

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

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**BOARD OF SELECTMEN MEETING MINUTES**

**Memorial Town Hall**

**8/27/12**

**7:00 PM – General Meeting**

**3<sup>rd</sup> Floor Meeting Room**

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**Selectmen Present:** C. David Surface, Chairman; Philip Trapani; Gary Fowler

**Others Present:** Michael Farrell, Town Administrator; Deb Rogers, Health Agent; Janet Pantano, Administrative Assistant

**Absent:** Stephen Smith; Stuart M. Egenberg, Clerk

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**Call to Order**

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

Pledge of Allegiance

Mr. Surface sent condolences from the Board to the family of Police Officer David Armstrong.

**EEE**

Deb Rogers, Board of Health Agent gave an update on EEE in Georgetown. She stated that Georgetown had the first horse in MA to contract EEE. She stated that as soon as she was informed she talked with the Town Administrator and Superintendent and spraying was done within 24hours at the Schools and around town. She stated that the Police Department put out a Code Red call; information went on the web, and cable TV. She stated 2 residents did not want their property to be sprayed. Mr. Surface asked where we are now. Ms. Rogers stated that we are still on the critical list. She stated that the week before we notified residents that we were likely to have a positive EEE pool. Mr. Fowler asked if we had a positive pool. Ms. Rogers stated that the surrounding towns have had positive pools but Georgetown has not so far. Mr. Farrell stated that they should note that the horse was not vaccinated against EEE. Mr. Surface asked if they will test again. Ms. Rogers stated that they test every Friday. She stated that the test results are received as soon as the State receives them. Mr. Trapani asked if there are any guidelines for sports that we should be following. Ms. Rogers stated that all were canceled until the spraying and then residents should use precautions and only be out from dawn to dusk. She stated that they have not forced a closed down of sports. She stated until the first frost they mosquitoes are not gone. She stated that the schools were required to close for 5 days after spraying and plan to start up again on August 29<sup>th</sup>. She stated that unless something comes up they do not plan to close the fields.

**Warrant & Minutes**

Warrant to be signed

*Minutes July 23 & 26, 2012.*

**Mr. Trapani moved to approve the *Minutes of July 23, 2012*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

**Mr. Trapani moved to approve the *Minutes of July 26, 2012*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

### **Board Business**

*Take action on Declaration of Official Intent with respect to certain Qualified Energy Conservation Bonds to be issued by the Town and designating such bonds as tax credit bonds under MGL C. 44, s. 21B.*

Mr. Farrell explained that this declaration is required to obtain the bonds for the ESCO.

**Mr. Trapani moved to approve the *Declaration of Official Intent to reimburse certain expenditures from proceeds of general obligation bond anticipation notes and/or qualified energy conservation bonds* as presented. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

*Open STM Warrant for October 29, 2012*

**Mr. Trapani moved to open the *Special Town Meeting Warrant for October 29, 2012 to be held at 7:00PM*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Surface stated that the Police Chief is not able to attend tonight so they will table these items until the next meeting.

*Notice of an upgrade of the Police Department Handguns by Police Chief Mulligan.*

*Police Declaration of Surplus Property for approval*

*Update on the Emergency Generator at the M/H School by Police Chief Mulligan.*

### **Selectmen's Report**

*Policy for Common Victualler License*

Mr. Surface stated that he would like to hold this policy until Mr. Smith is present as he worked on this policy.

*Policy on Approval of Contracts*

Mr. Surface stated that this policy goes over how the board should approve contracts.

Mr. Fowler asked if the Schools have a procurement officer or is Mr. Farrell as Chief Procurement Officer responsible for all contracts. Mr. Farrell stated that he is the Chief Procurement Officer and he can delegate someone at the Schools to review contracts/bids but he stated that he needs to be more aware of bids that the Schools are doing as they have missed out on some saving opportunities. Mr. Farrell stated it should be coordination for bids. Mr. Surface stated it is to save money to join together town and school bids. Mr. Trapani stated that this policy is just an enforcement of the MGL's. Mr. Farrell stated it is just to get everyone on the same page. Mr. Trapani asked if a bid would still be viable if it does not go through the Chief Procurement Officer. Mr. Farrell stated it could make the bid null and void. Mr. Surface asked that the approved policy be sent to all departments.

**Mr. Trapani moved to approve the Selectmen *Policy on Approval of Contracts*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

*Fall/Winter meeting dates: October 1, 15, 29 (STM), November 5, 19, December 3, 17, 2012.*

Mr. Surface stated these are the dates for our fall/winter meetings. Mr. Surface stated that the September 10<sup>th</sup> meeting would start at 7:30PM. He stated that the rescheduled Executive Session would be at the September 24<sup>th</sup> meeting.

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

Mr. Farrell handed out a FY2012 End of Year Budget Summary and explained the amounts. He stated that the estimated Free Cash will be \$1.1Mil. He explained where some of the funds came from. Mr. Trapani asked if this \$1.1Mil included the \$457K Reserve Fund. Mr. Farrell stated that it did.

### **Approvals**

*Town Clerk request to approve the poll workers for the State Primary, Thursday, September 6<sup>th</sup>.*

Mr. Surface read the list of poll workers for the State Primary, Thursday, September 6, 2012.

**Mr. Trapani moved to approve the *Poll Workers for the State Primary, Thursday, September 6, 2012*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Farrell stated that there will be Bid for Bonds next Tuesday, September 4<sup>th</sup> and the Treasurer will need three Selectmen signatures for the paperwork to go to DOR.

Mr. Fowler stated that with this free cash do we want to put some funds aside for capitol items. Mr. Surface stated that he agrees and is all for putting funds in the Capitol and Stab fund. Mr. Fowler stated he would like to see a percentage of the annual budget go into these accounts.

Mr. Fowler asked if there is any update on the School Building Project after submission to MSBA. Mr. Surface stated that the SBC has not met since the last meeting. Mr. Farrell stated MSBA has sent back questions on certain items and have approved the majority of the submittal and he did not see any questions that would present a roadblock. He stated that the consultants are working on the answers to the MSBA questions.

### **Next Meeting**

Monday, September 10, 2012 at 7:30PM, Town Hall, 3<sup>rd</sup> Floor meeting room.

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

Meeting adjourned at 7:50PM.

Minutes transcribed by J. Pantano.