



**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  
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**MEETING MINUTES**  
**OCTOBER 22, 2013**

Chairperson Scott Wilson called the meeting to order at 6:49 p.m. Present for the Board of Selectmen meeting were Doug Sears, Vice Chair; and Board Members, David Gay and Todd Johnson. Richard Montuori, Town Manager was present and Attorney Charles Zaroulis arrived later in the meeting. James Wentworth, Clerk, was not present.

**Board of Appeals Interview—Gerald Kutcher**

The Board of Selectmen interviewed Mr. Gerald Kutcher for the position of Board of Appeals. Selectmen representatives were Todd Johnson, Scott Wilson and Doug Sears and David Gay. The interview concluded at 7:00 p.m. There were no votes taken on this application. There are currently two openings for Associate Members on the Board of Appeals. Jamie Doherty was interviewed on October 10, 2013.

*The Selectmen took a brief recess to convene in the Town Hall Meeting room. The meeting began at 7:05 p.m.*

**Kang Associates—Town Hall Renovation Presentation**

Kang Associates was to present, but was running a bit late. The Chair moved to the resident's portion of the meeting. Ms. Kang arrived and presented beginning at 7:12 p.m.

The Town Hall Renovation Committee has gone through a variety of options for the Town Hall plan. One option keeps the entire hall in tact with renovations to all floors. The second option called for eliminating the hall with a complete renovation to house all departments, including the Public Works Department, into the building. The third option called for building more offices on the second floor and preserves some of the meeting space in the hall.

The plan that made most sense was the third option: to keep three quarters of the hall, keep current offices; have DPW located in town hall and finance will maintained at the annex. This meets the goal of keeping all services in one location. All committees involved in the decision of the final plan are in support of this option. It is very similar to the plan brought forward by Jeff Cooke.

Ms. Kafe Kang led the board through a brief presentation of the final plan from the ground floor to the top floor. An addition to the building will be on the Southside of building and will not be seen from front of building (outlined in blue on the plan). The addition will include a 650 square foot vault and complies with Secretary of State's stipulations.

First floor will maintain the Town Hall and preserve the historical entrance. Plans will propose to remove the long ramp for handicapped entrance and provide a small wheel chair lift instead of the ramp. The town will need to go before the Massachusetts disabilities agency for a variance to

remove the ramp and provide a different entrance if possible. The plan will remove the side exit doors and move the stage back to give a generous meeting hall. The proposed hall will seat approximately 122 people. The Town Clerk will move to the opposite side of building allowing the building to have a small public meeting room in its place. The second floor will be town manager's office and Veteran's Agent office with meeting space in Town Manager's office. Ms. Kang also noted that some of the layout in the offices may change during the design phase.

When putting an addition on a historic building it is Ms. Kang's opinion to not have the addition blend in but feature the old building and not conflict or take away the intention.

The intention is to repair the clock tower and restore it and to restore the exterior of the building. Meeting rooms on every floor will provide space for several evening meetings. A cost estimate has not been done yet, but will be once the plan is approved.

Will put the project out to bid February/March timeframe and then break ground when weather improves in mid-2014. This timeline will be aggressive, but the earlier the bid the better prices will be. If wait too long contractors will have already set schedules for the year. Total timeline will take the through completions and then moving in to the hall will take the project to approximately Spring 2015 (an 18-month project).

Currently the balcony will not be accessible, but through the bidding process could bid in as an alternate. Renovations will also address technology needs for the building.

There is a need to move the project along quickly, as this is the first cold night and the temperature was felt in the meeting hall during the presentation. The staff would also like to move offices before the colder weather arrives. It is a delicate balancing act to maintain the historical building and to make it more functional.

The question was raised if there was space for assistant town manager. Mr. Montuori pointed out there is a shared office near his in the building. Mr. Montuori noted he is comfortable that the final plan meets needs of the future for the staff without maxing out quickly. He also felt there is room for additional staff. Mr. Montuori made it clear that there is no telling what is sufficient space but the final plan will be sufficient space for good long time. There are plans for potential future staff but much depends on the town's financial situation. Office areas are generous as pointed out by Ms. Kang. He is not concerned with growth of staff as much as he is concerned with the storage of files as required by law to keep certain documents forever, etc. It was suggested the town might be better to hire an outside company for storage in some cases.

The plans will also change the entrance road to provide for appropriate parking. The town common will change as well.

All key stakeholders are in agreement with the current plan.

If the board approves the plan tonight, it will move forward. The current staff in the building is planning to move to the Pike House in a few weeks as the heat is on there. The Board expressed their gratitude to all members of the committee for meeting the needs of so many and achieving greater functionality for the community within the building.

**MOTION: Mr. Gay made the motion to approve the final plan for the Town Hall renovation as presented and recommended by the Community Preservation Committee and Historic Commission; seconded by Mr. Sears and the motion carried 4-0.**

**Residents**

No residents rose to speak in the audience.

**New Business**

**Town Manger Salary and Vacation Carry Over**

The Chair noted for the public that the Town Manager's salary has been a review of his performance annually and the town has not provided any monetary amount annually for the last couple years, but now that all contracts are settled in town the Selectmen feel it is time to provide the Town Manager with an increase which is deserved and well earned. The funds for this increase have been set aside in the current budget for a 2% raise as of July 1, 2014. Mr. Johnson noted the Town Manager's employment agreement upon its outset contained an obligation to the Selectmen to conduct a performance appraisal and is a requirement for goal setting. The Selectmen also have an obligation to speak to compensation adjustments on an annual basis. The contract is in its 4<sup>th</sup> year and has had no monetary adjustments due to other obligations in the town's budget. Mr. Gay noted the tremendous work the Town Manager has done on all contracts especially the firefighters contract. Mr. Sears echoed the same and commended him on his integrity and good will toward the staff. Mr. Wilson agreed and felt all comments were right on the mark regarding the Town Manager's leadership as it has been tremendous. Coming up on his four-year tenure with the Town of Tewksbury the timing is quoted at 3 years, 9 months, and 22 days. Allot is accomplished from his office on a daily basis that residents do not always see. The town is moving in the right direction and is on the right track.

**MOTION: Mr. Johnson made the motion to approve retroactively to July 1, 2013 and provide a 2% pay raise for the Town Manager in the current budget; seconded by Mr. Sears and the motion carried 4-0.**

**MOTION: Mr. Johnson made the motion to approve the request and allow a carryover of 56 hours to the end of January of 2014; seconded by Mr. Sears and the motion carried 4-0.**

It was noted that unlike older employment agreements which previously existed, one of the items the Selectmen worked hard for was to make sure there were no benefits that accrued to an unreasonable level. There are examples of this in other communities and upon retirement the employee vacates the position with an extraordinary benefit. The Board wished to assure residents there are safety provisions in terms of caps and maximums within the contract that will not leave the community vulnerable.

**Halloween Hours—to be set**

The Police chief approved to set the hours for Halloween Trick or Treating on Thursday Oct 31' 2013 from 6:00 p.m. to 8 p.m.

**MOTION: Mr. Gay made the motion for to set the hours for Tewksbury's Halloween Trick or Treating on Thursday Oct 31 2013 from 6:00 p.m. to 8 p.m.; seconded by Mr. Sears and the motion carried 4-0.**

### **Board/Committee Applications Received**

The Board appreciated the recent flurry of applications received at the office for open positions. Residents understand there is a process in place and the Selectmen will set up interviews with applicants as needed. Applications are still being received. The Selectmen want to give everyone the opportunity to get involved as it is exciting to see new faces and new names. Will process as quickly as can and meet with as many as can.

### ***Board of Appeals Associate Member (2 positions)***

Mr. Jamie Doherty was interviewed previous to tonight's meeting on October 10, 2013. Mr. Gerard Kutcher was interviewed at the beginning of tonight's meeting.

**MOTION: Mr. Sears made the motion to close applications for the Board of Appeals Associate Member; seconded by Mr. Gay and the motion carried 4-0.**

**MOTION: Mr. Sears made the motion to approve Mr. Jamie Doherty and Mr. Gerard Kutcher as Associate Members to the Board of Appeals Associate Member to expire June 30, 2014; seconded by Mr. Gay and the motion carried 4-0.**

Typically this position will be appointed on July 1 annually and expire on June 30 of the following year.

### ***Economic Development Process Review Committee***

The Selectmen's office received four applications and a fifth one was emailed today. These committee positions are for a one-year appointment and are currently a seven member committee. The Planning Board representative is David Plunkett. Mr. Johnson will serve as the Selectmen representative on this committee. Applications received were Timothy Barnes, Daniel Elliman, James Keeley and Joseph Giaimo. The Selectmen are interested in having an interview session with all applicants on a Saturday morning. They believe there is enormous value in looking someone in the eye and asking what their intentions are for the role they are applying for. The Chair asked for Ms. Chambers to set up interviews for a future Saturday or evening meeting.

### ***Economic Development Committee***

The Selectmen's office received four applications. These committee positions are a one-year appointment and are currently a five member committee. Applications received were from Michael Monahan, Paul Harrington, Susan Amato and Patricia Lelos. The Selectmen would also like to schedule interviews for these applicants and hope to continue to receive applications. Mr. Gay is currently Board of Selectmen representative and would like to remain as such.

### ***Beautification Committee***

The Selectmen's office received four applications. These committee positions are a one-year appointment and are currently a five member committee. Applications received were from Joseph Mazzola, Jacqueline Stone, Daniel Elliman and Paige Impink. Also residents expressing interest are Sandy Wilson and Tracy Clement. Mr. Montuori noted this is a committee of five members, including four residents and a Selectmen representative. He would recommend increasing the

members to seven members and with six residents or non-residents that work in town and one Selectmen representative. Mr. Sears will be the Selectmen representative.

### ***Town Center Master Plan Committee***

The Selectmen's office received five applications. These committee positions are a one-year appointment and are currently a seven member committee. Applications received were from Brian Charron, Jonathan Ciampa, Jackie Stone, James Keeley, and Steven Johnson. Mr. Steven Johnson will be the Planning Board representative so another resident may apply. The Selectmen will set interviews for this committee.

### ***Cultural Council***

This committee is for a three-year term and currently has seven members and can have up to 22 members. There is one application presented for Marie Luciano.

**MOTION: Mr. Sears made the motion to approve the Cultural Council application for Marie Luciano with the term to expire on June 30, 2016; seconded by Mr. Gay and the motion carried 4-0.**

All positions are effective immediately after being sworn in by the Town Clerk. Economic Development Committee and the Economic Development Process Review Committee and all new committees have not closed their application process.

There are currently openings on the Historic Commission; and there will be follow-up as there may be an applicant for this committee.

### **Town Manager**

#### **Policies & Procedures**

Mr. Montuori would like to table to the next meeting with a full board as Mr. Wentworth not available to attend tonight's meeting.

#### ***Other business***

At the last meeting a resident came forward and presented a couple of items to follow-up on. The Selectmen wanted to acknowledge that they don't have all the answers to respond tonight, but are currently working with the Town Manager to issue communications and get information for the resident. One of the responses concerning the rifle club is their hours are from 9 a.m. to 9 p.m. As for the tanker vehicles to the Chapman Road facility; it is not uncommon to see trucks throughout town. This year is more unique as the tank was emptied completely and needed to be filled from the ground up. As a side note it is very difficult to regulate hours. This is an extremely regulated industry and the town is well aware of the company's practices and has a good relationship with them. Fire safety training is done on this site our own Fire Chief conducts this training.

The Police Station inventory is continuing and once complete will auction items recovered and then complete will the initial tear down of the building

## Minutes

**Outstanding Minutes: September 10, 2013 (regular session); September 24, 2013 (regular session); October 1, 2013 (regular session), and October 8, 2013 (regular session), and October 10, 2013 (executive session)**

**MOTION: Mr. Sears made the motion to approve the minutes of September 10, 2013 (regular session); seconded by Mr. Gay and the motion carried 4-0.**

**MOTION: Mr. Sears made the motion to approve the minutes of September 24, 2013 (regular session); seconded by Mr. Johnson and the motion carried 4-0.**

**MOTION: Mr. Sears made the motion to approve the minutes of October 8, 2013 (regular session); seconded by Mr. Gay and the motion carried 4-0.**

Executive Session minutes of October 10<sup>th</sup> have not been received. The Clerk was not present but the Chair will leave these minutes which have been approved tonight for him to sign upon return.

## Board Member Reports

### **Douglas Sears**

- Discussion needed on letter on delegation regarding the expenses for the Tewksbury Hospital and what is needed to address this financial item for the town

### **David Gay:**

- NMCOG annual dinner Congresswoman Tsongas had to cancel due to having to stay in Washington, DC; however she sent a short film clip to talk to group and a substitute speaker
  - NMCOG has an opening for an Economical Housing and Development Planner will have interviews tomorrow as there are three candidates. Mr. Gay is on the interview subcommittee
- Town Public Events and Celebration Committee and wanted to recognize Mr. Wentworth for the Farmer's Market last Saturday; there will be another market this Saturday; it was productive and all who participated were very happy with it
  - Committee is also working very hard on the event for the Holiday Tree Lighting; has secured several vendors. Still working on ice carving, caroler's and a band. Planning to have the 20 foot tree present and going to be a wonderful night. Will be held on December 7 from 2 to 7 p.m.

### **James Wentworth:**

- Not present this evening.

### **Todd Johnson**

- Very pleased with the Farmer's Market, and commended Jeannine Tamboli and Selectmen Wentworth on their efforts; encouraged all to come down on Saturday morning
- Commended the Police Department for securing grants for a school resource officer for the Middle School, a \$5,000 grant for resources on underage drinking, and a \$500 for child car seat distribution to those who need one in the community. Car seats will be distributed in conjunction with food pantry to the community.

- Communication from Senator Feingold on legislation filed for the long awaited transfer of the state owned property to town on or around Livingston Street; the bills were reported out of committee and moved to Senate Ways and Means Committee.
- Green Committee had a couple of meetings but due to conflicts with Selectmen meetings unfortunately have not personally had the opportunity to attend. The committee is on track and are working to expend funds from grants to utilize resources available before expire at police station and schools.
  - May bring an application to appoint an individual employed by Raytheon as a facilities manger as a member of the committee; he is not a resident but works in community and would make a fine addition to the committee.
- Discussed with the Town Manager that our fire equipment has issues and during a recent fire drill at one of our schools a Wilmington fire truck came to perform he drill. Mr. Johnson asked what prompted this and asked for more background from the Town manager on the importance on having a stabilization fund for these reasons and others in order to service our capital budget.
  - Mr. Montuori explained this past week the fire department performed an annual state inspection and some of the font line engines did not pass inspection due to rust and were taken out of service. Two front line engines taken out of service and are currently waiting to see if can fix but may be cost prohibitive to do so. May need a town meeting approve funding or use of other vehicles. Resolution for now is borrowing one from Wilmington. Would like to get funding to fix during town meeting in May. It is possible the town will need to buy two new trucks. Once he has details will bring to the Selectmen for review. Fire trucks are approximately \$400,000 each truck.

**Scott Wilson:**

- Reiterated important of the stabilization fund need to have money in stabilization fund to afford these needs.
- Bicycle Path Advisory Committee is working with the Finance Director, Karen Kucala on how this committee can use their funding; the police have been involved to keep resident biking and walking safe along with safety to schools. Brian Gilbert and DPW helping with grates in the road and how these can be dangers to bicyclists. All small activities but group has a lot of energy.
- Community Teamwork, Inc. Division of Children and Families Board opened a home for girls who age out of the foster care. They pay rent and the goal is to help them get out on own will. Now working on a house for boys in downtown Lowell for approximate about 32 young men.
- Tewksbury Hospital need opportunity to share in expenses in this; and board needs to look into this, but no criticism to the current partnership between the town and the hospital. The town is not taking an accusatory position just looking to improve the relationship.

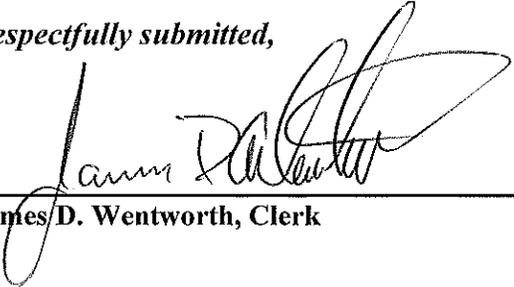
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The next regularly scheduled Selectmen's Meeting will be held on Tuesday, November 5, 2013 at 7:00 p.m.

***Adjournment***

**MOTION: Mr. Gay made the motion for the Board to adjourn at 8:50 p.m.;  
Mr. Sears seconded, and the motion carried 4 to 0.**

*Respectfully submitted,*

  
\_\_\_\_\_  
James D. Wentworth, Clerk

11/19/13  
\_\_\_\_\_  
Date