

**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**  
**6/1/09**  
**7:00 PM**

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**Selectmen Present:** Philip Trapani, Chairman; Evan O'Reilly; Gary Fowler; Stephen Smith, Clerk; C. David Surface

**Others Present:** Stephen Delaney, Town Administrator; Janet Pantano, Administrative Assistant; Rene Davis & Dick Sullivan, Powers & Sullivan

**Absent:**

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**Call to Order**

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

**New Business**

Police Chief Mulligan introduced Philip Klibansky to be introduced and appointed as a Reserve Officer. He explained the process that they use and stated Mr. Klibansky has been a reserve dispatcher since January 2008. He stated that he has a Bachelors Degree, has attended part-time Police Academy, and has been the honor guard bag piper. He stated that the Honor Guard is an unpaid volunteer position. Chief Mulligan asked the board to appoint Mr. Klibansky as of July 1, 2009. Mr. Klibansky stated that he looks forward to working for the town

**Mr. O'Reilly moved to appoint *Philip Klibansky as a Reserve Police Officer beginning July 1, 2009 and expiring June 30, 2010.* Mr. Smith seconded the motion and the motion was approved by a unanimous vote.**

***Audit Report FY08***

Rene Davis & Rich Sullivan, Powers and Sullivan

Ms. Davis explained the audit procedure and why there are three reports. She stated that they give an opinion on the Towns operations. Budget-general operations modified accruals-grants, full accrual-debt, etc. She explained the MSBA funds that the town paid. The town has adopted the Community Preservation Act and has \$1.9 mil funds; Stabilization Fund has \$1.3 mil. She stated that this is looked at favorable for the Town. She stated that the town budgets conservatively and this is very good. She showed them where in the book these sections were.

Mr. Surface asked about debt. Ms. Davis explained that this was from the MSBA early payment. Mr. Surface asked about GASB 45. Ms. Davis explained how this will work and that the town has no legal liability to fund GASB 45.

*Report on Federal Awards*

Ms. Davis explained this report. She stated that they look to see how SPED funds are spent. Mr. Trapani asked how they work with the town. She explained that they come in before year end and during the year they talk with the Treasurer and Town Accountant. Mr. Delaney stated that Powers & Sullivan give the accountant a guidebook and the staff puts documents together before they come in. Mr. Sullivan stated that they are paperless and explained how the process works.

*Management Report*

Ms. Davis explained that this report discusses issues that they find and/or that staff brings up. She stated that a new comment was accounts receivables and this is being worked on. Mr. Surface asked about an Audit committee. She stated some towns do have an audit committee. He asked if Water & Electric included. Mr. Delaney stated that Water Department is included and that the Electric Department has a separate audit. Mr. Surface asked for an update on open items so they are resolved before the next audit.

Mr. Trapani thanked Ms. Davis and Mr. Sullivan for coming in and to FinCom, Mr. Delaney and staff for all their work on the audit.

*Warrant and Minutes*

Mr. Trapani stated there is a Warrant to be signed.

**Mr. O'Reilly moved to approve the Minutes of May 4, 2009, Regular Session and Executive Session. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Surface moved to approve the Minutes of May 18, 2009, Regular Session. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.**

*Correspondence*

Mr. Trapani stated that the received the following letters and notices:

Letter from Lauren MacDonald regarding the Bailey Lane Bridge and traffic if and when the bridge is fixed. Mr. Trapani stated that she has brought up that the Town would have to pay prevailing wage rate for a bridge and not for a culvert. Mr. Trapani asked the Mr. Durkee to come to the June 29<sup>th</sup> meeting to discuss the bridge. Mr. O'Reilly asked that he discuss traffic mitigation that can be done. Mr. Surface asked that the Police Chief also come in.

Resignation of David Surface from FinCom received.

Resignation of Michael Sweat from RecPath Committee received.

Letter from MA Preservation Planning Division on allocation of funds to the Historic Commission for "Inventory of Historic Homes-Elm Street and Town Center".

Notice of a Groveland Planning Board Public hearing for 10 Federal Way.

ABCC Notice of hearing on Rock Pond Restaurant, June 11, 2009 at 11:00AM.

**Old Business**

Traffic Committee request for changes to Winter Parking Ban & Parking in the downtown. Mr. Trapani asked that the Traffic Committee attend a meeting to explain requested changes.

*Central & Erie Fire contracts*

Mr. Trapani asked the Fire chief to come forward. He stated that the contract with Central & Erie falls on the Fire chief and asked him to draft a contract with some options. Mr. Trapani stated that there are limits to what they can pay. Mr. Fowler asked if Electric, Water could help with any payments. Mr. Delaney stated that they have Electric and telephone bills and did not know about water. Mr. O'Reilly asked that they get an accounting on what the \$3,000 from the town is used for. Mr. Trapani asked for a draft in a week and to review on June 29. Mr. Delaney stated he would work with the Fire Chief.

Summer meeting schedule: July 13 & 27; August 10, 24; September 14, 28, 2009. Mr. Surface stated he will be unavailable July 27.

Mr. Trapani thanked Mr. Surface for attending the Eagle Scout ceremony and congratulated the Eagle Scout. He thanked all for attending the Memorial Day Parade and stated that they had the best attendance in years.

Mr. Trapani stated that the MVPC meeting coming up if any can attend.

Mr. Trapani asked Mr. O'Reilly how the process for Comcast renewal was going. Mr. O'Reilly stated that he has not been in contact with the Cable Advisory Committee as of yet but he does know of a new member.

Mr. Surface stated that he had information on the grant for the Fire Department. He stated that he talked with Senator Tierney's Office and they are behind the Fire Radio Grant. He stated Senator Tierney will come to town for a breakfast and to meet department heads, etc. Mr. Trapani asked if we could make this a regional meeting.

Mr. Trapani stated on June 17, 2009 they will meet jointly with the FinCom for appointments to Personnel Board.

Mr. Trapani stated that Georgetown Auto Brokers has had a name change and are requesting a new license.

**Mr. O'Reilly moved to approve a 2009 license for Georgetown Auto Brokers, LLC. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

### **Selectmen's Report**

#### *Town Administrator Recruitment Process*

Mr. Trapani asked for an update. Mr. Delaney stated that they asked him to look for an interim TA. He stated that at this time we have received 13 resumes. He stated that they have not given him direction on the permanent position. Mr. Trapani stated that they will have a committee of three BoS members, a FinCom member, and Mr. Delaney. Mr. Delaney stated that he could be procedural help. He stated that he will leave a manual and he would help in any way with the transition. Mr. Trapani stated there should be a Department Head on the committee, and suggested Robin O'Malley to represent the FinCom. Mr. Delaney would contact a Department Head. Mr. Surface stated that they need to set goals for the TA position. Mr. O'Reilly asked if Robin O'Malley on FinCom and Personnel Board would be a conflict. Mr. Trapani stated that he does not see an issue. Mr. Trapani, Mr. Smith and Mr. O'Reilly volunteered to be on the Interim TA Search Committee. Mr. O'Reilly asked for a timeline. Mr. Trapani stated that he plans to have someone on board the week after July 4. He stated have final selection week of 29<sup>th</sup>, final interviews week before. He asked that the first interviews be set up for next week. Mr. Trapani asked for a list of duties and responsibilities of TA and from the members the must haves from this list. Mr. Fowler asked if we have a timeline on how long the interim would be needed. Mr. Trapani stated that that his goal would be to vote at Town Meeting in the fall on any changes to the TA position, if they have a recommendation from a committee. Mr. Trapani stated that the committee will meet next Monday at 6:00PM. Mr. Surface asked if the Interim would be an at will employee. Mr. Delaney stated that the MMA has sent him a draft contract and there are different options. Mr. Trapani stated that next week the committee would review this.

#### *Bylaw Review Committee*

Mr. Trapani stated that he would like to work with Mr. Delaney on pros and cons and where they want to go with the bylaws. He asked board members to go to their peers and get their recommendations as this is a very important decision.

### **Town Administrator's Report**

#### *ABCC Update-Georgetown Club*

Mr. Delaney stated that he; Mr. O'Reilly, Town Counsel and Dam Cammaratta were present at the hearing. He stated that the BoS had allowed beer and wine during hours of 10AM to dusk Monday to Saturday and noon to dusk on Sunday. He stated that the ABCC did not approve modifications and stated that the license would stand with regular hours on whole course. Mr. Delaney stated that the Mr. Cammaratta stated the Club would the honor hours requested by the board. Mr. O'Reilly stated ABCC was surprised we did not have counsel present at our hearing. He stated that the board should review the cost include counsel in the hearing process.

#### *Budget Update*

He explained where the Town stands and that they need to wait a little bit and see what happens at the State, if any changes are need they can make them at the Fall Town Meeting.

*Building Use Policy*

Mr. Trapani asked members to review and vote on at the June 29 meeting.

*GAA Land Purchase Discussion*

Mr. Delaney stated that they asked him to get an opinion from Counsel. He read the response from counsel which stated that the Town needs to go to the ZBA for a special permit for Athletic Fields donation.

Mr. Fowler stated they had a letter from GAA on an article for the Fall Town Meeting. Mr. Trapani stated that the GAA wrote to the Planning board asking for assistance on an article at the STM to change the bylaw. Mr. Surface stated that the BoS would only have the decision to put the article on the warrant and also whether they would vote to accept the land from the GAA. Mr. Trapani stated that he would like to make the investment to protect the Town. Discussion on bylaw change. Mr. Fowler stated that they all should look at the bylaw and send questions to Mr. Delaney. Mr. Smith stated the Planning Board has a handle on the bylaw. Mr. Trapani stated that they should table this item and talk with the Planning Board about what they are looking at.

**Appointments**

Discussion on the delay of some board members to getting sworn in. Mr. Trapani stated that 6 weeks should be the minimum time frame to be sworn in.

**Mr. O'Reilly moved to approve the reappointment of Reserve Officers: Mark Anderson, Eric Cochrane, Tyler Dechene, Timothy P. McGuire, Bonnie Silva, Joanne Vallone, Neil Turmenne, Harold J. Schwartz, Dean A. Julien, Joanne Ballard, Keith Grant, Jay Martel, Phillip Klibansky with term to expire June 30, 2010. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.**

**Board Business**

Mr. Fowler asked if anyone would do an exit review with Mr. Delaney. Mr. Delaney stated that he is putting together a manual on what is ongoing and what is needed going forward. Mr. Trapani stated that any member can meet with Mr. Delaney one on one, and he will be meeting with him before he leaves.

Discussion on the ConCom Administrative Assistant position and if this position should be reduced due to decreased permits.

Next BoS meeting is Monday, June 8, 2009 with Economic Development Committee.

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

Meeting adjourned at 8:45PM.

Minutes transcribed by J. Pantano.  
Minutes approved July 13, 2009.