

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
4/11/16
7:00PM-General Meeting~3rd floor meeting room, Town Hall

Selectmen Present: Philip Trapani, Chairman; Gary C. Fowler, C. David Surface,
Douglas W. Dawes, Clerk

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

Absent:

6:30PM-EXECUTIVE SESSION

- A. 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;

Call to order

Invocation-Douglas W. Dawes
Pledge of Allegiance

Warrant & Minutes

Warrant to be signed

PUBLIC HEARING

*License Transfer from Clifford Ullah, LLC dba Par 97 to Metta and Douglas Enterprises, Inc.
dba Tinn Lizzy's Bar and Grill*

Pamela Holmes and Andre Douglas 46 Hillside Drive, Winthrop, MA were present

**Mr. Surface moved to open the Public Hearing for the transfer of the ABCC All Alcohol
Liquor License from Clifford Ullah, LLC dba Par 97 to Metta and Douglas Enterprises,
Inc. dba Tinn Lizzy's Bar and Grill. Mr. Dawes seconded the motion and the motion was
approved by a unanimous vote**

Ms. Holmes stated that the restaurant will stay basically the same and they plan to make it a
family place. Mr. Douglas stated that have had a restaurant as a family business.

Mr. Dawes asked if there would be any modifications. Ms. Holmes stated that there would not
be. He asked about entertainment. Ms. Holmes stated that they will have the same as previous
owner. Mr. Surface stated in past there have been some noise complaints. He stated that they
should talk with neighbors and keep the noise down. He asked if all staff will be tip certified.

Ms. Holmes stated that the staff would have all certifications. Mr. Dawes asked hours of
operation. Ms. Holmes stated that they will stay open the same hours but may close on Mondays
in the summer.

Nancy Aberman, 199 West Main Street asked about entrances. Ms. Holmes stated they would use the same as previous owner but all are listed on the application.

Tom Lavalley, 202 West Main Street hoped that noise would not be an issue. He stated that it has been great most times and he was glad that Mr. Surface brought it up. He stated that they have formed a Rock Pond Association and have ask the owners to join.

Mr. Surface moved to close the Public Hearing. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface moved to approve the *All Alcohol License* transfer from *Clifford Ullah, LLC dba Par 97 to Metta and Douglas Enterprises, Inc. dba Tinn Lizzy's Bar and Grill* to expire December 31, 2016. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

Mr. Trapani welcomed them to town and wished them luck.

NEW BUSINESS

Financial Report-Renee Davis, Powers and Sullivan, LLC to be present
Renee Davis and Romina Mameli were present

Ms. Davis stated that she would go over the report and start with the Management Letter, she stated that the letter was small and three items are existing from the previous year and she would go over these.

Management Letter

1. ESCO Monitoring-she stated the town has someone looking at the report but there is no formal documentation that the savings are being met.
2. Accounting for Fixed Assets-she stated that the town will be undergoing a full review of your capital assets in 2016. She stated that he town does not have a good system to remove assets.
3. Fixed Asset Capitalization Policy-GASB #34-she stated that the town anticipates adjusting the current capital threshold of \$5,000 to a higher amount in 2016. She stated that this should be done with the town accountant.

Future Government Accounting Standards Board (GASB) Statements to OPEB

Ms. Davis stated that there are new pronouncements that will affect the accounting and reporting requirements and they want to make sure the town is aware of the obligations.

Financial Statement

Ms. Davis stated that the OPEB number went down from \$23M to \$16M. She stated more and more communities are funding but they have no legal obligation to fund. Mr. Fowler asked if bond rating would be effected if we do not fund. Ms. Davis stated that the bonding company will look to see if other communities are funding.

Pension Liability

Ms. Davis stated that this is the first year to show a pension liability. She stated that have to show funding for 10 years to see a trend. She stated that page 65 has the schedule.

Mr. Trapani asked if there is a recommend amount to fund. Ms. Davis stated that there is no set standard. She stated that there are those who use one time revenues, percent of free cash, or balance of health insurance, or you can have a line item in your budget.

Mr. Fowler asked if there is a regional way to invest. Ms. Davis stated that some towns go to PRIT. Mr. Farrell asked what the limit to start a fund is. Ms. Davis stated that she thought \$250K.

Budget

She stated that because of Snow & Ice the general fund went down. She stated that the ambulance is running well.

Mr. Surface stated that this looks like a clean audit. Ms. Davis stated that the audit was good and she thanked the staff for working with them.

Federal Award Programs

Mr. Surface asked about Grants. Ms. Davis stated that they go to the Schools and check that they are using the funds as required and they have been. She stated in FY16 they may have to report Grants because of FEMA.

Mr. Trapani stated that he was glad we received a favorable opinion and he thanked Mr. Farrell for his work.

Mr. Fowler stated that next year he would like to set a policy and have FinCom and Finance department to a joint meeting for the Audit presentation. He stated that there should be a joint meeting on OPEB.

Georgetown Lacrosse Fundraiser event at Camp Denison May 7, 2016-Request to serve alcohol- Joe Molis to be present

Mr. Molis explained the event and that they have held this event over the last 2 years. He stated that they will limit the number of tickets and if one strike they are out so a limited event. He stated in two years raised \$15K and this year will earn \$20K. Mr. Dawes asked how many kids in the Lacrosse program. Mr. Molis stated over one hundred athletes. Mr. Trapani stated that they plan on 225 people for the event on May 7th. Mr. Molis stated that they will rent a tent and more of an outside event.

Mr. Surface moved to approve the request by the Georgetown Athletic Association to serve Wine and Malt at a Lacrosse Fundraiser at Camp Denison Saturday May 7, 2016 from 6PM-10PM and to have a police detail. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

Complete Streets and Community Compact discussion-Lou Rabito, MassDOT to be present

Mr. Trapani welcomed Mr. Rabito

Mr. Rabito stated that there is a lot of information on Complete Streets and Community Compact.

Mr. Trapani stated that they want to get an understanding of the program and will work with him to see if will work for Georgetown.

Mr. Dawes stated he signed up for a class at Northern Essex last Wednesday and it was similar to this hand out.

Mr. Rabito stated that he is a Complete Streets engineer and he explained the process and that the State has reworked the program as it was too onerous. He stated that they are offering technical assistance to towns.

Mr. Trapani invited Mr. Durkee up to participate in the discussion.

Mr. Rabito went through his power point presentation and gave copies to the board. He asked if the town is part of Community Compact. Mr. Farrell stated not yet.

He stated a three tier program and went through the steps.

Mr. Surface stated that this is an agreement between the town and Mass DOT. Mr. Rabito stated yes. Mr. Surface stated not MVPC. Mr. Rabito stated no but they can act as consultant and work on your policy.

Mr. Rabito stated that you must register on the State portal and explained the information that must be provided. He stated after year one the process is easier. Mr. Farrell stated that he included the policies from a few towns and they were short only 3 pages. Mr. Rabito stated that they took the federal program and the policies are mostly 3-4 pages.

Mr. Trapani stated that there is a lot of information and they are looking for a policy that the town sets forth. He stated that they have a new school and a street that is unsafe and a lot of traffic. He stated that many roads do not have sidewalks on many streets. He stated would this street be eligible. Mr. Rabito stated that it may and they would have to look at streets. He stated that he has driven through Georgetown. He stated that he can give them copies of other policies. Mr. Trapani asked Mr. Durkee if he is familiar with program. Mr. Durkee stated that he is attending a program on Wednesday and would be interested in adding sidewalks to some streets. Mr. Trapani stated next step work with MVPC for a study. Mr. Durkee asked about Beta as he uses them for his paving program.

Mr. Fowler stated that they need to look at the Village center and need to get a parking area downtown and see if this is a good fit for Georgetown. Mr. Rabito stated that it is good timing with the bike path going forward.

Mr. Trapani stated that we do not have the resources to work on this on our own. Mr. Fowler stated he sees it under the Town Planner. Mr. Fowler asked if he had additional information.

Mr. Rabito stated deadline in May and sees the town submitting in FY17.

Mr. Farrell asked if Complete Streets would have technical assistance. Mr. Rabito stated that there is some funds for this.

Mr. Trapani asked if a project is started will the funds be available for this project. Mr. Rabito stated that not if started but if you phase projects or leave out parts that can be done later you can use funds for that part.

Community Compact

Mr. Farrell stated that the application is very simple. Mr. Surface stated that we should sign on to this program.

Mr. Trapani stated that we do a lot of these practices already. Mr. Farrell stated that we do some and should get funding for them. Discussion on the programs, funding, and process.

Mr. Surface asked if we can get someone from the State to talk to us about the Community Compact. Mr. Trapani stated he would contact the State and get a regional meeting.

Mr. Fowler asked about the Town Planner writing grants. Mr. Farrell stated that certain members just want the Town Planner to work on Planning Board items.

Mr. Surface stated Community Compact is a Selectmen issue. Mr. Trapani asked if Mr. Farrell knows other town participating. He stated no.

Financial Forecast

Mr. Trapani asked if we have looked at this. Mr. Farrell stated that Ms. Jacobs and Ms. Liporto from the Schools were very interested in looking at a 10 year forecast before the fall budgeting. He stated that the consultant stated after 5 years the study gets fuzzy. He stated that the school stated that they need the 6-10 year projections. Mr. Dawes asked where this \$18K comes from. Mr. Farrell stated that he has \$15K for this in this budget. Mr. Trapani stated ask him where can we cut costs. Mr. Surface stated that Community Compact may have the funds to pay for the study before we approve the independent study. Mr. Farrell stated that he would like to submit the Community Compact with Complete Streets and long range forecasting application to get the conversation started. He stated that he already has the application filled out.

Mr. Surface moved to allow the Town Administrator to fill out the *Community Compact with 2 best practices, Complete Streets and Long Range Planning Forecasting*. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

CORRESPONDENCE

Notice from the Town Clerk's office of the resignation of Susan C. Gardiner from the CoA.
Mr. Trapani thanked Ms. Gardiner for her work with the CoA.

Request to hold the Mike Donohoe Run/Walk on October 2, 2016

Mr. Surface moved to approve the Mike Donohoe Run/Walk to be held on Sunday, October 2, 2016 7AM-3PM at Perley. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

OLD BUSINESS

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

SELECTMEN'S REPORT

Strategic Planning Update

Mr. Trapani asked for a meeting after town meeting for this.

Annual & Special Town Meeting Warrants

- *Article 11- ATM16-13 revision and removal from consent calendar*

Mr. Farrell stated that one minor/major change on Article 11 Local Access Programming it was removed from the consent calendar. He stated that you cannot use a revolving fund and explained the change. He stated could set up as an enterprise fund but DoR and accountant do

not recommend that. He stated that we do need to appropriate funds now and will be set up similar to an enterprise fund but not one.

Mr. Farrell stated that Article 18 Stormwater and Erosion Control Bylaw will be either in short or the long version and can vote subject to counsel.

Mr. Fowler stated do they need to talk about the transfer station before on warrant. Mr. Farrell stated that they need to authorize the town to lease for a period of up to ten years.

Mr. Surface moved to open the Annual Town Meeting Warrant for May 2, 2016. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface moved to move Article 11 Local Access Programing from the consent calendar to the general warrant for the Annual Town Meeting Warrant for May 2, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface moved to approve Article 18 Stormwater and Erosion Control Bylaw short or long form as approved by town counsel for the Annual Town Meeting Warrant for May 2, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Surface moved to close the Annual and Special Town Meeting Warrants for May 2, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

TOWN ADMINISTRATOR'S REPORT

Senior Community Center (GSCC) update

Mr. Farrell stated that most of the metal framing has been done. He stated that the Whittier students had to go back to another project and will return later this year or in the fall. He stated that he is working on the general contractor contract and will be bringing the contract to the board when done. Mr. Surface asked if we are all set with funding. Mr. Farrell stated that they will with the \$50K from the Stab Fund. Mr. Fowler stated that have to use the Stab Fund first then the CPC funds.

Mr. Dawes asked why they need the additional funds if the bid was for \$300K. Mr. Farrell stated that it did not include cost to pay school staff for flooring and Whittier, etc. Mr. Dawes stated that he would like to sit down and go over the funds. Mr. Farrell stated that went out to bid without any contingencies. Mr. Fowler asked how tight the funds would be if they wait and come to the town in the fall. Mr. Farrell stated it would be gamble and cannot hold the STM before free cash is certified.

APPOINTMENTS & APPROVALS

Request for appointment to the CoA as a full member Ann Stewart term to expire June 30, 2016.

Mr. Surface moved to approve the appointment of Ann Stewart to the Council on Aging as a full member term to expire June 30, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Request for appointment to the CoA as an alternate from Janice Downey term to expire June 30, 2016.

Mr. Surface moved to approve the appointment of Janice Downey as an Alternate member of the Council on Aging term to expire June 30, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Request for appointment to the Cultural Council from Jacquelyn Benas term to expire June 30, 2016.

Mr. Surface moved to approve the appointment of Jacquelyn Benas to the Cultural Council term to expire June 30, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Old Business

Mr. Fowler asked about the land on 240 Andover Street. Mr. Farrell stated we do not have the right of first refusal.

NEXT MEETING

Monday, April 25, 2016 at 7:00PM, 3rd floor meeting room, Town Hall

ADJOURNMENT

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

Meeting adjourned at 9:20 PM.

Minutes transcribed by J. Pantano.

Minutes approved September 12, 2016.

Documents used in meeting:

- License Transfer from Clifford Ullah, LLC dba Par 97 to Metta and Douglas Enterprises, Inc. dba Tinn Lizzy's Bar and Grill
- Notice from the Town Clerk's office of the resignation of Susan C. Gardiner from the CoA.
- Financial Report-Powers and Sullivan, LLC
- Complete Streets and Community Compact information
- Request to hold the Mike Donohoe Run/Walk on October 2, 2016
- Georgetown Lacrosse Fundraiser event at Camp Denison May 7, 2016
- Financial Forecast Study draft contract
- Annual & Special Town Meeting Warrants
- Request for appointment to the CoA as a full member Ann Stewart
- Request for appointment to the CoA as an alternate from Janice Downey
- Request for appointment to the Cultural Council from Jacquelyn Benas