

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
8/25/14
6:00 PM – General Meeting, 3rd floor meeting room

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

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

Absent: Stephen Smith

Pledge of Allegiance

Warrant

Warrant to be signed

Cultural Council/One-Day Liquor License

Susan Madigan stated that Newburyport Brewing Co. will be coming to the September 7, 2014 concert at American Legion Park. She stated that they were approved for the July 27th concert but that was canceled due to rain.

Mr. Trapani moved to approve the One-Day Liquor license for the Cultural Council/Newburyport Brewing Co. at American Legion Park during the concert from 5-7PM on Sunday, September 7, 2014. Mr. Surface seconded the motion.

Mr. Surface asked if we had all the paperwork. Mr. Farrell stated that we do.

The motion was approved by a unanimous vote.

NEW BUSINESS

Park & Rec Easement - 186 East Main St-Jim DiMento to be present

Mr. DiMento stated that the project is all done with Planning and now are before the ConCom. He stated that during this project they will be working on UFP and Church property so that is the need of the easement and license. Mr. Egenberg stated that the sidewalk was removed from the project. Mr. Snyder stated that the sidewalk was removed from the parking lot to the street but the Street sidewalk was not removed. Mr. Snyder stated that this is only a temporary easement for during construction.

Mr. Surface moved approve the Chairman to sign New Life Community Church and UFP easement agreement/license. Mr. Trapani seconded the motion.

Members of the board stated that they are glad that this project has moved forward.

The motion was approved by a unanimous vote.

Harmony Lane-Street Acceptance

Howard Snyder, Town Planner was present

Mr. Snyder explained the Street Acceptance process and that the Order of Taking that is required to be signed by the Board of Selectmen. He stated that they have 120 days from Town Meeting to record the plan.

Mr. Surface moved to approve the Harmony Lane Street Acceptance Plan as presented. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Minutes

Minutes June 9, 23: July 7, 24, August 4, 2014

June 9, 2014

Mr. Surface moved to approve the minutes of June 9, 2014. Mr. Trapani seconded the motion.

Mr. Fowler stated on page 9 he voted no on the two harbormaster positions.

Mr. Trapani moved to amend page 9 of the June 9, 2014 minutes. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

The original motion was approved by a unanimous vote.

June 23, 2014

Mr. Trapani moved to approve the minutes of June 23, 2014. Mr. Fowler seconded the motion and the motion was approved by a 3-0 vote. Mr. Surface abstained

July 7, 2014

Mr. Trapani moved to approve the minutes of July 7, 2014. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

July 24, 2014

Mr. Trapani moved to approve the minutes of July 24, 2014. Mr. Surface seconded the motion and the motion was approved by a 3-0 vote. Mr. Trapani abstained

August 4, 2014

Mr. Trapani moved to approve the minutes of August 4, 2014. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Agenda posting method change

Mr. Farrell stated that this also ties into the Volunteer Email policy to be discussed later on the agenda. He explained that the open meeting law regarding agenda posting is included in the packets. He stated now the agenda's must be turned into the Town Clerk when open and are then posted outside. He stated he is asking them to adopt a new posting method so the official posting method would be online on the Town website. Mr. Surface asked if the agenda's would still be posted outside. Mr. Farrell stated that the Town Clerk only wants to do one method. Mr. Farrell stated that all town boards will have email so this will be easier to track. He stated with town email we will be in compliance with the law. He stated that we would capture both sides

of a conversation. Mr. Egenberg asked if a printout could be posted outside also. Mr. Farrell stated that this would create an extra step for the clerk's office. Mr. Trapani stated that it would be just one page to printout. Mr. Egenberg asked if Janet could print out the agenda's. Mr. Fowler stated that he reads the agenda's out back. Discussion that we still have to post outside and Mr. Farrell to check on if we still need to post outside. Mr. Trapani stated that they may need more time to add this alternate method of posting. Mr. Fowler asked if by email is an issue. Ms. Pantano stated that the Clerk does now receive some agenda's by email. Mr. Egenberg stated that this is a constituent service and asked if Ms. McGrane can attend the next meeting. He stated very few people come to Town Hall to look at the agenda's. He stated we should have the agenda's available online

Volunteer Email Policy

Mr. Farrell stated that this is an Electronic Messaging Acceptable Use Policy to go with the committee/board emails. Mr. Trapani stated that it may be an issue for some members to have two emails but the issue if a member has to have his work email compounded would not be good. Mr. Trapani asked what would happen if the town is not compliant is there a fine. Mr. Fowler stated it may be economics for some to not have email. Mr. Egenberg stated that you do not have to use email. Mr. Trapani stated before adopting wants to know what can happen.

Fall Town Meeting-possible meeting dates: Monday, October 20th or 27th

Board members checked schedules to set the date. All were available for October 27, 2014 Mr. Fowler asked if a STM is needed. Mr. Farrell stated that we need to have a STM for the Synthetic Turf Field as the GAA want a Lease but if a License would not need to go to STM. He explained the bid process that they will have to go through with a lease. He stated that legal is drawing up legal documents for the posting. Mr. Egenberg stated BoS signed a donation agreement and the School signed the lease.

Mr. Surface moved to set the date of the Fall Special Town Meeting to be held on Monday, October 27, 2014 at 7:00PM. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Open the Warrant for Fall Town Meeting

Mr. Surface moved to Open the Warrant for the Fall Special Town Meeting on Monday, October 27, 2014. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

CORRESPONDENCE

Request from the Town Planner to surplus 2 Plotters.

Mr. Trapani moved to surplus 2 Plotters requested by the Town Planner. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Request from the Fire Chief to surplus Ambulance Chassis and 2005 Ford Expedition.

Mr. Trapani asked if there is any value to any of these items. Mr. Farrell stated that the Expedition will be auctioned and see if we can get some funds for the vehicle and one plotter was turned in towards the new plotter and the other was donated and will be auctioned.

Mr. Trapani moved to surplus *Ambulance Chassis and 2005 Ford Expedition* as requested by the Fire Chief. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Mr. Egenberg reminded the board and audience that Camp Denison will be doing its open house on September 20th.

OLD BUSINESS

Food Truck Regulations

Mr. Farrell stated that the Food Truck Committee met and went over the bylaw and members are looking into issues. He stated that BoH already licenses the food trucks and he stated the regulation called for a 50ft buffer from current businesses and the Town Planner is using the map to plot 100ft around each parcel. He stated that he has not had the committee back together yet. He stated that the group does not want to have the exclusive use to one truck.

Personnel Handbook

Mr. Farrell stated that Town Counsel is doing a light review and will have the handbook for next meeting.

SELECTMEN'S REPORT

Fall BoS schedule: October 6, 20; November 3, 17; December 1, 15, 2014

Members noted the fall meeting dates.

TOWN ADMINISTRATOR'S REPORT

FY14 & FY15 Budget Update

Mr. Farrell stated that the Accountant is rolling the books tomorrow and there is \$444,474 in the General Fund surplus. He stated Property and Excise recovery is 99.99% and this is unheard of. He stated excise tax is up and we have exceeded budgets and this is early indicator of recovery. He stated on page 2 show the balance of unspent funds \$166K and this figure and the GF surplus give us a Free Cash estimate. Mr. Egenberg stated that this is better than anticipated. He stated that the unspent funds shows how departments are running our departments and being conservative. Mr. Farrell stated that the unspent funds are not because of overfunding but departments not overspending. Mr. Trapani asked why the CoA only used 56% of their expense budget. Mr. Farrell stated that he will talk with the CoA Director.

Mr. Farrell gave out information on the FY15 budget and explained the revenue from the State. He stated that the Assistant Assessor was able to pick up \$135K in new growth. He stated that he looked under every rock. Discussion on budget numbers.

Mr. Egenberg asked for a Capital expenditure sheet. Board reviewed the sheet.

Mr. Surface asked if Mr. Durkee received the funds for Pond Street. Mr. Farrell stated that they have not figured it out yet and he asked Mr. Durkee to talk with Representative Mirra.

Rail Trail

Mr. Surface asked about funds for the Rail Trail and CPC funds for Rail Trail. He stated that there is \$1.9M allotted and will not be used for a few years. Mr. Farrell stated that he is meeting with the Auditor tomorrow to go over the CPC accounts. Mr. Trapani stated he will research and write an article on the ongoing projects.

Notice from the Town Clerk of a Board of Registrars vacancy.

Mr. Egenberg read the notice from the clerk. Mr. Egenberg asked Mr. Fowler or Mr. Trapani to look into this. Mr. Fowler stated that he will look into the vacancy.

APPOINTMENTS & APPROVALS

Economic Development Appointments

- *Ted Kottcamp, James Lacey to expire 6/30/16; Howard Snyder, Richard Williams, Gary Fowler, and Jay O'Malley to expire 6/30/15*

Mr. Trapani moved to reappoint *Ted Kottcamp and James Lacey* to the *Economic Development Committee* term to expire 6/30/16. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface moved to reappoint *Richard Williams, Gary Fowler, and Jay O'Malley* to the *Economic Development Committee* term to expire 6/30/15. Mr. Trapani seconded the motion and the motion was approved by a 3-0 vote. Mr. Fowler abstained.

Mr. Trapani moved to reappoint *Howard Snyder, Town Planner* to the *Economic Development Committee* as a Non-Voting member term to expire 6/30/15. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Appointment of Robert Watts as the Alternate Merrimack Valley Planning Commission Representative term to expire 6/30/2015

Mr. Trapani moved to reappoint *Robert Watts* as the *Alternate Merrimack Valley Planning Commission Representative* term to expire 6/30/2015. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Request from the Town Clerk to approve the poll workers for the State Primary, Tuesday, September 9, 2014.

Mr. Surface moved to approve the *poll workers for the State Primary, Tuesday, September 9, 2014* as presented by the Town Clerk. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

NEXT MEETING

Monday, September 8, 2014 at 7:00PM, 3rd floor meeting room, Town Hall

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

Meeting adjourned at 7:45PM.
Minutes transcribed by J. Pantano.