

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

**Meeting Minutes May 15, 2023**

**Ph. (978) 352-5755 □ Fax (978) 352-5727**

**BOARD OF SELECTMEN**

**Memorial Town Hall**

**7:00PM-General Meeting**

**Verizon Channel 42/Comcast channel 9**

---

**Selectmen Present:** *D. Dawes, Chair, Amy Smith, D. Lamonica, Rachel Bancroft and Robert Hoover*

**Others Present:** *Orlando Pacheco, Town Administrator.  
Administrative Assistant, Maureen Shultz participating on Zoom.*

---

**7:00PM CALL TO ORDER**

*Invocation-Douglas W. Dawes*

*Pledge of Allegiance-Douglas W. Dawes*

---

**NEW BUSINESS-Re-organization of the Board of Selectman**

*D. Dawes recognized and thanked Gary Fowler for his fourteen (14) years for his service to the Town.*

*D. Dawes recognized and thanked Peter Kershaw for his service to the Town.*

*D. Dawes welcomed new Select Board members Rachel Bancroft and Robert Hoover.*

*Preverbal gavel gets given to the Town Administrator, O. Pacheco to run the organization meeting.*

*Point of clarity - Town Administrator, O. Pacheco informed the Board that nominations do not need a second vote.*

*A. Smith asked if the nomination /vote is an all-in favor motion.*

*D. Dawes handed the meeting over to Town Administrator, O. Pacheco.*

*R. Bancroft nominated A. Smith as Chair.*

*D. LaMonica nominated D. Dawes as Chair*

*Roll call vote for A. smith was asked by Town Administrator, O. Pacheco*

*R. Bancroft made a motion for A. Smith for Chair of the Board of Selectman, the following was taken-*

*D. Lamonica voted Nay on the motion*

*R. Hoover -voted yes on the motion*

*D. Dawes-voted nay on the motion.*

*A. Smith voted yes on the motion*

*Town Administrator, O. Pacheco announced that A. Smith is now the Chair of the Board of Selectman*

*A. Smith now as Chair would take over the nominations of appointing a clerk to the Board.*

*R. Hoover recognized and thanked D. Dawes for all his time as Chair of the Selectman.*

*A. Smith seconded R. Hoover's comments and thanked D. Dawes for his leading the Board over the last few years.*

*D. Dawes spoke on the Town's Policy on a Chair's position on Board with being able to serve as Chair for three years should be a round robin believes being able to be a Chair for three consecutive years is too long, just his position he wanted to state.*

*D. Dawes nominated D. LaMonica as Clerk to the Board of Selectman.*

*D. Lamonica nominated D. Dawes as Clerk to the Board of Selectman*

*R. Bancroft nominated R. Hoover as Clerk to the Board of Selectman*

*Roll call vote for R. Hoover as Clerk—R. Bancroft, D. Dawes and D. Lamonica all voted yes to appoint R. Hoover as Clerk to the Board of Selectman.*

### **NEW BUSINESS:**

*Discussion on June meeting dates:*

*The Board discussed meeting dates for the month of June 2023-The Board will meet on June 5<sup>th</sup> & 12<sup>th</sup>, 2023.*

*A, Smith mentioned that there is a Holiday on June 19, 2023*

### **NEW BUSINESS:**

*Collins Center Draft Human Resources Report-will be sent to Town Council for review, policy that need to be updated is still in draft form and moving along with the final draft.*

*Town Administrator, O. Pacheco spoke on Page 12 which has a recommended updated which was the pregnant workers policy is out of date (example given.) The Collins Center is trying to wrap this report within the month-will try and get them to come to a future meeting to present the final report.*

*D. Lamonica asked how far along is the town with a part time human resource person and inquired if the Town has to be done with this report before we can start to hire a human resource person. Not until July 1, 2023(FY24)*

*A. Smith asked if Human Resource Report can help with creating a Policy for the Town and finding us a part time human resource person. -sharing this resource with another Town, Re-cap for people at home that Town has been discussing this position which would be part in an office and by phone.*

*D. Lamonica stated it would be very helpful to the Town.*

**WARRANTS AND MINUTES:**

*D. Lamonica motioned the Board to approve the meeting minutes from February 27, 2023, seconded by D. Dawes. R. Bancroft and R. Hoover abstained from vote they were not on the Board at that time.*

**OLD BUSINESS:**

**Public Comment Guidelines:** *Town Administrator, O. Pacheco stated that the Board at their last meeting was given the red line version of the policy, spoke on it being hard to hide addresses of a person's speaking.*

*A. Smith spoke briefly about a case from Southborough regarding someone who got up and spoke freely on their opinions on those Board members which has been involved with the State Supreme Court.*

*D. Dawes spoke on a form to be submitted ahead of time to the Board (these forms already exist in the office).*

*D. LaMonica as long as it meets legal requirement*

*Town Administrator, O. Pacheco spoke on the case from the State Supreme Court ruled on the case from Southborough from public comment case that you cannot force anyone to be nice or professional.*

*The Board has the final policy.*

*R. Hoover questioned the reserving time in the policy since the Board meets twice monthly.*

*R. Bancroft motioned the Board to approve public comment guidelines as presented seconded by D. LaMonica. Roll call vote was taken all in favor.*

**Town Hall Flooring:**

*Town Administrator, O. Pacheco stated that at a previous meeting the Board had agreed that the cost of the flooring would come half from ARPA funding and the other half from the Capital Plan- the half that was being done from the Capital Plan was not approved at Town Meeting –finance doing a reserve fund transfer to address that -the finance committee gave a negative recommendation because they thought it was free cash which was not the funding source, O. Pacheco, Town Administrator asked the Board for permission to use \$28K from ARPA funds for the 2nd and 3<sup>rd</sup> floor carpet tiles in Town Hall .*

*D. LaMonica asked what is the balance of free cash currently- Town Administrator, O. Pacheco stated that the free cash currently is \$270K.*

*R. Hoover asked about air quality report.*

*A. Smith asked for clarification regarding Town Meeting vote and asked if it was valid.*

*O. Pacheco, Town Administrator stated the vote at Town Meeting was valid however this approval regarding the Town flooring is not from the same funding source voted at Town Meeting.*

*D. Lamonica asked what would happen if the Board voted not to approve this request O. Pacheco, Town Administrator stated the rugs would not get done and 1/3 of this report has already been completed with a grant.*

*A. Smith would like to see cable runs in the third floor when the flooring for the third floor comes around again in the future.*

*D. LaMonica asked what materials were used in Basement.*

*D. Dawes motioned the Board to use ARPA funds for the Town Hall carpeting project not to exceed \$28K for each request seconded by D. LaMonica, Roll call vote was taken all in favor with R. Bancroft abstaining from the vote -Vote passes 4-1.*

**SELECTMEN'S REPORT:**

*D. Dawes informed the Town of the upcoming Memorial Day, May 29, 2023. Georgetown Light Department will be placing flag on all poles in Town and were recognized for their efforts.*

*R. Bancroft asked is weapons would be discharged during this cemetery and if the residents should be aware of this being done.*

*R. Hoover asked D. Dawes to elaborate on the morning services.*

*O. Pacheco, Town Administrator spoke on Flags in Town that are in need of being replaced but does not have a list of sizes and or a running inventory list working with the VFW and D. Dawes on this project with O. Pacheco, Town Administrator.*

*D. Lamonica asked if the Town has created a line item for the cost of replacing these Flags.*

*Flag disposal box is at the Fire Station was briefly spoken of.*

**TOWN ADMINISTRATOR'S REPORT:** *O. Pacheco, Town Administrator spoke on the following:*

Town Hall Windows: *Project started -cost was a discussion on this project -Mass Historical reviewed the windows and suggested not to alter the windows, Town will be very happy when completed, project goal is to be done by July 15, 2023. The Town Hall offices get very hot with no shades on the windows in July, The Town should receive \$100K reimbursement from the State by the end of the month.*

*A. Smith asked if the front of the Town Hall windows will be done first.*

*R. Hoover asked who reviews the installation and materials for the window project.*

*D. LaMonica asked about any money that might come back does it go into free cash or the general fund. O. Pacheco, Town Administrator stated any funds would go back to the CPC -Community Preservation Committee.*

*ZBA Fee Schedule Adjustment* -New Fee scheduled was given to the Board -represents a 3% increase in fees compounded annually since 2016.

*D. LaMonica asked what the fees are for and what is the purpose of the fees.*

*Small Bridge Grant Application* -The Town had applied for this full construction grant in the past and did not get it, scored high enough but did not get awarded the grant, now the Town has re-applied Mill Street Bridge –re-design the bridge -hopefully will get this grant will let you know, better and more expensive bridge Mass DOT proceed will take at least (8) eight months, will be repaving Mill Street this year.

*D. Lamonica asked about drawings and have they been submitted*

*R. Hoover asked how do you protect the roads when heavy duty construction is coming into Mill Street.*

*Blue Cross Blue Shield Foundation Grant (Fitness Court)* The Town has received a \$50K grant to be used -fitness Court -senior center looking for some more funding-apply a year earlier wont start till 2024- reach out to the school department to be located at the Perley School / Senior Center , Designed to be outside and handle the elements, spoke briefly on security will give more detail when the projects gets closer, will still to work with non- profit organizations to come with \$105K for the fitness court.

*A. Smith suggested it is a playground for adults – intergenerational.*

*D. LaMonica asked if this has been discussed with the School Department suggested to get the schools approval prior to spending any money from this grant.*

*A. Smith asked who would oversee the access to this, use at your own risk.*

*Multi Hazard Mitigation Plan Update* -Town has applied for a \$25K grant -gave an update on the plan to the new and existing Board members -MVP portion was approved, program requirements had changed, did not need that much more to change the requirements -Response Blue Print

*D. LaMonica asked what is the cost associated with plan update and what is the \$25K being used for. how long does the plan take.*

## **APPOINTMENT AND APPROVALS:**

*D. LaMonica motioned the Board to appoint Alexander Williams, Treasurer Collector as the Tax Title Custodian from July 1, 2023 through June 30, 2024.*

## **SELECTMEN'S REPORT Continued:**

*D. Lamonica asked about the new Town website and when will that take place-July 1, 2023 the new website will be up. -site map is completed per Orlando*

*A. Smith spoke on Motorcycle Awareness Month-gave the Town a big thank you for their support*

*A. Smith read aloud a letter from resident Barbara Dunphy on the Staff at the Senior Center and how she feels so welcome at the center.*

*R. Hoover suggested the Board come up with a plan for the year and have each member identify five (5) important issue they would like to address with a plan to follow up on these issues. A plan to follow. It was suggested that O. Pacheco, Town Administrator also submit his ideas.*

## **ADJOURNMENT:**

*D. Dawes motioned the Board to adjourn at 8:35 P.M. with D. Lamonica seconded the motion. A roll call vote was taken all in favor.*

*All Board of Selectman Meetings can be viewed on our Town Website at <https://www.georgetownma.gov> - Under the Community TV tab on the left side.*

## **Documents used in the meeting:**

*Draft Human Resource Report*

*Meeting Minutes from February 27, 2023*

*Atkinson Carpet and Flooring Proposal*

*Letter from resident Barbara Dunphy*