

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
3/13/17
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; and Joseph Bonavita

Others Present: Michael Farrell, Town Administrator

Absent: Janet Pantano, Administrative Assistant

6:30PM 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

CORRESPONDENCE

The Prudential Spirit of Community Awards

Samantha Newbury, was present

Mr. Surface welcomed Ms. Newbury and stated that she was awarded the Prudential Spirit Award. He read the letter from Prudential Spirit Awards and proclamation from the town and the proclamation was presented to Ms. Newbury.

Letter of retirement from Officer Michael Goddu

Mr. Surface read the letter of retirement and thanked Officer Goddu for his 33 years of service to the town.

Town Clerk letter regarding outside meeting board

Mr. Surface read the letter from the clerk and stated will discuss later in the meeting under new business.

Charity Wine Pouring License-Books in Bloom

Gloria Swanbon explained the event and stated that they have presented all the paperwork. She stated that they will be pouring wine and it is not a tasting. Mr. Surface asked when the event was. Ms. Swanbon stated on Saturday, April 29th from 6:30PM to 9:00PM at the Library. Mr. Sadler stated that we have a Facebook page that this could be posted on.

Mr. Dawes moved to approve the *Friends of the Library Books in Bloom Charity Wine Pouring License* for Saturday, April 29, 2017 from 6:30PM to 9:00PM. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.

APPOINTMENTS and APPROVALS

Request for a Common Victualler License Best Bagels, Inc.

Mr. Surface invited Mr. Celho forward. Mr. Celho stated that they would like to open the next day. Mr. Celho gave some background information and his work history. He explained the process that they use to make the bagels.

Mr. Dawes moved to approve the *Common Victualler License for Best Bagels, Inc. at 70 W. Main Street to expire December 30, 2017.* Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.

2-Minute Recess

Request from the ConCom to announce openings on the board

Mr. Surface stated that the ConCom is a very important committee and if anyone is interested to contact the Selectmen's office.

Georgetown FY18 Budget Priorities-Senator Tarr

Mr. Surface stated that we received the letter on March 8th and has to be returned by March 16th so there is not much time to respond. If anyone has ideas they can send them to Senator Tarr.

Town Clerk letter regarding outside meeting board

Mr. Surface went over the history of a proposal for a kiosk outside and posting of agenda's online. Discussion that all agendas are available online and computers are available at the Library. Mr. Surface stated that he does look at the board.

Mr. Fowler stated that he also looks at the board and stated that it could be located inside as the agendas are online and does not have to be 24 hours outside.

Mr. Farrell stated that the old posting boards are outside the Assessor's Office and can only be seen if you go down that hallway.

Mr. Sadler asked if we have had any complaints about reading the signs.

Mr. Bonavita stated he is against a kiosk and posting anywhere else would be fine.

Mr. Dawes stated that there are people who do not have computers and may look at the board.

He stated that they could try sun setting the notices and if we get complaints then could look for another option. Mr. Surface stated we could try phasing out and see what happens.

Mr. Fowler stated that the postings are not listed in the paper or anywhere else. Mr. Sadler stated try for a month and see how many complaints.

Mr. Surface stated that a notice should be posted on where to find postings.

Mr. Sadler moved to *discontinue use of the outside posting board but place a notice of where to find the postings.* Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.

NEW BUSINESS

North Shore Tour de Cure-American Diabetes Association

Mr. Surface stated that we have had this event before and have had no issues.

Mr. Dawes moved to allow the *North Shore Tour de Cure by the American Diabetes Association* to pass through Georgetown on Sunday, May 21, 2017. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.

WARRANT and MINUTES
Minutes of February 27, 2017

Mr. Fowler moved to approve the minutes of *February 27, 2017*. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

OLD BUSINESS

Priority Based Budgeting

Mr. Farrell stated that each board needs to get back to the FinCom if they are in favor of Priority Based Budgeting. He stated that the School Committee had a presentation on PBB.

Mr. Surface stated that it would be too late for this year. Mr. Farrell stated that it would be for next year's budget.

Mr. Farrell stated that this could be a part of the Community Compact IT Grant for either the Full package or the Lite package.

Mr. Fowler stated that the FinCom Chair of Bourne stated to wait as they are just starting and have not seen results but has increased communication and a cost every year.

Discussion on Community Compact IT Grant

Mr. Sadler stated that Fire Chief Mitchell was interested in an IT Grant. He stated that the Chief should be submitting a grant request. Mr. Surface stated have the Fire Chief reach out to him and if he has discussed his issues with our IT.

Mr. Surface asked the board if they would want to fund the Priority Based Budgeting proposal in this budget. Members were not in favor.

Mr. Surface asked the board if they want to submit to the State for the IT Grant. He stated Mr. Farrell should take this project on. Mr. Farrell stated that the applications are only accepted March 1st to March 31st. Discussion on project options and if funding would be available next year.

Fire Chief Mitchell stated that he is working with the BSS on a new software program. He stated that they are also looking at an alerting system for the station.

Mr. Fowler asked about the app that you could report pot holes, etc. and if this would be an option for the grant. Mr. Farrell stated it was See Click Fix. Mr. Surface asked for Mr. Farrell to look into this and get back to them.

Fire Chief Update

Fire Chief Mitchell updated the board on the Bowling Alley and that they have a walk thru next month and would like to come in to a meeting with a report. He stated that the bowling alley is making good progress.

Fire Chief Mitchell asked to remind residents with the storm to shovel the fire hydrants in their neighborhoods. He stated that the department will be out on Wednesday

SELECTMEN'S REPORT

BoS Procedures, Policies, and Regulations Manual

Mr. Surface asked if everyone has redlined and sent changes to Mr. Farrell. He asked to have done for next meeting March 27th.

45 Central Street Update

Mr. Surface stated that there is a red X on the door. Mr. Farrell stated that public safety put that there as the building is empty. He stated that he had a truck in today to take some of the trash and they took half of junk. He stated that there is some toys and a metal shed to be removed. He stated Mike Anderson and his staff put padlocks on the doors for him. Discussion on demolition. Mr. Fowler asked if the Police and Fire had any plans for the site. Mr. Bonavita agreed and Mr. Surface stated that we should have some public hearings on the site.

Mr. Surface asked that Mr. Sadler and the Communications Committee handle notice on the town Facebook page that the town has acquired 45 Central Street and are looking for suggestions for future use of the property. Mr. Surface asked Mr. Farrell to check with Police and Fire. Mr. Bonavita stated that we have to let residents know that this would be for town use.

State of the Town Update

Mr. Surface asked Mr. Bonavita for an update on the State of the Town. Mr. Bonavita stated that he met with Mr. Farrell and the event will be held April 3, 2017 at 6PM.

Town Administrator Action Plan/Must Do's for 2017

Mr. Surface stated that part of Mr. Farrell's review is an action plan/must do's. He stated that he came up with this list:

1. Hire a Town Treasurer
2. Negotiate a new Health Plan
3. Complete repair of new heating pipes in town hall
4. Close and manage 45 Central Street
5. Complete the Senior Center
6. Oversee the Budget Process with FinCom
7. Prepare the ATM and STM Warrants
8. Provide a monthly Town Administrator's Report
9. Weekly update-Discussion on if this is enough and instead of monthly then a bi-monthly report starting in April (April, June, August, October)
10. HR refresher
11. Meetings with the Town Administrator quarterly

Mr. Surface asked to invite the Park & Rec to the next meeting March 27th.

Mr. Dawes asked about the Senior Center if we had a final cost. Mr. Farrell stated that there are still some outstanding bills.

Town Administrator 457 Contribution

Mr. Surface stated that Mr. Fowler brought up that Mr. Farrell's contract has a \$2000 payment depending on his review. Mr. Fowler stated that he read contract and still gets \$3500 and the \$2000 is over and above so he is okay to leave as is. Mr. Bonavita stated that he feels some of

the blame for review is by this board and with that he is in favor of giving him the additional funds.

Mr. Bonavita moved to give Mr. Farrell a \$1000 457 Contribution bonus. Mr. Surface seconded the motion.

Discussion on the distribution of the 457 funds. Mr. Farrell stated he received the funds in 2017 and 2016 as the board did not do a review. He stated that this is going forward.

Motion did not pass by a 3-2 vote.

TOWN ADMINISTRATOR'S REPORT

Health Insurance Update

Mr. Farrell gave an update to the board and stated that he will receive the quotes on Wednesday. He stated that he had to send a notice to the Insurance Advisory Board and should of said the 17th and the letter said the board would vote on the 20th and wanted to know if board could meet on March 20th and he will have the quotes from the broker and MIIA.

Mr. Sadler asked that in talking with GIC he did say that it is a very complex process and a lot of towns get a consultant and are independent. He wanted to know if the board would consider this and this a lot of work for Mr. Farrell. Mr. Surface stated is this for next year. Mr. Farrell stated that he got that same information from GIC and they gave him the name of two consultants and the cost can be up to \$30-\$40K.

Discussion on 32B and the Insurance Advisory Board. Mr. Farrell stated only thing the IAC negotiates is the percentage of savings that is distributed to members. Mr. Surface asked for a presentation next week.

Board to meet next Monday, March 20th at 6PM.

Mr. Sadler asked if he could reach out to consultants. Mr. Farrell stated that he should reach out. Mr. Dawes stated he does not see anything wrong with a member reaching out. Mr. Sadler stated he would just ask the questions. Mr. Surface stated that this is getting into the weeds and this is something for the town administrator to do.

Mr. Fowler stated that he does not see this as overreaching. Mr. Farrell stated that he already has two proposals for FY18.

Discussion

Mr. Surface asked for the presentations of consultant proposals for review of health insurance for FY18 at the end of the meeting on the 20th.

National Citizen Survey

Mr. Farrell explained that he brought this up to FinCom and wanted to discuss with the BoS. He stated that the Strategic Plan wants to do a survey and this company does survey and they get much more in-depth response and give a 90% accuracy rate. He stated they do a mailing and it has the option to fill out the form online. He stated that this ties into the strategic study and would be helpful in budgeting process. He stated \$15K for the survey.

Mr. Surface stated that the Strategic Planning committee has had numerous public meetings and he does not feel the cost is worth it.

Mr. Dawes asked if he has used this company before. Mr. Farrell stated that he has not but has done a similar survey in other towns. He stated that this would be for FY18 budget.

Discussion

Mr. Surface polled the members on the survey.

Mr. Fowler, Mr. Sadler, Mr. Bonavita, Mr. Surface stated not at this time. Mr. Dawes stated not at this time but does see value in survey.

APPOINTMENTS and APPROVALS

Water Department request to surplus property

Mr. Surface stated the water department is transferring this truck to the highway department.

Mr. Farrell stated that they are transferring for parts only as the truck will no longer pass inspection. He stated that he has asked that departments do not transfer vehicles as this has just cost the town more money with the old vehicles.

Mr. Dawes moved to approve the Declaration of Surplus Property from the Water Department for a 1999 Ford F250XL Utility Truck and a 200 Ford #250. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.

Town Planner Appointments

Mr. Dawes moved to appoint *John M. Cashell* as a Non-voting member of the Economic Development Committee, to the *Hazard Mitigation Planning Committee*, as the *Merrimack Valley Planning Commission Representative for Georgetown*, a member of the *Storm Water Management Committee* terms to expire June 30, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface stated that Mr. Fowler reached out to him today about a gentleman whose organization has an issue with the Seabrook Nuclear Plant and he understands that Senator Tarr and Rep. Brad Hill are moving forward with a hearing on the Plant. Is there any will and pleasure of the board to have this person in. He stated there was a request and he denied it but what does the board want to do. Mr. Fowler stated that he knows this gentleman. Mr. Surface asked for the additional documents included with the agenda request be sent to the board so they can decide if they want to meet.

Mr. Surface stated that Jeff Wade was supposed to come in tonight. Mr. Farrell stated that and issue came up today and Salisbury has their money but Georgetown keeps getting kicked down road and they have been told by the State that the trail is being put on hold. He stated that he asked John Cashell to attend a meeting in Boston with them. He stated CPC has almost \$3M set aside for this project.

Mr. Fowler stated that CPC is very disappointed that this has been pushed back again.

Mr. Surface asked for an update at the next meeting.

Mr. Surface stated meeting on March 20th at 6PM to discuss insurance.

NEXT MEETING

Monday, March 27, 2017 at 7:00PM

ADJOURNMENT

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

Meeting adjourned at 9:45PM.

BoS Minutes
March 13, 2017

Minutes transcribed by J. Pantano.

Minutes approved March 13, 2017.

Documents used in this meeting:

- Minutes of February 27, 2017
- Letter of retirement from Officer Michael Goddu
- The Prudential Spirit of Community Awards
- Town Clerk letter regarding outside meeting board
- Request from the ConCom to announce openings on the board
- Georgetown FY18 Budget Priorities-Senator Tarr
- North Shore Tour de Cure
- Charity Wine Pouring License-Books in Bloom
- Priority Based Budgeting
- BoS Procedures, Policies, and Regulations Manual
- Health Insurance Update
- National Citizen Survey
- Request for a Common Victualler License Best Bagels, Inc.
- Water Department request to surplus property