE, we the undersigned Selectmen of the Town of Tewksbury, under and by authority of Chapters 79 of the General Laws of Massachusetts as most recently amended, and of any and every other power and authority in any way enabling, take by eminent domain the right and easement to the land in Tewksbury as shown on a plan entitled, “Layout Alteration and Easement Plan of Land East St. and Shawsheen St. Infrastructure Improvements (MassDOT Project #606298) in the Town of Tewksbury, MA, Middlesex County” prepared by Cuoco & Cormier Engineering Associates, Inc., for TEC, Inc., dated October 8, 2013, which plan for recordation purposes represents the permanent easements and temporary easements as shown on the design plan entitled “Dascomb Road/East Street/Shawsheen Street” dated February 6, 2013, prepared by TEC, Inc., except, however, for the Proposed Temporary Easements TE-2 and TE-3 on land of Francesca-Land, LLC, which temporary easements are not included in this Order of Taking, to which reference may be had for a more particular description of said easements as so laid out, and is to be recorded herewith with the Middlesex North Registry of Deeds and/or the Registered Land Court Department of the Registry.

We have considered the question of damages sustained by the owners of land rights and interest in consequence of the said alteration and the construction and improvements, whether by taking land or injuring property in any manner whatsoever and, having determined that the benefits offset the damages, we therefore, award no damages,

The owners of the several lots of land over which said easements are laid out are allowed thirty (30) days from the date of this Order to remove any trees, walls, and any structure which may lie within the lines of the above-described easements.

The names of the owners given, although supposed to be correct, are such as matters of opinion and belief.

JSR East Street, LLC
1053 Main Street
Tewksbury, MA 01876

Garrett Nominee Trust
120 Lumber Lane
Tewksbury, MA 01876

Digital Equipment Corp.
C/O Hewlett-Packard Company
CT Corporation System
155 Federal Street, Suite 700
Boston, MA 02110

and

Tax Department MS 1701
P. O. Box 105005
Atlanta, GA 30348

The temporary easements shall expire in two years from the date of this Order.
WITNESS our signatures on the day and year first above written.

TOWN OF TEWKSBURY
BY ITS BOARD OF SELECTMEN

Scott Wilson, Chairman

Douglas W. Sears, Vice Chairman

James D. Wentworth, Clerk

Todd R. Johnson, Member

David H. Gay, Member

The Commonwealth is funding and finalizing the design and town meeting has approved.

MOTION: Mr. Sears made the motion to approve the Order of Taking as presented; seconded by Mr. Johnson and the motion carried 5-0.

OPEB Investment

The Town Manager requested approval from the Selectmen to invest Other Post-Employment Benefits Trust Fund (aka PRIT Fund). As long as the amount invested is over \$250,000 it is acceptable for the town to conduct this transaction. An agreement is being worked on with Town Counsel.

MOTION: Mr. Sears made the motion that in accordance with the Act, the Town of Tewksbury hereby designates the Health Care Security Trust (HCST) board of trustees to serve as the custodian of the Municipality's OPEB Trust Fund.

That the Treasurer/Collector and Assistant Treasurer/Collector of the Town of Tewksbury be authorized to execute and deliver the Custodian and Investment Agreement with HCST in sustainability the form presented to this meeting and attached hereto, to sign checks and wire OPEB Trust Funds to HCST or to the Pension Reserves Investment Trust, or as it may otherwise be directed by HCST, and to make withdrawals and investments and enter into such agreements and

deliver such certificates and other documents as HCST or the Pension Reserves Investment Management Board may direct.

The motion was seconded by Mr. Gay and the motion carried 5-0.

Other Business

Copy of the draft budget message will be given to the Selectmen and the department heads next week to kick off the process. Budgets will be level funded with the exception of the salary increases previously negotiated.

Mr. Montuori is seeing a better year as he does not foresee a reduction on state aid. He will continue to ask for discipline in spending.

Minutes

Outstanding Minutes: September 10, 2013 (regular session), September 24, 2013 (regular session), October 1, 2013 (regular session), October 8, 2013 (regular session), October 10, 2013 (regular and executive session); October 22, 2013 (regular session); October 29, 2013 (regular session); November 2, 2013 (regular session), November 4, 2013 (regular session), November 5, 2013 (regular session)

The Clerk announced that the minutes of September 10, September 24 and October 8 had already been approved. The minutes of October 1, October 10, October 29, November 2, and November 4 are being worked on by the Clerk and the Chair as the secretary did not attend these meetings. The minutes of October 22 and November 5 were presented tonight for approval.

MOTION: Mr. Wentworth made the motion to approve the minutes for October 22, 2013 regular session as presented; seconded by Mr. Sears and the motion carried 5-0.

MOTION: Mr. Wentworth made the motion to approve the minutes for November 5, 2013 regular session as presented; seconded by Mr. Sears and the motion carried 5-0.

Board Member Reports

James Wentworth:

- Congrats to TMHS Football and Cheering
- He will not attend the meeting on December 3

Douglas Sears

- Congrats to all youth sports!

David Gay:

- Ridership continues to increase for LRTA
- Open position for a Financial Officer on NMCOG; Mr. Gay is currently serving on the interview subcommittee and the committee will vote next week on their candidate

- Public Events And Celebrations Committee is working on an event agenda; the committee walked the library property and set out where vendors will be set up and how traffic pattern will go. He encouraged everyone to help or if there is any input to please come to their committee meetings held at the Tewksbury Police Community Room. A big thank you to the School Department for sending out notices and all who are supporting the December 7th event.

Todd Johnson

- Starting budget process and important to keep in mind that local aid is on upswing and the economy might be improving, but in Tewksbury currently owes \$80M OPEB and \$166M in Pension Liability. While there are slightly clearing skies these debts are very real and are significant obligations to meet. These obligations are true and substantial and board has responsibility to remind the residents of this implication
- Fortunate to attend Veteran's Day celebration; while the Board didn't mention this at their November 5 meeting, he strongly believes every day is a day of thanks to our veterans and can do this anytime of the year

Scott Wilson:

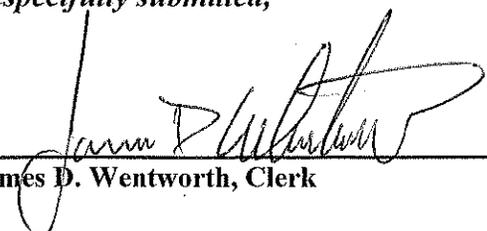
- Really enjoyed Mr. Johnson's speech on Veteran's Day
- Still have a couple of appointments to make hope to finalize these in the next couple weeks
- Last week in Lowell a home for boys aging out of foster care was opened; as these men can now live at this facility, go to college, get a start on paying bills, rent and establishing credit. CTI worked with several local donors to make this home a reality
- Will invite to future meeting State Delegation—chair will take as an action to do this for the December 17 meeting or early January

The next regularly scheduled Selectmen's Meeting will be held on Tuesday, December 3, 2013 at 7:00 p.m.

Adjournment

MOTION: Mr. Sears made the motion for the Board to adjourn at 10:17 p.m.; Mr. Gay seconded, and the motion carried 5 to 0.

Respectfully submitted,



 James D. Wentworth, Clerk

12/17/13

 Date