

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
Third Floor Meeting Room
1/7/08
7:00 PM

Selectmen Present: Matthew Vincent, Chairman; Lonnie Brennan;

Others Present: Stephen Delaney, Town Administrator; Janet Pantano,
Administrative Assistant

Absent: Philip Trapani, Clerk

Call to Order

Mr. Vincent called the meeting to order at 7:00PM.

Mr. Vincent stated that Mr. Trapani would not be present this evening.

Warrant & Minutes

Mr. Vincent stated to hold minutes until next week.

Board Business

Council on Aging and Town Hall Operations

Mr. Delaney explained that he will present Town Hall and Colleen Fiorello would present the CoA. He stated that they will see if this is what the board is looking for. He stated that they both have 10 minute presentations.

Council on Aging/Colleen Fiorello presented an overview

Ms. Fiorello stated that she took the points from the power point that Mr. Trapani gave out. SWOT (Strengths, Weaknesses, and Threats) She explained that their mission is for seniors to know that they are there to serve. She stated that in the future there is a need to increase staff and this is a weakness. She stated that they serve elders and their families. Mr. Vincent stated that he hopes for funds in the future for a facility and/or property for a senior center. Mr. Brennan stated that Ms. Fiorello has been here since April and started with using four facilities and now she is using three facilities. Discussion on properties that she has looked at and departments that they work with. She stated that in the future there is a need to increase staff. Mr. Vincent stated that they have to look at what would it take to start a center and the type of facility would they need. Mr. Brennan stated that they need to start a separate Senior Center Building Committee to deal with all the issues of a new center soon. Ms. Fiorello stated that the CoA board needs to discuss this. Mr. Brennan stated that the Town spends more on other budgets then its seniors. He stated that he gets upset when budget cuts are suggested for CoA.

Mr. Vincent stated that he would like to see a warrant article for the tax exemption bylaw with the Assessors. Ms. Fiorello stated that she has been working on the Tax Incentive Bylaw.

Town Hall Operations

Mr. Delaney gave a PowerPoint presentation on the Town Hall Operations. He stated that there are 11 departments in Town Hall including CATV. He stated that through technology they have been able to keep up. He stated a weakness is that only 2 offices are open 8:00AM-4:00PM when town hall is open. He stated that he would like to see core hours set at 9:00AM-2:00PM or something similar. Mr. Brennan stated that he like the idea of core hours. Mr. Delaney stated that not all departments report to the BoS. He stated that he would work with departments on this. He stated all departments have computers and are networked, we have a web site and this has just been updated.

Budgets

Mr. Vincent stated that next week they would see the Police Department, Fire Department, CoA and Town Hall budgets. Mr. Delaney stated that the budget books go to FinCom next week. Mr. Delaney stated that they can have BoH, and Building Department come in with their budgets soon. Mr. Vincent stated that they also must compile a Town Report this year.

Mr. Vincent stated that they would open the Town Meeting Warrant next week. Ms. Enos stated that the town meeting is coming up and that she has one spot on the FinCom. She stated that if anyone is available to contact her as one member is waiting to leave. She stated that she would have two positions open later this year. Mr. Vincent stated that he would like to work on a SOP on Town Meeting.

Fire Chief Legislation

Mr. Vincent stated that he and Mr. Delaney went to the State House today on the Strong Fire Chief Legislation. He stated that he IG's office had some questions and may offer some changes.

Five Member BoS Legislation

Mr. Vincent stated that there have been two readings and there has to be one more, then this will be a ballot question. So they hope to have approval by the beginning of April. He stated that if the article is not ready for 2009 then 2010.

Town Administrator's Report

66 Bradford Loop/Auction Update

Mr. Delaney stated that he had put information in their packet on the auction. He stated that he sent to department's information on the property and moved the auction to February as requested. He stated that at the January 28th meeting the board can discuss again. Mr. Vincent asked to include the Georgetown Record in papers to advertize the auction in. Mr. Vincent asked for a recent map of the parcels. Mr. Brennan asked for this information to be sent to the boards also.

Brush Cutter

Mr. Delaney stated any lease over 3 years must go to Town Meeting. He stated that the Highway Surveyor recommended a 10 year lease. Mr. Brennan asked if this would have to go back to CIP if proposed for TM. Discussion on Light Department purchasing the Brush Cutter. Mr. Vincent asked what has to happen next. Mr. Delaney stated that Mr. Durkee and Mr. Snow need to talk and/or Mr. Durkee and FinCom talk. Mr. Vincent stated that the issue is just the funding. Mr. Delaney to talk with Light Department and Highway.

Mr. Vincent stated that they were given a draft to review of SoP's for the Town Administrator and Administrative Assistant.

Mr. Brennan stated that he sent a letter to the Town Administrator to go out to living Selectmen. He listed the SoP's that he was asking them to respond about. He stated that he sees the SoP's as a community resource to be on the town web site. Mr. Vincent stated that they will get some war stories from past BoS. Mr. Brennan asked for the letter to be forwarded to Mr. Vincent and Mr. Trapani. Mr. Vincent stated Snow & Ice Deficit is something to be added to the list.

Mr. Vincent stated that they would wait until Mr. Trapani is present before they go over the Project list.

Union Cemetery

Mr. Brennan asked about Union Cemetery. Mr. Vincent stated that there will be a meeting with K & P and the Union Cemetery Corp soon. He stated that they are waiting for a response from the Title Insurance. Mr. Brennan asked who is going to take care of the cemetery. Mr. Vincent stated that a discussion needs to happen with the Highway Department. Mr. Vincent stated that Mr. Knapp's issue was the care of headstones and mowing around the stones. Mr. Brennan stated that the Historical Commission may have already looked at this. Mr. Vincent asked Mr. Brennan to talk with Joe Knapp.

Bylaws

Mr. Brennan asked for an update. Mr. Delaney stated that he is working with General Code.

Town Report

Mr. Delaney stated that he has been waiting for Departments to get their information back and then he will set a timeline. Mr. L'Hommidiu stated that the Town Report is required. Mr. Delaney stated that the report will be done for the Annual Town Meeting.

Licenses

Common Victuallers

Mr. Brennan moved to approve a *Common Victuallers license for the Charles C. Dame Lodge and End of the Trail Trading Company to expire December 31, 2008.*

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

Mr. Brennan left to talk with a resident in the audience.

Mr. Brennan moved that the BoS require the Town Administrator to have the Town Report done by January 21, 2008. Mr. Vincent seconded the motion for discussion.

Mr. Brennan stated a resident told him that the Town Report is required and that he would sue the Town if the report is not provided.

Mr. Vincent asked if the date could be moved to the end of January.

Mr. Brennan withdrew his motion and made a new motion to require the Town Report to be done by January 28, 2008. Mr. Vincent seconded the motion.

Mr. Delaney stated that he would present a Town Report without all the fluff, but that meets the minimum requirements and can be done by January 28, 2008.

Mr. Brennan stated that he wants to be in compliance with the law.

Ms. Enos stated that in the last ATM Warrant it was approved to restore the Town Report and that a person could be hired to put the report together.

Mr. Epstein stated that if the board complies with the bylaw he would not sue but if not then he would sue the town. Mr. L'Hommidieu stated that they can have the boards file electronically. Mr. Vincent stated that they have gone 5 years with no Town Report and they will reinstate the Town Report. He stated that he would rather take the time to get the information out with a quality report then to rush the process today.

Mr. Vincent called for a vote, motion was approved by a unanimous vote.

Mr. Vincent stated that they would open the ATM Warrant on January 14, 2008 and close the warrant on February 25, 2008. He stated that the warrant will be open for 6 weeks.

Mr. Brennan moved to adjourn. Vincent seconded the motion and the motion was approved by a unanimous vote.

Minutes transcribed by J. Pantano

Minutes approved March 3, 2008.