

MINUTES
GEORGETOWN PLANNING BOARD
Memorial Town Hall – 3rd Floor
Wednesday, December 14, 2011
7:00 p.m.

Present: Mr. LaCortiglia; Mr. Tim Howard; Mrs. Matilda Evangelista; Mr. Chris Rich; Ms. Michele Kottcamp – Asst.

Absent: Mr. Hugh Carter - Chairman

Planning Board Meeting opens at 7:17pm.

Board Business: 7:00 p.m.

Minutes –

Mr. Rich- Moves to accept minutes of April 13, 2011 and Executive Session Minutes of April 13, 2011.

Mr. Howard- Second

All in favor? 3-0, Unam (Mr.LaCortiglia abstains)

Vouchers –

Mr. Rich- Makes a motion to remove the \$20, 371.00 line item from the vouchers for future discussion by the Planning Board. He requests the invoices to be taken in a line-item manner.

By Unanimous Consent the item is removed

Mr. LaCortiglia- When Harmony Lane is removed from the voucher total, the revised total for the vouchers is \$1,630.15.

Mr. Rich- Makes a motion to pay the vouchers as amended totaling \$1,630.15.

Mr. Howard- Second

All in favor? 4-0, Unam

Board Business Cont.

Other Business –

Harmony Lane – Form J Approval

Mr. Gatchell's son is present for discussion.

Mr. LaCortiglia- The roadway is in and the trees and shrubs are also in. There is no sidewalk and there is no as-built plan as of yet. There is a contingency amount of money still being held to watch the how the roadway weathers. Mr. Gatchell's son is here to

request a release of funds in the amount of \$20,371.00. . There will be \$20,039.00 remaining in the account as ongoing surety. It's a cash bond.

Ms. Evangelista- What happens if the trees and the shrubs don't make it through the winter?

Mr. LaCortiglia- We can use the contingency money. According to Dave Varga, they are all set.

The Board discusses the Town Engineer's report of Harmony Lane that is on file in the Planning Office. In the report, Dave Varga of the BSC Group confirms the release amount of \$20,371.00 from the surety.

Mr. Howard- I am comfortable holding that amount.

Ms. Evangelista- As long as you can use that surety for tree replacement, I am comfortable with the amount being held.

Mr. Rich- Motions to release the amount of \$20,371.00 to Mr. Gatchell, applicant, for Harmony Lane.

Mr. Howard - Second
All in favor? 4-0, Unam

Mr. Rich- Motions for the Planning Board to approve the Form J request dated Dec. 8, 2011 and authorizes the Vice Chair to sign the form.

Mr. Howard- Second
All in favor? 4-0, Unam

Correspondence – General Code Discussion

Mr. LaCortiglia- General Code Publishers currently update the Town bylaws and regulations. The Town Administrator's Office has requested from the Planning Board and Water Department to help pay the invoice incurred from Spring Town Meeting to update the zoning bylaws.

Mr. Rich- The updating of these bylaws also pertains to the Town, not just the Planning Board. Just because we are careful with our budget, it seems like we are getting other department's bills.

Mr. LaCortiglia- I think sometimes in the proposal of the budgets, less money is allocated than the requested amount. I like the numbers to be all up front. We'll see this come up again when we have our budget discussion.

Ms. Evangelista- Are they asking for the money from what is in our budget today to pay for this?

Mr. LaCortiglia- Look at the FY'12 budget numbers. The second to the last line on the Budget Summary Sheet shows that Upgrades/E-Codes we were appropriated was \$500 last year. In the past there was a Community Preservation Act/allocation that did that upgrade since it is considered a historic preservation. I personally put in a suggestion to CPC to fund the E-Code Updates and historical electronic preservation of documents.

Ms. Evangelista- Out of your initiative, you suggested that to the Town Administrator?

Mr. LaCortiglia- Out of my initiative, I have suggested that from the CPC. They have not yet discussed it. The Board will review it on February 28th and make a recommendation for Town Meeting.

Mr. Rich- If we pay this \$1,000 portion of the General Code bill, which line item of this budget are we taking the other \$500?

Mr. LaCortiglia- We can under the law pay this from another line item but the question is, "Do we wish to do that?" If the Town Meeting voters at the Spring Town Meeting were to approve an appropriation of CPC funds for historical updating of the E-Code, the money would be available some time in June.

Mr. Rich- It would then be reimbursed to the Planning Board?

Mr. LaCortiglia- No, that would not be necessary. Money would be available to pay for that when the actual invoice comes in for that from General Code Publishers. It would go through the Selectmen's Office to the CPC and they would authorize to pay it.

Ms. Evangelista- We [Planning Board] should not be responsible for the Code for the Town. It's always been from day one to be paid from the Selectmen's office. I don't think you should be utilizing CPC money to pay for this. I want to see something in writing from the Selectmen's Office.

FY'13 Budget Discussion:

Mr. LaCortiglia- Other town departments are very careful with their budgets. At times, less money is allocated than the requested amount. A lot happens during the budget discussion and line items are taken away. We have gone to zero-based budgeting. The level-funded column on the Budget Summary Spreadsheet reflects the 40hr Town Planner salary + 2 ½% increase that was approved at the Annual Town Meeting in 2011 .

{Mr. LaCortiglia refers to the Draft version of the Budget Summary dated 12/14/11 for discussion}

Mr. LaCortiglia- Let me point out that this is my version of the budget. I see the new Town Planner to be a Land Use Planner. This person will have added responsibilities. No other departments are putting the highlighted line items of the budget summary into their budgets. They are trying to reach their proposed level funded budget. What is not showing is the inter-related nature of all these software programs.

Mr. Rich- Asks if there is a limit to the number of users with the purchase of the ArcGIS v.10 software.

Mr. LaCortiglia- Explains there is no limit to the number of users but each user has to use it one at a time. Otherwise, the cost jumps to \$6,300 for a concurrent license. The tools we utilize need to be provided to the Planner. The new on-line permit-tracking software needs to be implemented. MIMAP is used to generate the abutters list and is a parcel database. Pictometry is accessed through MIMAP and has not been updated for 5 years. ArcGIS v.10 needs to be purchased for the Town Planner's new computer as we no longer have it. Once installed, the data is put on the Town Server by MVPC. It will replace the old data of the 3.2a version that is no longer compatible with our systems. We can buy a single user license, the data is put on the server but it makes the 3.2 version used by other departments obsolete and non-functioning.

Mr. Rich- What this budget proposes is for the Planning Board to take a proactive role in budgeting for these land use line items. Our responsibility is to the Town of Georgetown. I want to make sure Planning maintains control. We need to do what's best for the Town and include all of Land Use.

Mr. LaCortiglia- The new planner can work out how the various departments are to utilize the time they schedule on ArcView. The total cost of \$3,150 covers all users but it can only be accessed one user at a time. Does anyone see anything that should be changed to the budget presented?

Ms. Evangelista- I object to the Code Book cost of \$1,000 on the Budget Summary. We should not be responsible for the Code. One Department should be responsible and that has always been the Selectmen's Office. I don't think you should be utilizing CPC money to fund this.

Mr. Howard- Moves authorize Michele to submit the Budget Summary to the Town Administrator dated 12-14-11 for FY'13. {A copy of this spreadsheet is on file in the Planning Office}

Mr. Rich- Second

All in favor? 4-0;Unam.

Discussion of Town Planner - Recommendations of the Planner Search Subcommittee

Mr. Rich- The information we are about to discuss is being brought to the Planning Board because it is so recent it could not be added to the agenda. It is an exception to the Open Meeting Law and needs to be shared with the Board.

Mr. LaCortiglia- We have had six meetings. To preserve confidentiality, once the recommendations come out of the Subcommittee, at that point those names become public. Final interviews with the candidates must be done in a public forum. We have found three candidates we would like to bring to the Planning Board for interviews. The Subcommittee has only concluded the interview process today at 5pm.

Mr. Rich- I was pleased at the number of candidates that applied. I was also displeased that some very talented people have a big salary gap.
Members of the Subcommittee are Harry LaCortiglia and Chris Rich. Assisting the Subcommittee was Paul Nelson, Building Inspector, ConCom Agent, Mike Farrell – Town Administrator,. Every resume sent in was reviewed. The top seven candidates met all the educational and other qualifications. We interviewed five candidates. The fifth candidate was very strong. However, when the issue of salary came up, it was not enough for that person to continue with the interview process. It is now time to schedule the interviews with the Planning Board in a public forum.

Mr. LaCortiglia- By unanimous consent the Planning Board asks for a January 4th meeting, 2012 at 7PM and to have Michele contact Mr. Farrell to schedule final interviews for that evening with the final three recommended candidates. The first interview is to begin at 7:30pm. Each candidate to interview for 30 minutes.

Change Meeting Date of 12/28/11 Planning Board Meeting

Mr. LaCortiglia- By unanimous consent we will cancel the December 28, 2011 meeting.

Harmony Lane - Subdivision Permit Extension

Mr. Rich- Move to request a one year extension of the Subdivision Permit for Harmony Lane to December 31, 2012.

Mr. Howard - Second
All in favor? 4-0, Unam

Mr. Howard- Motion to adjourn at 9:10pm.
Mr. Rich- Second
All in favor? 4-0, Unam

Meeting is adjourned at 9:10PM

