

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 ~ 3rd floor meeting room
9/22/14
6:30 PM – General Meeting

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

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

Absent:

Pledge of Allegiance

Warrant & Minutes

Warrant to be signed

Minutes September 8, 2014

Mr. Trapani moved to approve the Minutes of September 8, 2014. Mr. Fowler seconded the motion.

Mr. Fowler stated that the minutes state the Chair of FinCom would be requested to come to a BoS meeting to discuss Prop 2 ½ deduction. Mr. Egenberg asked Mr. Farrell to invite the FinCom Chair to the next meeting

The motion was approved by a 3-0 vote. Mr. Smith and Mr. Surface abstained.

Mr. Smith stated that the board has to be aware if they do not take the exemption something may have to be cut. Mr. Fowler stated that free cash could be used for those items. Mr. Farrell stated some Free Cash is used in the spring for Snow & Ice. Mr. Surface stated that the 2 ½ % is not just added to the budget. He stated FinCom does a level funded budget. Mr. Smith stated that there are contractual increases that have to be funded also. Mr. Fowler stated that the board discussed this at the meeting before the ATM and he would just like to discuss options. Mr. Surface stated that the departments are very careful spending funds and manage their budgets so there is free cash.

NEW BUSINESS

Close/Discuss/possible vote on the Special Town Meeting Warrant for Monday, October 27, 2014

Mr. Egenberg stated that there is a revised warrant with the addition of an article for the second ambulance needing to be rehabbed. Mr. Farrell explained that the Fire Department will have to take funds from their fund balance but are waiting for the fund to be certified. He stated he is not sure if their funds would be certified by STM and if not then the Fire Department is

requesting to use funds from the Stab Fund and replace once the ambulance funds are certified. Mr. Surface asked if taking the funds from the Stab Fund effects the town's bond rating. Mr. Farrell stated that the \$92K should not but doubling it may have an effect.

Mr. Farrell went over the articles.

ARTICLE 1: Adjustments to the Fiscal Year 2015 operating budget (STM14-01)

Mr. Farrell reviewed the adjustments with the board.

- Street Light Funding- Highway - \$45,000
- Traffic Light Funding- Highway - \$4,500

He stated that the Street lights and traffic lights were left out of the Highway budget. He explained how this happened.

- Voting Machines- Town Clerk - \$20,100

He stated that the Town Clerk needs new voting machines and this has been vetted by CIP.

- MUNIS Project Accounting Module and Chart of Accounts - \$35,000

He stated that he and FinCom have been trying to update the chart of accounts and he stated what we use is insufficient. He explained the change and that this is a major overhaul. He stated that with this system the board and public will be able to see what is being spent by the town. Mr. Surface asked if we have the software. Mr. Farrell stated that we have the software but need the set up.

- Town Hall Painting - \$45,000

He stated that Town Hall painting was funded 2-3 years ago by CPC at \$25K and he went out to bid and the lowest bid was \$66K and went up to \$75K. He stated that the higher cost is because of the prevailing wage cost. Mr. Surface stated that the town should go back to CPC as a separate article for the Annual Town Meeting. Mr. Trapani stated that why should they rush now we can wait and go before CPC. Mr. Farrell stated he just wanted it out if the wanted the painting done in the spring would have to have the funds now. He stated if we go back to CPC the funds would not be available until July 2015. Mr. Smith asked how much the painting would cost without prevailing wages. Mr. Farrell stated that the 30B minimum was raised to \$35K so we could go without 30B, but he stated he asked some family owned businesses for prices and had no takers.

Mr. Surface moved to approve and add Article 1 (STM14-01) to include all but the painting of Town Hall to the STM warrant for October 27, 2014. Mr. Trapani seconded the motion.

Mr. Fowler stated that he is disappointed in the first two items for Highway department. Mr. Farrell stated that these items were new to the Highway budget. Mr. Trapani stated that they would have been in budget either way. Mr. Fowler stated that the town may not have funded something else if we knew of this item. Discussion. Mr. Farrell stated that at the end of the budget process the FinCom did fund some positions, a School Technology, Finance Clerk, and a Highway position. Mr. Smith stated that a mistake was made we have to move forward. Mr. Farrell stated that updating the chart of accounts will help as we will be able to use this for the budget instead of excel spread sheets.

The motion was approved by a unanimous vote.

ARTICLE 2: School Synthetic Turf Field (STM14-02)

Discussion that if the agreement is a lease it has to go to town meeting for approval. Mr. Farrell stated that the current agreement reads as a lease and both town counsel and school counsel agree that the document reads as a lease. He stated a license would not need town meeting approval.

Mr. Trapani moved to approve and add Article 2 (STM14-02) School Synthetic Turf Field to the STM warrant for October 27, 2014. Mr. Smith seconded the motion.

Mr. Fowler asked if Town Counsel or someone will be able to explain this article at the STM.

Mr. Trapani asked for a legal opinion and he that he will put it in laymen terms for the meeting.

The motion was approved by a unanimous vote.

ARTICLE 3: Transfer to Stabilization Fund (STM14-03) (2/3 majority vote)

Mr. Trapani moved to add Article 3 (STM14-03) Transfer to Stabilization Fund to the STM warrant for October 27, 2014. Mr. Surface seconded the motion.

Mr. Farrell stated that this article is to replace the funds taken out of the Stab Fund at the ATM for the Ambulance Rehab. He stated that the second article #4 is the same as the ATM article for Rehab of the second ambulance and if the Ambulance funds are not certified then the funds would come from the Stab fund if the Ambulance funds are certified then the funds would come from that account.

Chief Beardsley and Jeff Manning were present.

Chief Beardsley explained the condition of the ambulance and stated that one is already out for rehab. He explained the recent situation that they had last week with the current ambulance not starting. He explained the condition of the vehicle and that he hoped to squeeze to the next year but that they are having issues and cannot wait. Mr. Fowler asked if they have a plan so they do not have to replace at the same time next time. Mr. Manning stated that they have a plan and the department plans to replace an ambulance every five years. Fire Chief explained that by doing the remount it is saving the town a ton of money. He gave the board the revenue the ambulance revenue figures and stated that numbers are stable. Mr. Surface stated that they have the funds and the funds are not coming from tax dollars. Discussion on collection. Mr. Surface asked what the actual cost is for a run. Mr. Manning stated that he could get the numbers for him and the board. Mr. Farrell asked how many times can you remount an ambulance. Chief Beardsley stated that you can remount two or more times but it is not recommended to do more than once.

Chief Beardsley stated that Georgetown has been designated a Heart Saver Community and we will have signs to go up. He stated that the Town will receive the designation and the department especially Nick Valentini has been working on this with adding defibrillators in Schools and town buildings, offering CPR training, etc.

The motion was approved by a unanimous vote.

ARTICLE 4: Fire Department, Rehabilitation of Ambulance 11 (STM14-05)

Mr. Trapani moved to add Article 4 (STM14-04) Fire Department, Rehabilitation of Ambulance 11 to the STM warrant for October 27, 2014. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

ARTICLE 5: §165 - 7 Definitions (STM14-04)

ARTICLE 6: §165 - 11 Use Regulations and Intensity of Use Schedule (STM14-05)

Mr. Farrell stated that these two articles Article 5 & 6 were tweaked by Town Counsel at the ATM and the Planning Board held them for the STM. Mr. Surface asked if Mr. Snyder could come in to discuss. Discussion that the public hearing is October 8th. Board requested to hold until the next meeting October 6th.

Mr. Surface moved to CLOSE the Special Town Meeting Warrant for Monday, October 27, 2014 at 7:00PM. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

APPOINTMENTS & APPROVALS

Discussion on reappointment of Wallace Rose as Sealer of Weights and Measure term to expire 6/30/2015

Mr. Rose was present.

Mr. Egenberg stated that his appointment was until the end of September. Mr. Farrell stated he has met with Mr. Rose a couple times this summer and that he has been responsive and recommends his appointment. Mr. Rose thanked the board and said he has most businesses done in town and do the scanners in the winter.

Mr. Surface moved to approve the reappointment of Wallace Rose as Sealer of Weights and Measure for the Town of Georgetown to expire June 30, 2015. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

Declaration of Surplus Personal Property from Finance, Police, and Water Dept.

Mr. Egenberg read list of surplus items from Finance, Police and Water Departments.

Mr. Surface moved to approve the declaration of Surplus Personal Property from the Finance Department, Police Department, and Water Department as listed. Mr. Smith seconded the motion and the motion was approved by a unanimous vote.

Review of the OPEB/GASB 45 Biannual Actuarial Valuation

Mr. Farrell gave out the summary of the review and stated that he has the full valuation if anyone would like to read it. He stated that he found two errors one is regarding the trust fund and the other is regarding the amount of the retirees insurance. He explained where the numbers are in error and have to be corrected. He stated that some of the report is from projected figures for FY15 and they did not have numbers for plan design and the unfunded liabilities dropped from \$23M to \$17M. Mr. Farrell explained changes in rates for Medex. He stated that this review has to be done every two years. Mr. Surface asked on the second page what we would have to put in the OPEB trust fund to fully fund. He stated what is the number we need to fund every year and for how long. He stated that we put in \$50K and need to do this every year. Mr. Farrell stated it would take \$442K a year to fully fund. Mr. Fowler asked what the benefit to fully fund is. Mr. Farrell stated that when first came out it was said bond market will not give bonds but that did not happen. Mr. Smith stated that this is a specialized stabilization fund. He stated why not put the funds in the Stab fund and take out if needed. Mr. Surface stated that it has shown good effort to have set up the trust fund and have some funds in the account. He stated that it shows we are doing something. Mr. Fowler stated that we did say we would put some of the savings from Plan Design into the trust. Mr. Farrell stated that we do have a revenue stream from the

Meals Tax. Mr. Fowler asked about the excise tax item. Mr. Farrell stated that in 2018 the under the Affordable Care Act once your premium reaches a certain amount there will be an excise tax. Mr. Farrell stated that he would need to look into this tax some more.

CORRESPONDENCE

ABCC Advisory-Sunday early opening time for package stores effective October 23rd with LLA approval

Ms. Pantano stated that this advisory is from ABCC and it states that the applicant must request the change and that the Licensing Board must approve the change.

Whittier Regional Vocational Technical High School-Annual Report

Mr. Egenberg stated that the town had 39 students at Whittier and the cost was \$418,733 for FY14. Mr. Smith asked if this is in the School Budget. Mr. Farrell stated that it is not. He stated Essex Aggie is in the School Budget. Mr. Fowler asked if we have Technical students at the Essex Aggie. Mr. Farrell stated he did not know.

Light Department Open House

Mr. Egenberg stated that the Light Department is having an Open House October 9th from 9AM-1PM.

OLD BUSINESS

Alternate Agenda Posting Method

Mr. Egenberg stated that we discussed at the last meeting of posting agendas on the web site. He stated that Ms. McGrane stated either one or the other, on the web or the board outside. He stated they had push back from the Clerk's office to do both. Mr. Surface stated that if we eliminate the outside board can a resident come in and ask for a copy. Mr. Egenberg stated that it is a better process to post online. Mr. Trapani asked to look at a display outside. Mr. Smith stated a few see outside and many more would see online. Mr. Fowler stated that have online and as a courtesy outside. Mr. Smith stated that the official posting would be the web and the outside a courtesy. Mr. Farrell stated that it is up to the boards to make sure the Clerk receives the email. Mr. Fowler stated that they can set a policy of 24 hours before the 48 hours. A posting policy and tech consultant to automate work.

Discussion on emails for boards and committees and when they will be set up.

Personnel Handbook

Mr. Farrell stated that Town Counsel had some significant deletions and additions and he will have for the next meeting.

SELECTMEN'S REPORT

Mr. Surface asked about the food truck regulation and if we can get them on the next agenda.

Mr. Fowler stated that there are some parking issues downtown. Mr. Farrell stated that changes should go to the traffic committee. Mr. Farrell explained that there are issues at the Park & Ride because of students parking in the lot that have been displaced because of the construction of the Synthetic Turf Field. He stated that the lot is full by 7:30AM and the business have nowhere for

staff or customers to park. He stated he talked to Ms. Jacobs and the project will go on until December. Mr. Smith stated if temporary can we ask students to ride share. Mr. Fowler asked if we can keep some turn around spots for businesses. Mr. Fowler stated make some spots 2 hour. Mr. Farrell stated he would work with Mr. Durkee on marking some spaces for a limited time.

Mr. Surface stated that the town has been awarded the funds for Pond Street and the town has to find out how to get the funds. He asked for an update. Mr. Farrell stated he asked Mr. Durkee to call DOE.

Financial Management Review from DoR for discussion

Mr. Smith stated that we still have the DoR report on the agenda and asked what is happening. Mr. Egenberg stated he wanted to have the whole board present before discussing. Mr. Smith ask that we have an update. Mr. Surface stated if the board wants to tackle the document the board should add a separate meeting just for this. Mr. Trapani agreed that the board needs more time for this. The board asked Mr. Farrell to refresh the update list.

ADJOURNMENT

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

Meeting adjourned at 8:35PM.

Minutes transcribed by J. Pantano.

NEXT MEETING

Monday, October 6, 2014 at 6:30PM, 3rd floor meeting room, Town Hall