

**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**

**11/7/16**

**6:00PM-Executive Session~2nd Floor Meeting Room**

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

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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

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**6:00PM- Executive Session-2<sup>nd</sup> floor meeting room**

To consider the purchase, exchange, lease or value of real property, if such discussion may have a detrimental effect on the negotiating position of the governmental body with a person, firm or corporation;

To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body **and the Chair so declares ...;**

**7:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

**APPOINTMENTS and APPROVALS**

*Request from the Police Chief for appointment of Jason Pugliese as a Reserve Officer*

Chief Cudmore was present and presented Jason Pugliese to be appointed as a reserve officer. Chief Cudmore introduced Mr. Pugliese and stated that he lives in Plaistow NH and gave his background and training.

**Mr. Dawes moved to appoint *Jason Pugliese as a Reserve Officer to expire June 30, 2017.***

**Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

**NEW BUSINESS**

*Another Spot, Inc. Change of Manager*

Attorney Jill Mann and Christa Duhaine were present

Ms. Mann explained the change of manager and introduced Ms. Duhaine and stated that she has been working at The Spot and promoted to Manager.

**Mr. Dawes moved to approve the change of manager for *Another Spot, Inc., dba The Spot* to *Christa Anne Duhaine.* Mr. Sadler seconded the motion and the motion was approved by a unanimous vote.**

## **WARRANT and MINUTES**

*Minutes October 3, 2016*

**Mr. Dawes moved to approve the minutes of October 3, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

## **CORRESPONDENCE**

*Letter from the Town of Boxford praising Peter Durkee and staff*

Mr. Surface read the letter and thanked Mr. Durkee and his staff for their assistance to Boxford

*Veterans' Day Notice and Invitation*

Mr. Dawes read the Veterans' Day Notice and invited the public to all ceremonies.

*Resignation of Andrew Currie from the Conservation Commission*

Mr. Surface thanked Mr. Currie for his service to the ConCom.

## **NEW BUSINESS**

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

Mr. Surface stated that the applicant has requested this be moved to the meeting on November 21, 2016.

*Host Community Agreement-Healthy Pharms Review and Approval*

Nate Averill was present

Mr. Farrell explained the process that they have gone through with Healthy Pharms and with the Host agreement. He explained the per capita funding.

Mr. Surface asked Mr. Averill to explain how this was determined. Mr. Averill stated that the percentage may be higher and depends on population.

Mr. Surface stated if the capacity increases then services can increase and this is an additional cost to the town.

Mr. Dawes explained that we have no signed agreement with Health Pharms and have given them all they have requested. He explained all that they have agreed to. He stated there was no issue with this clause during negotiations. He stated Georgetown is not unreasonable and allowed them breathing room for them to get started. He stated that as they get more successful we reap some benefits.

Mr. Sadler stated that he is not in favor of any changes and the document agreed upon is set. He stated that they asked if there was anything other in the contract that was disagreeable and they said nothing. He stated that he would not be agreeable to a change. Mr. Surface stated if the clause is not a deal breaker then leave it in. Mr. Averill stated he would go back to his attorney and discuss and get back to the board.

Ed Dobie, Wayne Snow, John Anderson, Sheila Ruth, FinCom members were present.

Mr. Dobie stated that the committee is concerned about the Healthy Pharms funds coming in and in section 1 it is stated that the BoS can spend as they decide. He stated that the funds are the towns and the FinCom should oversee.

Mr. Surface stated that they will take the boards concerns under advisement. Mr. Dobie stated they are concerned on the way the funds come in and how the funds will go out. He stated that

there should be oversight. Mr. Fowler stated that the board has not had any discussion on the process. He stated at digression of BoS and town meeting. Mr. Dobie stated the BoS have their full confidence and wanted the board to know that.

Mr. Fowler asked that at a meeting with the FinCom the boards discuss a capital plan.

#### *Community Sign Policy*

Mr. Surface stated that he wants to be sure the sign has security that there is a dedicated CAT line. Mr. Sadler asked that anyone who writes to sign falls under the Internet Policy. Mr. Farrell stated that they would and the sign policy.

**Mr. Fowler moved to approve the Community Sign Policy. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

Mr. Farrell stated that there has been a coalition working on the sign. He stated Boston Systems, and Solutions, the Light Department, Highway Department, Carl Maglio Electrician, and Tyler Deschene of the Police Department have all helped. He stated it has been a team effort and they dug the trench and laid the conduit today.

#### **OLD BUSINESS**

##### *Special Town Meeting update*

Mr. Farrell stated that nothing has changed since we last met and all set for November 14<sup>th</sup>.

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

##### *Communication Committee Policy & Vote*

##### *Social Media Policy*

Mike Hinchliffe explained the Social Media policy and who can post and what can be posted.

Mr. Surface asked if there is any way to respond to controversial comments. Mr. Hinchliffe stated that if there are questions they would direct to who can answer the question.

Mr. Sadler stated that we as a town are only disseminating information not responding. He stated that each month a department could give a few bullet points.

Mr. Surface asked who would be putting the information on the site. Mr. Hinchliffe stated department heads first and then see if CATV or someone else will put info on the site. Mr. Sadler stated Mr. Durney would set up the Facebook page and start it. Mr. Surface stated that he would have to be on a committee to have a town email. He stated that the Communication Committee is three members.

Discussion on what would be posted and how to be retained. Mr. Hinchliffe asked if the Schools would fall under this policy. Mr. Farrell stated no the School Committee makes all policies for schools.

Mr. Farrell stated number 4 states that we have to adhere to state and federal laws and have to archive. Mr. Farrell stated Police and Fire already have a site. Mr. Fowler asked how it would be archived. Mr. Farrell stated that it would be in the cloud. Mr. Sadler stated that Mr. Durney stated that he had a site that was \$75 a month. Mr. Farrell stated that others are searchable but cost more. Mr. Surface stated that Police and Fire should adhere to policy and advised them to archive immediately. Mr. Sadler asked if we can vote on the committee tonight. Mr. Hinchliffe stated that he is not opposed.

Discussion on forming a committee and a charge. Mr. Surface thanked them for all their work and after town meeting meet and set up the committee.

*Water Department Article*

Mr. Mammolette was present

Mr. Surface stated he has had some concerns on the water tower from residents in the area that the lot is not large enough.

Mr. Mammolette stated that the land was purchased in the 70's for this purpose and a sign was put up that this is the future home of Georgetown water tower. He stated that the water tower will only be 120ft high and will not be visible from most homes and will be set back on a clearing and masked by forest and tree line. He stated that there are taller cell towers in the area. He stated that they reached out to abutters and has not had any negative feedback. He has talked with 4 abutters and waiting to talk with one other direct abutter. He stated that he is willing to work with abutters on screening, etc.

Mr. Surface stated that need a variance. Mr. Mammolette stated they will ask for a change to the use bylaw. He stated that the land was bought for this purpose before the homes were built.

Mr. Fowler stated that at some point the town purchased the land at town meeting. He asked if there is a tank in the area that is similar. Mr. Mammolette stated Salisbury and Hampton may have a similar tank.

Mr. Sadler asked if this is the only option or are there other options out there. Mr. Mammolette explained how the tank works and would be a different system to do something else. He stated not impossible to do but the system now uses gravity. Mr. Mammolette explained system.

Mr. Dawes stated that part of the article is for a loop at Summer St. and North Street. Mr. Mammolette stated that this will improve flow at the High School and the second is for water quality connecting old Jacobs to Lake Ave.

**APPOINTMENTS and APPROVALS**

*Request to proclaim November DECA month*

**Mr. Dawes moved to proclaim November DECA month. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**TOWN ADMINISTRATOR'S REPORT**

Mr. Farrell stated that our Treasurer/Collector has resigned and today he hired a consultant for 16 hours a week until the position is fill and the funds for his are in the budget. He stated that we are up to date on all records. Mr. Surface stated that the position was posted. Mr. Farrell stated that we have 10 applicants so far.

Mr. Surface asked when the positions will be filled. Mr. Farrell stated that he plans in the next 30-60 days.

*New Public Records Law-update*

Mr. Farrell stated KP Law put on a regional session last week here at town hall and had 2 sessions one filled to capacity. He stated that they will come back to talk with the board and appreciated the use of our facility. He stated that there have been major changes to the law and have put teeth and penalties in the law. He stated that we had 10 calendar days to respond to a request and now have 10 working days and if not done in that time there are penalties. He stated

that the board must appoint a Records Access Officer. He stated by law the town clerk is the RAO and need a SRO Super to make sure departments are following up. He stated that if you miss deadlines we must pay legal fees. He stated that you can get additional time, but if you do not follow step by step you can go to court and you can get punitive fines. He stated that the RAO will also be responsible for developing guidelines and KP Law will help to develop these and these must be done by July 1<sup>st</sup>. He stated he has asked departments to let him know of requests.

Mr. Sadler stated hard to appoint until you know how many requests. He stated based on the volume they can appoint RAO's.

Mr. Surface stated Police Chief, Fire Chief and Mr. Farrell should be appointed and then others. He stated that the more we put on the website the better. He stated that the state would prefer electronic responses.

Mr. Fowler stated that he has been following this and the town has not had a problem.

**Mr. Sadler moved to appoint *Mike Farrell, Fred Mitchell, and Don Cudmore as Record Access Officers* for duration of employment. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

Mr. Surface stated he send out the evaluation form for Mr. Farrell's review and asked members to have back by December 12<sup>th</sup>.

#### *Senior Center*

Mr. Farrell stated that the scheduled moving day is December 5<sup>th</sup>.

He stated that the tri-board meeting is scheduled for December 5<sup>th</sup> with the School Committee and FinCom.

#### *Financial Study*

Mr. Farrell stated that he will have a draft for the end of the month.

#### **NEXT MEETING**

November 14, 2016 5:30PM STM-Middle/High School

November 21, 2016 at 7:00PM, 3rd floor meeting room-Classification Hearing

#### **ADJOURNMENT**

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

Meeting adjourned at 8:55PM.

Minutes transcribed by J. Pantano.

Minutes approved February 13, 2017.

Documents used in this meeting:

- Minutes October 3, 2016
- Letter from the Town of Boxford praising Peter Durkee and staff

- Veterans' Day Notice and Invitation
- Resignation of Andrew Currie from the Conservation Commission
- Another Spot, Inc. Change of Manager
- Application for a Common Victualler License-Domino's East Main St
- Community Sign Policy
- Host Community Agreement-Healthy Pharms
- Communication Committee Policy
- Request from the Police Chief for appointment of Jason Pugliese as a Reserve Officer
- Request to proclaim November DECA month