

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
1/9/17
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;

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

Absent: Joseph Bonavita

7:00PM Call to order

Invocation-Douglas W. Dawes
Pledge of Allegiance

WARRANT and MINUTES

Minutes June 27, 2016

Mr. Fowler moved to approve the minutes of June 27, 2016. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.

BOARD BUSINESS

Economic Development Joint Meeting-Community Compact Discussion

Economic Development members: James Lacey, Wayne Snow, Gary Fowler, Steven Sadler

Mr. Snow called their meeting to order

Mr. Snow stated that the town has joined Community Compact. Mr. Surface stated the town has applied for Safe Streets and Financial Forecast Best Practice.

Mr. Lacey stated that they would like to apply for the Economic Development grant. Mr. Snow stated that they need the BoS approval and have until February 9th to apply. He stated that the town did a market assessment in 2008 and the EDC would like to update the plan.

Mr. Surface stated that no other board has approached the board on any other grant. Mr. Fowler stated that next year will they start over.

Mr. Farrell stated that next year they will be coming out with new best practices.

Discussion that once you get a grant in a category you have to wait 2 years to reapply.

Mr. Farrell stated all applications are online and he must request a password and he will request and fill out application for the requested EDC grant. Mr. Dawes, Mr. Sadler, and Mr. Fowler stated that they were all in favor of the EDC applying for the grant.

Mr. Fowler moved to allow the EDC to apply for the *Community Compact EDC* grant. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

The EDC adjourned their meeting.

Citizen letter of Concern

Paul Sadoski stated he talked to Mr. Farrell and Mr. Fowler regarding his concerns for the town and taxes. He explained some of his concerns.

Mr. Surface stated that he moved here in 2012 and some things in town needed to be revamped and the funds have to come from somewhere. He stated that we want to remain a bedroom community and that costs the town. He stated that we have done a lot over the last 10 years.

Mr. Sadoski stated Police and Fire, need funds but the Schools needing more funds is another thing.

Mr. Surface stated he has told the State we need more funds. He stated that an override is up to the voters. He stated that we are trying to do the best we can.

Mr. Fowler stated that double digit increases in insurance does not help.

Mr. Dawes stated we live in area that is popular to live in and with that comes traffic, etc.

Mr. Fowler stated that our Schools are on the lowest per capita and turn out some great students. He stated that the board usually opens the warrant tonight and you will know the end of February what will be on the warrant.

Mr. Sadler stated he wanted to thank Mr. Sadoski for coming in and that he also is not in favor of an override. He suggested he attend the FinCom meetings.

Town Planner search-Planning Board

Rob Hoover, Planning Board Chair was present

Mr. Hoover thanked the board for all they do. He stated that the Planning Board is falling apart and have been without a planner for 9 months. He stated that they have a candidate with a salary issue. He explained that the board is struggling, a member works evenings, not all on the same page. He explain that the Planning Board met with an applicant and he has an issue with the salary. He stated that the Planning Board is meeting this week and will discuss their budget and will discuss moving funds around to give additional funds to the Planner. He wants to ask the Selectmen and discuss if the Selectmen would support the Planning Board offering additional funds to a new Planner.

Mr. Surface asked if a member of the Affordable Housing Trust was present in the interview.

Mr. Hoover stated that in the initial interview. Mr. Surface stated he does not know if the Trust will pull the 8-10 hours a week.

Mr. Farrell stated that the applicant is a Planner in NH now and was in Woburn for years and has had many 40B's.

Mr. Sadler asked if salary was why he was not chosen the first round. Mr. Hoover explained that process that they went through with the original search.

Mr. Surface asked the number. Mr. Hoover stated at \$63K and the applicant asked for \$75K.

Mr. Surface stated that they need a discussion with the FinCom. Mr. Hoover stated that their goal is to not increase their budget. Mr. Farrell stated that we have been without a planner for a while so this budget has funds. Mr. Hoover stated that the current admin may be leaving and the new planner stated he would be able to hold up the office with just a minute's person.

Mr. Sadler stated that the Planning Board should meet with FinCom, but some of the salary could be performance based.

Mr. Fowler stated that he may want to discuss with Mr. Farrell the salary and where it is in the budget. He asked about the fees and if they could cover salaries with their fees.

Mr. Farrell stated that the hiring process in town is the PB is the hiring authority but not the salary authority. He stated that the Selectmen set the wage level and the FinCom sets the budget.

He gave a handout on current Planner salaries for similar communities. He stated that the median salary is \$75K. He stated that he did a wage and classification study in 2010 for the town and we are under paying staff. Mr. Sadler asked the hours. Mr. Hoover stated now it is 32 hours Planning and 8 hours AHT.

Mr. Surface stated that they are going to have to make their case to Fin Com.

Mr. Fowler stated he echoed that they need to talk to FinCom. He stated if you can keep this department running and get back on track it would be good. He stated that your board is controversial and you need someone to hold the board together.

Mr. Hoover stated that important part will be a scope of work and keeping track of the progress. He stated that AHT was invited to last meeting and members could not attend.

Mr. Dawes asked why he would take less pay. Mr. Hoover stated that he wants to get closer to home.

Mr. Hoover stated on another note in 2013 the town had a financial review done and he read two sentences from the report regarding adopting a Charter. He stated that it is his opinion until we form Charter nothing will change.

2-Minute Recess

Park and Recreation Update

Jim DiMento, Chair; Juliette Rec, David Schauer, Al Kitchin, and Chris Ruest

Park & Rec opened their meeting.

Mr. Surface stated that they have asked the Park & Rec for some regulations. Mr. DiMento stated that they have something on the books, and we have something for stickers, and regulations state no outside residents.

Mr. Surface read the bylaw and he stated that the Police Chief has stated that there are no teeth in this bylaw.

Mr. DiMento stated that he contacted Andover and they have a similar pond and they have a sticker program that was approved by the Attorney General. He stated they oversee American Legion Park, West St, Little's Hill, Memorial Parks, Skate Park, Dog Park, and also coming online will be the Rail Trail. He stated that they are working on a massive document that he sent to the Police Chief.

Ms. Rec stated that they met with the Police Chief and no one has discussed the regulations further. She stated she feels that anyone should be able to use the park. She stated that does the town want us to go forward with a sticker program and who will oversee, sell, call, etc.

Mr. Schauer stated that in the past the sticker program worked, but he is against the stickers as it will open a Pandora's Box.

Mr. Surface stated that the dog park is being used and is not open and there are no regulations.

Mr. Schauer stated that the sign says the park is not open but use at your own risk. He stated the town spent \$700K at the park and have to give residents something.

Mr. Fowler stated that Ms. Rec asked how the board feels about the sticker program and we need to answer. Mr. DiMento stated Andover has a sticker program but they have paid staff to handle the stickers.

Mr. Farrell stated that you cannot bar anyone from the pond as it is a State Pond and it is illegal.

Mr. Surface asked that each park have their own rules and regulations. He stated once a police officer was present most issues disappeared at the American Legion park.

Ms. Rec stated that they cannot afford in their budget to pay for a Police Officer every year. Mr. Dawes asked if the regulations would be ready for the ATM in May. Mr. DiMento stated that they will work on getting ready by the end of February. Ms. Rec stated that they have signs that stated all the issues, no smoking, drinking, etc. Mr. Surface stated that they need to have bylaws and regulations so the Police can enforce the rules. She asked what the bylaw do. Mr. Surface stated that the town needs the bylaw with fines and what the enforcement is. Mr. Fowler stated that he sees a lot of frustration. He asked if they can get them some help from town counsel. Mr. Farrell stated that they can. Mr. DiMento stated that they have different parks and different rules with different times, uses, etc. Mr. Sadler stated that they should not have to recreate the wheel. Mr. Surface stated that we can put a placeholder on the warrant. Mr. Farrell stated that need the final bylaw by the end of March. Mr. Surface asked to have counsel at a meeting in February. Ms. Rec stated that they will need guidance on signs. She asked about using the fields at the East Main Street. Mr. Farrell stated that we are not covered under insurance until the park is completed. Ms. Rec stated that the fields are done and part of the parking is done. Mr. Farrell stated that we will have to have someone from our insurance company out to see if we can insure these areas. Ms. Rec asked if we can get insurance so we can open the dog park. Mr. Sadler stated that they need to talk with Mr. Farrell, Town Planner, Building Inspector, etc. Mr. Schauer stated they lost funds last year because the fields where not open.

Municipal Modernization Bill Top 15

Mr. Surface asked if members read the list and went over some items. Mr. Farrell stated he wanted to go over a few items. #5 emergency funding for snow and ice now the chief Municipal Officer can approve deficit spend. #9 they can now designate one member to sign the warrant. #15 Town can now lower speeds to 25mph on local roads

BOS Procedures, Polices, and Regulations Manual

Mr. Surface asked members to review and send changes to Mr. Farrell. He stated that the board already set that the Clerk will act as Chair when the Chair is absent. Mr. Fowler stated he had some revisions. Mr. Surface stated that he likes the document and asked Mr. Fowler to work with Mr. Farrell. Mr. Fowler stated he also liked the document.

SELECTMEN'S REPORT

Selectmen Goals

Mr. Surface stated everyone has their goals into him and in March he would give an update.

Town Administrator Review Update

Mr. Surface stated that he has the review ready and asked how the board wants to present. In past the Chair has met with the TA and then presented to the board. He asked if that is how they

want to proceed. Mr. Dawes stated that the board should see the final composite review before he meets with TA. Discussion on how this was done in the past.
Mr. Farrell stated he is fine with how the review was done in the past.

Health Insurance Update

Mr. Farrell state he met with the broker last fall and meeting with him on January 19th and he will have proposals on other plans. Mr. Surface stated that they have to compare all to GIC Benchmark Plan.

Mr. Sadler asked if the town can reap savings from another plan.

Mr. Surface stated that the town adopted general law with rules on what they have to do with savings.

Mr. Farrell stated that each time you make a change you have to meet with the PEC and negotiate and cannot negotiate percentage of payment. He stated law says they have to share 25% of savings. Discussion on savings.

TOWN ADMINISTRATOR'S REPORT

Senior Center Update

Mr. Farrell stated that latest is to open on January 23rd. Mr. Fowler asked how optimistic he is. Mr. Farrell stated that there have been time delays.

Treasurer/Collector Search Update

Mr. Farrell stated had a large group of individuals and offered the position to 3 people and they turned down for other positions and he made an offer this morning and asked for 24 hours. Discussion on search.

45 Central Street Update

Mr. Surface asked where we are. Mr. Farrell stated that at \$215K payment and a \$500 deposit has to be sent to realtor.

APPOINTMENTS and APPROVALS

License Approvals

Kallies Kones-Common Victualler
Vintage Vaults-Second Hand Shop

Mr. Dawes moved to approve the Common Victualler license for *Kallies Kones/Nunan's* 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 Second Hand Shop license for *Vintage Vaults* to expire December 31, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Correspondence

Patriots for American Veterans thank you letter

Mr. Surface read the letter from the group thanking the town for being a sponsor. He thanked the group for the 2017 Gloves for Love Program

Island Adoption

Mr. Surface stated that they have a letter from Mr. Soloski that he will no longer adopt the island at the intersection of Andover and Spofford Street. He asked that a letter of thanks be sent to Mr. Soloski for his time in taking care of the Island. He also asked that Deb Cote a member of the Crescent Meadow Lane Homeowners Association be contacted to see if she or the Association would like to take over the island.

Agenda for Workshop

Mr. Fowler stated that he will work with Mr. Farrell and has sent him some information for the agenda.

ATM Warrant May 1, 2017

Mr. Dawes moved to open the Annual Town Meeting Warrant for May 1, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Selectmen's Report

Mr. Sadler stated that he is meeting with the owner of Little Block of Shoppes and Carol Jacobs about using small spaces in the building.

Mr. Sadler asked about the archiving of Social Media. Mr. Farrell stated that he received the pricing and that we have 5 Facebook and 5 Twitter accounts. He stated that the cost will be \$125 for the 10 sites. He stated that they also suggest archiving the website but he does not know of any other town that does this. He stated he is concerned on the cost. Mr. Surface asked him to find out if CATV can pay for the archiving.

Heating update

Mr. Farrell stated that he is meeting with the boiler insurance adjuster this week and there may be some funds from this insurance.

Mr. Sadler stated that they have been waiting to get the Facebook page up and running. Mr. Farrell stated to get the site up and he will find the funds for the archiving.

NEXT MEETING

January 23, 2017 at 7:00PM, 3rd floor meeting room

ADJOURNMENT

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

Meeting adjourned at 9:40PM.

Minutes transcribed by J. Pantano.

Minutes approved June 12, 2017.

Documents used in this meeting:

- Economic Development-Community Compact list, Georgetown Market Assessment

BoS Minutes
January 9, 2017

- Municipal Modernization Bill Top 15
- BOS Procedures, Polices, and Regulations Manual
- Selectmen Goals
- Park and Recreation draft regulations and draft sticker program
- 45 Central Street Update
- License Approvals
- Patriots for American Veterans thank you letter