

**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**

**1/23/17**

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

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**Selectmen Present:** C. David Surface Chairman; Gary C. Fowler, Clerk; Douglas W. Dawes, Steven Sadler; Joseph Bonavita

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

**Absent:**

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**7:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

**APPOINTMENTS and APPROVALS**

*Request from the Police Chief to appoint David Rosquete as a full time officer*

Police Donald Cudmore and David Rosquete were present

Chief Cudmore explained the reserve officer Rosquete will replace a senior officer who is retiring and will attend the academy in Haverhill at NECO. He explained his background and that he has signed a 3-year retention agreement.

Mr. Rosquete explained that he is excited and honored to be here and to be working for the town.

**Mr. Dawes moved to appoint David Rosquete as a Full-Time Police Officer for the Georgetown Police Department effective January 30, 2017 to June 30, 2017. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

*Appointment of Ann Gill as Treasurer/Tax Collector term to expire 6/30/2019*

Ann Gill was present

Mr. Farrell introduced Ann Gill and gave some background information.

Ms. Gill gave some background information and stated she is happy to be working in Georgetown.

Mr. Bonavita asked what she will start with. Ms. Gill stated that she will meet with banks on Monday and will start on reconciling the books. Mr. Farrell stated that our financial person will come in and sit with her once she is settled and go over bonding, etc. Mr. Bonavita asked if she was familiar with Munis. Mr. Farrell stated she has worked with Munis.

**Mr. Dawes moved to appoint Ann Gill as Treasurer/Tax Collector term to expire June 30, 2019. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

## **WARRANT and MINUTES**

*Minutes September 12, 2016*

**Mr. Fowler moved to approve the minutes of September 12, 2016. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

Mr. Fowler asked about the Debt Exclusion Policy we had discussed and he asked if we will look at this further. Discussion

Mr. Surface stated that this can be discussed with FinCom tomorrow evening.

## **NEW BUSINESS**

*Open the Special Town Meeting Warrant for May 1, 2017*

Mr. Farrell stated that there are two warrants at the ATM meeting and the STM warrant is to make any fiscal year adjustments.

**Mr. Dawes moved to Open the Special Town Meeting Warrant for Monday, May 1, 2017 at 7PM. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

*Public Records Policy*

Mr. Surface stated that this policy is new with the new Modernization law and we have been getting requests. He asked if we have bounced this off the town clerk for her review. Mr. Farrell stated that he would do that.

*15-Minute Parking Spot West Main Street*

Mr. Fowler stated that this is from the traffic committee and this is at their request.

Mr. Surface asked if we had the exact address. Mr. Fowler stated that it is in the area of Pizza Factory but he did not have exact address. Mr. Bonavita asked for background information on the request. He stated that his concern is that this is next to the The Spot and that this will take a parking spot from that business. Mr. Fowler stated that the restriction would only go to 7PM and did not have the specifics but he will get them for the next meeting.

## **OLD BUSINESS**

*BoS Procedures, Policies, and Regulations Manual*

Mr. Surface asked that members go through the document and get the changes to Mr. Farrell.

Mr. Fowler stated he had some comments and changes and he will pass on to Mr. Farrell. Mr. Surface asked members to go through the document and review for the next meeting and finish by the end of February.

*Penn Brook Fields-Steve Ziolkowski, GAA to be present*

Mr. Surface stated that he has talked to Michelle Smith Co-Chair of the School building Committee and she is working on the fields. He stated that the field is one issue and the lights at the fields was another issue and she will also look for a resolution.

Mr. Bonavita stated that it is only one field and why is it pitched and there is some local discussion on this happening in town.

Mr. Fowler stated that the fields were not part of the matching funds.

## **SELECTMEN'S REPORT**

### *Town Administrator Review Update*

Mr. Surface stated that he met with Mr. Farrell and went over the review with him. He stated that he put all comments together and went over this with Mr. Farrell and goal setting is at a 3. He explained what he came up with and wanted to go over with the board.

Goal 1- a monthly report, financial update, department heads, HR, review with board at last meeting of the month. He stated that Mr. Farrell wears multiple hats.

Goal 2- Must do's for 2017 Senior Center is a must do. Come up with 5-10. The heat in this building is one.

Goal 3- Progress on Financial Forecast priorities. Mr. Surface stated we have not even accomplished items from the DoR report. This board must work on this

Goal 4- Meet with each member of the board quarterly. He stated to take 2 HR courses with MIIA refresher class.

Goal 5- resource for problem solving working with the board members.

Mr. Surface stated he would like to see more face to face with Mr. Farrell not so much email by board members. He asked the board if he captured everything.

Mr. Fowler stated that he would like to go over the review and see if there are any areas missed. He stated that this is the best discussion we have had on review and not all falls on Mr. Farrell it is up to the board to be involved.

Mr. Surface stated that he asked the board to give an honest review. Mr. Fowler stated that he does not like that we have to do this in public. Mr. Sadler stated that echo Mr. Fowler and he only had what he has worked with Mr. Farrell over the last year.

Mr. Farrell stated that he cannot meet goals if he does not know what they are.

Mr. Bonavita stated that a review is positive and all would like to see a 5. He stated that the board focused on areas that are low and we need to work with Mr. Farrell on what we are looking for. He stated that communications such as a weekly update would help him as he does not always check in.

Discussion on a template for a report.

Mr. Dawes stated that update on 45 Central St, Senior Center, etc.

Mr. Surface stated that we do not want to micromanage Mr. Farrell. Mr. Sadler stated that his view is that the board needs to roll up their sleeves to get some things done.

Mr. Dawes stated that board has to keep Mr. Farrell updated on what they are working on.

Mr. Farrell stated that his expectations for himself are that he meet their expectations that he has not met them and this is a disappointment to him. He stated he is an A B student and has to do better. He stated that to take a HR class is something of a waste of his time. He stated he stays up to date on HR and is on the MIIA website all the time.

Discussion on goals.

Mr. Fowler stated that the members should do a self-assessment.

### *Financial Workshop Update*

Mr. Surface stated that the meeting is tomorrow evening.

Mr. Fowler stated this would be a round table discussion. He stated that the DoR report is something we need to look at.

Mr. Farrell stated that he talked to Ed Dobie and four members of the FinCom will be present. He stated that the Governor's budget came out at the MMA and the local budget will have a 3.9% increase and school aide by 2% not that we will get that much as they go by a formula.

## **TOWN ADMINISTRATOR'S REPORT**

### *Health Insurance Brokers meeting*

Mr. Farrell stated he had the meeting and asked a lot of questions and the broker was looking for a lot of information that they could have asked for earlier. He stated that this is a 3 month process as they have to give the employees 60 day notice and time to sign up. He stated that Tufts and Harvard are the comparable plans. Mr. Sadler asked what the time frame for estimates is.

Mr. Sadler asked if there are other brokers.

Mr. Farrell stated that there are only three other insurances that measure up to GIC and they are Tufts, Harvard, and BC/BS. Discussion

Mr. Sadler stated he would help review this. Mr. Bonavita stated that he recommended this broker a local resident.

Mr. Surface stated that he feels that the Town Administrator can handle this. Mr. Sadler stated was not done with timelines. Mr. Fowler asked what we are looking for, are we looking for a better plan or a better price. Mr. Surface stated he is not in favor of looking at other brokers.

Mr. Sadler asked if we can look at other plans. Mr. Surface look at GIC, BC/BS, Harvard/Pilgrim, and Tufts. He asked for a spreadsheet to look at to compare.

### *45 Central Street Purchase Update*

Mr. Farrell stated that the closing is scheduled for February 20<sup>th</sup>. He stated that they are planning a walk through before then. Mr. Surface stated what the plan is for when we own the property.

Mr. Farrell stated that we need to know what the condition is for one thing.

### *Senior Center Update*

Mr. Surface stated he did a walk through with Mr. Farrell, and Ms. Fiorello and they will not be opening this week. He stated that they need some electrical and a large front door mat. He stated she is planning on having the men's breakfast next week. He stated that the other issues are computers, and telephone, etc.

### *Town Planner Update*

Mr. Farrell stated that the Planning Board met and offered the position to the candidate subject to a physical, drug test, and background check. He stated that he is ready to start on February 13<sup>th</sup>.

Mr. Sadler asked if they are funding the position and keeping the admin. Mr. Farrell stated that the Planning Board is voting this week and they are looking at options.

Mr. Dawes stated that when Mr. Hoover was here they talked about salary at \$75K and not having an admin. Mr. Farrell stated that the funding is between the Planning Board and FinCom. Mr. Surface stated that the AH Trust also need to get their time.

Mr. Fowler stated that procedurally the BoS gave their position and FinCom had a different position. He stated that we need to meet with the FinCom at the same time when structural

changes are made. Mr. Farrell stated that it is the BoS who should set a wage scale for the town. He stated that there has not been one done since 2003.

*Community Compact/IT Grant Update*

Mr. Surface asked that we are not eligible for Community Compact.

Mr. Farrell stated that we were not eligible for the EDC grant. He explained the options available for the town and that there is an IT grant available that the town can apply for. He stated that the grant is for IT infrastructure programming and training.

Mr. Farrell stated the EDC plan needs to be updated not a new plan.

*Archiving Update*

Mr. Farrell stated that once he has the cost of the heating nailed down he will know what he has to spend on the archiving.

Mr. Fowler stated that the EDC is looking to find more parking for the rail trail and asked if there was a regional grant that could help with that. Mr. Farrell stated that they would have to look at regional planning and studies. Mr. Fowler stated that he talked to the Police Chief about a regional lock-up.

Mr. Farrell stated that the archiving is a funding issue. Mr. Surface asked if the CATV funds could be used. Mr. Farrell stated that he talked to counsel and they cannot.

*Park & Rec East Main St. Liability Update*

Mr. Farrell stated that the park can open when the Planning Board approves the project and signs off and they hoping for a spring 2017 opening. Mr. Bonavita asked why so long. Mr. Farrell stated that they had gone out to bid and did not have enough funds so that held up the project.

*License Approvals*

Approval of Pomodori's, Theo's Restaurant, and Village Sub & Pizza Common Victualler Licenses

**Mr. Dawes moved to approve the Common Victualler Licenses for Pomodori's, Theo's Restaurant, and Village Sub & Pizza to expire December 31, 2017. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Dawes asked why the Financial Review and was a draft copy and have we received the final copy. Mr. Farrell stated that there are just a few final changes and then he will send out the final document.

Mr. Dawes stated that the board has to set up a committee for Drug and Substance Abuse funds that the town received.

Mr. Sadler stated he met with Carol Jacobs, and Chris Roth, owner of Little Block of Shoppes to see if the space could be used for public meetings. He stated that this would have to be supported by the town. He stated that the town would have to pay for heat and utilities. He

asked if he could represent the town. Mr. Surface stated this would be an EDC issue. He stated that this is a help to the building owner.

#### **NEXT MEETING**

Tuesday, January 24 at 6PM, Financial Workshop, Perley School  
February 13, 2017 at 7PM, 3rd floor meeting room, Town Hall

#### **ADJOURNMENT**

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

Meeting adjourned at 10:00PM.

Minutes transcribed by J. Pantano.  
Minutes approved June 12, 2017.

Documents used in this meeting:

- Minutes September 12, 2016
- Public Records Policy
- BoS Procedures, Policies, and Regulations Manual
- Request from the Police Chief to appoint David Rosquete as a full time officer