

**MEETING
GEORGETOWN PLANNING BOARD
Public Safety Building
June 18, 2002
6:00PM**

Present: Peter Sarno, Chairman; Alex Evangelista; Jack Moultrie, Clerk, Dan Kostura, Tim Gerraughty, Alternate Member, Larry Graham, Planning Board Technical Review Agent & Inspector Janet Pantano, Administrative Assistant

Absent: Christopher Hopkins, Vice-Chairman

Meeting called to order at 6:00PM by Mr. Moultrie.

Subdivision Inspector Interviews

6:00pm--Mr. Russ Tanzer

Mr. Tanzer stated that he is from Beverly and lost his job in the Enron scandal. He stated that he has been a Project engineer for 20 years and is now in school part time nights. He explained his experience.

Mr. Evangelista asked if he worked for Engineers.

Mr. Tanzer stated that the engineers worked for them.

Mr. Moultrie stated that he has worked in the upper end of development and does he have experience with roadways etc.

Mr. Tanzer explained that he is usually on site.

Mr. Moultrie asked about compaction tests on roads.

Mr. Tanzer answered his question.

Mr. Kostura stated that the work would be approximately 10 to 15 hours a week.

Mr. Sarno stated that he might not have to attend meetings.

Mr. Moultrie asked whom he would report to the board or Mr. Graham.

Mr. Graham stated that he should report to the board and attend meetings.

Mr. Sarno stated that the previous inspector would give a written report at the beginning of the meeting. He stated and depending what is on agenda he maybe would be asked to stay.

Mr. Graham stated that the driving distance would be about 15 minutes. He stated that sometimes he might have more than one project going on at a time and sometimes only one or would have to be back and forth.

Mr. Kostura stated that he has a lot of experience and why interested in this job.

Mr. Tanzer stated that his wife is a physician and he has taken a step back. He stated that he has two young children and wants to spend more time with them. He stated that he is also going back to school nights.

Mr. Sarno stated that the Board hopes to make a decision tonight or next week.

Mr. Tanzer asked about compensation.

Mr. Moultrie stated that this would depend on qualifications.

Mr. Graham stated the range is \$25.00 to \$50.00 per hour.

Interview Subdivision Inspector/Planner

6:30pm--Mr. John Karavolas

Mr. Sarno stated that he did not know if he is comfortable with one person as inspector and Planner. He explained his position. He asked if he would be interested in Planner or Inspector. Stated that Ms. Leal stated that she should be at meeting as Human Resource Director.

Mr. Karavolas stated that his is first interested in the Planner position.

Mr. Evangelista asked if he would be interested in either position.

Mr. Karavolas stated that he would be and stated that he has his PE certificate. He stated that he has been on a Planning Board and on a Conservation Board and explained his experience.

Mr. Sarno asked him to explain some of his projects.

Mr. Evangelista asked if he is familiar with time restraints etc.

Mr. Karavolas stated that he went to school at Merrimack and then went to Tufts.

Mr. Evangelista asked why he wanted the job as he has a lot of experience.

Mr. Karavolas stated that he likes planning thinks it is fun and has been trained for this.

Mr. Evangelista asked if a developer has ever burned him.

Mr. Karavolas explained an instance that this happened.

Mr. Sarno asked if he was paid for the work he did for Peabody.

Mr. Karavolas stated that he was not paid for the Planning or Conservation Boards but was paid for the DPW work he did.

Mr. Moultrie asked why he left MHD.

Mr. Karavolas stated that he was laid off and is on the Task Force for the Peabody Urban System Project.

Mr. Kostura asked his experience as a Planner

Mr. Karavolas stated has taken classes and was on boards and knows GIS Mapping.

Mr. Kostura asked if he had any legal experience.

Mr. Karavolas stated that he has worked on some dockets.

Mr. Sarno asked if he had any questions.

Mr. Karavolas asked about the hours.

Mr. Sarno stated that for the inspector they would be varied for and for the Planner they would be set office hours 20 hours a week.

Mr. Moultrie asked if he was familiar with covenants with Independent Senior Housing or Site Plan Approval.

Mr. Karavolas stated that he had some experience with them.

Mr. Evangelista asked who wrote the decisions in Peabody.

Mr. Karavolas stated that the Planning Board members, the Engineer, the City Solicitor, and the Planner all wrote the decisions.

Mr. Graham asked that if he was in a pre-construction conference and he was asked to conduct the meeting what might he ask.

Mr. Karavolas stated he would ask about the set of conditions, construction schedule, site visits, what are the abutters concerns.

Mr. Sarno stated that the Board hoped to have a decision by July.

Board Business

Mr. Sarno stated that he thought that he should talk to the board before he invited the Town Administrator as Human Resource Director to this meeting.

Mr. Kostura stated that the Human Resource Director does not hire and fire she handles the paperwork but should not have active role in hiring.

Mr. Sarno stated that he did not agree with her interpretation. He stated that he thought the HRD would do the insurance etc.

Mr. Evangelista stated that he feels the HRD should not be part of the process. He stated that this is the board's decision. He stated that when they decide on a candidate then they would send the applicant to the HRD. He stated that the board sets the salary. He stated that the HRD would discuss the benefits.

Mr. Gerraughty stated that she got involved in Janet's salary and it took forever.

Mr. Sarno asked if the board feels that the planner reports to this Board.

The board unanimously agreed the planner reports to the Board not the Selectmen.

Discussion on a letter to Ms. Leal.

Mr. Moultrie asked if there is a Town Administrator job description.

Mr. Kostura explained her position. He stated that her position has grown.

Mr. Moultrie stated that he does not want to have this become a controversial issue.

Mr. Kostura stated the Board is already handling the interviews and could invite Ms. Leal when they make a decision.

Warren Street

Mr. Moultrie stated that he met with Mr. Longo and his engineer and they are going to present to the Board that they would give the Board \$100,000 for Road

repairs to Warren Street and \$12,000 for the road survey. He stated that this is a substantial amount and they would present this at their next meeting.

Mr. Kostura stated he looked at the Byfield end of the road and it would be a major environmental issue for work to be done on this section.

Mr. Graham stated that this would mean a 40% increase in traffic.

Mr. Moultrie stated that he told them they would have to officially present their proposal at a meeting and that they may ask for it to be used only for Warren Street.

Discussion on if road is damaged by the subdivision what they would have to do.

Mr. Moultrie stated that he does not have funds to add at this time but he would try to get funds for the repairs.

Discussion on open space on the project.

Planner Interviews

7:15pm—Mr. John M. Cashell

Mr. Evangelista asked why he left Woburn.

Mr. Cashell stated that he ran for Mayor.

Mr. Sarno stated that this would be a Part-time position.

Mr. Cashell stated that part time would work out, as he wants more flexibility.

Mr. Evangelista stated that he could make his own hours.

Mr. Sarno stated that Ms. Colwell was the first Town Planner and she did a great job. He stated that she had legal experience. He stated that they had hoped for grants to be written and would he be able to do this.

Mr. Cashell stated that he wrote a bike path grant that was the largest bike path grant in NE. He stated that he has worked on Public works grants. He stated that it is very intensive work to receive large grants. He stated that Georgetown would be looking for open space and community development grants. He stated with a part time position you could be working on one at all times. He stated that there are so many resources available on the Internet.

Mr. Sarno stated that Georgetown voted for the Community Preservation Act.

Mr. Cashell stated that for Georgetown it would be a good deal for a large city not a good deal. He stated that he was not for this for Woburn that he felt State should give equal to towns.

Mr. Kostura stated that this job would be a step backwards and ask what are his goals for this position.

Mr. Cashell stated that he wants the opportunity to build a consulting business and a part-time job would allow him to do this. He stated that Planning for towns is what he would be consulting on. He stated that financially he would have to have a part time job to pursue the consulting business.

Mr. Kostura stated that he was not familiar with his degree.

Mr. Cashell explained that his degree teaches how to be policy maker. He stated that he likes local planning.

Mr. Moultrie asked if the had GIS experience.

Mr. Cashell stated that he has some GIS experience and can enter data.

Mr. Moultrie stated that they have a Master Plan Committee and have been trying for years to come up with a Master Plan does he have experience with this.

Mr. Cashell stated that he has worked with two towns on Master Plans. He stated that ZBL's and Subdivision Regulations have to always be updated and has experience with writing new regulations. He stated that in Woburn they wanted to update their Master Plan. He stated that they updated their Master Plan in house in two years. He explained examples of work they did on Master Plan.

Mr. Moultrie stated that Georgetown's Master Plan Committee has had many people working on it and does not have continuity.

Mr. Moultrie asked if he had personal under him.

Mr. Cashell stated just a secretary.

Mr. Moultrie asked if they had a Historical District.

Mr. Cashell stated no scenic roads and not a large Historical District.

Mr. Moultrie asked if he has worked with affordable housing.

Mr. Cashell stated that they had a 40 B in Woburn and he stated the Planning Board spearheaded the overview. He explained the project in Woburn was

rejected and was being appealed. Discussed other affordable housing in Woburn.

Mr. Graham stated he is over qualified and only issue Georgetown is a small town would have a part time secretary, part time position. He stated that this is a hands on job.

Mr. Sarno stated job would not have a lot of glory.

Mr. Cashell stated that he is a hands on guy and would have to work with boards and departments.

Mr. Sarno stated that his salary was \$64,000. He stated the salary is \$20,000 to \$24,000.

Mr. Moultrie stated that if they receive grants sometimes these could pay some salary.

Mr. Cashell stated he has done a lot of work on grants.

Mr. Sarno stated that they would be meeting next week and would be in touch.

8:00pm—Mr. Sean Conway

Mr. Graham asked his background in Municipal work.

Mr. Conway stated that he worked on telecommunications, variances and special permits.

Mr. Sarno stated that he just received his degree at Westfield State.

Mr. Conway stated that he did his internship at Holyoke and received a grant for Tannery Brook. He explained the problems they went through. Mr. Conway stated that he lives in Tewksbury.

Mr. Kostura asked what a Planning Degree involved.

Mr. Conway explained the courses that he took and that he started in communications.

Mr. Kostura asked if he could write a bylaw.

Mr. Conway stated that with practice he could and that he brought a writing sample with him.

Mr. Moultrie asked how up to date he was on ZBL's.

Mr. Conway stated that he is trying to get up to date.

Mr. Moultrie asked if he was familiar with GIS Mapping.

Mr. Conway stated that he worked on this in school.

Mr. Evangelista asked what is he doing now.

Mr. Conway stated that he was laid off and has been doing odd jobs. He asked the hours for this position.

Mr. Sarno stated position would be 20 hours plus meetings with comp time. He stated that the board would try to make a decision at their next meeting.

Board Business

Mr. Moultrie stated that Mike Symes asked who would sign permits for Pillsbury Pond.

Discussion on process Mr. Graham does review and then sends a report to the board and if approved then the plan can be signed off on. Discussion on occupancy permits and when certain improvements would kick in.

Mr. Evangelista stated that Mr. Graham could let the board know when they get to the 20th permit.

Mr. Graham stated most improvements are done and the emergency access is finished.

Board stated that the Chairman would sign the permits.

201 Central Street

Mr. Moultrie stated that the saw cut has to be fixed on the road. He stated it runs the whole length southerly.

Mr. Graham stated he would add this to the punch list.

Georgetown Savings Bank

Mr. Moultrie stated that they are ready for drainage. He stated that they would call Mr. Graham when they begin.

Chaplin Hills

Mr. Moultrie stated that he gave a deposition on Chaplin Hills.

Crescent Meadow

Board signed Crescent Meadow plans that did not get signed at the last meeting.

Board Business

Ms. Pantano asked the board about buying supplies for the office. She stated that some new supplies needed for new desks and a cordless phone.

Board stated to buy what is needed.

8:45pm—Mr. Alan K. Dresios-Planner Position

Mr. Sarno explained the position.

Mr. Dresios stated that he was an active member on a Planning Board and on a Conservation commission and the school of hard knocks. He stated that he tends to be proactive.

Mr. Evangelista asked what he was doing right now, as this is a part time position.

Mr. Dresios stated that he has a business doing security systems computer related. He stated that he has an electronics background.

Mr. Moultrie asked if he works with Dennis Roy.

Mr. Dresios stated that yes he is working with him on bylaws and rules and regulations.

Mr. Sarno stated that his resume states he is working to get a Master Plan going in Lynnfield.

Mr. Dresios stated that the Planning Board was approached and the public pushed for a Master Plan in Lynnfield. He explained process and where they are in the process.

Mr. Moultrie asked if Lynnfield had a planner.

Mr. Dresios stated that they have a part time secretary. He stated that they have Grants from Board of Health and GIS parcel mapping. He stated that their Zoning Maps are using GIS.

Mr. Moultrie asked how much GIS is he familiar with.

Mr. Dresios stated that he has used some GIS but only on little projects.

Mr. Kostura asked where he was working.

Mr. Dresios stated he had his own company and stated it was part time. He explained the company.

Mr. Kostura asked if he was still on the Planning Board in Lynnfield.

Mr. Dresios stated that he moved to Saugus and had to resign.

Mr. Sarno asked if he has worked on grants.

Mr. Dresios stated that he has a little experience in Grants. He explained his experience.

The Board stated that they hope to make a decision at their next meeting.

Town Planner

Board discussed applicants.

Mr. Kostura made a motion to check references for Mr. Cashell. Second by Mr. Evangelista. All in favor 4-0.

Subdivision Inspector

Mr. Graham stated that Millennium is a competitor of his. He stated that he feels information would not come forward very well.

Mr. Kostura made a motion to check references for Mr. Beauliu as Subdivision Inspector. Second by Mr. Evangelista. All in favor 4-0.

Mr. Moultrie made a motion to adjourn. Second by Mr. Evangelista. All in favor 4-0.

Meeting adjourned at 9:45pm.

Minutes transcribed by J. Pantano.

Minutes approved as written July 17, 2002.