

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

Minutes of Meeting: October 19, 2022

I. The October 19, 2022 meeting of the Northern Middlesex Council of Governments was held in hybrid form via Zoom and in person at UTEC Lowell, 35 Warren Street, Lowell, Massachusetts. The meeting was called to order at 6:30 p.m. with Chair Andrew Deslaurier presiding. The following were in attendance:

Councilors

- Andrew Deslaurier, Chair, Billerica Select Board
- Chris Tribou, Asst. Clerk, Billerica Planning Board
- Mary McBride, Clerk, Billerica Alternate
- Pat Wojtas, MPO Rep., Chelmsford Select Board
- Phil Thibault, Dracut Alternate
- Gerard Frechette, Treasurer, Lowell Planning Board
- Joyce Morrow, Pepperell Planning Board
- Stephen Themelis, Pepperell Alternate
- Jayne Wellman, Asst. Treasurer, Tewksbury Select Board
- Ron Keohane, Tyngsborough Select Board
- Anita Tonakarn-Nguyen, Vice Chair, Westford Select Board
- Jim Silva, Westford Alternate

Staff

- Jennifer Raitt, Executive Director
- Justin Howard, Assistant Director / Transportation Program Manager
- Bert Almeida, Financial Officer

II. MINUTES OF MEETING: SEPTEMBER 21, 2022

The minutes of the September 21, 2022 meeting were distributed to all Councilors for review. Based on a motion made by Steve Themelis and seconded by Jayne Wellman, on a roll call vote, the Council unanimously approved the minutes of the September 21, 2022. Jim Silva abstained as he was not present for the September meeting.

III. FINANCIAL REPORT AND WARRANT – INCOME AND EXPENSE STATEMENTS 09/20/2022 – 10/19/2022

Bert Almeida presented the Financial Report and the Warrant for review and approval. Based on a motion made by Steve Themelis and seconded by Mary McBride, following a roll call vote, the Council unanimously voted affirmatively to approve the Financial Report and Warrant. The Financial Report is included as Attachment #2.

IV. STAFFING UPDATE

Jennifer Raitt provided an update to the Council that there are two new staff members at NMCOG: Jessica Boulanger, Transportation Planner, and Daniela Garcia Moreno, Sustainability Planner. The rest of the NMCOG team is excited to welcome them. Justin Howard is now the Transportation Director. Ms. Raitt is working through details of staffing to encompass the wide range of work within the agency and will discuss strategy at the next Officers Meeting. In addition, she has engaged attorneys KP Law for matters concerning human resources, the handbook, staff titling and salaries, as well as an update to the Council By-Laws.

V. GREATER LOWELL ECONOMIC RESILIENCY AND RECOVERY PLAN (PHASE II REPORT) – VOTE OF ENDORSEMENT

Ms. Raitt provided copies of the Greater Lowell Economic Resiliency and Recovery Plan (ERRP) Phase II for Council perusal, an electronic version was sent to the Council prior to the meeting. The final draft includes comments received and an updated Appendix 2 outlining various funding sources. The next steps in the process is technical assistance as part of NMCOG's EDA plan.

Based on a motion by Steve Themelis and seconded by Jayne Wellman, the Council unanimously voted affirmatively to endorse the Greater Lowell Economic Resiliency and Recovery Plan (Phase II Report) as presented.

VI. REMINDERS AND ANNOUNCEMENTS

Chair Andrew Deslaurier reminded the Council that the next regular Council meeting date is November 16, 2022.

VII. OTHER BUSINESS NOT KNOWN AT THE TIME OF POSTING OF THIS AGENDA

There was none.

VIII. ADJOURN TO ANNUAL MEETING

Following a motion made by Steve Themelis and seconded by Pat Wojtas, on a roll call vote the Council voted unanimously to adjourn the meeting at 6:45 pm.

CLERK'S CERTIFICATE

I certify that this is a true copy of the Minutes of the meeting of October 19, 2022.



Attest:

Mary K. McBride, Clerk