



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

JEROME E. SELISSEN, CHAIRMAN
TODD R. JOHNSON, VICE CHAIRMAN
ANNE MARIE STRONACH, CLERK
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MEETING MINUTES
MARCH 25, 2008

Chairperson Jerome Selissen called the meeting to order at 7:30 PM. Present at the meeting were Todd Johnson, Vice Chair; Anne Marie Stronach, Clerk; and Board Members, Edward Dick and David Gay. Also present was David Cressman, Town Manager and Mr. Charles Zaroulis, Town Counsel.

1. Elizabeth Carey—Town Clerk

The Board of Selectmen presented Mrs. Carey with a citation for her work as the Town Clerk in Tewksbury for over 27 years.

2. Verizon—South Fire Station Cell Tower

Mr. Daniel Klasnick, the attorney for Verizon Wireless, and Dave Tibman of Verizon Wireless were present for this discussion. Mr. Selissen suggested Mr. Klasnick present some of the options for this case. Mr. Klasnick explained Verizon Wireless has tried to seek out alternatives for a different location. Mr. Tibman identified a couple properties that would work in terms of acreage and setbacks, but none of his suggestions have come to fruition, so at this time there is no other viable option at this time. Mr. Selissen asked the Board how they would like to proceed. Mr. Dick suggested it is time to move on from this item. The cell tower is important part of our communications in town, and at this time there are no other viable options. Verizon's recommendation is keep the cell tower at its current location. All options that have been discussed have been explored, i.e. 1) putting the tower 80 to 90 feet behind the station would be too close to the wetlands and would increase the height of the tower; 2) to put behind the building approximately 30 feet; 3) or leave where it is. If the tower is moved, the Town will bear the cost of removing the existing tower, and Verizon would pay to have new tower installed. No exact costs have been presented, only estimates have been sent to the Town Manager. It was unclear how this cost will be split between the Town, Verizon and Sprint. Mr. Dick felt it was in the best interest of the Town for the tower to remain where it is. Even if it is moved it will not fall out of view. Mrs. Stronach agreed, and felt Verizon had spent allot of time and effort on finding options, and try and beautify the area as much as possible at street-level. Mr. Gay was disappointed there was no way to move the cell tower. Mr. Johnson believed there are two options to move it behind the station 30-feet or leave where it is. This is a difficult decision as the cost is unknown. Based on the meeting at the Trahan School, Mr. Johnson got the sense the residents preferred to move the tower at least behind the building. He would support the 30-foot relocation if the financial impact is known. If the costs outweigh the benefits, it may not make sense to proceed in this venue. Mr. Selissen agreed with this statement by Mr. Johnson. Mr. Selissen requested a solid cost of moving the cell tower 30-feet be presented to the Board. Mr. Johnson also

requested a summary of how much money from Verizon or Sprint will be put towards the landscaping at street-level for the tower. Mr. Selissen and Mr. Cressman thought the Planning Board may have some money in escrow from Sprint. Mr. Cressman will look into this, and will present this answer along with the options and their costs at the next meeting.

3. Anthony DeAngelo—Class II License Name Change

Mr. Zaroulis was not available for this hearing. Mr. Selissen suggested the applicant talk with the Selectman's office regarding a Building Department issue and a Health Department issue and he strongly urged the applicant to work with the owner of the property before the next meeting.

MOTION: Mr. Dick made the motion to continue the public hearing of Anthony DeAngelo—Class II License Name Change to April 29, 2008 at 8:15 p.m.; seconded by Mrs. Stronach, and the motion carried 5 to 0.

4. DAV—Change of Manager

Mr. Richard Sheehan, 251 Foster Road and Mr. John McDonald 16 Emerson Road in Westford were present for this hearing. Mr. Selissen recused himself from this hearing as he has a personal relationship with one of the applicants. Mr. Johnson chaired this hearing.

Mr. Sheehan explained he is presenting an application for a change of manager, and he is requesting this due to his tenure since 1992 as manager, and he has accomplished what he has set out to do. Mr. McDonald has been assisting Mr. Sheehan during the majority of this time.

MOTION: Mr. Dick made the motion to approve the application for DAV—Change of Manager; seconded by Mrs. Stronach, and the motion carried 4-0-1 with Mr. Selissen not voting.

In closing, Mr. Sheehan thanked the business community and the residents for their support of the veterans, and especially thanked Mr. Selissen for his efforts to continue to raise funds for the Memorial Day parade.

5. Donna Walsh—Management Letter

Mrs. Walsh and Mr. Richard Sullivan were present for this discussion. Mr. Powers noted the following actions for the Finance Department. Subsequently Mrs. Walsh has responded to the requests of the auditor.

• Develop a written disaster recovery plan

- The Town concurs with the auditors recommendation that existing procedures be formally documented and have set this as a goal for the Town to achieve. However, the finalization of this document will be predicated on existing resources and priorities as they arise.

- **Fraud Risk Assessment**, i.e. need to be aware there are costs associated with insuring this not to happen—furthermore, it is noted the Board has been notified of this risk.
 - Town staff is aware of the issues and plan to begin developing and implementing a fraud risk assessment during FY08.
- **Statement No. 45 of the Governmental Standards Board**
 - The steps necessary to meeting the reporting requirements of GASB 45 will be taken prior to FY09.
- **Turnovers to the Treasurer**

There were some instances where checks were received by the Treasurer up to 2 to 3 months after being presented to a department for a permit or fee. This needs timely action, and could be done better. This can also cause problems with reconciliations and there is a need to be sure the cash is in the proper custody.

 - The Treasurer has reviewed the current policy on weekly turnovers with the departments noted and is monitoring them closely.
- **Integrated Software**

Mr. Sullivan also noted significant changes in operations in volume, size, and the stress on the personnel trying to keep up with this at the school level and at the town level. Standard operating procedures should not require iterations to occur. Financial reporting should be efficient and consolidated. A consideration should be made to look at the school system and the town system for reporting and make it more coordinated in order to stream line reporting. Allot is being done on a limited number of personnel within both departments. There is a great risk of within internal controls structure, and also timely and accurate reporting.

 - The Town has used MUNIS software for all of its financial and billing/collection applications since January, 2000. The software is fully integrated between the modules and provides the Town withal of the information needed to process town-side transaction and run reports on a timely basis. However, to have a truly integrated financial system the general ledger and payroll should contain detailed information on all transactions (both Town and School) including vendors paid, employees paid, employee benefits, etc. Currently the Accounting Office and the Treasurer's Office spend considerable time reconciling weekly payrolls payroll deductions, 941's, vendor and payroll checks issued and outstanding and account balances. In addition, in some cases, we are not reporting properly to federal and state agencies because the information is not combined or cannot be provided by the school in the format required by the vendor. Lastly, the Town has no common database if employees, deductions or vendors. In addition, it is the Town's opinion it is not good business practice to have separate databases and send separate communication to federal and state agencies. In addition internal controls can be compromised by having separate financial systems. The Town feels strongly that school information should be recorded in detail in the Town's financial records and the most effective way to do this is to share the same financial software.

Mr. Johnson noted Mr. Quinn also has a response to this letter which will be sent to Mr. Sullivan. Furthermore, this report does not implicate any disastrous issues; rather this is

moving our financial departments into best practices. He requested a six-month update on these proposed actions before the next audit cycle.

6. Roy Patterson—Fees and Programs

Mr. Patterson, Ms. Lauren Bibo, and Ms. Fran Spinelli were present for this discussion. Mr. Patterson noted to the Board, there are ongoing meetings with the Youth Sports organizations on how to keep the \$50 participant fee down. These negotiations will continue until a resolution is found.

Mr. Patterson reviewed the current programs at the Recreation Center, and noted there will be no increase in summer program fees this year, and the program is the least expensive programs then other surrounding towns. The 2008 rates will have no change, and a 6-week program will be added to the program schedule. A summary of the programs was provided as well as a list of field trips and instructional programs.

Ms. Bibo reviewed the Preschool Pals program (formerly held at the Heath Brook School). It is separate from the regular summer program, and is \$75 per week and runs for 7-weeks—parents can pick which weeks they need care. Hours are 9:00 a.m. to 1:30 p.m.

The Camp Pohelo history and the 2007 program, which had a budget cut. There is enough money to run this program for 5 weeks, unless the parents decided to fundraise to keep the program open for an additional week.

The bowling program ran this winter with a private donation and money from the Rec's Youth Program development.

The budget was not verbally presented.

The duties of the Parks department were presented. There were two estimates presented for lawn cutting, which does not include grooming or other landscaping maintenance. CORI checks are also performed by the Recreation Department, and both Mr. Patterson and Ms. Bibo are certified to do these checks, which are performed on-line.

Ms. Spinelli presented the membership of the Recreation Department has grown from 200 members in 2007 to over 400 members in 2008. These are for students grades 5 through 8. Girl's membership rose from 28% to 35%.

Hours of operation are Monday through Thursday from 2 p.m. to 6 p.m.; Friday from 2 p.m. to 9 p.m. and Saturday from 11 a.m. to 4 p.m. in order to accommodate kids hanging around after games at the parks. The card key entry system is working very well.

New revenue will be generated by an adult soccer league and a cricket league this year.

Mr. Dick asked about trash disposal. The Recreation Department is eliminating trash barrels gradually and instituting a carry in and carry out policy.

Mr. Dick commented about the meeting last night with the Youth Sports groups, and he felt it was a helpful meeting, and air concerns. It was a good round table discussion.

Mrs. Stronach asked for clarification on how long the summer programs have been self funded. Mr. Patterson noted when he first came on board the Town subsidizing the program, and it has evolved into being self funded. The summer program is able to hold its rates as is due to cutting purchasing and operational expenses. There is no maximum enrollment for the preschool program. Mrs. Stronach requested some fruit or other nutrition. She also asked if there is a charge for CORI's. Mr. Patterson noted most towns charge \$10 per CORI, but Tewksbury does not.

Mr. Patterson noted Hazel Field will be redesigned into three softball fields for Tewksbury Girls Softball. All of the work will be funded by TGS.

MOTION: Mr. Dick made the motion to approve the new preschool rate; seconded by Mrs. Stronach; and the motion carried 5 to 0.

7. Charles Lyon—Shawsheen Tech

Mr. Charles Lyons, Superintendent of the Shawsheen Tech; J. Peter Downing, Shawsheen Tech School Committee Member; Patricia Meuse, Shawsheen Tech School Committee; and Melanie Hagman, Business Manager. Dr. Christine McGrath, Superintendent and Mr. Keith Rauso, Chair of the School Committee were present for this discussion. Mr. Lyons presented a one-page hand out to the Board and their attendees, explaining the per pupil fee assessed to Tewksbury. It summarized enrollment for Shawsheen Tech at 1232 and now is at 1264 pupils. This reflects what has happened with Tewksbury's enrollment in the last four years. The impact on the assessment in 2006 was \$11,777 and in 2007 was \$11,793. Last year, enrollment went up significantly, but the assessment per pupil only went up 1.57% due to state aid coming in to Shawsheen Tech. Next year the enrollment went up 28 students and under normal circumstances the total assessment would go up approximately 1.59%, but due to Tewksbury Memorial's significant decline in enrollment there was a shift of more monies from the local budget to the Shawsheen Tech consistent with state law. For example, when the state looks at any town a foundation budget is devised. The first determination is how much the tax payers at a minimal level what can they afford to spend on public schools including Shaw Tech. This figure is approximately \$26.7M which is the core of the budget. Then the enrollment of each school is looked at and for every student to the Tewksbury Schools is approximately \$8,300 and for every student to the Tech is \$13,700. This brings the foundation budget up to \$41M or more dollars. The assessment is up 12% and 8% is because there are more students the remaining 4% is due to the decline in TMHS enrollment. By the enrollment at TMHS declining by 163 students it significantly reduced the foundation budget. Had enrollment stayed the same Chapter 70 aid to Tewksbury would have went up by an additional \$1.240M and the assessment would have been \$105K less. This year the total assessment is going up \$59K and produces an assessment fluctuation as "dollars follow students". Under normal circumstances the assessment would have went up \$406K, but instead went up \$511K due to enrollment declining 167 students. Many Tewksbury students participate in civic projects in the Town and many of them have received high awards in statewide competition.

Mr. Lyons stated it is not a detriment to Tewksbury if more students want to come to Shawsheen Tech if TMHS's enrollment stayed the same, as the aids for both schools would go higher and foundation budget contributions would grow. The admissions policy is a very objective process, and when not all seats are used by a town these seats are redistributed. Each year the assessments will shift, and in future years the assessment may decline in Tewksbury. The bottom line is the assessment is all based on Chapter 70 funding, and unfortunately the Financial Planning Task Force report does not show an understanding of how Chapter 70 works.

Mrs. Stronach noted when Mr. Lyons met with the FPTF he made reference to Shawsheen Tech not being affected by Proposition 2 ½, and this was the reason FPTF came forward with the recommendation they did. She is now seeing a different picture.

Mr. Johnson clarified the demarcation to derive the amount for state aid comes from the student population on October 1st of the beginning of the school year, i.e. October 1, 2007. In addition Mr. Lyons clarified only 28 students came from Tewksbury to Shawsheen Tech and 167 students were lost from Tewksbury School system. It does not decrease funding if more students from Tewksbury come to Shawsheen Tech, however it will decrease funding if those students are lost to other schools.

Mr. Lyons also noted if a student from Tewksbury goes to another Technical School on Chapter 74 tuition and not through a Choice School, then the other school may charge the Town of Tewksbury \$20,000 plus transportation costs which could equal up to \$25,000. Shawsheen Tech loses aid on this student.

Mrs. Stronach asked what the residents can do to help lobby for change in how foundation funds are derived. Mr. Lyons noted one change as advocated by schools is to change the cost of health care expenditures to the employees per pupil, as 50% of per pupil cost is health care insurance. Mr. Cressman agreed stating the formula has not been right for a number of years. In FY2008 Tewksbury allocated for health insurance for school department employees and retirees \$6.6M. The Foundation budget for employee benefits and fixed charges for FY2009 is \$3.4 which is a difference of \$3.0M and is under funded. If this missing \$3.0M is multiplied by 37% the State says is our target share this is where the students of Tewksbury are being cheated by the formula. Mr. Lyons agreed and added not only Tewksbury, but every school district in the State.

8. Residents

No residents came forward to speak.

Town Manager

9. Labor Counsel Invoice

MOTION: Mr. Dick made the motion to approve the Labor Counsel invoice in the amount of \$5031.25; seconded by Mrs. Stronach, and the motion carried 5 to 0.

10. Dispatcher Vacancy

Requested permission to post this position due to a recent resignation.

MOTION: Mr. Johnson made the motion to approve the request to post the position of Dispatcher as presented; seconded by Mr. Gay, and the motion carried 5 to 0.

11. Project Manager Vacancy

Mr. Cressman is requesting this position to be posted as requested by Brian Gilbert. This position will be fully funded by the Water Enterprise Fund and is critical to the implementation of the water meter project, construction of the fire hydrant replacement program, and a number of other Public Works projects and services.

MOTION: Mr. Johnson made the motion to approve the request to post the position of Project Manager as presented; seconded by Mr. Gay, and the motion carried 5 to 0.

12. Youth Worker Appointment

Mr. Cressman advised the Board he is appointing Lauren Bibo as a Youth Worker as of April 7, 2008. Ms. Bibo will assume this 30-hour per week position, except from June 1 to August 31 when the position will be at 40-hours. This position will be funded through the Recreation Revolving Fund, not the General Fund. This position is dependant on her ability to generate services and corresponding funds to support the services provided.

MOTION: Mr. Dick made the motion to approve the appointment of Ms. Lauren Bibo as a Youth Worker for the Recreation Department as presented; seconded by Mr. Johnson, and the motion carried 5 to 0.

13. Solid Waste and Recycling Program

Mr. Cressman reported several months ago the towns of Billerica, Burlington, Tewksbury and Tyngsboro decided to collaborate on a joint RFP for Solid Waste and Recycling Collection as all these Towns had contracts expiring on June 30, 2008. By doing this competitive bidding occurred. Mr. Cressman was pleased to report four attractive bids. To summarize the actions:

- Effective July 1, 2008 the Town will continue its one day per week trash collection service at a cost of \$1,159,615 which is a \$55,868 savings over the projected cost for this service in FY09 and is less than the FY08 contract of \$1,176,443. The only change is that Tewksbury along with a larger number of communities is considering proposals from vendors for the curbside collection of White Goods, whereby the resident pay for this service unless Allied Waste now collects these items at no cost. Additionally, the proposed vendors for a fee would pick up curbside CRT's, TVs and tires which have been collected on a limited basis at the DPW for a fee.
- Effective July 1, 2009, the Town would start to collect solid waste using an automated system whereby each housing unit would get a 64 gallon

toter from Allied Waste and trash cans and plastic bags will not be collected. This will cost \$1,078,177 which is a further reduction in the cost of this service plus, based on the experience of other communities which have initiated this type of service; there will be a reduction in solid waste disposal costs as the tonnage decreases and recycling increases. One vender estimated a reduction of more than 25% or more than \$200,000. For those residents who cannot function with only one toter, I will propose they may be able to purchase an additional toter at an additional yearly fee ranging from \$150 to \$200 representing the cost of the toter and the disposal and collection costs.

- The contract will have a term of five years with cost adjustments due to CPI and fuel costs during the term of the contract.

Allied Waste's proposal also provided an additional option to pick up solid waste and recycling at the Town's condominiums. Currently, the Town reimburses the condominiums for their solid waste disposal costs with a FY09 budget of \$217,883. Allied Waste's proposal for solid waste and recycling collection would be \$195,681 and including projected disposal costs this would increase to \$259,965 or an increase of \$2,082 over the FY09 budgeted amount. If a trash fee is initiated this cost could be absorbed by increasing the fee from \$215 to \$220. Mr. Cressman is looking for input from the Board on this initiative.

Mr. Dick did not agree with this proposal, especially where a trash fee is still on the table, and felt this was continuing to take away from the residents, especially large families.

Mr. Johnson clarified year one of the contract is July 1, 2008. Each community is presenting this to their respective boards, but it cannot be attained without all agreeing to this collaborative plan. He hoped some of Mr. Dick's concerns could be addressed. He was pleased the condominiums could participate in this program.

Mr. Stronach asked if an example of a toter can be put where residents can see it to understand how this will work. Mrs. Stronach requested to see the entire 5-year cost analysis.

Mr. Gay asked about the length of time each community has participated. Holden has been the longest running at 2 to 3 years running. We would be part of less than 10% of the communities in Massachusetts. He confirmed the minimum contract is a 5-year term.

14. Snow and Ice Expenses

Mr. Cressman present to the Board an updated written report on the Town's Snow and Ice expenditures. At this time there is still \$79,747 available before the Town reaches the FY09 deficit of \$576,395.

15. Request to Sell/License Map 98, Lot 48

Mr. Cressman has been personally approached by a resident who is interested in this property (5,000 sq ft) in order to tie in to the sewer system constructed on Wamesit Road.

Due to the resident's home renovations it is necessary for the home to be tied in quickly. An easement cannot be granted until Town Meeting, so Mr. Cressman is requesting authorization to prepare an article to sell this parcel to the resident, and also requests authorization to enter into a License Agreement to facilitate his sewer connection in the interim. The Board agreed to this action.

Executive Session

16. Waterline vs. Town and Dow vs. Town of Tewksbury

17. Health Insurance

18. Approval of Minutes for December 18, 2007 (regular & exec session); January 8, 2008 (regular session); January 22, 2008 (regular session); an February 12, 2008 (regular and executive session)

MOTION: Mrs. Stronach made the motion approve the minutes of December 18, 2007 for both regular and executive session as presented; seconded by Mr. Johnson; and the motion carried 5 to 0.

MOTION: Mrs. Stronach made the motion approve the minutes of January 8, 2008 as presented; seconded by Mr. Dick; and the motion carried 5 to 0.

MOTION: Mrs. Stronach made the motion approve the minutes of January 22, 2008 as presented; seconded by Mr. Johnson; and the motion carried 5 to 0.

MOTION: Mrs. Stronach made the motion approve the minutes of February 12, 2008 for both regular and executive session as presented; seconded by Mr. Dick; and the motion carried 5 to 0.

19. Reports

a. Board Members

All the members of the Board wished Mr. Dick well as this is his last meeting as a Selectman this evening.

Mr. Selissen reported he and Mrs. Stronach met with Congresswoman Tsongas regarding the sewer project and a grant of \$4.6M towards the project, and he encouraged residents to contact Tsongas's office to support this action.

He also suggested to do some local advertising on Channel 10, and would like to investigate this action.

Now that the water tank on Colonial Drive is online, the Town should investigate a third shift employee as the demand has gone up between the hours of 6 a.m. to 8 a.m.

Mrs. Stronach summarized IDEA (Individual Disability Educational Act) which is a federal law to oversee Special Education in municipalities. She also noted because

this department is incredibly under funded, it is affecting the funding for many public schools in the country.

Mr. Gay reported Tewksbury Rocks will be held on June 21st from 2 p.m. to 10 p.m.

He also had the pleasure of attending the Open Space Forum which was a great discussion.

Lastly, he asked for an update on the arrows at the intersection Shawsheen and Main. Mr. Cressman is still waiting for a response. Mr. Gay has received feedback for an arrow at Pleasant and Main as well.

Mr. Johnson noted the Town Wide Budget Subcommittee has meetings posted from April 1, 2008 to April 22, 2008. He looks forward to participating in this process, which represents a small window of opportunity to achieve a cooperative and community-based budget. He also clarified his position on a potential override in Tewksbury. Mr. Johnson noted Tewksbury faces a \$10.7M deficit over the next three years. The Financial Planning Task Force recommends identifying \$5.3M in cuts and \$5.3M in new revenue. This report is a roadmap to success and requires difficult decisions. He is disheartened by the response of the employees and union in an effort to initiate changes in health insurance. Today's Boston Globe article about privatizing the public library illustrates his personal frustration. In comparing Dartmouth to Tewksbury, Dartmouth has a 50/50 split with health insurance and 80% of all employees are in an HMO model for their coverage. Tewksbury is merely trying to modestly adjust the split from 20% to 30%, which represents a substantial contribution to the overall solution by the workforce. There will need to be sacrifice from all town departments. He will not support an override if the efforts are not made across all departments.

Mr. Dick thanked all for the opportunity to work with the Board, and is disappointed to not continue his seat as a Selectman. He recognized the time and effort of each member of the Board, and wished all well in the upcoming budget process.

b. Town Counsel

Not present this evening.

c. Secretary

No report presented. A clarification was made to the January 8th minutes.

MOTION: Mr. Selissen made the motion to rescind the approval of the minutes for January 8, 2008 as presented; seconded by Mr. Gay; and the motion carried 4 to 0, with Mrs. Stronach abstained as she was not present at this meeting.

MOTION: Mr. Gay made the motion for Mr. Selissen to approve the minutes for January 8, 2008 as presented; seconded by Mr. Johnson; and the motion carried 4 to 0, with Mrs. Stronach abstained.

d. Special Committees

None present.

Unfinished Business

20. Town Manager's Contract

Mr. Johnson updated the committee on the Town Manager's contract. He and Mrs. Stronach were the subcommittee to work with Mr. Cressman on his contract. Shortly after Mr. Dick's election in October, the Board had an obligation, under the current contract, to address the negotiation or continuation of that agreement in the month of December, 2007. The Board met this obligation and conducted a performance appraisal while having current members in office for a short period of time. There have been a number of meetings with Mr. Cressman. One concern with the current contract was the expiration date in June. As this is a busy and complex time with the town's budget process, it did not make sense for the negotiations to take place proceeding this most difficult time for the community. It was requested for this date to change, and this has been agreed upon. Another aspect of the current contract is the length of the contract. All previous contracts have had a duration of three years, as the last contract was negotiated in 2005. Commencing July 1, 2008, Mr. Cressman and the Selectmen will enter into a contract of 18-months, from July 1, 2008 to December 31, 2009. With respect to compensation, it has been agreed to make no adjustment to the current rate. The final adjustment to the contract was the terminal leave provision, which has now been capped to reduce the potential future liability to the town. This process has been a cooperation of all members and Mr. Cressman and this outcome reflects our community's difficult financial state of affairs. Everyone's efforts were appreciated during this time. Mrs. Stronach noted she appreciated the work ethic and cooperation of Mr. Cressman to do what was in the best interest of the town.

MOTION: Mr. Johnson made the motion to approve the contract as negotiated and endorse the Chair to have authority to sign the agreement once Town Counsel has drafted it with the above noted changes; Mrs. Stronach seconded; and on a roll call vote Mr. Gay, Mr. Johnson, Mrs. Stronach, Mr. Dick, and Mr. Selissen vote in favor of the motion. The motion carried 5 to 0.

21. Community Preservation Committee—Town Hall (boiler and front steps)

Mr. Selissen noted he and Mr. Cressman have met with the Community Preservation Committee on this article, and presented it to the Board. It will go into the Town Meeting Warrant.

22. Community Preservation Committee—CPA Surcharge Reduction

Mrs. Nancy Reed, Chair of the Community Preservation Committee, was present and spoke to the Board regarding this issue. The CPC funds do not affect the General Fund in any way. She requested to have the proper research to be done on how this will be a

savings to the Town. Mr. Plunkett was also present and supported the Planning Board's motion to support the CPC with the surcharge as it is currently applied to the residents.

MOTION: Mr. Dick made the motion reconsider the vote on the CPA Surcharge Reduction; seconded for discussion by Mr. Johnson;

DISCUSSION: Mr. Johnson noted the arguments made and the correspondence received were very compelling and should be voted on Town Meeting floor and allow the residents to vote on this issue; Mr. Gay agreed strongly and opposed a surcharge decrease; Mrs. Stronach would not change her vote as a FPTF member, but might as a resident; Mr. Selissen was hopeful with forthcoming information by Mr. Cressman CPA funds could be used to restore the Town Hall.

and the motion carried 3 to 2.

MOTION: Mrs. Stronach made the motion to table the vote on the CPA Surcharge Reduction until further information can be discussed with the Community Preservation Committee and the Chair of Financial Planning Task Force, and put on the next meeting agenda; seconded by Mr. Gay; and the motion carried 4 to 1, with Mr. Dick opposed.

23. Parking Clerk—Resignation/Appointment

MOTION: Mr. Johnson made the motion to accept the resignation of Mrs. Carey as the Town's Parking Clerk and Federal Census liaison effective close of business April 5, 2008 and to appoint the then-elect Town Clerk to both of these positions effective April 5, 2008; seconded by Mr. Dick; and the motion carried 5 to 0.

24. 11th Annual Run A Pleasant Mile Road Race

MOTION: Mrs. Stronach made the motion approve the 11th Annual Run A Pleasant Mile Road Race as presented; seconded by Mr. Johnson; and the motion carried 5 to 0.

Adjourn

Mr. Selissen noted the Board will now go into Executive Session, and when Executive Session is complete, there will be no further business to discuss. The following items will be discussed during Executive Session:

- Waterline vs. Town and Dow vs. Town of Tewksbury
- Health Insurance

MOTION: Mr. Johnson made the motion for the Board to go into of Executive Session at 11:17 p.m. Mr. Dick seconded, and on a roll call vote, Mr. Gay, Mr.

Johnson, Mrs. Stronach, Mr. Dick and Chairperson Selissen vote in favor to go into Executive Session, for a unanimous vote of 5 to 0.

MOTION: Mr. Dick made the motion for the Board to come out of Executive Session at 11:45 p.m. Mr. Gay seconded, and on a roll call vote, Mr. Gay, Mr. Johnson, Mrs. Stronach, Mr. Dick and Chairperson Selissen vote in favor to come out of Executive Session, for a unanimous vote of 5 to 0.

MOTION: Mr. Gay made the motion to adjourn; seconded by Mr. Johnson for a unanimous vote of 5 to 0 at 11:45 p.m.

Respectfully submitted,

Approved: _____
Anne Marie Stronach, Clerk