

**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**  
**10/7/13**  
**7:00 PM – General Meeting, 3<sup>rd</sup> floor meeting room**

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**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:**

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7:00PM Pledge of Allegiance

**Warrant**

Warrant to be signed

**Board Business**

*Request by Knights of Columbus for fund raising sale*

Chris Rich, Knights of Columbus Grand Knight was present

Mr. Rich stated that the Knights are requesting to sell Tootsie Rolls in town on Saturday, October 12<sup>th</sup> from 8:00AM-12:00PM for an annual national fundraiser. He explained areas that they would like sell from.

**Mr. Trapani moved to allow the Knights of Columbus to fundraise on town property for the annual Tootsie Roll Drive. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.**

*Historical Society Presentation-Ed DesJardins, Director at Historical Society and a member of Historical Commission*

Mr. DesJardins stated that he is a history buff and the Historical Commission has done some studies on historic homes in the downtown and they have worked on Harry Murch Park and also Union Cemetery, and now on the Civil War Monument. He stated that tonight he was there to talk about "Old Nancy". He stated that here has been 235 years of debate between Georgetown and Rowley as to who owns the original cannon. He gave history on the cannon. He stated that Bud Spaulding a former member of Historical Society and Historical Commission had commissioned him to do construction drawings of the cannon and do research on the cannon. He stated that these drawings were donated to the Historical Society. He stated that the Historical Society voted to donate the drawings to the town and have them displayed here at Town Hall.

Discussion on where to display in town hall. There were two drawings done by Mr. DesJardins of "Old Nancy" donated to the Town of Georgetown.

Mr. Smith thanked the Historical Society and Commission for the gift and all their efforts. Mr. Smith stated that they will work with the Town Administrator to find a place to display the drawings in town hall.

Mr. Fowler asked Mr. Spaulding about the cannon being in a parade years ago. Mr. Spaulding stated it was. The Board thanked Mr. Spaulding for his efforts on preserving the history of "Old Nancy".

*Request from Christine Comiskey, Historical Society to conduct tours of the town owned Union Cemetery on October 19 and 20 and 26 & 27*

Ms. Comiskey was unable to attend. Mr. Trapani stated he has attended these tours and they are full of great history.

**Mr. Egenberg moved to approve the Historical Society to conduct tours of the town owned Union Cemetery on October 19, 20, 26, and 27, 2013. Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.**

### **Correspondence**

#### *Epstein Letter*

Mr. Smith stated that they have received a copy of a letter from Attorney Epstein to the Planning Board stating his issues with the Medical Marijuana Bylaw. Mr. Smith stated that there will not be a Special Town Meeting and the bylaw will not be on the warrant until the next ATM.

### **Board Business**

#### *Conservation Restriction Wheeler Brook Farm-ConCom, Vanessa Johnson*

Steve Przyjemski, stated the Conservation Restriction document has been approved by ConCom and Town Counsel. Mr. Fowler asked about the funds of \$75,000 and he thought the amount was to be \$150,000. Discussion on what is allowed on the property. Mr. Fowler asked if a wind farm could go here. Mr. Przyjemski stated that no large scale wind farm would be allowed but maybe a solar panel on a roof. Mr. Smith asked who the restriction will be between. Mr. Przyjemski stated that the CR would be between the Town, Essex Greenbelt, and Mr. Morehouse. Mr. Smith asked if we could wait until the next meeting as the board has not reviewed the CR. Mr. Farrell stated that the Morehouse's, Essex Greenbelt, and the ConCom have voted and signed. Mr. Smith stated add to next agenda to give the board the time to read the document. Mr. Fowler stated he would like to review the figures.

Vanessa Johnson came in and stated that she would return at the next meeting. Ms. Johnson explained the funding and the conservation restriction and stated that they would like to close by November 1<sup>st</sup>.

#### *Request from St. Mary's Parish, Georgetown-Rowley for a 1-Day Liquor License for an Oktoberfest event October 12, 2013*

Tom Parisi was present from St. Mary's Parish.

Mr. Parisi stated that on Saturday, October 12 they would be holding an Oktoberfest Comedy night from 5:30PM-11:00PM. He stated that they are requesting a 1-Day Liquor

License so they can sell Beer and Wine. Discussion on a Police Detail. Mr. Trapani asked how many guests would be present. Mr. Parisi stated that the room can hold 200 attendees. Mr. Fowler asked about tip certified bartender and that he would be comfortable with no detail. Mr. Parisi stated that he bartender is tip certified and he would forward the information to the office. Mr. Smith stated that with alcohol he feels more comfortable with a detail. Mr. Parisi stated that he feels 100 people may be the most that attend. Mr. Trapani stated that he agrees and that even with 100 attendees he feels a detail is needed.

**Mr. Trapani moved to approve a 1-Day Liquor License for an Oktoberfest event on October 12, 2013 at St. Mary's Parish, Georgetown pending an agreement with the Police department on a detail and verification of tip certification. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.**

*Town Meeting, October 28, 2013 CANCELED*

Mr. Smith stated the board voted to cancel the Special Town meeting for Monday, October 28, 2013 and add items to the spring annual town meeting.

*Penn Brook Elementary School General Contractor approval*

Mr. Farrell stated that the bid was \$4Mil under estimate and the OPM reviewed the bids and found them acceptable. He stated that the School Building Committee voted the Chair of the BoS to sign the contracts. Mr. Smith asked if our counsel reviewed the contract. Mr. Farrell stated that K & P reviewed the contract.

**Mr. Trapani moved for the Chair of the Board of Selectmen to sign the contract between the General Contractor Brait Builders, Inc. and the Town of Georgetown for the new Penn Brook Elementary School. Mr. Egenberg seconded the motion.**

Discussion on contract. Mr. Egenberg gave a rundown on the SBC decision to approve the contract. He stated that they hope to break ground in two weeks. Mr. Fowler stated that they had received warnings on a contractor and is this the one. Mr. Egenberg stated that this is not the contractor they were warned about.

**The motion was approved by a 4-1 vote.**

### **SELECTMEN'S REPORT**

*Financial Management Review from DoR for discussion*

Mr. Smith stated that he would like to continue to discuss the DoR report and IT was the next on the report.

*14. Provide MUNIS training to users*

Mr. Farrell stated that they did have MUNIS come in and meet with employees here and at the School. He stated that he did put additional funds in the budget and they are on track with this. Mr. Trapani stated that he agrees with the training and asked what the benefit of the training is. Mr. Smith stated that one issue is the system is not being used as it could be. Mr. Farrell stated that is correct and they are working to train staff to use

the system more effectively. Mr. Egenberg stated that the goal is to be able to get more out of the software. Mr. Farrell stated that we own a Cadillac and we are using as a Volkswagen or Chevy.

*15. Provide Expense and Revenue Reports Electronically*

Mr. Smith asked about finance reports. Mr. Farrell stated that that the Town Accountant is already sending out the Expense and Revenue reports by PDF and this is not a big issue.

*16. Grant remote access to GEO/TMS application to Assessors*

Mr. Smith asked if the Assessors are to get access to the Geo/TMS software. Mr. Farrell stated it is just a matter of departments taking the training. Mr. Egenberg asked who is using the software. Mr. Farrell stated that the Building Department is using the software. Mr. Trapani stated that the Assessors do not see the permits coming down the pipeline. Discussion on the value. Mr. Egenberg stated that we pay for the software, what is the cost, what is the advantage to departments, does it help with workflow. Mr. Fowler stated that this is the software that the company gets a percentage back. Discussion on Dog License software and that the Fire Department has its own tracking software. Mr. Fowler stated that he thought the Planning Board was using the software. Mr. Farrell stated that Nick Cracknel was behind getting the software and when he left the Building Inspector Jon Metivier took over implementing the software.

Mr. Farrell explained the issues with the town server capacity and the IT updates that we are working on. He stated that we are now instituting that 75 desktops will be replaced over the next 3 years and the plan calls for 25 computers to be replaced a year for the next 3 years and no one can add software unless vetted by our IT. He stated that we are updating our exchange server and will now have enough space for email for every committee. He stated that we were not in compliance with email retention but will now. Mr. Trapani stated that it is up to the board to help him retain records and now we have a cloud to save records.

*17. Revise the Email Policy for Retention Procedures*

*18. Establish Shared Email Address or a Contact All Electronic Messages*

Mr. Smith stated that we just discussed this and retention is being looked at and emails for committees.

*18. Update Website Content*

Mr. Smith stated that it is hard to keep up with. He stated that this is hard for any business to do you need to have a dedicated employee and schedule. He suggested that there be an update day. Mr. Fowler asked to who is doing a good job updating their pages and who is not. Discussion to get information from the web on who looks at the website and the traffic.

Mr. Smith asked if we can tell how many people are watching the meeting online.

*Personnel Board*

Mr. Smith stated that the board did not vote to keep the personnel board just to leave and discuss in the spring. He stated that our decision was procedural and the board will be looking at the form of town government. Discussion on voting for Personnel Board and a tri board vote.

**TOWN ADMINISTRATOR'S REPORT**

Mr. Farrell stated that we are in the process of bidding a few projects, the Public Safety Septic, the Synthetic Turf Field pre bid meeting is this Thursday, and the Library Square drainage project. He stated that we use town website for electronic bids now and that is working well. Discussion on the drainage work around the Library. Mr. Egenberg asked if West Street is complete. Mr. Farrell stated that he has not heard if the project is finished. Mr. Farrell stated that we held a Procurement Seminar last week with an Attorney from K & P that was free for staff and committees. He stated that he was happy with the attendance and that 18 signed in and a few others were present. He stated that the auditors have started to ask for records for 30B and this has prompted departments to review their procedures.

Mr. Smith asked the expected completion date for the turf field. Mr. Farrell gave the timeline and stated that the plan is to use the field in the fall of 2014.

**APPOINTMENTS & APPROVALS**

*Request from the Council on Aging for the appointment of Susan Gardiner to the board term to expire June 30, 2016*

**Mr. Egenberg moved to appoint Susan Gardiner to the Council on Aging term to expire June 30, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

*Appointment of Jim Lacey, FinCom member to the School Building Committee term to expire June 30, 2014*

**Mr. Egenberg moved to appoint James Lacey, FinCom member to the School Building Committee term to expire June 30, 2014. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.**

Mr. Fowler asked about the Housing Production Plan from 2011. He stated that Mr. Snyder is Affordable Housing Trust staff and he would like an update. He asked where we are and with the Plan. Mr. Trapani stated that as a member of the Affordable Housing Trust they would love to update the Selectmen on the Housing Production Plan.

Mr. Fowler stated that he attended two CPC meetings and that they have a busy schedule.

Mr. Egenberg stated that board openings was in the newspaper but how can we have this in the Light Department bills and given out by the School Dept. Mr. Farrell stated that we could look into the Light Department bill inserts.

Mr. Smith stated that the Light Department is celebrating Power week and will hold an Open House Thursday, October 10<sup>th</sup> from 9:00AM-Noon.

Mr. Smith stated that the Horribles Parade will be held on Saturday, October 26<sup>th</sup>.

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

**NEXT MEETING**

Monday, October 21, 2013 at 7:00PM, 3<sup>rd</sup> floor meeting room, Town Hall

Meeting adjourned at 8:57PM.

Minutes transcribed by J. Pantano.