Minutes of Meeting: December 11, 2019

The December 11, 2019 meeting was held at the Middlesex Meetinghouse, 294 Concord Road, Billerica, Massachusetts. The meeting was called to order at 6:00 p.m. with Chair Pat Wojtas presiding. The following were in attendance, as indicated in Attachment #1:

Councilors

- Christopher Tribou, Billerica Planning Board
- Pat Wojtas, Chair, Chelmsford Board of Selectmen
- Phil Thibault, Dracut Alternate
- Jerry Frechette, Lowell Planning Board
- Stephen Themelis, Pepperell Alternate
- Jayne Wellman, Tewksbury Board of Selectmen
- Rick Reault, Tyngsborough Board of Selectmen

Staff

- Beverly Woods, Executive Director
- Jay Donovan, Assistant Director
- Carlin Andrus, GIS Specialist
- Bert Almeida, Financial Officer
- Alicia Geilen, Environmental Planner
- Justin Howard, Transportation Program Manager
- Jeff Owen, Regional Planner
- David Tilton, Sealer of Weights & Measures
- Katrina Garavanian, Executive Assistant

I. Minutes of Meeting: November 20, 2019

The minutes were distributed to all Councilors for review. Based on a motion made by Steve Themelis and seconded by Jerry Frechette, the Council voted to approve the minutes of the November 20, 2019 meeting. Mary McBride abstained as she was not present for the November meeting.
II. Executive Director’s Report

The Executive Director’s Report was previously distributed to the Councilors for review. Upon a motion made by Steve Themelis and seconded by Rick Reault, the Council voted unanimously to accept the Executive Director’s Report as presented. The report is included as Attachment #2.

III. Financial Report and Warrant

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

IV. Old Business

1. Transportation for Massachusetts Resolution

Beverly Woods stated that, following his presentation at the November 20th meeting, Josh Ostroff of Transportation for Massachusetts provided a draft resolution for the Council’s consideration. The resolution and a membership form were included in the December Council packet.

Following a brief discussion, Rick Reault motioned to authorize the Chair to sign the Resolution for the Northern Middlesex Council of Governments to Partner with Transportation for Massachusetts and to submit the membership form. Mary McBride seconded the motion. The Council unanimously concurred.

2. Rourke Bridge Update

Beverly Woods updated the Council on a recent meeting with MassDOT and its consultants to discuss the design process and schedule for the Rourke Bridge replacement project. Funding for the design has been made available, however, a construction funding source has not yet been identified. Discussion followed regarding the possibility of using a design-build process versus the conventional process. Beverly will keep the Council updated as information is available.

3. Other Old Business

There was none.

V. New Business

1. Community Reports

Rick Reault expressed his appreciation for NMCOG’s help with Tyngsborough’s Housing
Production Plan. The Tyngsborough Board of Selectmen approved the Plan. Jay Donovan stated that the Plan will be submitted to the state by the end of this year.

2. Project Referrals

Beverly Woods informed the Council that the only project under review at this time is the intersection improvement project at River Road and Andover Street in Tewksbury. The project was just posted in the Environmental Monitor and comments are due December 31st. Advertising for construction is scheduled for February 29, 2020. NMCOG will have additional information and a comment letter for Council review at the January meeting. No action was required by the Council.

3. Proposed FY20 TIP Amendment

Justin Howard informed the Council that the FY20 TIP needs to be amended in order to address a cost increase for intersection improvements at Route 133 (Andover Street) and River Road in Tewksbury. The cost estimate at 100% design increased from $3,518,633 to $4,958,478. The added cost will be covered by available MPO Surface Transportation Block Grant (STBG) funding sources using the region’s funding target. The NMMPO will meet on December 18, 2019 to consider releasing the amendment for a 21-day public comment period.

Based on a motion by Jerry Frechette and seconded by Jayne Wellman, the Council voted to authorize the Chair to vote in favor of releasing the amendment for public comment at the December 18th NMMPO meeting.

4. Other New Business

There was none.

VI. Announcements

There were none.

VII. Adjournment

Following a motion made by Steve Themelis and seconded by Jayne Wellman, the Council voted unanimously to adjourn the meeting at 6:30pm.
CLERK’S CERTIFICATE

I certify that this is a true copy of the Minutes of the meeting of December 11, 2019.

Attest: ____________________________  
Stephen Themelis, Clerk