

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
8/31/15
6:00PM-General Meeting~3rd floor meeting room, Town Hall

Part of this meeting will be a Joint Meeting with the Conservation Commission, Planning Board, Park & Recreation Commission, Water Department, and Rail Trail Committee

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

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

Absent:

Call to order

Invocation-Douglas W. Dawes

Pledge of Allegiance

Mr. Trapani stated that they will not discuss Parcel F this evening and will let residents know when they will discuss.

Canceled-Joint meeting with: Conservation Commission, Park & Recreation, Planning Board, Rail Trail, and Water Commissioners

Parcel F, 172 East Main Street-Discussion with Town Boards and Commissions
Conservation Commission, Park & Recreation, Planning Board, Rail Trail, and Water Commissioners may be present

Warrant & Minutes

Warrant to be signed

Minutes

Minutes June 8 & 22, 2015

Mr. Dawes moved to approve the *minutes of June 8, 2015*. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote.

Mr. Egenberg moved to approve the *minutes of June 22, 2015*. Mr. Fowler seconded the motion.

Mr. Egenberg moved to amend the *minutes of June 22, 2015*. Mr. Dawes seconded the amendment and the motion was approved by a unanimous vote.

The original motion was approved by a unanimous vote.

CORRESPONDENCE

NEW BUSINESS

Welcome Karen Tyler, Veterans' Agent

Mr. Trapani welcomed Karen Tyler as the new Veterans District Director. He stated that she will cover eight towns. He stated that the board is very excited to welcome her.

Ms. Tyler thanked the board and gave some background information stating that she was in the Army and explained her service and that she is excited to help veterans. She stated that she is doing outreach and explained the veteran's service fair in Hamilton in September.

Mr. Surface welcomed and asked what the towns can do to help her. She stated that if they hear of people needing help or people coming home to let her know and she can share what they are entitled to.

Mr. Dawes stated that he met Ms. Tyler at Sen. Tarrs's office recently and he extended the services of the American Legion if she needs anything. She stated that she will meet veterans in Georgetown if needed and they do not have to come to Ipswich.

Mr. Dawes stated that they have to keep widows in mind as they also may be entitled to benefits.

Highway Surveyor

Mr. Trapani welcomed Mr. Durkee.

Snow and Ice SoG's/Winter plowing mailbox policy

Mr. Durkee explained the projects that he is working on in town. He explained the Central Street culvert project and stated that they will have to close the road down a few times for 24 hours and that they will have police details. He stated that they are also working on a Thurlow St culvert and this will take 45 days.

Mr. Durkee stated tomorrow there will be testing on West Main Street and this is for TIP funds. He stated that once all these culvers are done you should be able to drive in town without any road closes. Mr. Dawes asked if West Main St was repaired before. Mr. Durkee stated that it was repaired but the culvert was not replaced and there is a gas main there that is dangerous in flooding.

Mr. Egenberg asked if notices would be sent to residents and if they have to sign up for notification on Blackboard Connect. Mr. Durkee stated residents do have to go to the website and sign up with cell phone numbers. He stated that the home phones will be connected unless they are unlisted and they will be sending out notices. Mr. Farrell read a press release that is going out this week on the new Georgetown Connect.

Mr. Trapani asked about Pond Street. Mr. Durkee stated in October he will have someone come in with guard rail and the highway staff will remove the fence beforehand. He stated that in September they are paving on Pond Street and on Jewett St and a section on Jackman St.

Mr. Surface asked about Elm Street. Mr. Durkee stated that in October he will have a meeting for residents and anyone interested.

Mr. Surface asked about plowing private roads in the guidelines. Mr. Trapani asked to wait on this question.

Mr. Trapani stated that Mr. Durkee asked to come before the board with snow and ice guidelines. He asked what the biggest issues are.

Mr. Durkee stated that they have to plow the roads and have to prepare for the next storm. He stated that homeowners are not supposed to put snow in the street and there is a bylaw for this. He stated that many do and damage to mailboxes is another issue. He stated that the plows do not hit the mailboxes the snow hits them and this is unavoidable.

Mr. Surface asked who adopts the guidelines the BoS or Highway Surveyor. Mr. Farrell stated that this is the Highway Surveyors call.

Mr. Durkee stated that if it says in deed that they do not plow then they will not plow. Mr. Surface asked how it is determined which roads to plow. Mr. Durkee stated that he plows the roads that have always been plowed. He stated that it is in some deeds that that the town will not plow and Planning Board has the information.

Mr. Fowler stated that in the past he would come to the board for permission to plow roads. Mr. Durkee stated that it was Sandy Gerraughty idea to put this document together. Mr. Fowler asked how the board could help and if the document is going up on website. Mr. Durkee stated that it would. Mr. Surface stated to be sure to have more information on private roads. Mr. Trapani stated that we have to equitable. Mr. Durkee stated that some of these small Ways there is no place to put snow.

Snow & Ice Amortization

Snow & Ice Deficit

Mr. Trapani asked if Mr. Farrell could update the board on where we stand on with the Snow & Ice account. Mr. Farrell gave a table on 10 year Debt Service payments. He stated that there is a \$408K deficit and that the town can take a credit for FEMA funds and will be receiving the funds in 4-8 weeks. He stated \$275,331 is net deficit and have two options one is to take \$385K and pay total or we can amortize over a two or three years. He stated that if paid over 3 years it would cost \$91K and leave Free Cash with almost \$300K. He stated that they will have new free cash numbers later this month. He stated that the DoR had 25 employees retire this year and staff have not been replaced. He stated our free cash will be approx. \$100K if pay all snow and ice and if we amortize will have approx. \$400K in free cash. He stated that when he gives update on Senior Center the cost to renovate will be over \$400K. He stated that the local appropriating authority sets up amortization and that is town meeting. Mr. Trapani asked if FinCom has weighed in. Mr. Farrell stated that he has sent the information and they will be meeting in September. Mr. Surface stated will have about \$400k in Free Cash. Mr. Farrell stated that they cannot depend on free cash. Mr. Trapani stated that he would like a recommendation from the FinCom.

Compensation discussion for Highway Surveyor

Mr. Trapani stated that Mr. Durkee does not get compensated for projects that he has done after hours for the town, where his staff is paid. Mr. Durkee stated that most are CPC projects that are funded through that budget and are done after hours by his staff. Mr. Trapani stated that there is some legalize that the position of Highway Surveyor is not covered for overtime. He asked Mr. Farrell if the project could compensate him from the CPC funds. Mr. Farrell stated that if it is under his primary position FSLMA does not allow exempt or salaried to get overtime. He stated

that as Elected Official would have to be approved at town meeting by a 2/3rd majority. Mr. Trapani asked how staff was paid for work at Harry Murch Park. Mr. Durkee explained that staff worked on the project after their Highway hours. Mr. Trapani stated that they would have to find out if this work comes under Highway duties. Mr. Farrell stated drainage is part of his position and he would question if landscaping is part of his duties. Mr. Durkee stated that they do maintenance but not much landscaping.

Mr. Durkee stated that he is not looking to get paid for Highway projects. Mr. Surface asked if CPC can hire him to work on their projects. Mr. Trapani stated that there are a lot of question and they are not going to make a decision tonight.

Highway-Donation Account

Mr. Durkee stated that they have different collection bins at the highway with the funds going to the highway department and are looking to set up a donation account for the funds. Mr. Farrell stated that other boards have similar accounts.

Mr. Surface moved to approve a *donation account* for the Highway Department. Mr. Dawes seconded the motion.

Mr. Fowler stated that we do not have any guidelines for donation accounts. Mr. Farrell stated that we do not but do have similar accounts.

The motion was approved by a 4-1 vote.

Historical Commission-Donation Account

James Davenport, Historical Commission member was present.

Mr. Trapani stated he is on the Historical Commission and they are looking to set up a donation account. Mr. Davenport explained that they are looking to have funds for small projects. Mr. Trapani stated that their annual budget is \$500 and a lot of items to maintain. Mr. Davenport stated that they oversee Union Cemetery, Harry Murch Park, and have been working with CPC funding on the digitation of records. Mr. Trapani stated that they do not want to always be repairing.

Mr. Surface moved to set up a *donation account* for the Historical Commission. Mr. Egenberg seconded the motion and the motion was approved by a unanimous vote.

Mr. Dawes stated that he has heard that the barn at 304 Central Street is going to be taken down and rebuilt in NH.

Board Business

Senior Center-update

Mr. Trapani stated that they asked Mr. Farrell to work on the Senior Center RFQ. Mr. Farrell stated that they went out to bid and had a mandatory site visit which 4 bidders attended and 2 bids were submitted. He stated that they are not selected by dollar amount but by criteria. He stated that one was more advantages than the other. He stated that the Architect is paid a percentage of the construction cost. He stated that the cost estimator at \$477K with their fee at \$47K and we only have \$45K. Mr. Farrell explained the changes to the plans. He stated about a half million in construction cost and can debt exclude the project. He stated that they need to

have a plan B. He stated that they can see if Whittier Technical School can build out the offices and if they can use Mitsubishi air conditioners. He stated that air conditioning would add in \$100k. He stated that he has not given a notice to proceed and could not recommend spending \$500K without having the funds.

Mr. Surface stated that we have spent \$46M for schools the town can spend \$500K for a Senior Center. He stated that there would be about a \$15 dollar increase in taxes for some and maybe more for others if debt excluded. He asked if there are any bonds coming off. Mr. Farrell stated that there is one in 2018. Mr. Surface stated that this project needs to be done. Mr. Trapani stated that they have to make sure the additional 2 rooms are adding in. Mr. Dawes stated that we need a senior center but this is a lot of funds. He stated he will talk to the CoA Director on the plan. He stated that we still have Elm Street to fund and that will be \$2M. He stated they have already burdened the tax payers. Mr. Trapani stated have to have options with a \$200K, \$300K, or \$400K project.

Mr. Fowler stated that we have not spent any funds yet. He stated that Mike Anderson stated his crew could do some of the work. Mr. Farrell stated that we are looking into Whittier Tech doing some of the work. Mr. Fowler stated still have to fund Elm St and that some residents feel the board will put the Senior Center over Elm Street. Discussion on funding for Elm Street. Mr. Surface stated that the Senior Center is top priority and Elm Street can wait. He stated that he hopes the board supports a senior center. Mr. Dawes stated that the board supports but not the burden to tax payers. Mr. Fowler asked that a meeting be set up with FinCom. He stated that it would be admirable to do this in budget.

SELECTMEN'S REPORT

Fall meetings: October 5, 19; November 2, 16, 30; December 14, 2015

Mr. Trapani stated that they will start meetings in September at 7PM.

Special Town Meeting October 26th or November 2nd

Mr. Trapani stated that the STM will be held on November 2, 2015.

Fire Chief

Mr. Trapani invited Chief Beardsley up and thanked him for his time, effort and work for the town. Mr. Egenberg read a proclamation for his service to the town. Chief Beardsley stated that it has been a great effort and it has been a team effort.

Mr. Trapani invited Deputy Chief Rusty Ricker forward and stated that they have to decide what will happen over the next month. He stated that the board has to make a decision on staffing for the next month until the new Chief starts. He stated that Chief Beardsley is willing to help and deputies can also help with the transition.

Mr. Trapani stated that Mr. Farrell recommended the appointment of Chief Beardsley as the interim Chief. He stated that based on the personal bylaw he entered into discussions with Chief Beardsley to continue and the Chief has agreed to stay on. He stated with no animosity against Deputy Chief Ricker but he was not offered the position and holds a full time position outside of town. He stated Mr. Beardsley does have some teaching assignments out of town. Mr. Dawes asked when Chief Beardsley would be out of town. Chief Beardsley stated that he would be away for a short time. He stated that he would be able to get payroll, bills paid, etc.

Mr. Trapani stated that he is under the assumption that the department can run without him. Chief Beardsley stated that the administrative area is very involved with the tracking and reports on the ambulances. Mr. Trapani asked Deputy Chief Ricker how he would get bills paid. Deputy Chief Ricker stated that he would work with the town. Mr. Surface stated that the Chief should be able to retire and it is only for 30 days and staff should be able to figure it. Mr. Trapani stated that he does hope the department can handle the department for 35 days. Mr. Surface stated do they have to be a Chief. Mr. Farrell stated that they do. Mr. Surface stated that this is only for 35 days. Mr. Farrell stated that his decision is only administratively the operational end runs itself and they know what to do. Mr. Egenberg asked if he would be working with the new Chief. Chief Beardsley stated he will continue to work with the new Fire Chief. Mr. Egenberg stated that he agrees with Mr. Farrell and that the Chief continue to work with the new Chief and others to shadow. Mr. Dawes asked when the new Chief will be coming up. Chief Beardsley stated that he will continue to come up the first of October.

Mr. Surface moved to have co-interim Fire Chief's Deputy Chief Russ Moyer and Deputy Chief Rusty Ricker. Mr. Trapani seconded the motion.

Mr. Dawes asked if DC Moyer works full time. Chief Beardsley stated that he does. Discussion on staffing.

Mr. Fowler stated glad the board is discussing and asked if anyone has asked Mr. Moyer. No one had. Mr. Fowler asked DC Ricker if he would step up and he stated yes. He stated that without DC Moyer here he cannot vote on the motion. He stated that he feels that the staff should keep the department going. He could support the candidate here tonight.

Vote was 1-3-1 abstain the motion was not approved.

Mr. Surface moved to appoint Deputy Chief Ricker as interim Fire Chief until the new Fire Chief starts in October. Mr. Fowler seconded the motion.

Mr. Farrell stated the pay would be that same as Fire Chief now.

Vote was 3-2 the motion was approved.

TOWN ADMINISTRATOR'S REPORT

Records Management/Retention

Mr. Farrell stated that the records in the basement have been boxed and will have over 200 boxes shredded. He stated that the Highway Department took away the old file cabinets. He stated that there is a wall to recondition and some water damage in the basement. He stated that the Town accountant has used the new system to find some files and it worked great.

APPOINTMENTS & APPROVALS

Request from the Police Chief to appoint Derek Jones as Detective term to expire 6/30/2018.

Mr. Surface moved to appoint Derek Jones as a Detective for the Georgetown Police Department term to expire June 30, 2018. Mr. Egenberg seconded the motion

Mr. Dawes asked if Officer Jones will still be the Animal Control Officer. Chief Cudmore stated that he would be.

The motion was approved by a unanimous vote.

Reappointment of Wallace Rose as Sealer of Weights and Measure term to expire 6/30/2016
Mr. Egenberg moved to appoint Wallace Rose as Sealer of Weights and Measure for the Town of Georgetown term to expire June 30, 2016. Mr. Fowler seconded the motion.

Mr. Surface asked how he is doing. Mr. Farrell stated that he only had one issue with only a report not being filed but the weights and measures have been done.

The motion was approved by a unanimous vote.

Request from the Historical Commission to appoint Gloria Swanbon as a full member to fill an unexpired term to 6/30/2016.

Mr. Egenberg moved to appoint Gloria Swanbon as a member of the Historical Commission term to expire June 30, 2016. Mr. Fowler seconded the motion and the motion was approved by a unanimous vote

NEXT MEETING

Monday, September 14, 2015 at 6:00PM, 3rd floor meeting room, Town Hall

ADJOURNMENT

Mr. Egenberg moved to adjourn regular session and enter into Executive session in the second floor Selectmen's office. Mr. Surface seconded the motion and the motion was approved by a Roll Call vote.

Meeting adjourned at 8:40PM.

Minutes transcribed by J. Pantano.

Documents used for the meeting and distributed to Selectmen:

- Minutes June 8 & 22, 2015
- Snow and Ice SoG/Winter plowing-mailbox policy
- Police Chief request to appoint Derek Jones a Detective
- Historical Commission request to appoint Gloria Swanbon as a member
- Historical Commission request for a Donation Fund Account
- 2015 Meeting Calendar
- Chapter 15. Personnel Policies amendment
- Parcel F Land Donation Documents
 1. ATM 16-30 Article and motion
 2. K & P email dated March 26, 2017-Parcel F-Turning Leaf Subdivision
 3. Email from Howard Snyder, Town Planner dated August 4, 2015-Parcel F Land Donation
 4. Letter from Gary & Susan Stead, dated August 26, 2015
 5. Email from Julie Nally dated August 26, 2015-Parcel F-Turning Leaf
 6. Letter from George Comiskey dated August 23, 2015 Parcel F-Turning Leaf Subdivision
 - a) Addendums: Greenways (Smith and Hellmund, 1993)

b) Table 2-1: Water Quality Improvements & Cost Estimates(Water System Study and Improvements Plan 2010)

7. Letter from Robert and Jean Nelson dated August 26, 2015
8. Letter from Richard L. Williams, PE dated April 7, 2014 to the Conservation Commission regarding Turning Leaf Residential Subdivision DEP #161-0771- sent from Jean Nelson
9. Email from Chistyne LaPlaca-Turning Leaf Parcel F Photos
10. Letter from Lyn Grosslein, dated August 26, 2015-Parcel F-Turning Leaf Subdivision
11. Petition from residents regarding Turning Leaf Subdivision, dated June 3, 2015 signed by 87 residents
12. Turning Leaf Subdivision Index sheet