

**Memorial Town Hall, 1 Library Street, Georgetown, MA 01833**  
**Ph. (978) 352-5755 ☎ Fax (978) 352-5727**  
**BOARD OF SELECTMEN MEETING MINUTES**  
**Memorial Town Hall**  
**Third Floor Meeting Room**  
**9/14/09**  
**7:00 PM**

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**Selectmen Present:** Philip Trapani, Chairman; Evan O'Reilly; Gary Fowler; Stephen Smith, Clerk; C. David Surface

**Others Present:** Michael Farrell, Interim Town Administrator; Beverly Enos, Town Moderator; Janet Pantano, Administrative Assistant

**Absent:**

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**Call to Order**

Mr. Trapani called the meeting to order at 7:00PM.

Mr. Trapani thanked Chief Beardsley for reviving the September 11<sup>th</sup> Ceremony.

**Warrant & Minutes**

**Mr. Surface moved to approve the minutes of *June 29, 2009*. Mr. O'Reilly seconded the motion and the motion was approved by a 4-0 vote Mr. Fowler abstained.**

**Mr. Surface moved to approve the minutes of *July 13, 2009*. Mr. O'Reilly seconded the motion and the motion was approved by a 4-0 vote Mr. Fowler abstained.**

**Mr. Surface moved to approve the minutes of *August 3, 2009*. Mr. O'Reilly seconded the motion and the motion was approved by a 4-0 vote Mr. Fowler abstained.**

**Mr. Surface moved to approve the minutes of *August 10, 2009*. Mr. O'Reilly seconded the motion and the motion was approved by a 3-0 vote Mr. Trapani and Mr. Fowler abstained.**

**Mr. O'Reilly moved to approve the minutes of *August 24, 2009*. Mr. Smith seconded the motion and the motion was approved by a 3-0 vote Mr. Surface and Mr. Fowler abstained.**

**Mr. O'Reilly moved to approve the Executive Session minutes of *July 13, 2009*. Mr. Smith seconded the motion and the motion was approved by a 4-0 vote Mr. Fowler abstained.**

**Board Business**

*Town Meeting-Beverly Enos, Town Moderator present*

Beverly Enos stated asked if the projected date of November 16 would be the STM. She stated that a STM should not have Zoning changes and should be kept short. Mr. Trapani asked Mr. Farrell to see what the State laws are on holding a STM. He asked Mr. Farrell if we are on schedule for the November date. Mr. Farrell stated that we are and that the Town Accountant should have Free Cash Certified by October 16 and she is working to have all information to DoR by the end of the week. He stated that the Assessors need Values certified and New Growth certified and as this is a reval year this is holding up certification. He stated November 2 is the expected date that the Assessors will have there certifications. He stated that they can open the warrant on either September 28 or October 5 and close on October 19 with will work with the FinCom meeting on September 21. Mr. Trapani asked if he could back track what needs to be done each week for them.

### **Correspondence**

Mr. Trapani stated that they have received three Light Commissioner resumes and will interview at the next meeting September 28.

Letter from Silver Star Families of America to Proclaim May 1 Silver Star Banner Day  
Mr. Trapani supported the proclamation annually as did the board.

**Mr. O'Reilly moved to proclaim *May 1, 2010 as Silver Star Families of America Banner Day*. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.**

Letter from Kopelman & Paige disclosing that they represent Boxford and Georgetown on Border to Boston Rail Trail. Mr. Trapani explained the disclosure and the board signed the disclosure statement.

**Mr. Surface moved to approve the disclosure. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.**

Mr. Trapani read out loud the disclosure document from Kopelman and Paige.

Letter from the Police Chief regarding a "Dog Fund" requesting funds collected for dog license and fines be used for an Animal Control Officer. Mr. Trapani stated that now funds go to the General Fund. Mr. Farrell stated that under the Town of Georgetown code book Ch. 15 Art. 3 funds are not to go into the operating fund. Mr. Trapani asked for Mr. Farrell to get more clarity. Mr. Surface asked when this was voted on. Mr. Farrell stated that in 1991 this was adopted. Mr. Surface stated that it does not say that they have to use the funds for animal control. Mr. Trapani stated that would like an opinion from Kopelman & Paige. Mr. Trapani stated that it would be good to self fund this account but they have to research this further. Mr. Farrell stated that last year they took in \$10k and they can make any changes at the ATM.

Letter from the Police Chief regarding "Second Hand Shops"

Mr. Trapani stated that they can not make a change without more clarification. Mr. O'Reilly stated that he talked to Chief Mulligan and explained that Second Hand Shops would be required to hold merchandise for 30 days before sold. He stated that the issue is stolen goods being sold immediately and not being held until a claim has been filed and possible a recovery. Mr. Trapani stated would like more clarity on this and who would fall under the change.

*Affordable Housing Trust/Declaration of Trust*

Mr. Trapani stated that this should be ready to be voted on and he hoped all board members have had time to review the document. He stated that Mr. Surface, AHTF, and the Planning Board have put a lot of time into this.

**Mr. Surface moved to approve the *Affordable Housing Trust/Declaration of Trust*.  
Mr. Smith seconded the motion and the motion was approved by a unanimous vote.**

Mr. Surface stated that they now have to form a committee and he explained how this would have to be set up. He stated that Affordable Housing funds will need to be consolidated and then the trustees will look at the needs of the Town and how to best use the funds.

Mr. Trapani stated at the next meeting they can appoint as Trustees two Selectmen, Chair of the AHTF and two residents. He asked the members to get the word out and post openings on the web.

*Second Hand Shop License*

Mr. Trapani stated that they have a new business in Town a Second Hand Shop, Timeless, Inc at 39 West Main Street.

**Mr. O'Reilly moved to approve the *Second Hand Shop License for Timeless, Inc*.  
Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Town Administrator's Report**

Mr. Farrell stated that he had a list of critical needs for Fall Town meeting from the department head meeting. He stated that some items are money generating. He stated that with Mr. Cracknell stated that they have some Street Acceptances and with additional roads they increase their Chapter 90 Funds. Mr. Trapani asked that Mr. Cracknell attend the next meeting to update the board on 43D and Street Acceptance. Mr. Farrell stated that the Treasurer has asked to increase funds for Tax Title notices from \$5.00 to \$10.00. Discussion on the increase and not putting a burden on taxpayers. Mr. Farrell stated that they could put this on the warrant as a fine no more then \$30 so BoS can set the fee. Mr. Trapani stated that he is okay with the increase. Mr. Surface was okay with increase. Mr. Smith stated that he was okay with the increase. Mr. Fowler stated that he can see the increase on property tax but not on excise tax. Mr. Trapani agreed except that it is costing other taxpayers if the fine does not cover costs and that the fine should be increased to cover the cost of delinquent notices. Mr. O'Reilly

asked if there is an appeal process. Mr. Farrell stated that he was not sure if there is an appeal process for a demand notice. Mr. Trapani asked that they check with the Treasurer to see where most of the fines are coming from. Mr. Fowler asked that they find out what the cost is to send out the notices. Discussion on Police items, Animal Control, crossing guards, radio. Mr. Farrell stated that the radio has already been replaced. Mr. Farrell stated that the Schools have some ideas on some joint endeavors. He stated that Carol Jacobs will be attending an MMA meeting with him on joint endeavors.

Mr. Surface stated that he has heard that the State will help fund the Special Election.

Mr. Farrell stated that the CoA has a critical need with the CoA van. He stated that the van is a 1995 and is having some issues starting on the cold mornings. He stated that Ms. Fiorello is looking at some funding options through the State. Mr. Trapani stated that he would not want to have the van break down with seniors on board. Discussion on use of the van. Board asked that Mr. Farrell get the use of the vehicle and the trips per month.

Mr. Trapani stated that the Chief Mulligan has noted that he is down an officer and may have to use more reserves and overtime for officers in the interim and this is costly to the Town.

Mr. Smith asked if anything would be on the warrant regarding the Town Administrator position. Mr. Trapani stated that they have to look at key issues and make some decisions.

### **Appointments**

Mr. Trapani thanked Barbara Morehouse for her time on the CoA and stated that they have a request to fill her open position by Esther Palardy.

**Mr. Surface moved to appoint *Esther Palardy* as a member of the *Council on Aging* with a term to expire **June 30, 2012**. Mr. O'Reilly seconded the motion and the motion was approved by a unanimous vote.**

### **Board Business**

Mr. Surface asked to discuss from Mr. Farrell's memo raises for non-union employees. Discussion on percentage given last year 1% raise and a 1% one time cost of living. Mr. Farrell stated that it would cost \$14k for 1% increase.

### *ABCC Training*

Mr. Trapani stated that they have received notice of an ABCC training to be held at Andover Public Library on October 16, 2009 from 1-3PM.

### *Sobriety Checkpoint and Saturation Patrol Update*

Mr. Trapani read letter from Chief Mulligan on the Sobriety Checkpoint and Saturation Patrol that took place in town Friday, September 11.

### *Park & Recreation/Temporary Seasonal Maintenance Worker*

Mr. Farrell stated that the Park & Rec has asked for the board to authorize the employment of John Tortorelli for a Temporary Seasonal Maintenance worker at the American Legion Park. He explained that the position is to help while the regular employee is unable to perform regular duties from a non job related injury. Board questioned that the position was not posted. Mr. Trapani asked to post the position and pay the individual as a contract employee if they have to fill the position immediately. Mr. Farrell stated that he will notify the Park & Rec and post the position at Town Hall and the Web site.

*Essex Regional Retirement Board Advisory Recommendation*

Mr. Trapani asked Mr. Farrell what are the ramifications if they vote to go out of ERRB and go to PRIT. Mr. Farrell explained that he and Ms. Cuomo went to a meeting with both and he explained what they learned. Discussion on how each fund has done over the last few years. Mr. Farrell stated towns that have voted to go to PRIT. Mr. Surface stated that on his research it is his suggestion that it would be to the town's best advantage to move to PRIT. Board agreed and a vote was taken

**Mr. Surface moved to request Essex Regional Retirement Board to move the Town of Georgetown funds to PRIT. Mr. Fowler seconded the motion.**

Mr. Fowler asked if we have anything more than a newspaper article and that he had been looking for Mr. Surface's opinion. Mr. Farrell stated that the report is from the state and the article is accurate and that is why he included it in their packet. Mr. O'Reilly asked if they have to take our recommendation. Mr. Farrell stated that they do not have to take the recommendation.

**The motion was approved by a unanimous vote.**

*Georgetown Club*

Mr. Trapani stated that they have received notice that the Georgetown Club has filed for Chapter 11.

**Selectmen's Report**

*FY10 Priorities*

Mr. Trapani passed out a draft list of draft key Objectives & Goals that he has compiled from all members. He asked each member to give a brief overview on their objectives and goals.

Mr. Fowler

- Town Report-Bring back budget to print copies.
- Interdepartmental Communications.

Mr. O'Reilly

- Media Advisory Committee Implementation
- Technology Plan & Implementation
- Grant Management Committee

- Town Bylaws/Regulations Review Committee

Mr. Surface

- Strengthen our communication with the State and Federal Delegation
- Develop a long-term strategic plan for Georgetown
- Improve communication with the residents of Georgetown
- Complete the approved and pending infrastructure projects
- Improve the relationship and cooperation within all town departments

Mr. Smith

- Support the development of both short and long term, Integrated strategic plans for Georgetown
- Drive Economic Development in Georgetown
- Support the CPC and Parks teams in securing and establishing additional green space/recreational fields in Georgetown

Trapani

- Begin long range plan for Georgetown (Town Strategic Plan)
- Improve Cross Functional Collaboration
- Continue to drive Economic Development Committee

Mr. Trapani stated that under Strategic Plan they are not ready to make a decision on a Full Time Town Administrator. He stated that they still have a lot to do and have to make a decision on what to do January 1, 2010.

Mr. Trapani asked that at the next meeting each member let him know what is the one thing you want to do this year and what are your goals to achieve this objective. He asked for the baby steps needed and what you need to support your initiative, such as budget, people, etc.

*Georgetown Days*

Mr. O'Reilly stated just a reminder that this weekend is Georgetown Days and that there are lots of fun events planned.

*Communication*

Mr. Fowler stated that he wanted to let everyone know that he is not looking at email. He stated that Mr. Farrell is copying all correspondence and putting in his mailbox at the office and this is working out.

**Mr. Smith moved to adjourn. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

Meeting adjourned at 8:50PM.

Minutes transcribed by J. Pantano.  
Minutes approved September 28, 2009.