

**Northern Middlesex Council of Governments**  
**40 Church Street, Suite 200**  
**Lowell, MA 01852**

**Minutes of Meeting: November 17, 2021**

The November 17, 2021 meeting of the Northern Middlesex Council of Governments was held in the Windsor Room at Lenzi Catering, 810 Merrimack Avenue, Dracut, MA. The meeting was called to order at 6:05 p.m. with Chair Andrew Deslaurier presiding. The following were in attendance, as indicated in Attachment #1:

Councilors

- Andrew Deslaurier, Chair, Billerica Board of Selectmen
- Chris Tribou, Billerica Planning Board
- Pat Wojtas, Chelmsford Select Board
- George Zaharoolis, Chelmsford Alternate
- Phil Thibault, Dracut Alternate
- Daniel Rourke, Lowell City Council
- Gerard Frechette, Lowell Planning Board
- Mark Mathews, Pepperell Select Board
- Stephen Themelis, Pepperell Alternate
- Jayne Wellman, Tewksbury Select Board
- Rick Reault, Tyngsborough Board of Selectman
- Ron Keohone, Tyngsborough Alternate,
- Steven O'Neill, Tyngsborough Planning Board
- Anita Tonakarn-Nguyen, Westford Select Board
- Jim Silva, Westford Alternate

Staff

- Beverly Woods, Executive Director
- Bert Almeida, Financial Officer
- Justin Howard, Transportation Program Manager
- David Righter, Environmental Planner

**I. Minutes of Meeting: October 20, 2021**

The minutes of the October 20, 2021 meeting were distributed to all Councilors for review. James Silva noted an error in the attendance list as he was not present at the October meeting. Based on a motion made by Steve Themelis and seconded by Jayne Wellman, the Council voted to approve the minutes of the October 20, 2021 as amended.

## **II. Executive Director's Report**

The Executive Director's Report was previously distributed to the Councilors for review. The report is included as Attachment #2.

## **III. Financial Report and Warrant**

Bert Almeida presented the Financial Report and the Warrant for review and approval. Based on a motion made by Steve Themelis and seconded by Jayne Wellman, the Financial Report and Warrant were unanimously approved. The Financial Report is included as Attachment #3.

## **IV. Old Business**

### **1. Recommendation of the Executive Director Search Committee**

Andrew Deslaurier informed the Council that the Executive Director Search Committee received almost forty resumes for the Executive Director position. The Committee met on November 10, 2021 to consider the candidacy of three applicants for the position who were interviewed on October 29<sup>th</sup>. Following discussion regarding the qualifications of each individual, the Search Committee voted unanimously to recommend that the Council consider extending an offer to David Fields who has extensive planning experience at the municipal level in the communities of Bedford, Lexington, Danvers and Arlington.

The Council discussed David Fields' qualifications and experience, as well as the input received from those who have worked with him in the communities where he has been employed, and complimentary knowledge and skillset to Justin Howard's area of expertise.

Based on a motion made by Ron Keohone and seconded by George Zaharoolis, the Council unanimously approved the Executive Director Search Committee recommendation and authorized the Committee to extend an offer to David Fields and negotiate salary and terms of employment.

### **2. Other Old Business**

There was none.

## **V. New Business**

### **1. Community Reports**

There were none.

**2. Project Referrals**

David Righter informed the Council that there is currently one environmental notification form (ENF) within NMCOG's region under MEPA review for the Nashua Road Improvement Project in Dracut. MassDOT and the Town of Dracut are proposing roadway reconstruction and other improvements along a one-mile segment of Nashua Road, beginning at Tyngsborough Town Line and ending approximately 400 feet south of Lakeview Avenue. The project includes reconstruction and widening of Nashua Road for improved multi-modal accommodation and safety. It also includes major intersection improvements, sidewalk construction on both sides of the road, widening of shoulders for bicycle access, and new traffic signal controls. The project triggered MEPA review due to cutting back of 38 shade trees. David indicated that the Town of Dracut will review the project upon completion and replace trees where possible. Comments were due at MEPA November 12<sup>th</sup> and a copy of the staff comment letter was included in the Council packet.

Phil Thibault mentioned that Dracut's new Collinsville Fire Station 3 is at the north end of the project and will benefit greatly from widening Nashua Road.

Based on a motion by George Zaharoolis and seconded by Phil Thibault the Council voted unanimously to approve the NMCOG Staff comment letter as presented.

**3. Other New Business**

Beverly Woods informed the Council that she received a telephone call from Fred Faust, the broker for NMCOG's office building. He advised Beverly that the owner is negotiating the sale of the building. The potential new owner has indicated that he would prefer for NMCOG to continue in the building as a tenant under the terms of the current lease.

**VI. Announcements**

There were none.

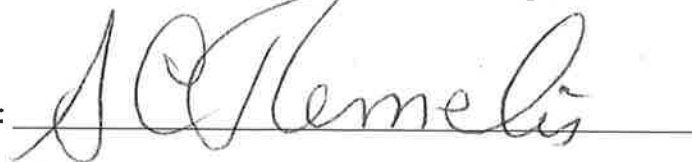
**VII. Adjournment**

Following a motion made by Jayne Wellman and seconded by Chris Tribou, the Council voted unanimously to adjourn the meeting at 6:30 pm.

**CLERK'S CERTIFICATE**

I certify that this is a true copy of the Minutes of the meeting of November 17, 2021.

Attest:



Stephen Themelis, Clerk