

Memorial Town Hall, 1 Library Street, Georgetown, MA 01833
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BOARD OF SELECTMEN MEETING MINUTES
Memorial Town Hall
3/24/14
6:00PM-General Meeting, 3rd floor meeting room

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

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

Absent:

Pledge of Allegiance

Warrant & Minutes

Warrant to be signed

Mr. Smith sent condolences to the family of Bruce Amaro, reporter for the Georgetown Record on his sudden passing.

Minutes March 10, 2014

Mr. Trapani moved to approve the minutes of March 10, 2014. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote. Mr. Egenberg abstained

Board Business

Auditor's Report FY13-Renee Davis and Romina Mameli, Powers and Sullivan were present

Ms. Davis introduced herself and Ms. Mameli who was onsite for the audit. She stated that the board has the draft reports.

Management Letter

Ms. Davis went over the management letter and stated some prior year comments that are resolved and some are partially resolved. She stated that the Water Department has been working on recording adjustments to the water accounts receivables. She stated that they needed to strengthen controls. She stated that the comment on OPEB has been resolved.

Ms. Davis stated current year comments were:

ESCO Monitoring-She stated that they recommend the town have someone monitor not just the ESCO Company. Mr. Farrell stated that the town has a consultant who is monitoring the bills for the town.

Accounting for Fixed Assets-She stated that the town has compiled a detailed listing of capital assets but they need a system in place to monitor deletions, disposals or transfer of assets. She stated that this should be done at the end of the year.

I-9 Documentation-She stated that some of the I-9 forms were missing and the town review the process of obtaining these documents.

Chapter 90-She stated that they recommend the Town review its policies for requesting Chapter 90 reimbursements and implement procedures to request funds on a quarterly basis at a minimum.

Procurement Compliance-She stated that that they recommend the town strengthen controls over procurement to ensure compliance. She stated that in the audit some contracts were not obtained. She stated that the Town needs to be sure they have the proper documents.

Mr. Farrell stated that we did have a procurement training in the fall with staff and volunteers.

Ms. Davis stated that having the training is important.

Accounting Standards

Ms. Davis stated that GASB 67 will hit in FY15 and will substantially change reporting for pension liabilities and expenses. She stated that Essex Regional Retirement will have the number for the town on unfunded liability. She stated that every year they will have this number for the town and it will show on the towns financial statements.

Ms. Davis stated that there will be similar standards for OPEB (Other Post-Employment Benefits) soon. She stated that this is all about reporting not they are not required to fund.

Mr. Egenberg asked what would be best practices for funding the OPEB. Ms. Davis explained that this is the town pensions and the town pays as you go and there is no legal obligation to fund. She stated they are looking if the town has a Trust set up and if the town is funding the Trust and that depends on the community. She stated that the town should also have a policy on investing those funds.

Mr. Farrell asked about the GASB statements. She explained that if you do not have them then there could be an impact to the town.

Mr. Surface asked for the OPEB number. Ms. Davis stated that the Georgetown OPEB is \$22M. She stated that the town has about 350 employees and retirees and they look at the future benefits for these employees. Mr. Trapani asked if there is a timeframe or any guidance for communities to fund this account. Ms. Davis stated that there is not anything and most communities cannot afford to fund the OPEB.

Discussion on OPEB

Ms. Davis stated that every two years the town has a valuation and this gives you a look at your liability. She stated that the Health Ins costs are increasing more than town revenue. Mr. Smith asked if changing funding policy or putting funds in the Trust which helps more. Ms. Davis stated that both would be best.

Federal Grants

Ms. Davis stated that the town spends about a \$500,000 on Grants and they had no findings. She stated that going forward you may not need this report as they are increasing the amount that has to be received to require an audit.

Mr. Surface asked how STAB fund looked. Ms. Davis stated that it looked good, and the general fund looked good, and CPA is good.

Request from the Friends of the Georgetown Library for a Charity Fundraising Wine Tasting License for Saturday, May 3, 2014 6-9PM.

Mr. Smith stated that this is a yearly event.

Mr. Egenberg moved to approve the Charity Fundraising Wine Tasting License for the Friends of the Georgetown Library on Saturday, May 3, 2014 from 6-9PM. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

School Bond update-Margaret MacLean, Financial Advisor and Jackie Cuomo, Treasurer were present

Mr. Farrell stated that he asked Ms. MacLean to come to the meeting to discuss the Penn Brook School Bond as the project is moving faster than anticipated. He stated that the town already borrowed BANDS of \$6M and those have to be paid off and explained the increase in monthly costs. Mr. Trapani asked why the increase. Mr. Farrell stated that the builder is working faster than expected and the builder wants to be ahead of schedule and to come in under budget. Ms. MacLean explained that \$24M would take the town through the project. Mr. Farrell stated that the School will open the fall of 2015 and by January 2016 the builder would like to have finished the demo of the old school and finish the fields.

Ms. MacLean stated that they looked at loan/bond of 25 years. She gave out numbers for the board to look over. Mr. Smith stated that the tax rate will be highest in the first year and then goes down. She stated that the 25 years is lowest rate and easiest for residents handle. Mr. Surface stated going out to bond for the full amount now will allow us to get a lower rate as rates may go up. Ms. MacLean stated that the rates are anticipated to go up. She stated that they plan to sell on April 9th and for the board to sign on April 14th.

Discussion on 20 year vs. 25 year bond and the increase to the tax payer. Board asked if she could give them the projections for a 20 and 25 year bond.

Ms. MacLean stated that she could do that and explained what she has looked at and that there is a call on the bond and they can call it in 10 years if rates go down. Mr. Surface asked the town's rating. Ms. MacLean stated that it is AA2 from Moody's.

Request from the Friends of the Georgetown Library for a Charity Fundraising Wine Tasting License for Saturday, May 3, 2014 6-9PM.

Mr. Smith stated that the board approved the Library license earlier in the meeting. But asked Ruth Eifert to come up and sell the event. Ms. Eifert introduced Betty Hastings, President of the Friends and stated that this is the 8th Wine Tasting and it will start at 6:30PM on Saturday, May 3rd. She stated that Keith Legare will again be providing Jazz music for the event.

Mr. Fowler confirmed with Ms. Eifert that the flooding issue at the Library has been resolved. Ms. Eifert stated that it has been.

Joint Meeting with the Planning Board to fill vacant position

Planning Board members present: Harry LaCortiglia, Chair; Tillie Evangelista, Bob Watts, and Tim Howard

Mr. LaCortiglia called his board meeting to order.

Mr. Farrell explained that the process starts with the PB notifying the Selectmen of a vacancy and then it calls for a joint meeting and a name nominated to fill the unexpired term and a candidate must have 5 votes out of the nine present. He stated that the nominee would fill the vacancy until the next annual election in May 2015. Mr. LaCortiglia stated that they have a few special permits and this puts applicants at a disadvantage if there is only a 4 member board.

Mr. Farrell stated that Mr. Hoover is the only candidate for the open position and Mr. Howard will be willing to fill the unexpired term after Mr. Hoover resigns after elections as Mr. Hoover is on the ballot to fill Mr. Howard's position. Mr. Fowler asked if these are the steps the Planning Board would like to take. Mr. LaCortiglia stated Mr. Howard could resign and then appoint him to Mr. Rich's position. Discussion on options and term. Mr. Smith asked Mr. Hoover what his thoughts are. Mr. Hoover stated he is trying to maintain continuity and time is money for applicants and if a project is in the pipeline and if delayed because of the board this puts the developer in an awkward position.

Mr. LaCortiglia stated he would like to hear a nomination.

Mr. Howard nominated Rob Hoover to fill the Planning Board unexpired position to May 12, 2014.

Mr. Farrell stated that he did not know if the term must be to the next election May 2015. Discussion if the term could be a shorter.

Mr. LaCortiglia called a roll call vote.

Mr. Trapani-yes

Mr. Smith-yes

Mr. Egenberg-yes

Mr. Surface-yes

Mr. Fowler-yes

Mr. Howard-yes

Mr. Watts-yes

Ms. Evangelista-yes

Mr. LaCortiglia-yes

Mr. Hoover was nominated to fill the Planning Board unexpired position until May 12, 2014 by a unanimous roll call vote.

The planning Board adjourned at 7:50PM

Mr. Fowler asked Mr. Watts if he was still interested in filling the open position on the Personnel Board. Mr. Surface stated the may only have a few meetings if the bylaw change is made at Town Meeting. Mr. Watts stated that if needed he would.

APPOINTMENTS & APPROVALS

Request for appointment to the Board of Health from Paul Thompson term to expire June 30, 2015

Mr. Thompson explained his past service as Selectmen and Board of Health member and stated that he would like to serve on the board again.

Request for appointment to the Board of Health from Mark F. Tolman term to expire June 30, 2015

Mr. Tolman stated he has been in Nevada for a while but grew up in town and now lives in town and has knowledge for the opening.

Discussion on process with two applicants.

Mr. Fowler nominated Mr. Thompson to fill the open Board of Health position to June 30, 2015. Mr. Surface seconded the nomination.

Mr. Egenberg nominated Mr. Tolman to fill the open Board of Health position to June 30, 2015. Mr. Trapani seconded the nomination.

Mr. Fowler stated both have experience for the opening. Mr. Fowler stated that Mr. Tolman's resume jumps around a lot and Mr. Thompson has some stability. Mr. Trapani stated Mr. Tolman is over qualified for a volunteer in this position. He stated that Mr. Thompson has a history with the board and has given lots of time to the town. Mr. Trapani asked Mr. Tolman asked what is driving him to volunteer and if he has ever been on a committee. Mr. Tolman stated he has progressed up the field and that is why his resume jumps around. He stated he has not been on a board in town.

Mr. Trapani stated that he is in favor of the appointment of Mr. Thompson as he has past experience with the Board of Health and is retired and has more time to give to the board.

Mr. Trapani moved to appoint *Mr. Thompson to the Board of Health* term to expire June 30, 2015. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

The board thanked Mr. Tolman for his interest in the appointment and asked if he would be interested in any other committee openings. Mr. Tolman stated that he would have to look at the other openings.

OLD BUSINESS

Snow & Ice-Peter Durkee was present

Mr. Durkee stated that as of March 20th the Snow and Ice account is \$235K over the \$104K original appropriation. Mr. Durkee stated that the town has had 91 inches of snow this winter. Mr. Durkee stated that there has been an average deficit of \$180K over the last few years.

Rehabilitation of Elm Street-Engineering Contract for approval-Peter Durkee was present

Mr. Durkee was present to discuss the contract. He explained the contract and the changes that will be made on Elm Street. He stated that he and the engineer talked to the Architect and they will work to stop the water from coming down the hill and explained what will be done. He stated that all drainage on Elm Street will be replaced. Mr. Surface stated that there was \$300K in the budget for water disbursement. Mr. Egenberg and Mr. Farrell stated that it is still there. Mr. Hoover stated these funds were for the new road and catch basins but ended at Elm Street. Mr. Durkee stated that he talked to the engineer and they will tie into Elm Street.

Mr. Fowler asked what is a water garden. Mr. Durkee stated that it would be similar to a dry well. He stated that the plan will stop water from going into neighboring property. He stated that it will be better than it is now. Mr. Trapani stated that the contract has a historical clause if needed.

Mr. Hoover stated that there are some large sycamore trees on the street that are historic and they may not be included in the contract to keep. He listed other items not in contract. Mr. Smith asked for an example. Mr. Hoover page 3 proposed pavement thickness. He stated that they will do the least they need to do. He stated that if they do borings they will find out if they need thicker or thinner pavement. Mr. Durkee explained what he plans to do and he feels it would be safe to reclaim and pave. Mr. Smith asked about the liability. Mr. Durkee stated that they build to DOE standards. He stated that there will not be curbing the whole road. Mr. Fowler stated what are we getting for this contract. Mr. Durkee stated sidewalks have to be ADA and this is a large project and will go out to bid. Mr. Egenberg asked if Mr. Durkee is comfortable with this contract. Mr. Durkee stated that he is comfortable with the contract. Mr. Surface asked about Saferoads to Schools grants. Mr. Durkee stated that he talked to Ms. Jacobs and the Schools are members now and you have to be a member for 1 years before you can request funds and there is not a lot of time and he does not know if there is a waiting list. Mr. Smith asked when they will start work. Mr. Durkee stated that near the end of the project so over a year away. Mr. Durkee stated additional funds for this work will come from Chapter 90. Mr. Farrell stated that he thought there was \$700K for design and \$1.1M for build. Mr. Trapani asked if Mr. Durkee is comfortable using Chapter 90 Funds. Mr. Durkee stated he was. Mr. Farrell stated FinCom is trying to come up with additional funding for roads because of the tough winter. Mr. Smith asked if they could use the bond for design. Discussion on condition of roads and work that needs to be done with the winter we have had.

Mr. Fowler stated that he does not see the necessity to make a decision on this tonight but get together with other boards and review. He asked where the funds will come from. Mr. Farrell stated that from the levy limit. Mr. Surface asked if he has time to hold. Mr. Durkee stated he needs time to permit. Mr. Smith stated that that the Town voted and approved article to do Elm Street over. Mr. Fowler stated in the minutes of 11/1/12 he asked about funding and thought it would go with the School. Mr. Surface stated that he remembers that they did not know at the time what the funding would be but we did agree to do the project. Mr. Durkee to check on Safe

roads and a timeline. Mr. Trapani asked if he wants changes. Mr. Durkee stated that he wants to keep the road the same and safe.

Mr. Hoover asked if Town Council has approved the contract. Mr. Farrell stated that they have. Mr. Hoover stated that it has not changed from before and should include a study on trees and historic review. He stated that there will be a ton of additional services from neighbors with driveways, walls, etc. He recommends to go before the Planning Board and have a technical review agent to review drawings and stated that this would be short money.

Mr. Smith asked if any boards need to give approval. Mr. Durkee stated that only ConCom. He stated that the engineer is working for the town not out to make money. Mr. Smith stated a third party on a large project is not unreasonable.

CORRESPONDENCE

Request from the MA Federation of Business and Professional Women to issue a proclamation marking Equal Pay Day April 8, 2014.

Mr. Surface moved to approve the Proclamation for the MA Federation of Business and Professional Women marking Equal Pay Day April 8, 2014. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Request from The Holocaust Center to proclaim 4/27-5/3 Holocaust Awareness Week

Mr. Trapani moved to approve the Proclamation marking April 27-May 3, 2014 as Holocaust Awareness Week. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Request from the Georgetown American Legion Post and VFW Post for funds returned from Veterans' to go into the Flag Account.

Mr. Surface stated that he talked to Doug Dawes and could put \$2500 in warrant to replace flags. Mr. Fowler asked where the funds would come from. Mr. Surface stated from Free Cash. Mr. Farrell stated that the Veterans' check went to the General Fund and would have to come from Free Cash at STM. Discussion

Plan for Election Day from the School Superintendent

Discussion on the Superintendents plan. Mr. Smith stated that the town would have had to pay \$1000 on the mailing for a change of location. He stated that the funds that would have been spent can be used for the extra Police details. Mr. Farrell stated that he would have to sit down with Town Clerk and Police Chief to work this out.

MA State Lottery Commission-Keno notice for Par 97

Mr. Smith stated nothing for us to do. Mr. Fowler asked if all bills are paid. Ms. Pantano stated they are paid to current.

Notice of the resignation of Reserve Officer Christopher Pelusi

Mr. Smith thanked Officer Pelusi for his service to the Town of Georgetown.

SELECTMEN'S REPORT

ATM Warrant-Article discussion

Discussion on CIP articles and meeting on another day to go over the warrant. Board discussion to meeting Thursday, March 27, 2014 at 6:00PM.

TOWN ADMINISTRATOR'S REPORT

FY15 Budget Update

Mr. Farrell stated House and Senate came down with a resolution and an additional \$91K from last year.

Mr. Fowler stated that he attended an MMA meeting and a GOP meeting. He stated that he also talked at a Boy Scout meeting on town government.

NEXT MEETING

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

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

Meeting adjourned at 9:30PM.

Minutes transcribed by J. Pantano.