

Memorial Town Hall, 1 Library Street, Georgetown, MA 01833

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BOARD OF SELECTMEN MEETING MINUTES

Memorial Town Hall

9/24/12

6:15 PM Executive Session – 2nd Floor Selectmen’s Office

7:00 PM – General Meeting

3rd Floor Meeting Room

Selectmen Present: C. David Surface, Chairman; Philip Trapani; Gary Fowler;
Stephen Smith; Stuart M. Egenberg, Clerk

Others Present: Michael Farrell, Town Administrator; Janet Pantano,
Administrative Assistant

Absent:

6:15PM-EXECUTIVE SESSION

To conduct strategy sessions in preparation for negotiations with non-union personnel, or to conduct collective bargaining sessions or contract negotiations with non-union personnel.

Call to Order

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

Pledge of Allegiance

Warrant

Warrant to be signed

Board Business

Police request for Declaration of Surplus Property

Chief Mulligan and Lt Cudmore were present

Chief Mulligan stated that he wanted to hand out a brochure that they will hand out to residents on public safety. He stated that they have Joseph Garnache, an intern from Northern Essex with them this evening to show him that the police report to the BoS.

Chief Mulligan stated that Lt. Cudmore has property to declare surplus and talk about property.com. Lt. Cudmore explained the process that the PD goes through with surplus property and lost and found property. He explained the cost with an auction and that this program is very inexpensive. He stated that they have done half a dozen pick-ups at the PD. He stated that with a vehicle they handle differently and explained that process. Mr. Surface asked if other departments have used this process. Lt. Cudmore stated that he will work on letting departments know about the process.

Mr. Trapani moved to declare surplus the Police Department property as listed. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

Warrant Article discussion

Carol Jacobs, Superintendent, Rob Hoover and Anne Blythe, School Committee members

Ms. Blythe stated that they came in to talk about the Special Ed warrant article request. She explained how the Sped budget is developed. She stated that they have identified some issues that have come up that they were not aware of and are mandated to provide by the State. She explained circuit breaker and stated that next year they will get 72% reimbursement of some of these funds. She stated that they are looking for an extra \$250K to cover the overage. She stated that they budgeted \$3Mil for Sped. Mr. Trapani asked about if we had our own transportation. Ms. Blythe explained how this could work but is very hard to know what the needs will be. Ms. Jacobs stated that they partner with North Reading now for some transportation. Mr. Trapani asked how much we pay per student for transportation. Ms. Jacobs stated she did not have that number. Mr. Fowler stated it is expensive and asked if they have asked parents to transport as he did this for his daughter. Discussion on looking at trends for transportation. Mr. Surface asked if the \$250K was a soft number. Ms. Blythe stated that this is a soft number and that the School Committee will be reviewing the account and will have a final number for the board. She stated that they would return the funds if they do not use it all. She stated that they can not fund out of their budget and to wait until May they would not have enough to cover costs.

Mr. Smith stated that it is a State Mandated budget for special education. He stated it is a School item but it is also a Town item. He stated that this is different than other items. Ms. Blythe stated that they have been trying to keep Sped students in Georgetown as often as they can. Mr. Trapani asked how accurate have they been in budgeting for Sped funds. Ms. Jacobs stated that they budget for what they know. She stated that it is not unusual for a \$200K swing and they are not budgeting any reserves. Mr. Trapani asked how often they come up short. Ms. Jacobs stated every year. Mr. Fowler asked if they talked with FinCom regarding the request. Ms. Jacobs stated they will meet with them next week but came in tonight as the warrant closes tonight.

School Building

Mr. Surface asked if the School Department has heard from MSBA on the M/H School. Ms. Jacobs stated that they have not heard and she will give them a call tomorrow and see if there is an update. Mr. Fowler stated that October 3 was when they were going to hear from MSBA.

Mr. Fowler asked about waiting for spring and asked if they should just add an article for updates to the M/H School and the funds needed. Mr. Farrell stated MSBA will not participate without a feasibility study and will not pay a portion without the study. Mr. Smith stated that they are waiting to hear from MSBA. Ms. Jacobs stated that the MSBA may go forward with Pennbrook School and just ask for a Feasibility Study for the M/H School. Mr. Surface stated that the improvements at the M/H School are not structural

but are still at about \$2-4Mil. Mr. Fowler stated that it would be a disservice to approve one and then not the other. Mr. Surface stated that we will know on October 3rd where MSBA stands.

Minutes

Minutes September 10, 2012

Mr. Smith moved to approve the *Minutes of September 10, 2012*. Mr. Egenberg seconded the motion and the motion was approved by a 4-0 vote. Mr. Trapani abstained

Correspondence

Request to recognize October 24th as United Nations Day and issue a proclamation.
Mr. Surface stated the board would pass on this.

Resignation of Paul Nelson from the Conservation Commission
Mr. Surface stated they received the resignation of Mr. Nelson.

MVPC citizen planner training program

Mr. Surface read the notice and stated any board members interested in attending should contact the office.

Mr. Surface stated that the Zoning Board of Appeals has an opening if any resident is interested in joining.

Board Business

Warrant Article discussion

Mr. Farrell stated that the School question will be number 4 on the ballot and all questions are on the back of the ballot. He stated that the Town Clerk has stated that the poll workers can not tell voters that questions are on the back.

Mr. Farrell stated that Article 1 is for budget adjustments but because FinCom made reserve fund transfers they should not have any adjustments. He gave the board a list of transfers that the FinCom approved. He stated \$15K was for liability deductibles, a small amount to add hours to ZBA that was approved in the spring but was not budgeted a housekeeping item, also a ZBA Operating Expense line for \$600, and a small MVPC increase in the yearly assessment.

ATM13-01-Budget adjustment article
May be passed over

ATM13-02 Pennbrook School

Mr. Farrell stated that they will know the final number October 3rd. He gave the board a spreadsheet on the cost of the bond for the School. Mr. Surface asked when do we see the full effect of the bond. Mr. Farrell stated that the finance team is meeting with the financial advisor tomorrow and he explained that the Town borrows all the funds at the

beginning and can put it in an interest bearing account. Mr. Surface had some questions on borrowing and asked Mr. Farrell to get answers on this from our financial advisor.

Mr. Farrell stated that the numbers he gave them take into consideration Prop 2 ½ and new growth of \$119K. He gave a debt schedule to the board. He stated that in 2014 the town will see some drop off. He stated that if the school is approved the feasibility study funds will roll into the school bond and that will change the numbers. He stated that in 2018 the School funding bond will be paid off and will reduce taxes. Mr. Surface asked if they could take Free Cash funds and pay off payments from the debt schedule. He asked how this would affect the tax rate. Mr. Farrell stated that funds could be put in the budget as a revenue line and these funds could be used in the same way as the Stab Fund. Mr. Surface stated that the 25yr debt is the way he sees the town should go. Mr. Farrell stated that he recommends the BoS make that decision. He explained why he recommends this. Mr. Trapani asked if bonds could be consolidated into one. Mr. Farrell stated that he will have a conference call on funding and this may be a recommendation for the town.

Elm Street upgrades discussion-Peter Durkee to be present

Peter Durkee, Highway Surveyor was present

Mr. Durkee came forward and gave a handout to the board on a grant program for Safe Routes to School and stated that the town must be a member for a year before they are eligible for grants. He listed the items that the grant would cover and that the grant would be great for on Elm St. He stated that the estimate he has for Elm Street from his engineer is for \$1.8Mil and in his new Pavement Management Plan it shows \$186K not include drainage, curbing, lights, etc that are included in the engineers plan. He stated that the Safe Routes to School grant is a federal grant. He stated that this would be a great help with the roadway. He stated that the plumbing is already present for lights at East Main and Elm St. Mr. Surface asked about Central/Elm St intersection. Mr. Durkee stated that he would make a T at Central/Elm and at Elm/East Street. He stated that at this time they should also do improvements on Brook St. He stated that he could also look at TIP funds for this but they are way out.

Mr. Fowler stated that the grant is good but not a sure thing. Mr. Durkee stated that the grants run from \$300K to \$800K. Mr. Fowler asked if we should put Elm Street on the warrant now. Mr. Egenberg asked if there would be multiple bids. Mr. Durkee stated that it must be designed first and then go out to bid. Mr. Egenberg asked what just the estimate number is for the design. Mr. Durkee stated that the design cost is \$208K. Mr. Egenberg asked what the chances of getting funding are. Mr. Durkee stated that the women he talked to was very positive. Mr. Smith stated that he feels it is important to put Elm Street on the warrant now so residents know the full project. He asked if there was any reimbursement for some of the \$1.8MIL. Mr. Durkee stated that he could use some Chapter 90 funds. Mr. Surface asked if he had funds for Elm Street under his management plan. Mr. Durkee stated that Elm Street ranked 69th of 138 roads on his list.

Mr. Trapani stated he has mixed feelings on putting Elm Street on the warrant. He stated that he wants the residents to be aware of the need. He stated that we do not need this

right now. He asked Wayne Snow if there are any electrical needs that will be needed. Mr. Snow asked if the \$1.8 would cover the cost to move the poles. Mr. Durkee stated that it did not. Mr. Snow stated to move the poles on the road up to the School would be \$46K and it will be up to \$100K to move all the poles. Mr. Trapani asked about water pipes. Mr. Durkee stated that he talked to Mr. Smith and they are fine. Mr. Smith asked if the utilities would go underground. Mr. Snow stated that they would at the School but not on Elm Street.

Mr. Surface stated that if this article passed we would not borrow the funds until the work would be done in a couple years this article would be just to authorize that the work will be done. He stated he would like this on the warrant so all are aware of what needs to be done on the road if the new school is built. Mr. Durkee stated that there will be no takings for the repairs. Mr. Fowler asked if there is any way to keep the character of the road as this is one of the oldest Streets in town. Mr. Durkee stated that the curbing would be only on one side. Mr. Fowler stated that we have to keep the character of the road. Mr. Trapani stated the Historical Commission would look at this.

ATM13-07

Skid Steer

Mr. Durkee stated that he has the funds for this equipment and just needs town meeting to approve the lease.

FEMA Grant for culvert at Thurlow St and Parker River for signatures-Peter Durkee to be present

Mr. Surface stated that they need a motion

Mr. Smith moved to approve the Hazard Mitigation Grant for the culvert at Thurlow Street at the Parker River. Mr. Trapani seconded the motion.

Mr. Fowler asked where the 25% match funds would come from. Mr. Durkee stated that the funds would come from Chapter 90 Fund. He stated that they can also bill for any work that his department or other town departments do.

The motion was approved by a unanimous vote.

Mr. Trapani moved to place on the warrant STM13-07-Highway Department Approval of a lease greater than 3 years. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

ATM13-08 and 09 Capital Fund and Stabilization Fund

Mr. Farrell asked how much of Free Cash does the board want to appropriate to these Funds. He stated that the board approved up to 25% to each in their SOP. He stated that the FinCom voted for \$300K to the Capital Fund and \$100K to Stab Fund. Mr. Surface stated that we have \$85K for the M/H School Feasibility Study, \$100K for the FEMA Grant match, and \$250K for the SPED request. He stated once these funds are subtracted that does not leave much and we need funds for Snow & Ice. Mr. Trapani

stated that we can take up to 25% first or take the request out and then the 25%.

Discussion

Mr. Fowler stated that he would like to see a line item in the budget for capital items. He stated that he would like to see a certain percentage of the operating budget go into this Fund. He stated that he would like to have FinCom, CIP and BoS discuss this together. Mr. Trapani stated that he would also like to discuss this with the FinCom and also want people to realize that the CPC is funding a lot of capital items. He stated that he would like to wait on this number until they hear from the Schools and MSBA. Mr. Surface asked if the board is ready to vote on numbers tonight. Mr. Smith stated that he would like to see the board increase the number.

Mr. Surface stated that they can ask FinCom to come in on October 1st to discuss the funding of the funds.

STM13-09

Mr. Trapani moved to add Article STM13-09 Stabilization Fund to warrant. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

Mr. Smith asked if the order of articles can be changed. He stated that he would like to see the Elm Street article before the School article so voters vote on this first and know their street will be upgraded with the new school. Discussion Mr. Trapani asked if we voted on the road and then the School does not pass does the town still have to upgrade the street. Mr. Farrell stated that at the next town meeting the article can be rescinded. Mr. Smith asked if we can add contingencies to the articles so if it is approved only if the School article passes. Mr. Farrell stated that you can but it is not recommended to do this.

Mr. Smith stated that he would like to see the Elm St article, then the Pennbrook School article, and then the M/H School article. He stated that he would like to make it so residents can understand everything and see all that will be done.

Discussion on order of the three articles. Mr. Farrell stated the MSBA wants the M/H School Feasibility Article on the ballot, whether it is funded is another issue. Discussion to put the articles as Pennbrook School, Elm Street, M/H School.

STM13-01-Adjustments to the Fiscal Year 2013 operating budget

Mr. Smith moved to add Article STM13-01-Adjustments to the Fiscal Year 2013 operating budget. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

STM13-02-Pennbrook School

Mr. Trapani moved to add Article STM13-02-Pennbrook School. Mr. Smith seconded the motion and the motion was approved by a 4-1 vote.

STM13-08-Capital Fund

Mr. Trapani moved to add Article STM13-08-Capital Fund. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

STM13-09-Stabilization Fund

Mr. Trapani moved to add Article *STM13-09-Stabilization Fund*. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

STM13-03-Elm Street Rehabilitation \$1.8M

Mr. Trapani moved to add Article *STM13-03-Elm Street Rehabilitation \$1.8M*. Mr. Smith seconded the motion and the motion was approved by a 4-1 vote.

STM13-04-Middle/High School Feasibility Study

Mr. Trapani moved to add Article *STM13-04-Middle/High School Feasibility Study \$85,000*. Mr. Smith seconded the motion and the motion was approved by a 4-1 vote.

STM13-05-Debt Rescension of Authorized Debt \$400,000 and \$700

Mr. Trapani moved to add Article *STM13-05-Debt Rescension of Authorized Debt \$400,000 and \$700*. Mr. Smith seconded the motion.

Discussion

The motion was approved by a unanimous vote.

STM13-06-Special Education Funding

Mr. Trapani moved to add Article *STM13-06-Special Education Funding*. Mr. Smith seconded the motion and the motion was approved by a 4-1 vote.

STM13-10-Fema Grant Match

Mr. Trapani moved to add Article *STM13-10-Fema Grant Match*. Mr. Smith seconded the motion and the motion was approved by a 4-1 vote.

Close the STM Warrant for October 29, 2012

Mr. Smith moved to close the *Special Town Meeting Warrant for October 29, 2012*. Mr. Trapani seconded the motion and the motion was approved by a 4-1 vote.

Mr. Smolen, resident asked when the warrant will be available. Mr. Farrell stated that the warrant would be posted on October 11th or at the latest October 15th.

Mr. Smolen stated that he has heard that the School Building Committee is putting a document together on the total costs on the School and the increase to the tax rate. Mr. Surface stated that the SBC will meet tomorrow and he will have more information after that.

Town Administrator's Report

EEE update

Mr. Farrell stated that the BoH meet Wednesday and on the same day the State BoH issued a notice of human case of EEE in Georgetown. He stated that there has been a 2nd death in Massachusetts an Amesbury resident. He stated that the BoH has closed all fields from 3pm to 9am at the recommendation of the DPH and NE Mosquito Control. He stated that BoH has been handling many calls from thank you to what are you doing.

He stated that the golf course was sprayed last week also. He stated that NE Mosquito Control was also taking requests from residents to do their driveways and the whole town was sprayed. He stated that they also recommend residents follow precautions and wear repellent and long sleeve clothing and hope for a killing frost.

ESCO update

Mr. Farrell stated that ABM has been in the Town Hall working on lighting from the basement up. He stated that they will be taking out the boiler this week. He stated that the School projects are moving along.

Mr. Surface stated that he would like to thank Paul Nelson for all the work he has done on ConCom.

Mr. Surface apologized that the Town Hall and Harry Murch flags were not at half staff on 9/11. He stated that he will make sure this is done in the future.

Next Meeting

Monday, October 1, 2012 at 7:00PM, Town Hall, 3rd Floor meeting room.

Mr. Fowler asked about the maintenance committee and when are their meetings. Mr. Egenberg stated that they have met twice and will be meeting next week. Mr. Fowler stated that he will try to attend.

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

Meeting adjourned at 9:30 PM.

Minutes transcribed by J. Pantano.