

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

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BOARD OF SELECTMEN MEETING MINUTES

Memorial Town Hall

9/23/13

6:30 PM – Executive Session, 2nd floor meeting room

7:00 PM – General Meeting, 3rd floor meeting room

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

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

Absent:

6:30PM-Executive Session-Compensation

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

7:00PM Pledge of Allegiance

Warrant & Minutes

Warrant to be signed

Minutes of Minutes of September 9 & 16, 2013

Mr. Egenberg moved to approve the minutes of September 9, 2013. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote. Mr. Surface and Smith abstain

Mr. Egenberg moved to approve the minutes of September 9 & 16, 2013. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote. Mr. Trapani and Surface abstained

Board Business

Personnel Bylaw

Mr. Smith updated the board on the discussion on the Personnel Bylaw change. He stated that they need to make a decision as to whether to add to the warrant.

Dorothy Blanchard, 2 Tenney Street asked if they read her letter and stated it took a lot of work to decide to add a Personnel Board. She stated she was on the committee in 1974. She stated the board was set up so the town was fair to all employees. She stated that she would like to see a study done and would be willing to help. Mr. Smith stated it is great to have someone here to give history. Mr. Surface asked if the Personnel Board was an issue with the Town Administrator at the time. Ms. Blanchard stated that there was no Town Administrative at the time. Mr. Surface asked if it was discussed when a Town Administrator was hired as to what to do. She stated that she was not on the Town

Administrator search or the development of job description. She stated the Personnel Board was developed because the town had no job descriptions, classification schedule, etc. Mr. Surface asked if the town has job descriptions now. Mr. Farrell stated he updated the job descriptions and classification schedule in 2010 and the Personnel Board never discussed the findings. He stated that they are easily updated with available data. Mr. Fowler asked if in 1974 they had an issue filling the town employee position. She stated that they did not have a problem at the time. Mr. Fowler stated that this has to be a non-union employee who is a town resident. He stated that he does not see completely disbanding the board. Ms. Blanchard stated she liked Mr. Smith's comment that we have to look to 2025. Mr. Smith stated that he stated that this discussion was to not look at the staff but the position. Mr. Trapani stated that he appreciates her coming down and giving insight to the past. She stated that it is good to have some stability as the Town Administrators have changed.

Mr. Smith stated that two things are driving him for this change one is the Town Administrator was not here when committee started and technology was not here then. He stated now gathering data can be done in hours instead of days and weeks. He stated a third piece is the town is moving forward as a Town and are moving forward without an active Personnel Board. He stated that they Selectmen do not decide whether to disband the board the Town's people do at Town Meeting. He stated that the vote tonight is to put an article on the STM warrant.

Ms. Blanchard stated that the appointing authorities have not made the appointments. Mr. Smith stated over the last seven years there have been active members and the Selectmen have held the appointments since July 1 as they were waiting to go over the recommendations of the DoR

Mr. Trapani stated that he looks at HR as critical to the town and it is important that they have a longtime HR plan. He stated that a Personnel Board change should be part of a long time plan and it is hard to make changes without knowing what we are leaning to. Mr. Surface stated that the recommendation of the DoR is a part of a plan. He stated that they have the same people all the time on these boards. He stated that he agrees with the DoR that a fragment is not the way to go. He stated that the board tried to get funds for a Strategic Plan and failed and boards feel they will loose anonymity. He stated that this may not be for a fall Special Town Meeting maybe for the Annual Town Meeting. He stated that they have to have discussions on the Charter. Mr. Smith stated first domino in line was the Personnel Board. He stated that he is amazed that this town operates how it does and believes that structural changes need to happen. He stated he supports more discussion and to make change at the ATM. Mr. Surface stated that it may be hard to attract residents to fill a Personnel Board position for 6 months. Mr. Trapani stated that there are challenges now with the Personnel Board. He stated that they need a full board and have them execute on issues and a Charter will take longer than a year to put together and approved. Mr. Trapani stated that they will see if the Personnel Board will be active over the next six months when appointed. Mr. Smith stated still wants to see if it is the right way to go. He stated that they need a list from the Town Administrator what the Personnel Board needs to work on. Mr. Trapani stated the board needs to function

properly and if not see where to go. Mr. Fowler stated still need to see how to move forward. He stated quarterly reports are good and how do we revisit this. Mr. Smith stated keep moving through the DoR study and make a bigger picture change and strategy. Surface stated think like a business and if not moving forward need to keep track of results and move forward. Mr. Farrell explained the issues that he has faced recently with the CATV and Library and how long it took to get resolved. He stated that the Library Trustees finally dealt with their issue and it not resolved with the personnel board. Mr. Surface stated that he would like to get an answer from town counsel that if no Personnel Board then if the BoS can act on item. Mr. Farrell stated that he reports to the Personnel Board as Personnel Director and the Town Administrator reports to the board. Mr. Trapani stated give them 3 months to get going and see how it goes. Mr. Fowler stated get them up and going and look at the makeup of the board. He says he does see giving more authority to the Town Administrator. Discussion on the make up of the board and who appointment members. Discussion on who can serve and if a BoS can serve. Mr. Smith stated that if Chris Rich and two BoS can be on the board they could be functional. Mr. Trapani stated that HR is risky and should be run by professionals and the personnel board are in charge of benefits. He stated that he is not qualified to be on this committee and they need to be careful of who they appoint. Mr. Surface stated that Mr. Farrell as Personnel Director is the expert to the board. Mr. Fowler stated the one change would be to change the town employee requirement. Mr. Smith stated make this a 3 member board of 5 members. Mr. Surface that this change should be on a to do list for ATM. He stated that he would like to see diversity on the board. Mr. Smith stated as stated in the DoR about the employees that make this Town work. He stated that if the personnel board is getting in the way of business then that is why we need to get involved. Mr. Fowler stated talk of BoS on the board until the positions filled. Mr. Trapani stated try to get a board with some HR experience. He stated that they need to look at the DoR study and move forward.

Vote on Articles and Close the STM Warrant for October 28, 2013

Mr. Farrell stated almost a waste of time to hold a STM except for the Fire Dept Ambulance budget. He stated that the Medical Marijuana Bylaw will not be ready and the Personnel Bylaw is not going forward so they would not need the meeting. Mr. Smith stated that make the ambulance budget retro to July 1st other items could be done at a later time. Discussion on the Reserve Fund and STM

Mr. Smith stated that he would like to cancel the meeting before it is officially post. Mr. Surface stated he would like to hear from DoR on the Ambulance Budget item before they cancel. Mr. Farrell stated he can get an answer from DoR and meet next Monday at 6PM and then make a decision on the STM. Mr. Smith asked if he would talk to legal counsel or DoR. Mr. Farrell stated that he will talk to both.

Mr. Egenberg moved to close the warrant for the STM October 28, 2013. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Board voted on the articles

Article 1: Adjustments to the Fiscal Year 2014 operating budget

Mr. Trapani moved to add *Article 1: Adjustments to the Fiscal Year 2014 STM13-01* to the STM Warrant for October 28, 2013. Mr. Surface seconded the motion and the motion was approved by a unanimous vote.

Mr. Trapani moved to add *Article: Fire Department Ambulance Operating Budget* to the STM Warrant for October 28, 2013. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.

Mr. Trapani moved to add *Article: Selectmen-Personnel Bylaw* to the STM Warrant for October 28, 2013. Mr. Surface seconded the motion and the motion was not approved by a unanimous vote.

Mr. Trapani moved to add *Article: Planning Board-Medical Marijuana Bylaw* to the STM Warrant for October 28, 2013. Mr. Egenberg seconded the motion and the motion was not approved by a unanimous vote.

Mr. Smith stated that the board will meet on Monday, September 30th at 6PM to decide whether to go forward with the STM.

Letter from attorney requesting the acceptance of Harmony Lane-Refer to the Planning Board for a report

Mr. Surface moved to refer the acceptance of *Harmony Lane* to Planning Board for a report and for the Planning Board to report back to Selectmen. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.

Correspondence

Resignation of Cynthia Tardif from the Council of Aging

Mr. Smith thanked for Cynthia Tardif for her service to the town.

Mr. Egenberg requested that the list of board openings be posted on the website. Mr. Smith stated that members have to look at recruiting members at town events.

Georgetown Days September 23 – 29/175 years old

Mr. Smith stated that there will be events going on all week and asked that the list be posted on the town website.

Whittier Regional Vocational Technical High School-Annual Operational Report for Georgetown

Mr. Smith read the report from the Whittier Regional Vocational Technical High School Dr. Jo-Ann Testaverde, Whittier Representative. He stated that he report lists 8 residents in the Evening School, and 33 students in the Day School.

Selectmen's Report

Financial Management Review from DoR for discussion

Mr. Smith stated address IT section at next meeting.

Town Administrator's Report

Mr. Farrell stated that the Penn Brook Elementary School bid was last Thursday and had 6 General Contractors pre-qualified and received 3 bids which made us nervous. He stated that \$36Mil was approved by MSBA and anything over we would have to pay 100%. He stated that the low bid was \$4Mil under budgeted amount and this is a good first outing and things can change during construction but they do have a lot of contingencies built in. They are signing contracts and will hold a groundbreaking the end of October.

Appointments & Approvals

Request from the Council on Aging for the appointment of Caroline Sheehan as an Alternate member term to expire June 30, 2014

Mr. Surface moved to appoint Caroline Sheehan as an alternate member of the Council on Aging term to expire June 30, 2013. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.

Next Meeting

Monday, October 7, 2013 at 7:00PM, 3rd floor meeting room, Town Hall

Mr. Trapani stated he came from Links for Learning Golf Tournament and it was a great day.

Mr. Farrell stated that an Executive Session was needed regarding an insurance claim.

Mr. Trapani moved to go into Executive Session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body and the Chair so declares ...; Mr. Egenberg seconded the motion and a roll call vote was taken and the board stated that they will not be returning to public session.

Meeting adjourned at 8:30PM.

Minutes transcribed by J. Pantano