

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

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**BOARD OF SELECTMEN MEETING MINUTES**

**Memorial Town Hall**

**03/8/2021**

**7:00PM-General Meeting**

**Broadcast on Georgetown Cable TV via BlueJeans**

**Verizon channel 42/Comcast channel 9**

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**Selectmen Present:** Vice Chair Douglas Dawes, Clerk; Peter. Kershaw, Gary Fowler and Charles Durney.

**Others Present:** Michael Farrell, Town Administrator. Administrative Assistant, Maureen Shultz, Police Chief Donald Cudmore, Board of Health Agent, Deb Rogers,

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**7:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

Vacant: D. Twiss

D. Dawes read the statement listed here:

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Town of Georgetown Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Georgetown website, at [www.georgetownma.gov](http://www.georgetownma.gov). For this meeting, members of the public who wish to watch the meeting may do so in the following manner: Channel 42 Verizon or Channel 9 Comcast, or on the town website at <http://gctv.georgetownma.gov/>. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that meeting the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Georgetown website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after that.*

**OLD BUSINESS: COVID-19 update-Police Chief Cudmore & Deb Rogers BOH Agent:**

*D. Rogers, Board of Health agent spoke about the recent vaccine sites that are ongoing, the Town just got their first approval of 2100 doses which are for seniors over 75 years of age or older, Perley School will be a new site of a vaccine location, possibly on Tuesday & Wednesday like a mini clinic, West Newbury Annex will be holding vaccine site and Georgetown residents are welcome to make an appointment and use this site, link will be going on the Town's Health Department's website page.*

*D. Dawes asked if it was a walk-in site or did an appointment needed to be made -D. Rogers replied an appointment needs to be made by everyone. D. Dawes asked if Pfizer would be the vaccine giving out this time around-D. Rogers said it depend on supply & demand.*

*The Town recently held a vaccine with the Housing Authority and gave out 100 vaccines and it was a great event.*

*Members of the Board thanked and recognized D. Rogers for her years of service and her dedication to the Town and wished her the best in the future.*

***NEW BUSINESS: Adoption / discussion of new changes to the Procedure & Policy Manuel.***

- *Organization of the Board -Chair Term --Three (3) year term -D. Dawes feels three years is too long, G. Fowler does not have a problem with that term-new change -only applies to when it is an election year.*
- *Page #'s number in the current manual need to be double checked -do not line up numerically,*
- *Standing Committees were discussed -Employee Trust Fund to be taken out, Weights & Measure to be taken out since it is handled by the State, take out school building committee, take out Mosquito Larvicide spraying.*
- *Town Accountant appointment -Remove Finance Director -replace with Town Administrator.*
- *Responsibility of the Chairman -add-Chairman will conduct four (4) orientation workshops annually.*
- *Relations with Citizens discussed and was asked to remove the following "Various sections of Town".*

*P. Kershaw moved to approve the above changes as presented, D. Dawes seconded the vote, C. Durney voted nay on the motion -Motion fails.*

*G. Fowler thinks a motion to approve is a mute -questioned fence viewer -ask for a history of this position -before removing from the manual.*

*P. Kershaw asked for clarification on standing committees -not regular committees.*

***WARRANT AND MINUTES:***

*G. Fowler moved to approve the meeting minutes from February 8, 2021, as presented seconded by P. Kershaw Roll call vote was taken all in favor.*

*G. Fowler moved to approve the meeting minutes from February 22, 2021, as presented seconded by P. Kershaw Roll call vote was taken all in favor.*

***TOWN ADMINISTRATOR'S REPORT:***

*We are setting up a meeting with legal council and Mello Corporation to go over potential agreement for CHA community host agreement -on March 16, 2021-tentative meeting.*

*M. Farrell informed the Board that he has scheduled an interview with a candidate for the Treasurer/ Collector position. D. Dawes asked if the candidate has experience -asked about a salary packet in the advertisement, M. Farrell responded no.*

*D. Dawes inquired on any thoughts on compensation, M. Farrell would prefer not to discuss at this time due to the possibility of a candidate watching the meeting.*

*G. Fowler spoke on a previous meeting when he asked what an employee does or who do they go to if they have a grievance, high turnover at the Town Hall, requested the Board to put a placeholder on the Town Warrant to recreate the Personnel Board. G. Fowler would like some history on why it no longer exists. G. Fowler stated he was not in support of dissolving the Board but Town Meeting voted disband the Committee.*

*P. Kershaw spoke and asked M. Farrell what his thoughts are relating to a Personal Board. M. Farrell spoke on the suggestion from the DOR to disband the committee, the committee wasn't very functional and hard to get people to meet.*

*P. Kershaw spoke on his professional experience, people leave for one and two reason -effective communication is key -listening to the hard questions, wasn't aware that the Health Agent was not being compensated for her additional time, The Town lost a great candidate who put a lot time into the Town, this issue needs to be adjusted, losing an employees is almost twice as costly not pointing the finger at anyone but we need to listen to the people at Town Hall -we are not addressing the pay at Town Hall we can't keep it down the road, going to be hard to replace D. Rogers. The cost is going to fall on the tax payers-not against the personnel board but the hard decisions need to be discussed.*

*D. Cudmore served on and with the Personnel Committee / Board, he can bring some light to this committee -had trouble getting a quorum, plenty of history and he is willing to share with the Board, committee failed because we could not get people to serve -dates of the previous wage study were around 2008-2010. We are lacking human resources, no fault of anyone, there is plenty of history to share with the Board.*

*G. Fowler thinks we should do a wage study on salaries.*

*D. Dawes thinks committees need to show up for their meetings.*

*M. Farrell has done salary researches before. D. Dawes asked about the cost to do a search. M. Farrell answered that the cost would be around \$12-14K -depends on how many positions to cover.*

*D. Dawes asked M. Farrell if he had the time to do a wage study -M. Farrell stated he has no time to do another study and recommended to hire an outside consultant. M. Farrell has done two and they ended up on shelves -a lot of work two have been done never to be looked at again, in 2003 was the last one done. D. Dawes asked if those records are available.*

*D. Dawes asked the Board if they want to adopt to agree with a 3<sup>rd</sup> party wage and compensation study for employment with the Town. D. Dawes suggested to his Board members to keep this dialogue open for future meetings.*

*G. Fowler suggested more information is needed -fresh information is needed -could take a warrant article, and would have to work with the Finance Committee, could take a warrant article for spring meeting.*

*P. Kershaw in favor of using an outside firm, does not want to add more to M. Farrells work load now. M. Farrell does not have the time to do a wage study.*

*C. Durney asked M. Farrell what the cost of these studies cost, M. Farrell had a cost estimate of about 12-14K.*

*Chief Cudmore doesn't think it would hurt to ask our Department Heads to get some information on current salaries from their positions that are being held in other communities, no need to pay for something, no harm in asking the Department Head for input and pass that information to M. Farrell.*

*G. Fowler spoke on the Community Preservation Committee warrant articles -Affordable Housing grant block, Knotweed Eradication at Town Hall, Brocklebank Museum, Union Cemetery fence replacement , Camp Denison Electrical upgrade, Greenway Preservation, -few articles -cemetery fence, electrical update, math can be \$482,72.00, take out \$240K out ,really tricky on the math, a Public Hearing will be held in April to explain to the community what the grants are for and what will need a vote at Town Meeting.*

*D. Dawes asked about the fence replacement at union cometary and asked if it because of an automobile accident. G. Fowler said it was the whole fence that needs replacement and this request was on last year's warrant -price was too high so it was not moved forward.*

*What type of restoration does park & recreation give an idea on the Open Space Greenway park under Conservation, approving of a trail.*

#### **BOARD OF SELECTMAN REPORT:**

*P. Kershaw mentioned he is waiting on a date to meet regarding National Avenue.*

*D. Dawes has received one or two calls from residents concerned with their tax payments not being posted on their bank accounts, went to Town Hall spoke with the staff in the Treasurer's Office and that office is overwhelmed, short staff, spoke with M. Farrell about an idea to use seniors from the Senior Program who volunteers their time and in return can get some cost savings to their taxes, could to help freeze up some time in those offices.*

*P. Kershaw asked if this Senior Program is a volunteer position or a paid position -D. Dawes explained the Senior program. D. Dawes stated if they are overwhelmed with work -stuffing of envelopes for payroll takes away from making the deposits.*

*C. Durney spoke on his concerns with these volunteers seeing sensitive information and payroll. M. Farrell said that is why they stopped using the senior program.*

*G Fowler stated that D. Dawes is going down a good road with his suggestion, not that familiar with the workings of Town Hall, believes it is a good idea and should work with the proper leadership.*

***ADJOURNMENT:*** *D. Dawes moved to adjourn with P. Kershaw moved to seconded the motion. The Board voted unanimously on a roll call vote. Meeting adjourned at 9:05PM. Minutes transcribed by Maureen Shultz*

*Documents used in the meeting: Meeting Minutes from February 8, 2021 & February 22, 2021.  
Procedures & Policy Manual.*