

**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**

**7/18/16**

**6:00PM-Executive Session~2<sup>nd</sup> Floor Meeting Room**

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

**A Joint Meeting with the School Committee and School Building Committee will be a part of this meeting**

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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; Michelle Smith, Ellie Sinkewicz, George Comiskey, Jeffrey Wade, Eric Zadina, School Building Committee; Pam Lundquist, Suzanne MacDonald, Cheryl Lachendro, Michael Hinchliffe, School Committee; Carl Franchesca, DRA; and pat Saita, Municipal Building; Mike Anderson, School Facilities Manager; Ed Dobie, FinCom

**Absent:** Janet Pantano, Administrative Assistant

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**6:00PM EXECUTIVE SESSION**

Anticipated executive session in accordance with the provisions of G.L. c. 30A, sec. 21(a)(3), to discuss strategy with respect to collective bargaining with FSCME Council 93.

**7:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

Mr. Surface stated that the board offered their condolences to the Carter family on the loss of their son George.

**NEW BUSINESS**

*Joint meeting with the School Committee and School Building Committee to discuss: Oil Tank at M/H School, Penn Brook landscaping, utility costs*

*Oil Tank at M/H School*

Mr. Surface stated that we would first discuss the removal of the oil tank. He stated that a question was sent to town bond counsel on using the Stab funds for this purpose. He asked Mr. Farrell to read the response from counsel.

Mr. Farrell stated that this is for the Middle/High School project and they have funds in the contingency but have to make sure that the town can use the funds for the oil tank. He stated that she sent back 5 questions and stated if can answer these questions then you can use the project funds. Mr. Farrell read the questions and explained how the oil tanks were not part of the project.

Ms. Sinkewicz asked Mr. Saitta to explain his opinion on this.

Mr. Saita, Project Manager explained that this project was different as it was tied to the Penn Brook School. He stated that the agreement with MSBA was to bring the areas vacated at the M/H School by the 6<sup>th</sup> Grade up to standards, to replace the roof, grading for the moisture under the slab. He stated that the project came in under budget so there are funds left over. He stated to change the scope you would have to go to town counsel for an opinion and ask MSBA for approval.

Mr. Surface stated that shuts the door on using the funds as he sees

Mr. Fowler asked if the oil tank was stopped being used under the ESCO project. Mr. Surface asked when the tank was last used.

Mr. Anderson stated that the tank has not been used since the ESCO project. Mr. Surface stated that this has been an ongoing issue for the last 4-5 years. So with this information the town cannot use the funds from the M/H School renovation project for the removal of the oil tank.

Pam Lundquist, School Committee member stated that what has been stated make sense but from the other side is that the project was to bring the school into compliance and the oil tank puts them out of compliance. She stated that the tank has to be removed by August 2017. She stated that the renovation was to bring the whole school into compliance. Mr. Surface stated the tank was never discussed with the public or at town meeting. He stated that the public did not approve the bonding with the information of the tank removal.

Michelle Smith, SBC stated that the committee did not tell the town that this is what the funds would be used for.

Mr. Surface asked if we have a cost to remove the tank. Mr. Anderson stated that it would cost \$40K.

Mr. Sadler stated that we have to know if any leaks. Mr. Anderson stated that the tank is fiberglass and does not rust.

Mr. Sinkewicz stated the SBC went over the questions from bond counsel to see if they could meet the questions. She stated that they could not.

Mr. Surface stated all are in agreement we cannot do under the project. He stated that the Fall Town Meeting is coming up and we will know the Free Cash number and this will be a discussion for FinCom.

### *Penn Brook landscaping*

Ms. Sinkewicz stated that they have requested that the DRA Architect Carl Franchesca explain the plans for landscaping.

Mr. Franchesca stated that concept was a wooded area and the School was to be the School in the Woods. He stated that the landscaping was designed with that concept and to cut down the least amount of trees. He stated that they tried to stabilize slopes and restore to natural setting and to not be a country club look with a lot of grass. He stated that this would be low maintenance. He explained swales and how those plants work. He stated that there are areas to be seeded and some trees are struggling and are not at the finish line and are working with the contractor. He stated that they have seeded some areas twice. He stated that they are confident that they can get the planting done so grass will be up in the spring. Mr. Surface asked if we have paid for something that has not been done. Mr. Franchesca stated no we always hold back 5% for inefficiencies. He stated that we always have the bond funds also. Mr. Farrell stated that some of the bonded funds cannot be touched until the project is finished and signed off. He stated that we are out of cash and will have to get a short term bond for cash flow. Mr. Surface asked if we can hold them for any interest costs. Mr. Saita stated that there are ways to do this.

Discussion on funding.

Mr. Sadler stated that he read that some soil had to be removed out front because it was contaminated. Mr. Franchesca stated that there was no contaminated soil it was that the soil was not of high enough quality for growing grass.

Mr. Bonavita stated that it is his impression that whoever is responsible for completing this job has removed themselves. Mr. Franchesca stated that the subcontractors are working with the contractors the work that is left is basically landscaping. Mr. Bonavita stated that the school is supposed to be natural but weeds are unacceptable. Mr. Franchesca stated that they are working with the contractors. Mr. Bonavita stated that he sees weeds, dead trees, and nothing good and he wants to see a plan and whose job is this to get the landscaping done correctly. Mr. Franceschi stated it is the contractor's responsibility. Mr. Bonavita asked what funds we have to get the work done. Mr. Franchesca stated that we do have a bond he stated that this is a drastic measure. He stated that they are on notice and they can bring in a different contractor. Mr. Bonavita stated that he wants to know what is being done. Mr. Franchesca stated that they are doing weed control and cannot plant grass until the end of August. Mr. Surface stated that the GC has five days to respond. Discussion on process, timeline, etc.

Mr. Surface asked for an update from the School Building Committee on August 15<sup>th</sup>.

*Utility costs*

Mr. Surface stated he remembers an email from DRA that the utility costs would be \$2 a sq. ft. He asked if we are within this amount. Mr. Farrell stated that we are within but the cost is \$196K and budget amount is \$183K for electric and gas but we do not have a water cost as the Schools pay their water bill and the town pays the gas and electric because of the ESCO project. He stated that the electric was messed up between the old and new schools and the contractor paying for the new school until the town took over. He stated that the water is worse and the Water Dept. is negotiating with the contractor. Ms. Sinkewicz stated that the Mr. Wade had a comment on this. Mr. Wade stated that the first year you are working out the bugs in the system and a period of time to calibrate the system. He stated that the second year is a better judge. Mr. Surface stated why we are over budget and should have budgeted the \$2 a sq. ft. Mr. Farrell explained some of the costs how we came to these amounts. He stated that the town pays the Gas & Electric because of ESCO as the old school was in the program and the new school was not. He stated he would like to give the School back the Penn Brook School electric bill with the funds to pay the bill. He explained the ESCO project and how the bond is paid with the savings from the energy measures done to the buildings which the new Penn Brook was not a part of. Mr. Surface stated for Mr. Farrell to discuss with the Superintendent and School Committee. Discussion on the equipment and how it is checked to be sure they are running properly.

Ms. Lundquist stated that the estimates did not include plug-ins such as, computers, monitors, teacher equipment, etc.

Mr. Dobie questioned the \$2 a sq. ft. and if that includes inflation costs. Mr. Franchesca stated that this is a good point as the \$2 was given during the design phase. He stated that the town has to look at this. Mr. Farrell stated he has considered that.

Mr. Fowler asked about a maintenance plan if the MSBA helped to set this up. Mr. Saitta stated that the committee submitted a plan. Mr. Anderson stated that the heat goes down at night and they have a plan.

Mr. Comiskey asked if we had decreased cost at Perley and the High School with the movement of classes. Mr. Farrell stated he has not seen decreases.

## **APPOINTMENTS & APPROVALS**

### *Appointments & Re-appointments*

*Request for a Common Victualler License for Kallies Kones at Nunan Florist to expire 12/31/2017*

Stephen Flynn Sr., Stephen Flynn Jr. and Brody Flynn, from Nunan Florist were present. Mr. Surface asked how they were coming. Mr. Flynn stated just finishing painting and hope to open this weekend.

**Mr. Dawes moved to approve the Common Victualler License for Kallies Kones to expire December 31, 2016. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

*Request to transfer Udderly Devine Common Victualler License to Matt Newhall to expire 12/31/2017*

**Mr. Dawes moved to transfer the Common Victualler License for Udderly Devine to Matt Newhall to expire December 31, 2016. Mr. Bonavita seconded the motion.**

Mr. Sadler asked if the business would stay the same. Mr. Dawes stated that the plan is to stay the same as before.

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

## **WARRANT & MINUTES**

### *Warrant to be signed*

## **CORRESPONDENCE**

*Notice from the Town Clerk of the resignation of Phil Trapani from the Affordable Housing Trust*

Mr. Surface thanked Mr. Trapani for his service to the Affordable Housing Trust.

## **SELECTMEN'S REPORT**

### *Strategic Planning Update*

Mr. Surface asked for an update. Mr. Farrell stated that the next meeting is in August and he is polling members to set a date. Mr. Dawes and Mr. Sadler stated that they would be attending.

## **TOWN ADMINISTRATOR'S REPORT**

### *Senior Community Center (GSCC) update*

Mr. Farrell stated that the air conditioning units are going in. Mr. Surface asked if a visit for the BoS could be set up. He asked that a tour be set up the second week in August at 6PM.

## **APPOINTMENTS & APPROVALS**

### *CPC BoS appointment*

**Mr. Dawes moved to appoint Gary Fowler to CPC term to expire June 30, 2019. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

*CIP appointment Michael Hinchliffe*

**Mr. Dawes moved to appoint Michael Hinchliffe to CIP term to expire June 30, 2019.**

Discussion a Planning Board motion. The motion was tabled.

*EDC*

Mr. Fowler asked to hold this appointment as the committee is meeting tomorrow and they will review attendance.

*Historical Commission*

Mr. Farrell stated that they are waiting for Mr. Perkins resignation letter as he has resigned but has not officially sent a letter.

Mr. Fowler stated that he asked Mr. Farrell and Ms. Pantano why terms are only a year. He stated that he was told this is how it has been done and if a member is not active you can reappoint someone else. He stated that Mr. Farrell stated that we can work on an attendance policy. Mr. Farrell stated that the chair of the committee would have to keep an attendance and the minutes would reflect who is present and absent.

Mr. Sadler stated if we implement the policy we have to have a point person.

Mr. Surface asked the board to provide him with their goals for the year. He will compile all the goals.

Discussion on legal policy for the BoS and review at the next meeting.

**NEXT MEETING**

Monday, August 15, 2016 at 7:00PM, 3<sup>rd</sup> floor meeting room, Town Hall

**ADJOURNMENT**

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

Meeting adjourned at 8:40PM.

Minutes transcribed by J. Pantano.

Minutes approved May 15, 2017.

Documents used in this meeting:

- Notice from the Town Clerk of the resignation of Phil Trapani from the Affordable Housing Trust
- Appointments & Re-appointments
- Request to transfer Udderly Devine Common Victualler License to Matt Newhall to expire 6/30/2016
- Request for a Common Victualler License for Kallies Kones at Nunan Florist to expire 6/30/2016