

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
12/5/16
7:00PM-General Meeting~3rd floor meeting room, Town Hall

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:

7:00PM Call to order

Invocation-Douglas W. Dawes
Pledge of Allegiance

Brocklebank CPC Grant for approval
Chris Comiskey, Historical Society

Ms. Comiskey explained what the grant funds are for. She explained that they had a ceiling collapse at the museum and have another with a bow. She stated that there are no bows in the ceiling in the museum area. Mr. Dawes stated that the roof of the museum also needs to be replaced. Ms. Comiskey stated not the roof of the Brocklebank Museum but the roof of the School House will need replacement. She stated that the building is under the control of the Historical Society.

Mr. Dawes moved to approve the Brocklebank CPC Grant Agreement with the Historical Society as presented. Mr. Sadler seconded the motion.

Mr. Fowler stated the CPC Agreement states that the work must start within one year. He stated that the town meeting warrant stated that this would be in conjunction with the CPC. He read the motion. Mr. Farrell stated in the past they did this and have received a legal opinion that once town meeting approves the project the CPC is done. Mr. Surface stated that we could have a discussion with the CPC but that would slow the process down.

Mr. Fowler stated that he disagrees the CPC is done with their recommendation to town meeting. Mr. Surface stated that with a new agreement we could ask the CPC opinion.

The motion was approved by 4-0 vote. 1 abstain

Mr. Surface thanked the Fire Department for all they did with the Toys for Tots Santa parade.

WARRANT and MINUTES

Executive Session Minutes November 7, 2016

Mr. Fowler moved to approve the ES Minutes of November 7, 2016 to keep the minutes sealed until a date when action will no longer have an effect on discussion. Mr. Bonavita seconded the motion and the motion was approved by a 4-0 vote. 1 abstain

Request from Charles Durney for appointment to EDC

Mr. Durney stated that with the work on the communication for the town this works together with the Economic Development.

Mr. Dawes moved to appoint Charles Durney to the Economic Development Committee term to expire June 30, 2017. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.

NEW BUSINESS

Traffic Committee Request-15 minute parking spot on West Main St

Mr. Fowler stated that no proprietors came forward but some residents did ask for this recommendation. Mr. Surface stated that the businesses should be present to discuss and do we need a hearing.

Mr. Sadler asked if a sign would be put up and how it would be enforced. Mr. Fowler stated that it would be the same as other areas in town. Mr. Sadler stated that 15 minutes is a short time.

Mr. Fowler stated that this would only be until 7PM. Mr. Surface stated until business owners are notified he suggest we hold on this change.

Winter Parking Ban 12/1/16-4/1/2017

Mr. Surface read the parking ban notice from Peter Durkee, Highway Surveyor.

Social Media Policy review and approval

Mr. Surface asked if we are vetted on this with legal. Mr. Farrell stated that we are and he gave out a handout of the email from counsel. Mr. Durney joined the discussion as a Cable TV Committee member. Mr. Bonavita asked if the School has a social media policy. Mr. Farrell stated School Committee is the policy maker for the Schools. Mr. Farrell stated that the town and schools are not in compliance with open meeting law. Mr. Farrell stated when we can get a Facebook page up. Mr. Durney stated it can be ready to go quickly. Mr. Sadler asked about CATV funds to pay for archiving. Mr. Farrell stated that we can look into this. Mr. Sadler asked if can do month to month. Mr. Farrell stated that what he saw was yearly. Mr. Farrell stated that he has a price of 5 pages for \$100 a month. He would work on this with departments.

Discussion on questions from Counsel. Mr. Surface asked for our IT Boston Systems & Solutions to be added to the policy. Mr. Surface stated Mr. Farrell should be responsible for approving which employees can post. Mr. Fowler stated that CATV would handle. Mr. Sadler stated that we can give rights to Kip and through CATV he could work with departments and we can update the document as we go. Mr. Bonavita stated that will we have a town Facebook page or will we bring them into one social media page. Mr. Durney stated that the town has to get the others in compliance and then move forward. Mr. Fowler stated that the policy is to send to an employee. He asked who does this all funnel through. Mr. Sadler stated the CATV advisory committee as the administrator of the page.

Mr. Fowler moved to add Cable advisory committee to section 2 #2.

Mr. Surface asked if the Facebook would be one way public would not be able to comment.

Mr. Fowler withdrew his motion.

Mr. Sadler stated that this is the policy that is meant to encompass all town departments.

Mr. Fowler moved to approve the *Social Media Policy* as presented with the condition section 2 item #3 Cable Advisory Committee be added and the official position will be done by the Cable Advisory Committee as selected by the BoS. Mr. Sadler seconded the motion.

Mr. Farrell stated that the boards will just provide the content to the page.

The motion was approved by a unanimous vote.

Wreaths Across America Invitation

Mr. Surface read the letter sent from the Wreaths Across America on an event in Topsfield.

Mr. Dawes stated he would represent the Selectmen and be present as Commander of the American Legion. He stated that there is a fundraiser to raise funds for wreaths to go on Georgetown graves. He stated that you can go online to donate

Cheer Fundraiser

Ms. Pantano stated that they have changed the event and do not require BoS approval.

OLD BUSINESS

Healthy Pharms Host Community Agreement for Approval

Mr. Dawes updated the board on the final document. He stated that Healthy Pharms agreed not to open another growing facility until they max out in Georgetown.

Mr. Surface stated that they will max out at \$8Mil and then what happens. Mr. Dawes stated that they would then go back to Planning Board to expand. Mr. Farrell stated that the agreement is for retail and once wholesale we renegotiate. Mr. Dawes stated if they gross past \$8Mil and get a permit to expand then the board will negotiate to wholesale.

Mr. Sadler stated that they received a non-opposition letter to sell in Cambridge and is this a go and can we talk about what product is sent to Cambridge. He stated what if \$4Mil is sold here and \$4Mil sold in Cambridge. He stated that there were inconsistencies in what was said here.

Mr. Surface stated that he asked that all product sold in Georgetown they get a percentage of.

Mr. Sadler stated he has no problem with the contract just with the discussion.

Mr. Bonavita stated that all members had the impression that \$4Mil sold here and \$4Mil sold elsewhere but not all credited here, then the \$4Mil amount should change. Discussion on what was said. Mr. Sadler stated that the agreement is for the unknown we do not know the impact to the town.

Mr. Surface stated that the Police Chief can ask for additional funds if needed.

Mr. Fowler stated that the only change was to Page 2 number 4 section. He stated that he did understand the wording. Mr. Farrell stated that the wording was done by our attorney.

Mr. Fowler stated that all wording was the same with just one change. He stated he toured the facility with his wife and it is quite a facility and they have taken a chance. He stated that the amounts are the same in this document as in the other signed by the board.

Mr. Surface stated that the wording is confusing.

Mr. Dawes stated that there is no cap on what we can receive. Discussion

Mr. Fowler moved to approve the Healthy Pharms Host Community Agreement as presented. Mr. Dawes seconded the motion and the motion was approved by a 3-2 vote.

Legal Access Policy review

Mr. Farrell stated he did a memo highlighting the timeline of the policy. He stated the BoS at the time developed a procedure that the departments fill out a form, which he used and now uses email. He stated that all questions go through Attorney McEnaney and he distributes to attorneys as deemed necessary. He stated that they do not answer questions from town staff unless he has approved and this is to keep cost down. He stated that this is not the only place to get legal advice. He stated Attorney General, Elections Commission, etc. have free information.

Mr. Surface stated when you start you get an email from K & P to call with questions.

Mr. Sadler stated that we did not have a policy and now we do it should be in the manual. He is all set with the policy.

Mr. Fowler stated that he remembers this policy being developed. He stated he has called other places and if he feels he has the right to call if he needs to answer a question. He would like to know if charged for call.

Mr. Dawes stated that the Town Administrator works for the Selectmen and the board should go to the Chair and not an employee telling him what he can do. Mr. Fowler stated should we add to policy. Mr. Surface stated a board member can go through the Chair. Mr. Bonavita stated that none of us should supersede and have agreement to go through the Chair.

Mr. Farrell stated he is not giving permission he is saying that we may already have the answer. He stated that if it something that the feel he has done then members should go to the chair. Mr. Surface add go to Chair if not comfortable asking Town Administrator.

Mr. Surface stated that we should put the policies in order of priority on the list.

Mr. Fowler stated that the Free Cash policy should be updated.

BoS Policy Manual Review

Mr. Surface asked members to review and get comments to Mr. Farrell.

Park & Recreation-Review of New Regulations

Mr. Surface stated that they requested Park & Rec to come in tonight. He stated that they are working on regulations and are not ready to come forward and they requested to come in the first meeting in January with some progress and with the Police Chief. He stated he does not want another summer like we had last year.

Mr. Bonavita stated people were using the East Main Street Park and why was a closed sign put up. Mr. Farrell stated that the risk is on our end if signs are not posted and there is still work being done and no regulations. Mr. Surface asked that an email be sent to Mr. DiMento on what is happening. Mr. Fowler asked if we plow the driveway and if so why can the residents not use the park. Mr. Bonavita asked if we can post that the park is not officially open use at own risk. Mr. Dawes stated his concern is on liability if someone is hurt. Mr. Surface stated should say no trespassing and Police can enforce.

ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING

SELECTMEN'S REPORT

Winter/Spring BoS meetings

Board was okay with the dates presented.

TOWN ADMINISTRATOR'S REPORT

Senior Center Update

Mr. Farrell stated that the plan is to move the week after the holiday and have a grand opening later. He stated that the Highway and School department are to assist with the move.

Treasurer/Collector Search Update

Mr. Farrell stated that the search committee met and did not do an official offer. He stated doing a reference check and background check. He stated that he will bring a candidate before the board on December 19th. Mr. Bonavita stated can they ask questions. Mr. Farrell stated yes they appoint and he hires.

Mr. Fowler asked if the town should consider a moratorium on any new hires, with the budget we have or discuss at the workshop with the FinCom.

APPOINTMENTS and APPROVALS

Highway Surveyor-Staff Salary

Mr. Surface stated that he would like to make adjustment for one staff member and Mr. Durkee was to be here. He stated that they would want to discuss and he asked if he has done an analysis or has he worked with Mr. Farrell. He asked if the position has more responsibilities and should look at other similar positions. Mr. Surface stated that they will pass on this tonight until the talk with Mr. Durkee.

Liquor License & License Renewals for 2017

Liquor Licenses:

Mr. Dawes moved to approve the Restaurant All Alcohol: Another Spot, Inc. dba The Spot, Metta and Douglas Enterprises dba Tinn Lizzy's Bar and Grill, Rybo's Bistro II, Inc. dba Flatbreads/Black Swan CC; Package Store All Alcohol: Georgetown Liquors Inc., C. J. Liquors dba Johnnies Place; Beer & Wine Package Store: Crosby's Markets Inc. dba Crosby's Marketplace; Club All Alcohol: Georgetown Post 7608 VFW Liquor Licenses to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Licenses:

Mr. Dawes moved to approve the Common Victualler: Mystra, LLC/Dunkin Donuts; Niki's Roast Beef and Pizza; Crosby's Marketplace; Georgetown Post 7608 VFW; The Spot; Rybo's Bistro II, Inc./Flatbreads; Johnnies Place; Tinn Lizzy's Bar & Grill; Charles C. Dame Lodge, AFAM Licenses to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Dawes moved to approve the Automatic Amusement: *Georgetown Post 7608 VFW; Tinn Lizzy's Bar & Grill* Licenses to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Dawes moved to approve the Bowling: *Georgetown Candlepin Bowling Lanes* License to expire December 31, 2017. Mr. Fowler seconded the motion.

Discussion-Fire Chief reported he is working with the owner and at this time the building is not in compliance.

The motion and the motion was not approved by 2-3 vote.

Mr. Dawes moved to approve the Second Hand Shop: *Pratt Hobby Shop* License to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Dawes moved to approve the Sunday Entertainment: *Georgetown Post 7608 VFW; The Spot; Rybo's Bistro II, Inc. /Flatbreads; Tinn Lizzy's Bar & Grill* Licenses to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Dawes moved to approve the Weekly Entertainment: *Georgetown Post 7608 VFW; The Spot; Rybo's Bistro II, Inc. /Flatbreads; Tinn Lizzy's Bar & Grill* Licenses to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface asked members for their Town Administrator review next week.

Mr. Sadler stated that the Water department was here and was going to come back with a department update.

NEXT MEETING

December 19, 2016, 7:00PM, 3rd floor meeting room, Town Hall

ADJOURNMENT

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

Meeting adjourned

Minutes transcribed by J. Pantano.

Minutes approved May 15, 2017.

Documents used in this meeting:

- Executive Session Minutes November 7, 2016
- Brocklebank CPC Grant for approval

BoS Minutes
December 5, 2016

- Traffic Committee Request-15 minute parking spot on West Main St
- Winter Parking Ban 12/1/16-4/1/2017 Notice
- Wreaths Across America Invitation
- Cheer Fundraiser
- Healthy Pharms Host Community Agreement for Approval
- Legal Access Policy review
- BoS Policy Manual Review list
- Social Media Policy Draft
- Winter/Spring BoS meetings calendar
- Liquor License & License Renewals for 2017 list
- Request from Charles Durney for appointment to EDC