

**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**  
**11/21/16**  
**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

**PUBLIC HEARING**

*Tax Classification Hearing*

Mr. Surface opened the public hearing.

Mr. Berube, Assistant Assessor was present and explained that this will set the tax rate and he explained the assessments.

Mr. Dawes asked about the residential exemption and if used. Mr. Berube stated that this exemption is used where there are a lot of rentals.

Mr. Surface closed the public hearing at 7:10PM.

1. Open Space Discount

**Mr. Dawes moved to set an Open Space Assessment. Mr. Fowler seconded the motion**

**Vote-No 0-5**

**The motion was not approved.**

2. Residential Exemption

**Mr. Dawes moved to establish a Residential Exemption. Mr. Fowler seconded the motion.**

**Vote-No 0-5**

**The motion was not approved.**

3. Small Commercial Exemption

**Mr. Dawes moved to accept the Small Commercial Exemption. Mr. Fowler seconded the motion.**

**Vote-No 0-5**

**The motion was not approved.**

4. Classification

**Mr. Dawes moved to recommend a Tax Classification factor of one. Mr. Fowler seconded the motion**

**Vote-Yes 5-0**

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

Mr. Surface stated that they are trying to help the seniors in town to reduce the tax burden and asked about Residential Exemptions. Mr. Berube explained how this would work and would also pertain to vacant parcels.

Mr. Sadler asked about commercial properties and what type would help. Mr. Berube stated would have to add \$80M in commercial property.

Mr. Farrell asked if the elderly exemption could be increased. Mr. Berube stated that the work off program has income and age limits but it could be increased. Mr. Dawes asked about a disabled veteran and how they could get an exemption can they also get an elderly exemption. Mr. Berube stated yes.

*Request for Inaugural Flatbread Fiery 5K*

Ashley Steeves was present

Ms. Steeves explained the race would be starting and ending at Flatbread Company. She stated that she talked with Lt. Scott Hatch and adjusted route. She stated that the event is a Friday night.

Mr. Bonavita asked who does this benefit. Ms. Steeves stated that they usually partner with a community project.

Mr. Surface asked if this is a for profit company. Ms. Steeves stated that they partner with a group for each event and 50% goes to the community from event. Mr. Bonavita asked the cost to enter the event. Ms. Steeves stated usually \$25 to \$30. Mr. Sadler asked how long they have been in business. Ms. Steeves stated that she has been in the business for 10 years and has been on her own for one year. Mr. Sadler asked if they have done any local events. Ms. Steeves stated that they have held events in Boxford, Salem, Beverly, and Gloucester. Mr. Sadler stated that they will need to pay the cost for a Police detail. Ms. Steeves stated that they will pay the Police detail. Mr. Bonavita asked about parking. Ms. Steeves stated that they will park at Flatbreads.

**Mr. Dawes moved to grant permission for the Inaugural Flatbread Fiery 5K on May 19, 2017 6:30PM ending at 7:15PM at Flatbread Company, Andover Street. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

*Application for a Common Victualler License-Domino's East Main St*

David Jenks owner was present

Mr. Surface asked Mr. Jenks to introduce himself.

Mr. Jenks stated that he started with Dominos 32 years ago and moved to this area as he loves the area. Mr. Dawes asked if he is opening a store in NH. Mr. Jenks stated that he was. He

stated that the landlord is doing work at the site and they will start soon. He stated that they are planning an opening on February 1<sup>st</sup>, 2017. He stated that they have a 10 year lease with two 5 year options. Mr. Bonavita asked the hours. Mr. Jenks stated that they plan to be open 7 days week and until 1pm weekends. He stated that they have 22 seats with 75% of their market delivery. Mr. Fowler asked if they will sell alcohol. Mr. Jenks stated no. Mr. Bonavita asked about the delivery drivers and how they screen them. Mr. Jenks stated that they do a background check and have to have no prior accidents. He stated that they require driver to be at least 18 years old and have a 12 month clean driving record. Mr. Sadler asked if he has spoken to Police Chief. Mr. Jenks stated that he has.

**Mr. Dawes moved to approve the Common Victualler License for Domino's to expire December 31, 2017. Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

### **WARRANT and MINUTES**

*Minutes ES 11/7 and GM 11/14*

**Mr. Dawes moved to approve the minutes of November 14, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

### **CORRESPONDENCE**

Letter to BoS regarding Invocation

Mr. Surface stated that the board received a letter regarding the invocation at the Town Meeting and will pass the letter on to the Moderator as she runs the Town Meeting.

### **NEW BUSINESS**

FY18 Budget Guidance & Discussion

Mr. Farrell stated that he asks for input from the board before he asks the departments for their budget. He stated right now we are \$180K in hole before we start. He stated that he has to know if the board wants a level funded or level services budget from the departments. He stated that they will be going into negotiations this fiscal year with the towns 3 union groups. He stated during negotiations they level fund salaries.

Mr. Surface stated that the FinCom usually weighs in on this. He stated that he would like to look at level service and see where we are.

Mr. Fowler stated that can the budget be level funded and use Free Cash to bring to level services. He stated that we should work close with FinCom and he would like to see funding for some capital items. He stated that he would like to see a joint meeting with CIP, FinCom and this board. He stated that capital improvements has been with Free Cash and we need to find a better way to fund these.

Mr. Surface stated if we have some debt service items falling off we can see that funds stay in the budget. He stated that we have to see what the Hosting funds will be used for. He stated that they need to come up with a SOP for the hosting agreement funds.

Mr. Fowler stated that he would like to have a budget workshop with the FinCom and it does not need to be televised. He stated that the meeting would be public but not televised. Mr. Surface stated he would want to see an agenda.

Mr. Sadler stated he agrees with Mr. Fowler and that this is a challenging year and we will have a report from the Financial Forecast.

Mr. Bonavita stated that biggest part of the budget is the Schools and their spiraling in the wrong direction. He stated he does not want to see teachers cut. He stated that they have to find solutions and meet with FinCom and Schools.

Mr. Farrell stated that they may want to wait until we have the Financial Forecast. Mr. Surface stated see if a tri-board meeting could be set up on the 19<sup>th</sup> of December.

Mr. Farrell stated that debt service has \$65k falling off and only net \$35k as another goes on for \$30K. He stated in FY19 \$250K falls off. Mr. Fowler stated that he thought there was some short term debt falling off. Mr. Farrell stated in FY19.

Mr. Sadler stated that we need to have a plan for these projects.

Mr. Farrell stated that CIP is meeting in December.

Mr. Surface stated have CIP in to a meeting in January.

Mr. Fowler asked for a workshop on a Saturday morning.

Mr. Farrell stated that he will present the budget at the beginning of February. He stated that the towns will get the Governor's budget the 20<sup>th</sup> of January. He stated that they will be looking at the School Funding. Mr. Fowler stated could also invite State Reps.

Mr. Surface stated to set up a meeting on the 7<sup>th</sup> of January a Saturday at 9AM. He stated wants a clear agenda of what will be discussed and who they want Schools, FinCom, and CIP.

#### *Budget report as of 9/30/2016*

Mr. Farrell handed out a copy of the budget with 25% spent and explained that some lines are paid all at once and some 50/50. He stated one outlier is the Police Operating as it has the Police cruisers and is in their because of how the chart of accounts is set up. He stated that this is the first report with the new Chart of Accounts and have to fine tune.

#### *BoS Policy Manual Review*

Mr. Surface asked to add the date adopted to the first sheet.

### **OLD BUSINESS**

#### *Healthy Pharms Host Community Agreement Update*

Mr. Dawes gave an update on a meeting he had with Healthy Pharms today. He stated that they extended the date of acceptance to December 5, 2016. Mr. Dawes read a new clause in the agreement that Healthy Pharms will expand to all areas of their building in Georgetown before expanding anywhere else.

Mr. Sadler stated that the problem that he has is that they had a handshake deal and everyone was okay with the document and now a change. He stated that now we have a new agreement and how do we know they will agree.

Mr. Dawes stated that they were not aware of the clause that if there was a better deal from another town that they would have to honor that.

Mr. Surface stated that they had the opportunity to grow in another community and they are giving that up until they are maxed out in Georgetown.

Mr. Bonavita stated that if they want to expand do they have to come back to the town.

Mr. Dawes stated that they have to get a special permit from the Planning Board to expand.

Mr. Bonavita stated that we have to work with Healthy Pharms and need to trust them. He stated that they signed the agreement and on TV stated that they were all set with everything else. He

stated that he wants to see the signed document. He stated we gave them what they wanted. He stated he agrees with Mr. Sadler.

Mr. Dawes stated that all he had was a discussion today and then sent the amended agreement to Mr. Farrell and to Town Counsel.

Mr. Fowler stated that they have a signed letter of intent and he was not present at that meeting. He stated that we are moving forward and are working with Healthy Pharms and do not want to put them over a barrel. He stated that we need to move forward and can we with what is in front of us. He stated if we can move forward he supports this.

Mr. Surface stated could the board accept this language once vetted by council would they be willing to go forward. He stated that he and Mr. Fowler will go forward if signed. Mr. Bonavita stated that he wants to see the language and a signing day set up. Mr. Dawes stated December 5<sup>th</sup> would be signing date. Mr. Surface stated bring back a final signed doc.

Mr. Sadler stated from what he has heard that the town has not been as friendly with businesses and we are trying to be friendly. He stated that we should meet with the Planning Board and see what the requirements are that they need to expand. Discussion on a meeting with the Planning Board.

#### *Local Initiative Program Application signature*

Mr. Surface explained that this is a project that the board has already agreed to a LIP-Comprehensive Permit at 34 East Main Street. He stated that there will be 8 units with two affordable units. Mr. Bonavita asked if they would be condo units. Mr. Surface stated yes. Discussion on the project. Mr. Surface read the letter of support.

**Mr. Dawes moved to authorize the Chairman to sign the LIP application and DHD letter of support for 34 East Main Street. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

#### *Legal Access Policy review*

Table to next meeting

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

#### **SELECTMEN'S REPORT**

##### *Special Town Meeting Update*

Mr. Surface stated the meeting went well and all articles passed. He asked if the seller of the Central Street property was made aware of the vote at Town Meeting. Mr. Farrell stated that our attorney was going to contact them.

##### *Social Media Policy approval*

Tabled to next meeting

#### **TOWN ADMINISTRATOR'S REPORT**

##### *Treasurer/Collector Search Update*

Mr. Surface asked if there have been any interviews.

Mr. Farrell stated that he had had 4 interviews today and 2 tomorrow. Mr. Surface asked who interviewed. Mr. Farrell stated that him, Ms. McMenemy, Town Accountant and Ms. Rogers, Assistant Treasurer/Tax Collector. Mr. Surface asked how he is handling the office now. Mr. Farrell stated that he has a consultant working 16 hours a week keeping everything going. Mr. Farrell stated all candidates can start in two weeks. Mr. Bonavita asked where posted. Mr. Farrell explained where the job was posted.

#### *Senior Center Update*

Mr. Surface asked for a date to open and a walk through. Mr. Farrell stated that they want to clean up some before the board tours. He explained Whitter has not been there as the teacher is out on sick leave. He stated the School staff will work Wednesday, Friday, and Saturday and should get a lot cleaned up. Mr. Farrell stated pushing for a move in date of December 19th.

#### *Health Insurance Update*

Mr. Farrell gave a hand out to the board on health insurance. Mr. Surface asked for this to be sent out to the School Committee. Mr. Farrell stated that he can talk to other brokers in March. Mr. Bonavita asked what plans they will be looking at. Mr. Surface asked how many others we will look at. Mr. Farrell explained the process. Mr. Farrell explained the two options to the board and the process to do plan change. Mr. Farrell stated that they are forecasting a 10% increase in FY18. Mr. Surface asked the percentage paid by town and employees. Mr. Farrell stated 35% employee 65% town. Mr. Farrell stated that the industry is heading to larger deductibles. Mr. Farrell stated that he would recommend a Flexible Spending Account. Discussion on 125 accounts using pretax for payments. Mr. Sadler asked if we could get presentation with percentages. Mr. Surface stated he is not for cutting benefits. He stated that he would like to look at options in March and see what we want to do for FY18. Mr. Fowler stated that this may be something for the meeting on January 7<sup>th</sup> to discuss.

### **APPOINTMENTS and APPROVALS**

#### *Cable TV Advisory Committee Appointments*

**Mr. Dawes moved to appoint Steve Sadler to the Cable TV Advisory Committee term to expire June 30, 2017. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote. 1 abstain**

**Mr. Dawes moved to appoint Charles Durney to the Cable TV Advisory Committee term to expire June 30, 2017. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Dawes moved to appoint Michael Hinchliffe to the Cable TV Advisory Committee term to expire June 30, 2017. Mr. Bonavita seconded the motion and the motion was approved by a unanimous vote.**

Discussion on CATV and getting information to new committee.

#### *Town Hall Community Sign*

Mr. Farrell stated that the sign will be operational soon.

Mr. Bonavita stated that he wanted to give a shout out to the Kiwanis on their Thanksgiving Meal.

Mr. Surface thanked Police Chief for his help on the sign.

Mr. Dawes thanked the Historical Commission on the repair of the Flag across from the Byfield Parish Church and Mr. Trapani's donation of his personal flag from Arizona.

### **NEXT MEETING**

December 5, 2016 at 7:00PM, 3rd floor meeting room, Town Hall

### **ADJOURNMENT**

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

Meeting adjourned at 9:45PM.

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

Documents used in this meeting:

- Tax Classification Hearing documents
- Minutes ES 11/7 and GM 11/14
- Letter to BoS regarding Invocation
- Local Initiative Program Application signature
- Legal Access Policy
- Social Media Policy approval
- Budget report as of 9/30/2016
- Health Insurance documents
- Application for a Common Victualler License-Domino's East Main St
- Cable TV Advisory Committee Appointment request
- Request for Inaugural Flatbread Fiery 5K