



TOWN OF TYNGSBOROUGH

Select Board
Town Offices
25 Bryants Lane
Tyngsborough, MA 01879
Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

250 Middlesex Road Visioning Committee
Meeting Minutes **APPROVED**
Town Hall | Community Room
25 Bryants Lane, Tyngsborough MA 01879
Wednesday, February 8, 2023
6:00 PM

Members Present: Katerina Kalabokis, Karyn Puleo, John Murphy, Lucy Hamnett, David Robson, Jill Bowen, Kerry Sheehan, Fran Glavin, Jackie Gielfuss, Larry Clawson, Warren Allgrove

Staff Present: Town Manager Matthew Hanson, Assistant Town Manager Colin Loiselle

1) Open Meeting/Pledge of Allegiance/Board Introductions
Chairperson Kalabokis opens the meeting at 6:03 PM

2) Meeting Minutes

a. January 25, 2023

i. John Murphy moves that the Committee approve the January 25, 2023 meeting minutes; Jackie Gielfuss seconds; motion passes 11-0-0

3) New Business

a. Discuss Outline for Public Forum

- i. Town Manager Matthew Hanson presents an outline for a discussion that could take place during the open forum. He notes that this largely comes from formats that other public forums in neighboring communities have employed.
- ii. Mr. Hanson notes that the first step would be to present the existing conditions and community needs. He notes that the second step would be discussing the cost, and the final stop will be to discuss how the various options fit into the needs, conditions, and costs.
- iii. Mr. Hanson notes that the final step may involve breakout groups or tables for specific ideas.
- iv. Chairperson Kalabokis notes that the Committee previously asked for clarification on the scope of the Committee. She notes that she spoke with

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.



TOWN OF TYNGSBOROUGH

Select Board

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

the Select Board at their meeting on Monday night and they would like the Committee to focus on high-level visions.

- v. John Murphy notes that the Committee Goal should be updated to reflect that it is for the entire 5 acre parcel and not just the Winslow School. He also suggests that the cost section be removed.
- vi. Chairperson Kalabokis agrees and suggests instead that the focus for that category be on whether or not the Town keeps control or a developer keeps it.
- vii. Town Manager Hanson suggests that we focus that section on whether it is a fully-public option or a private-public option. He suggests incorporating that into the options regarding economic development uses or residential uses.
- viii. Jackie Gielfuss notes that you could probably even have it as its own point before the current options 2 and 3.
- ix. Karyn Puleo notes that the charge of the Committee specifically had a focus on the Winslow School and she notes that while the parcel is 5 acres, the school is a big part of the parcel.
- x. Chairperson Kalabokis asks if the Committee wants to single out Winslow School as its own section of the program.
- xi. Kerry Sheehan highlights her expectations as a resident of what she would want to see and reiterates the benefit to avoiding a discussion of costs.
- xii. Mr. Hanson notes that the original presentation could feature a highlight of the options and then note that a further discussion about them would take place at the end of the program.
- xiii. Chairperson Kalabokis asks if the group thinks that a group discussion is better or if they're envisioning a workshop type event.
- xiv. Kerry Sheehan notes that she thought a discussion as a group is beneficial.
- xv. John Murphy agrees.
- xvi. Jackie Gielfuss presents their understanding of the way that this program could work and notes that it depends on the physical layout of the Old Town Hall and how many people attend.
- xvii. John Murphy notes that he would like to avoid having a workshop type event.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.



TOWN OF TYNGSBOROUGH

Select Board

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

- xviii. Warren Allgrove notes that the people who attend the meeting may or may not have been watching the meeting. He notes that focusing on the options is probably the best way to get feedback.
- xix. Chairperson Kalabokis asks Warren how he plans on getting the feedback.
- xx. Warren Allgrove suggests having people write down answers to specific questions.
- xxi. John Murphy notes that he feels as though we're making this much more complicated than it needs to be.
- xxii. Karyn Puleo notes that if the Committee presents their visions first, the Committee is really forming a vision for the public. Karyn notes that as Jackie indicated, it is more beneficial to letting someone give their vision and then you share your vision.
- xxiii. Jackie Geilfuss suggests that each of the six formal categories be their own sheet of paper and that members of the public put their thoughts on those pieces of paper.
- xxiv. Chairperson Kalabokis notes that her understanding of the goal of the meeting was for the group to present its visions and then to get feedback from the public. She notes that it might be counterproductive to have a dozen different visions being tossed around.
- xxv. Lucy Hamnett notes that she agrees with Chairperson Kalabokis and notes that this group was specifically tasked with making a vision.
- xxvi. Town Manager Matthew Hanson notes that if we get feedback on the six categories and get specific feedback on the options, we'll have gotten all of the feedback we need.
- xxvii. David Robson shares his support for the comments made by Chairperson Kalabokis. He notes that the group worked to form these visions and should then get feedback from the public.
- xxviii. Fran Glavin notes that he agrees with David Robson and that the description of the property should be clear and concise.
- xxix. Town Manager Matthew Hanson notes that the feedback we solicit on the options could focus on the three important points on the category list.
- xxx. Chairperson Kalabokis notes that the feedback can be solicited in a variety of formats including the comment box and the sticky notes.
- xxxi. Warren Allgrove notes that the more options you have for feedback delivery the more confusing it will be.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.



TOWN OF TYNGSBOROUGH

Select Board

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

- xxxii. Jackie Gielfuss shares their perspective that getting the vision from the residents first is important to help validate the Committee's ideas and thought process.
- xxxiii. Fran Glavin notes that he thinks that the presentation of our plans is most important.
- xxxiv. Karyn Puleo notes that while she agrees that we should share our vision, we already have those. She notes that we haven't yet listened to folks outside of this group for their vision.
- xxxv. John Murphy notes that he thinks that you can simply explain that we considered the key categories on the hand out when forming the four visions that we already have. He notes that can be the opening statement.
- xxxvi. Chairperson Kalabokis notes that the group needs to vote on the overall approach. She notes that option 1 is getting the public vision first and then delivering the committees. Option 2 is giving the Committee's vision and then getting feedback.
- xxxvii. Chairperson Kalabokis calls for a vote.
 - 1. 7 voted in favor of option 2 and 4 in favor of option 1.
- xxxviii. Chairperson Kalabokis notes that the meeting will start with an overview of the project and the visions.
- xxxix. John Murphy notes that his concern about the presentation is that every option is outlined in a different manner. He notes that the Town Hall option had professionals design it using money.
 - xl. Chairperson Kalabokis notes that she doesn't envision it being a full presentation, but rather a summary of each option.
 - xli. Town Manager Matthew Hanson will present an overview of the goal and present a one slide presentation for each option. He will speak to the authors of each option and make sure the presentations are fair.
 - xl.ii. Warren Allgrove notes that he has not heard any member of the group suggest that we should give up the parcel.
 - xl.iii. The group generally confirms.
 - xl.iii. Chairperson Kalabokis notes that she would like to give everyone a packet when they enter the meeting and that the cover sheet could be a form they complete and leave behind.
 - xl.iii. Larry Clawson suggests that we allow feedback to be solicited for a period of time after the meeting.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.



TOWN OF TYNGSBOROUGH

Select Board

Town Offices

25 Bryants Lane

Tyngsborough, MA 01879

Tel: (978) 649-2300 x100 | Fax: (978) 649-2320

- xlvi. Town Manager Matthew Hanson notes that one thing that has been discussed is collecting responses online via a survey. He notes that could be an option even for those who don't attend.
- xlvii. Kerry Sheehan and Karyn Puleo share a concern about the logistics of having people send emails and support a survey monkey.
- xlviii. Lucy Hamnett notes that making a survey available online is not beneficial if the people haven't actually watched the presentation.
- xlix. David Robson notes that he supports only getting the feedback in person.
 - 1. Chairperson Kalabokis asks for committee input on letting people outside of the forum make comments.
 - 1. The committee votes 6-5 to limit feedback to in-person attendance.
 - ii. Chairperson Kalabokis notes that if people really can't make the meeting, they could send an email to the Town Manager.
- b. Discuss Specific Groups to Target for Engagement
 - i. Chairperson Kalabokis asks if there are specific entities that we want to reach.
 - ii. Town Manager Hanson suggests us using our boards/committee and staff list and using any active business email listings to personally invite them,
 - iii. David Robson suggests using the electronic message board.
 - iv. Fran Glavin suggests putting up a banner at the site.
 - v. Jackie Geilfuss suggests reaching out to abutters of the parcel.
- 4) Set Next Agenda
 - a. Review feedback solicited
- 5) Adjourn
 - a. **Warren Allgrove moves that the Committee adjourn; John Murphy seconds; motion passes 11-0-0 at 7:26 PM**

Future Meeting: March 1, 2023

Minutes approved Wednesday, March 15, 2023 by a vote of 8-0-0.

If any member of the public wishing to attend this meeting seeks special accommodations in accordance with the Americans with Disabilities Act, please contact Colin Loiselle at 978-743-5339 or email cloiselle@tyngsboroughma.gov. While every attempt will be made to provide reasonable accommodations, requests should be made with as much advance notice as possible. Please note some requests, specifically for communication access support, may require 2 week notice beyond the control of the Town.