

**Memorial Town Hall, 1 Library Street, Georgetown, MA 01833**

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**BOARD OF SELECTMEN MEETING MINUTES**

**Memorial Town Hall**

**1/25/16**

**6:00PM-Executive Session~2<sup>nd</sup> Floor Selectmen's Office**

**7:00PM-General Meeting~3<sup>rd</sup> floor meeting room, Town Hall**

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**Selectmen Present:** Gary C. Fowler, C. David Surface, Douglas W. Dawes, Clerk

**Others Present:** Michael Farrell, Town Administrator; Janet Pantano,  
Administrative Assistant

**Absent:** Philip Trapani, Chairman

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**6:00PM-EXECUTIVE SESSION**

For contract negotiations

**Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

*Rescue truck discussion-Fire Chief*

Fire Chief Mitchell, and Deputy Chief Ricker were present

Fire Chief Mitchell explained that Haverhill is looking to acquiring our Rescue Truck as we are not using it as we now have the ambulances. He stated that they have moved some equipment off of the truck that they do use to other vehicles. He gave out a handout with the information on the Rescue truck service. He stated that he has been in contact with Haverhill and they have been over twice to look at the vehicle. He stated that he has been in touch with Brindley and they gave him a wholesale price of \$100K and retail of \$60K. He stated that the town paid \$199,967 and with additional equipment the cost was \$350K in 2003. His plan is to trade the truck for equipment with Haverhill. He stated that the town will be supplied with turnout gear, hose, gear extractor and dryer for turnout gear. He stated that the turnout gear cost is \$1100 each.

Mr. Surface asked how many sets they would acquire. Chief Mitchell stated 35 sets. Mr. Surface asked that are we sure we will not need the vehicle. Chief Mitchell and Deputy Chief Ricker stated that they would not.

Mr. Dawes stated that Haverhill gets the vehicle and we get turnout gear, etc.

Mr. Farrell stated that this is a brilliant idea and for the Fire department to give up a vehicle is unheard of.

Chief Mitchell stated that Mr. Ricker has been working on this for a while and the process is exempt from 30B.

Mr. Farrell stated that he board needs to surplus the truck and then they will sign an agreement for what we receive with Haverhill.

Chief Mitchell stated that we could call for the vehicle in mutual aid if ever needed.

Mr. Fowler stated that in past gear was purchased each year. Chief Mitchell stated that they would get one or two sets but if we get everyone geared up then can put in budget to just replace

gear as needed. He stated that this will give a second set to staff because after an incident the gear must be cleaned before used again.

Mr. Surface asked if this was an iron clad agreement. Mr. Mitchell stated that he wants to be sure we get a fair exchange.

Mr. Farrell stated that the process will be that the board would declare the truck surplus and then sign an agreement with Haverhill.

## **WARRANT & MINUTES**

*Warrant to be signed*

*Minutes August 10; September 21; October 5, 19; November 16; December 14, 21, 2015*

August 10

Mr. Fowler asked about American Legion Park and if a committee was ever put together to work on the regulations for the park. Mr. Farrell stated there was no interest from any residents. He stated that the Police Chief tried to get a group together. Mr. Fowler asked if there would be a bylaw for ATM. Mr. Farrell stated that there is not enough time or interest. He stated that it would be up to the Park & Rec to work on a bylaw or to change their regulations. Mr. Dawes stated the Police Chief was going to follow up with the residents.

**Mr. Dawes moved to approve the minutes of August 10; September 21; and October 5, 2015. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

## **CORRESPONDENCE**

*Nomination papers available on Monday, February 1, 2016*

Mr. Surface read the open positions.

Mr. Surface read an email from Town Counsel on a recent ZBA meeting that complimented the board on their professionalism during the hearing.

Mr. Dawes stated that he watched the meeting and the ZBA did a great job as the meeting could have gotten out of hand.

*Disclosure from Paul Shilhan, ZBA member and Determination by Appointing Authority*

Mr. Surface asked if the board must vote. Mr. Farrell stated that the board must determine if he has a conflict of interest. Mr. Fowler asked Mr. Farrell's opinion and if Town Counsel had an opinion. Mr. Farrell stated if he has a financial interest then he should not be involved. Mr. Fowler asked if there is a quorum issue. Mr. Farrell stated that there is not with just this disclosure but could if another member cannot participate.

**Mr. Dawes moved that there is a financial interest and that it is substantial and deny the disclosure request as presented. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

*Discussion and Vote on closing of the ATM & STM Warrants*

Mr. Surface stated that the warrant was open at a FinCom meeting and is scheduled to close on February 8<sup>th</sup>. He stated that they may want to look at keeping the warrant open until February 22<sup>nd</sup> so if anyone has an article there is additional time to bring forward. Mr. Fowler stated that

he did not vote as the board has a policy regarding the opening and closing of the warrant and should have followed the policy on opening the warrant and the opening was not on the FinCom agenda.

**Mr. Dawes moved to extend the closing of ATM warrant for May 2, 2016 to February 22, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Dawes moved to extend the closing of the STM warrant for May 2, 2016 to February 22, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

*Strategic Planning Update/ Strategic Plan Contract*

Mr. Farrell stated that the second session was held on Saturday, January 23<sup>rd</sup> and about 30 people attended and some were new since the first session. He explained the process used and the draft vision statements given to attendees at the meeting. He stated that the next public visioning meeting is Saturday, March 5<sup>th</sup> and they will discuss mission and goals. He stated Saturday's meeting was a lively session and went quickly and they had great input. He stated to go into the next phase we want to amend the contract to include additional services to add another public meeting and a steering meeting. He stated that the cost for this would be an additional \$1500. Mr. Dawes stated that the board set the amount at \$5000. Mr. Farrell stated that the \$5000 included two visioning sessions and several steering meetings. Mr. Surface asked what the total project amount is. Mr. Farrell stated \$15K. Mr. Farrell stated that it is beyond the original scope. Mr. Surface asked if we will still be in the \$15K. Mr. Farrell stated yes we would be. Mr. Dawes stated that the agreement has also been extended to April 30, 2016.

**Mr. Dawes moved to approve the UMass Strategic Plan Contract amendment section B. from \$5000 to \$6500.**

Mr. Fowler stated he does not see any changes on second page. He asked where we are going after this. Mr. Farrell stated that the next session is mission and goals. Mr. Fowler asked if we will be looking for more funds over the \$15K. Mr. Farrell stated that they do not plan to. He stated that staff will also be part of a session on how to implement. Mr. Dawes stated so we will go from a vision to operational. Mr. Fowler stated that he wants to know where the steering committee came from. He wants to be comfortable with that. Mr. Surface stated that he does not know who is on the committee. Mr. Dawes stated he is also interested in who is on the committee and if the BoS appoints the committee. Mr. Surface stated that the steering committee is not part of this discussion. Mr. Fowler stated that he is not comfortable voting until a discussion.

**Mr. Fowler seconded the motion and the motion was approved by a 2-1 vote.**

Mr. Dawes stated that he thought that the BoS would vote the committee. He stated that he thought Mr. Surface would be on the committee. Mr. Surface stated that he is not on the committee. Mr. Surface asked Mr. Farrell who is on the committee. Mr. Farrell stated he does not know all members on the committee. He stated that it is not an official committee and does not require vote of BoS. He stated only 3 members have been at each meeting and not the same 3 at each meeting. He stated Don Cudmore, Michael Hinchcliffe, Kim and himself have been at meetings. He stated an email went out to some board chairs and department heads who live in

town, and elected officials of Light and Water Dept. Mr. Surface stated that he would like to have an open discussion on the committee at a future meeting. Mr. Dawes stated his concern is to make sure all voices are represented on the committee.

Mr. Fowler stated that he spoke with Kim about the steering meetings and she said biggest thing was she wanted department heads. He stated did discuss in November and what would make him more comfortable would be that do not want all members to be of like-minded members. He stated who is in charge. Mr. Farrell stated that the chair is in charge Mr. Trapani. Mr. Surface asked that Mr. Farrell move the plan together. Mr. Fowler stated he feels they have to vote on the committee. Mr. Surface stated that they will have to go with the general consensus.

### **OLD BUSINESS**

*Alfalfa Farm Winery request to sell wine at the Nunan's Farmers Market*  
Ms. Pantano stated that the winery withdrew their request.

### **TOWN ADMINISTRATOR'S REPORT**

*NovusAgenda –Meeting Management Solution Proposal*  
Mr. Surface asked to hold off until the next meeting to discuss.

*Senior Community Center (GSCC) update*

Mr. Surface asked for an update. Mr. Farrell stated going out to bid soon and Whittier will start within the next week. He explained the HVAC will act as the GC and he explained the work to be started and keep working as long as the \$150K holds up. He stated have to wait for CPC funds if approved in July. He stated this will be a great project.

### **NEW BUSINESS**

*Budget Presentation*

Mr. Farrell presented the FY17 budget to the board. He stated that this is a preview and will be a very tough process and that we are starting the process \$600K behind. He gave a handout to the board showing increases and explained the increases. Mr. Farrell stated State revenue is flat as we do not have numbers. He gave a schedule of what is falling off the debt schedule, fire truck, and the landfill. He stated if they debt exclude Elm Street that would replace one that comes off. Mr. Fowler asked about the debt exclusion and with the landfill falling off can you use and extend out for Elm Street. Mr. Farrell stated that roads are a maximum borrowing of 10 years.

### **NEXT MEETING**

Monday, February 8, 2016 at 7:00PM, 3<sup>rd</sup> floor meeting room, Town Hall

### **ADJOURNMENT**

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

Meeting adjourned at 8:45PM.

The minutes were transcribed by J. Pantano.

Documents used in this meeting:

BoS Minutes  
January 25, 2016

- Rescue truck information from Fire Chief
- Minutes August 10; September 21; October 5, 19; November 16; December 14, 21, 2015
- Notice that nomination papers are available on Monday, February 1, 2016
- Budget Books
- Disclosure from Paul Shilhan, ZBA member and Determination by Appointing Authority
- Alfalfa Farm Winery request to sell wine at the Nunan's Farmers Market
- Draft ATM & STM Warrants
- Strategic Plan Contract
- NovusAgenda –Meeting Management Solution Proposal

Minutes approved February 29, 2016