

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
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MEETING MINUTES
OCTOBER 8, 2013

Chairperson Scott Wilson called the meeting to order at 7:02 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 was present and Attorney Charles Zaroulis arrived later in the meeting.

Public Events Committee

Present for this presentation were Cheryl Gay, Chair; Elaine Krauss, Clerk; and Mary Kate Little. Other members of the committee are David Gay, Jim Wentworth, Lynn DeCosta, and Mark Kratman.

The Committee has voted to move the Holiday Celebration and Christmas Tree Lighting event to the Tewksbury Public Library as it is visible to Main Street, has access to more parking and more outside space to use. The event will be held on Saturday, December 7 from 2-7 p.m. The Committee is working with the Congregational Church to continue with their annual events such as the pie social on Friday night and the Saturday morning craft fair. Entertainment and activities will include help from Krochmal Farm for pony rides, a petting zoo and wagon or sleigh rides. Krochmal Farm is working to confirm another team of horses to accommodate the town event, as they already have reservations for rides at the farm. The rides will run from 4:00 p.m. to 7:00 p.m. An ornament making arts and crafts activity will be held in the library for the town events tree. The Committee has requested for teens of the Congregational Church to volunteer for face painting. It has been suggested to ask Shawsheen Tech about possible ice carving event, either competition or display. Fire barrels for toasting marshmallows have been approved by the Fire Chief. Adults will supervise this activity. Mr. and Mrs. Claus will be present and will hand out candy canes to the children. The Committee is working on having music events such as Dickens's style characters in the crowd for the day and right before the lights come on and also will research carolers to sing. The tree lights will be at approximately 6-6:30. Ryan Ringers are not available as their director will be performing at the Boston Pops that night. The annual Christmas Tree will consist of a 20 foot tree donated by Jim Lyons and will be placed on the library property behind the wall but in clear visibility to Main Street for all to see. The Public Events Committee requested approval from the Board of Selectmen for the Town to accept the gift from Representative Lyons.

MOTION: Mr. Sears made the motion to accept the gift of a Christmas Tree from Representative Lyons for the Tewksbury Annual Tree Lighting Celebration; seconded by Mr. Gay and the motion carried 5-0.

The Committee also made a public announcement for vendor booths for food, and would like any and all vendors to contact the committee to serve and sell at the event.

The Public Events Committee recognized that several other annual events are happening throughout the community the weekend of December 7th, such as the annual pie social at the Congregational Church on December 6th. The Committee fully supports this event as well as the craft fairs being held on Saturday morning of December 7th at the Congregational Church from 9:00 a.m. to 2:00 p.m. and St. Williams from 9:00 a.m. to 2:00 p.m.

There is work also in progress to bring forth a farmer's market on October 19 and October 26. This market will feature wine and cheese, seafood, a butcher, breads, fruits and vegetables. If the community supports this event during these weekends, the Committee will research and solicit vendors for 2014. Other events in 2014 could possibly include a Touch a Truck in the Spring, a Zombie Run/Walk in the Fall, and maybe a Town Carnival Fair in September.

Mrs. Gay suggested teens looking for volunteer hours can offer to help at these events and the committee will support and document their volunteer hours.

Mr. Gay noted this committee is a tremendous amount of fun for him, and he feels the Chairwoman is a fantastic person for organizing it all. Working with Jennie Welch of the Tewksbury Police Department has been a great help with parking and traffic items.

Mr. Johnson noted the efforts to step up the holiday event are great. Constructive items for thought are important where to place the tree; and requested consideration of the 9/11 memorial for reflection and not celebration. He applauded the spirit of efforts to collaborate with other organizations and their events and suggested to call this a celebration "weekend" making it a community focus.

Mr. Sears said, "Go for it"!

Mr. Wilson expressed his thanks for members of the Public Events Committee to make the community a better place. He will continue to support their efforts and encouraged them all to keep thinking big as all will be a great success.

Mr. Wentworth announced now is the time for residents to bring ideas to any committee member as he is sure there are a lot of great ideas out there to suggest. Now is time to volunteer and bring ideas.

Residents

Keith Anderson of 82 Pleasant Street, came forward and discussed with the Selectmen he has witnessed gas trucks traveling up and down Pleasant Street during the early morning hours and during and after school. Mr. Anderson spent a part of his career on a fire pump for many years and knows these vehicles have all the safety valves in the world, but felt these trucks should not be running down Pleasant Street during school hours. If there was an emergency the town would have an awful time getting emergency safety crews down Pleasant Street if resources were needed. The Town Manager has a contact with the gas company and will reach out to them on this issue and why there is an increase in traveling hours.

Mr. Anderson also asked about the old police station. He noted there is a plan in place and that is why the building hasn't been taken down; however, he argued that if any other resident had a building in this same condition they would have been asked to take it down by now. He is concerned the building is still standing and now construction equipment is sitting there overnight.

The old police station is in the process of cleaning out and will be taken down once completed. There were items the town wanted to sell as part of the cleanout. He understood and agreed it is an eye sore, but other priorities got in the way of completing this project.

Mr. Anderson asked if there was any funding for an additional building inspector. He understood money is tight and the department does a good job, but feels this area could use more resources. Mr. Montuori noted the building inspector did add an assistant this year and did increase the hours. He will monitor if current hours are working and will continue to work on increasing in the area as needed. Mr. Anderson felt the resources need to be added to that department, not that the department isn't working well, just want to see things done in a shorter fashion.

Mr. Anderson asked if there was a way he could find out what the Rod and Gun hours are and the parameters are within the town. Mr. Montuori will find out and get back to the Board.

New Business

Strongwater Farm Road Race Request

The Selectmen received today a new route and application for 5K race to be held on Sunday, November 3, 2013.

MOTION: Mr. Sears made the motion to approve the application for a 5K Road Race sponsored by Strongwater Farm as presented and recommended by public safety; seconded by Mr. Johnson and the motion carried 5-0.

30 Orchard Street Refinance Request

This property is an affordable unit and when the resident chooses to refinance, it needs Selectmen approval. Mr. Sadwick, Director of Community Development has provided a memo and a

MOTION: Mr. Sears made the motion for the Town of Tewksbury to consent to the refinance of the property at 30 Orchard Street pending approval by the State Department of Housing and Community Development; seconded by Mr. Gay and the motion carried 5-0.

MOTION: Mr. Johnson made the motion for the Chair to authorize this transaction on the Board of Selectmen's behalf; seconded by Mr. Sears and the motion carried 5-0.

Mahoney's Garden Center—request one day liquor license

Mahoney's Garden Center is requesting a one day liquor license for their annual Ladies Night Out Holiday Open House. The applicant has provided TIPS certification, a CORI and this application has been endorsed by the police and fire chiefs.

MOTION: Mr. Sears made the motion to approve the one day liquor license for Mahoney's Garden Center for November 14, 2014 as presented and recommended by public safety; seconded by Mr. Wentworth and the motion carried 5-0.

Mr. Johnson noted this application is a very comprehensive package and would request the staff generalize the input and make this a permanent example of a complete package to other applicants and possibly use it as a model for the policy book. He was also please this is about the third year

Mahoney's has requested this license and he doesn't believe any resident has had any concerns or complaints; it is a good event.

Dawn Cathcart—Disclosure by Municipal Employee

MOTION: Mr. Sears made the motion to recognize the municipal disclosure by Dawn Cathcart; seconded by Mr. Gay and the motion carried 5-0.

It was noted that there is no issue with this matter and Town Counsel noted there is a need to address the policy of whether in the spirit of transparency an annual posting for the second position should be made. The Town Manager and Town Counsel will review this action as the policy as it stands is time consuming for what the Board is trying to accomplish. There are two kinds where personnel disclosures and it is unclear if it is necessary to do a disclosure every year. One type is needed every year as the employee has been in the position for many years and the other is an employee working as a contractor and the contract is posted every year.

Christine Cicero—Disclosure by Municipal Employee

MOTION: Mr. Sears made the motion to recognize the municipal disclosure by Christine Cicero as a Senior Account Clerk and a Reserve Dispatcher for the Police Department; seconded by Mr. Gay and the motion carried 5-0.

Kelley Odams, Treasurer/Collector—redemption of 71 John E. Smith Drive
Treasurer Collector has received all taxes and fees to date.

MOTION: Mr. Sears made the motion to approve the redemption of the foreclosed property located at 71 John E. Smith Drive as recommended by the Treasurer/Collector and the Town Manager; seconded by Mr. Gay and the motion carried 5-0.

TJ Callahan's—request extension of Entertainment License Hours

On November 16, 2013, Dawn Callahan representing TJ Callahan's requests extended hours to operate from 2 p.m. to 12:30 p.m. This event is a benefit for Hunter Gagnon and proceeds will help his family with professional services needed. Current hours begin at 8 p.m.

Dawn Callahan was present for this discussion. The current license authorizes these activities from 8 pm. to 1 a.m. and the new proposal for this date is to start at 2 p.m. and end at 12:30 a.m., which has the serving hours close a half-hour earlier. This establishment is located in a difficult area nearby a residential neighborhood. Before Ms. Callahan's ownership there had been a number of concerns raised by residents, and since her ownership these complaints have. The Selectmen would like to support this request and commend Ms. Callahan's efforts as it is a reasonable request and is consistent with prior support from the Board with respect to community events.

MOTION: Mr. Johnson made the motion to approve the extension of the entertainment license hours for TJ Callahan's on November 16, 2013 to be 2:00 p.m. to 12:30 a.m. as presented and that all other restrictions of the license are maintained; seconded by Mr. Sears and the motion carried 5-0.

Attorney Zaroulis arrived at the meeting.

Town Manager

Town Counsel Invoice—August 2013

MOTION: Mr. Sears made the motion to approve Town Counsel's invoice in the amount of \$13,020 as recommended by the Town Manager; seconded by Mr. Gay and the motion carried 5-0.

It was noted there was approval of additional funds for Town Counsel and the Board requested an update on the current status of the litigation budget and how it is trending.

Affordable Housing Trust Fund

The Town manager met with Tewksbury Housing Authority regarding an issue with National Grid. The original plan was to bring in electrical service to for the HUD 202 complex located off of Livingston Street. It was originally thought to be a simple job, but after National Grid did more due diligence, there are several properties needing to be upgraded. The amount needed is \$55,951 to complete this project. Mr. Montuori noted time is of the essence if the town waits on this issue it will delay housing from moving forward. Resources are available in the Affordable Housing Trust Fund, but the Housing Authority will continue to apply for a grant for this item, although chances of receiving these funds are slim. If the grant is received by the town through DHCD, the trust fund will be reimbursed. The Local Housing Partnership has reviewed and recommended this expenditure for approval. The fund has over \$2M in it at this time. The Town Manager also confirmed this expenditure is within the scope of using the trust fund money.

MOTION: Mr. Johnson made the motion to approve the expenditure of \$55,951 to be paid from the Affordable Housing Trust Fund and for the Housing Authority and the Town Manager to continue to collaborate to seek potential reimbursements to the town's Affordable Housing Trust Fund, if possible. This item is recommended by the Town Manager and the Local Housing Partnership. The motion was seconded by Mr. Gay, and the motion carried 5-0.

Policies and Procedures

Financial management policies are drafted and the Town Manager would like to review and discuss at the October 22nd meeting. He will also send a copy to the Chair of the Finance Committee and the Town's auditors. Specific policies are focused on fraud and risk assessment policy, etc. as these were noted in the last audit as an action item for the town.

Other Business

The Town Manager has met with the Town's Department Heads and all would like a new approach to the public meetings on goals and objective. Typically there is very poor attendance from the residents; at best the meeting will have a large support of the senior residents. It was suggested to make this a question and answer a night whereby residents can come and ask questions of the staff. The proposed meeting would take place on one day and one night and would seek to post this on November 5 during the day and on the evening of November 6. Mr. Wentworth asked if these can

be filtered through an in person admin through email or social media so that those who cannot attend could have questions answered or additionally can have questions asked beforehand. Mr. Montuori responded that this is an opportunity for department heads to meet residents, but more importantly to give the residents a voice. He would like it to be as in person as possible and have it be a relaxed and informal environment. The Board extended their support for this meeting and support for the community with the best of intentions. It was noted the staff has a great deal of talent and experience and this will be a powerful meeting.

The Town Manager also noted he will have quarterly updates soon, and will present final plans for the Town Hall Renovation at a future meeting, but would like to do this on October 22nd to gain approval from the Selectmen on conceptual plans and design, etc.

On the Town Hall renovation, he is starting to move forward with the move to the Pike House as the staff is begging him to move before winter arrives.

Letters were sent to the state delegation requesting resources with the state hospital; and improvements to Route 38. These letters are in no way a criticism of the state hospital as the Town Manager noted the town has an excellent partnership with them. This correspondence is simply trying to seek additional funds to maintain the level of support the town is currently providing.

Minutes

Outstanding Minutes: September 10, 2013 (regular session); September 24, 2013 (regular session); October 1, 2013 (regular session)

The clerk noted the secretary had just received the tape for September 24, 2013 and the secretary also needs to check on an item for September 10, 2013. All minutes will be formally presented at the October 22nd meeting and are in progress.

Board Member Reports

Douglas Sears

- Confirmed with the Town Manager that the Finance Department will likely stay at the Town Annex as office space wouldn't be adequate. Mr. Montuori confirmed this and added his is reviewing the plans to be finalized with the intention is to put out to bid in January, 2014; should take 18 months for construction; would like move mid-November to the Pike House.
- Fire Department contract—will hold an executive session Thursday night.
- Building permits: suggested to have a volunteer intern to work on streamlining this process for the town.

David Gay:

- LRTA Saturday bus service for Tewksbury is one of the leading increases for ridership in the area.
- NMCOG will meet next Wednesday and will have their annual dinner with guest speaker Nikki Tsongas.
- Would like to reach out to Chunky's Theater to see if they would be interested in pursuing opening a theater here as he felt it would be a good fit for Tewksbury

James Wentworth:

- Asked about the house on Lee Street as it was intended to be developed into a bed and breakfast but is becoming an eye sore; the Town Manager will check on this property.
- Gave an update on Motel 6 improvements to security. Housing the homeless in hotels is coming to an end. Motel 6 has hired a new head of security, and police details will now be stationed at the Motel 6 to help with crime at this establishment. Mr. Montuori noted the hotel's management spent a great deal of time with him and the Tewksbury Police Department, and they very much want to work with town to reduce crime at their establishment.
- Friends of Tewksbury Public Library are holding a 50/50 raffle which will go to the book fund. Tickets are \$10 each
- Farmer's Market will be held on October 19 and October 26 from 10:00 a.m. to 2:00 p.m.; Krochmal Farms is donating pumpkins and cornstalks to the local Girl Scout trip who will sell these during the Farmer's Market and all proceeds will be donated to the Tewksbury Food Pantry and a couple of families at Christmas time.

Todd Johnson

- Food Play production will be presented TMHS and in lieu of admission would ask for a canned good for admission. This event is supported by the public schools and the food service department.
- Green Committee will meeting this Thursday at 6:30; unfortunately this is conflicting with Selectmen Executive session and interviews for Zoning Board of Appeals at same time.
- Have traveled River Road with its new repairs and it is refreshing to see quality work on this an East Street. He commends the DPW for their work on these roads.
- Inquiries to the Town Manager as the Town has spent alot of money building a new high school; however the sidewalk on pleasant street is deplorable. He is not sure if funds are available or if contractor is responsible for this work, but it needs to be fixed and is not acceptable. He requested the Town Manager to check with contractor on the work, but if funds are not available through the contractor the Town should pay for this work.

Scott Wilson:

- Reminding residents there are several committees which have openings
- Bicycle path committee is working on signage, and holding training on bike safely at schools the students there. There is a tremendous amount of opportunity this committee can do for little money.
- Tewksbury Education Foundation is holding a live auction on November 22nd. Tickets are \$20 in advance or \$25 at door if still available. Last year this event sold out.
- Town meeting went well but one comment stuck with him. He is concerned when those in the know stands up at microphone with comments and point the finger at the Selectmen for raising taxes, he would like it understood that the Selectmen are residents too and pay taxes like any other resident. These comments are very offensive and how they affect the residents we represent is not positive. Raising taxes is not as simple as the Selectmen sitting back and saying yes to raise taxes. Some of the reasons to raise taxes are because residents have voted for improvements. In closing, all in all, Mr. Wilson thought it was a great meeting and well done.

Mr. Montuori updated the Selectmen as his office sent out notices to businesses to take part in a survey of their experience working with the town. The mailing was close to 800 postcards all done anonymously. It has been over a week since the mailing went out and the town has had six responses. The postcard directs to online survey

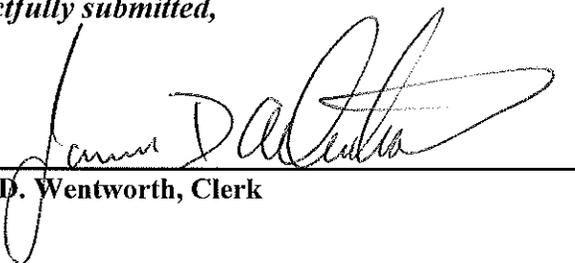
An Executive Session for the Board of Selectmen will be held on Thursday, October 10 at 5:30 p.m. for contract negotiations and interviews for board positions.

The next regularly scheduled Selectmen's Meeting will be held on Tuesday, October 22, 2013 at 7:00 p.m.

Adjournment

MOTION: Mr. Gay made the motion for the Board to adjourn at 8:41 p.m.;
Mr. Sears seconded, and the motion carried 5 to 0.

Respectfully submitted,



James D. Wentworth, Clerk

11/5/13

Date