

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
9/8/14
7:00 PM – General Meeting

Selectmen Present: Stuart M. Egenberg, Chairman; Gary Fowler, Clerk; Philip Trapani

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

Absent: Stephen Smith, C. David Surface

Pledge of Allegiance

Warrant & Minutes

Warrant to be signed

Correspondence

Request from the Housing Authority to waive permit fees

Diane Drinan, Housing Authority Director to be present

Ms. Drinan explained that they are remodeling a HP/Barrier Free Unit at 95 Jewett Street. Mr. Fowler stated that this is a State Funded property and who gets the break the Housing Authority or the State and will the State refund the Housing Authority for the fee. Ms. Drinan stated that the State only gave her so much and with the waiver she would be able to do more. She stated she does not get reimbursed for the fee.

Mr. Trapani moved to approve the request to waive the building permit fees for 95 Jewett Street. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Alternate Posting Method Discussion-Town Clerk to be present

Janice McGrane, Town Clerk was present

Mr. Egenberg asked if the town can do an alternate posting method and do you still have to post agenda's outside. Ms. McGrane stated that she talked to the State and they only have to do one. Mr. Farrell stated he also talked to town counsel and we only have to do one, but can do as many as we want. Mr. Trapani stated that the board was concerned with just going with the website and that not everyone uses email. Ms. McGrane explained that it is the responsibility of the sender to be sure that the Town Clerk office is open and not to send 5 minutes before closing. She stated that the sender would have to check on the website that the room is available. Mr. Trapani asked if they could post both online and outside. Ms. McGrane stated that they could but will take extra time and they are part time. She stated that they can pick one and then stop the other if it is too much work. Mr. Fowler asked if the boards could put the agenda on their

webpage and the Clerk post outside. Ms. Pantano stated that not all boards and committees have access to the website.

Mr. DiMento stated that some members are taking time from work to post agenda's. Ms. McGrane stated that if they change then all postings will have to be electronic. Mr. Trapani stated that he would like to see them post both places. Mr. Egenberg stated that he also would like to keep outside. He asked if maybe the cable staff could put on the website. Mr. Trapani asked about putting a touch screen outside with the calendar on it. Mr. Fowler asked what we are trying to accomplish. Mr. Egenberg stated that we are trying to make it easier for residents and easier for boards to view and post agendas. Mr. Farrell stated that some of the boards cannot get here during the Town Clerk hours. He stated if posted online that residents can click on the calendar and the agenda for that meeting will be there. Mr. Trapani stated that this will be a public service and streamline the process and make it more efficient. The board stated that they would like to review again at the next meeting.

State Primary

Mr. Egenberg reminded the audience that the State Primary is tomorrow and the hours to vote are 7AM to 8PM at the Pennbrook School.

Park & Rec – Gale Associates, Inc. Change Order No. 2-Skate Park, East Main Street/Jim DiMento to be present

Mr. DiMento stated that there were some additional meetings and work for this project requested by the Planning Board. He stated that is why the amendment #2 \$9200 change order. Mr. Trapani asked Mr. Farrell if this made sense. Mr. Farrell stated that it does.

Mr. Trapani moved to approve the Gale Associates, Inc. Change Order No. 2-Skate Park, East Main Street. Mr. Fowler seconded the motion.

Mr. Fowler stated that this is an increase in cost. Mr. DiMento explained the work done for the time and expense and that it was for additional work requested by the Planning Board. He stated that he felt it was a fair price. Mr. Trapani asked if they have the funds to cover the cost. Mr. DiMento stated that they do have the funds and that the permitting was more than expected but that they still have funds for the project.

Discussion that if they get through ConCom quickly that they may be able to bid out this fall and put down rolled sod for the fields.

The motion was approved by a unanimous vote.

Minutes August 25, 2014

Mr. Trapani moved to approve the minutes of August 25, 2014. Mr. Fowler seconded the motion

Mr. Fowler stated on page 4 that it states the Food Truck Committee met and he did not think they had appointed a committee. Mr. Farrell stated that he met with staff that will be on the committee to go over the regulations and this is the unofficial committee. Board stated to leave as written.

The motion was approved by a unanimous vote.

Renewal of BAN for capital items

Mr. Farrell stated that the BAN is for cash flow. He stated that MSBA owes the town \$3Mil. He explained the reason for the lag. He stated some funds were held up because of signatures, and paperwork from our OPM. He stated that we are burning a lot of funds on Pennbrook and the Middle High School project. He stated that the engineer told us that they would be spending \$34K a month and are spending much more. He stated that they have asked them to revisit the cash flow statement. He stated that the turf field is starting and that will happen quickly and we will also need funds for this project. He explained the bond interest rates and how low they are. He stated that they will not go out to bond for any additional funds until after the beginning of the year and he explained why. Mr. Fowler stated that it is worth it to do this as the interest is lower. Mr. Fowler asked if we had the funds from the State then we would not have to do this. Mr. Farrell stated that is correct. He stated that MSBA did not get the signed documents from us and that the holdup was from the OPM. Discussion on the timeline and could have know at the last meeting and could have made some calls. Mr. Egenberg stated that the SBC needs to have the conversation to the OPM. He asked Mr. Farrell to outline the issue so he can talk with the School Building Committee.

Board signed the BANS, no vote was required.

Miscellaneous Surplus Property Declaration

Mr. Trapani moved to approve the surplus property request of a 6 ft. table at Town Hall. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Open House/Family Day at Camp Denison Saturday, September 20th 11:30 to 3:30

Mr. Egenberg read the notice regarding the Family Day at Camp Denison.

Board Business

Adoption of Volunteer Email Policy

Mr. Egenberg stated that the draft is in the packet. Mr. Farrell stated that the template for this policy came from DOR. Mr. Trapani stated that he read the policy and asked if we give boards email and they do not use is there a penalty. Mr. Farrell stated he talked to counsel and explained that emails are a public record and how the system is set up now no way to keep track of private emails used for town business. He stated that if boards delete email we cannot get them back and there is a fine of \$10 to \$500 or a year in jail. He stated that with the new emails and policy the town will have both sides of a discussion. He stated boards should not be deliberating by email just sending documents, and scheduling. He stated that the cost of a request could be large. He stated if on a private computer, the computers would be impounded and a forensic study would have to be done. Mr. Trapani asked when we can implement the policy and email. Mr. Farrell stated that IT is ready to go. He stated that they will just list the email of the chair on the website.

Mr. Trapani moved to approve the Volunteer Email Policy as presented. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Middle/High School Project -Vote authorizing the Town to be bound by the Project Funding Agreement and authorizing the signatory

Mr. Trapani moved to ratify, validate and confirm that the Chairman of the Georgetown Board of Selectmen is authorized to be the signatory and execute the Project Funding Agreement with the Massachusetts School Building Authority for the Georgetown Middle/High School Project. Mr. Fowler seconded the motion.

Mr. Fowler stated that the board discussed not taking the 2 ½ exemption next year at the Selectmen's meeting before the Annual Town Meeting. He stated that he wants to keep open and not take the exemption and give the tax payers a break. He stated he is not saying it is doable but he would like to have the FinCom look at this. Mr. Trapani stated that he is all for finding a golden opportunity but we have to be aware of increases to operating cost. Mr. Fowler stated that he just wants the board to stay open minded on the idea. He stated that he almost called the Attorney General's office over some budget discussion at the meeting. He stated he wants to start the discussion and does not want it forgotten. Mr. Egenberg asked if Mr. Farrell could contact the Chair of the FinCom and ask her to come to the next Selectmen's meeting. Mr. Fowler stated that the Fall Special Town Meeting is coming up and this is when funds are transferred to Capital Fund, Stab Fund, etc. and he wants to discuss before a decision is made on any transfers.

The motion was approved by a unanimous vote.

Selectmen's Report

Financial Management Review from DoR for discussion

Wait for full board

Selectmen Meeting starting time for discussion

Mr. Egenberg stated he would like to consider moving the start time of the Selectmen meetings to 6:30PM. He stated Mr. Surface and Mr. Smith can make the 6:30PM time. Mr. Fowler stated that it may be difficult for residents to make a meeting at this time. He stated that he feels any Executive Sessions should be at the end of a meeting so the public will hear the reason of the meeting. Mr. Trapani stated he would try to make 6:30PM. Mr. Egenberg stated residents can watch live and that the meetings are replayed the next morning at 9AM. Mr. Fowler stated he could make 6:30PM. Mr. Egenberg stated that they can give it a try and change if it does not work.

Town Administrator's Report

Fall Special Town Meeting update

Mr. Egenberg asked if we can get the notice out so residents know when the meeting will be held. Mr. Farrell stated that he would like to come to the board with a communications policy for Facebook and Twitter. He stated we have Cable TV staff that may be able to help out with this. Mr. Egenberg stated the issue is who will manage the pages. He stated that the Cable TV has the funding and staff. He explained that there is an increase in subscribers and funds for

CATV now that we have Verizon and Comcast. He stated that he talked to the CATV Committee chair and they are working to wire the 2nd floor and basement so meetings can be recorded and all will be on TV.

Discussion on the need of a quorum of 100 voters at the Special Town Meeting and at the Annual Town Meeting and how to engage the public. Discussion regarding a Code Blue call for non-emergencies instead of using Code Red.

Mr. Fowler stated that the board needs to discuss fall town meeting vs spring town meeting and what are appropriate articles for each. He stated that the board should have a policy for town meeting. Discussion on getting the word out about the meeting.

Appointments & Approvals

Open volunteer positions

ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING

Mr. Fowler stated that he talked to Mr. Dawes and he was willing to be appointed to the Board of Registrars and he stated that he notified Ann Tentindo, Republican Committee Chair of the request.

Mr. Fowler moved to appoint *Douglas Dawes* as a member *Board of Registrars Republican* term to expire **June 30, 2015. **Mr. Trapani seconded the motion and the motion was approved by a unanimous vote.****

Mr. Trapani reminded the audience that the Georgetown Education Foundation golf event, Links for Learning will be held at the Black Swan Country Club on Monday, September 15 at 1PM.

Next Meeting

Monday, September 22, 2014 at 7:00PM, 3rd floor meeting room, Town Hall

Adjournment

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

Meeting adjourned at 8:55 PM.

Minutes transcribed by J. Pantano