

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

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

**BOARD OF SELECTMEN MEETING MINUTES**

**MEETING MINUTES**

**Memorial Town Hall**

**04/12/2021**

**6:00PM-General Meeting**

**Broadcast on Georgetown Cable TV via BlueJeans**

**Verizon channel 42/Comcast channel 9**

---

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

**Others Present:** Michael Farrell, Town Administrator. Administrative Assistant, Maureen Shultz, Police Chief Donald Cudmore, Kerry McManus, Town Clerk, Mary McMenemy, Town Accountant, Thom Berube, Town Assessor. All current members of the Finance Committee.

---

**6:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance W. Dawes

D. Twiss 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.*

**Updated Veterans Services:** Karen Tyler, Director of Veterans Services- gave an update to the Board and went over Chapter 115, medication deliveries and services provided throughout the pandemic including but not limited to thanksgiving day dinners, and recognized a Freshman from the Triton High School who took it upon himself to organize a sock drive and collected 1324 pairs of socks for homeless he was also presented a challenge coin from Veterans Services, Jacob a member of the National Guard donated boxes of individual containers of body wash and shampoo, Operation Bootstrap in Danvers helped with deliveries of these important necessity. Update on current covid vaccines.

*D. Twiss requested that the names of the students be provided to the Town so that they also can be recognized by the Board of Selectman.*

*D. Dawes commented that there is always good communication to the Board from Veterans Services.*

*P. Kershaw spoke on this good cause and thanked everyone who made this path to achieve their goals.*

**Election Day Update:**

*Kerri McManus, Town Clerk -spoke about the upcoming election that will be held on May 10, 2021 which was the original date no need to change.*

*D. Twiss asked if there if there are any grievances with keeping the Election to be held on May 10, 2021-Answer per K. McManus -No grievances -Town Council also confirmed this date of May 10, 2021 was fine to hold.*

*G. Fowler asked about the separate posting of the Town Election and questioned the election to be held at the school, Kerry McManus, Town Clerk had spoken with Carol Jacobs, School Superintendent, and schools are not in session that date so everyone will be fine.*

*D. Dawes asked about early voting -Kerry McManus, Town Clerk stated there will be no early voting since the election is small and it cost more money and the state would not reimburse the Town for expenses.*

*Town Ballots have to be returned by 12 midnight on May 6, 2021.*

**Fire Chief Recruitment:**

*M. Farrell disclosed he had worked for MRI working on recruitments. Cost was all over the place on recruitment places.*

*D. Twiss spoke on the amount of money to spend on a recruiter, sought after position, if we receive zero resumes, we can come back to a recruitment firm. M. Farrell, Town Administrator stated the money to do this recruitment is available in the budget. Ambulatory is a major component of the Fire Department. MRI already did a report to the cost of \$14K.*

*D. Dawes, point of order, separate email from Chef Cudmore on his opinion of the direction he thinks the board should go inquired if the other members received it. Three options were recommended. D. Dawes likes two of the assessment company would choose MRI due to their previous work and suggest we take into consideration what Chief Mitchell had given in a letter to the Board.*

*D. Dawes liked the idea of a hiring panel -asked D. Twiss to go over the panel appointees-suggested having two from the Board and the Town Administrator is the hiring authority, not sure if he is interested to be on the panel.*

*D. Dawes spoke on the hiring panel to include, Public Safety Chief Cudmore, Lt. Hatch, D. Twiss, P. Kershaw and possibly the Fire Chief.*

*P. Kershaw spoke on how extremely expensive this can be, numbers are all over the place and resumes will follow that, like to test the water first and asked for Chief Cudmore's opinion, not surprised at the cost very expensive-who is going to follow the resume's -wants to test the water first before going the contract use.*

*G. Fowler wants to know the charge of this panel - thinks only one selectman needs to be on the panel, we need an assessment of what the Town really needs, G. Fowler did like Badge Quest proposal. M. Farrell stated he has met with department heads to get different ideas -not sure how we go still-one selectman would be plenty on the committee -have read the assessments, each one has something good to say, liked the review of services from Badge Quest. First thing to find out is what are we going to do after May 8, 2021 deserves a little time to spend on this.*

*Chief Cudmore spoke on his experience, three step processes, made recommendations, acting fire chief needs fire ground experience, Fire Department is comfortable recommended their command officer, time period of the process of hiring new chief is up to the Board, fiscal year will end in a few weeks, take your time as the executive Board was suggested, main services that are provided is EMS services, suggest to put an acting chief in now.*

*Continued discussion will be continued at the next Board of Selectman meeting in May 2021.*

**Old Business:** COVID-19 update was given by Police Chief Cudmore.

- Covid Blog in Place -great
- Social Media-Important Items on them
- Vaccines ramping up
- Numbers going up
- Recognized D. Rogers, former Health Agent / hoping to keep pipeline open with her.

**Meeting Warrant Articles-** Joint Meeting with the Finance Committee.

*S. Ruth took a roll call vote with her Finance Committee members to start this joint meeting all her members are in favor.*

*D. Twiss thanked everyone to be here. D. Twiss read over the Town Warrants.*

*Stabilization fund \$300K for now.*

*Agreement was based upon retail sales of cannabis -third payment should be coming soon -*

*D Dawes spoke on amounts of money from the host agreement based upon the excise tax sales of agreement payment should be coming up.*

*M. McMenemy, Town Treasurer stated that Article 4 of the Special Town Meeting (Funding for the OPEB Trust Fund does not need to have the dollar amount in there.*

*G. Fowler does not want it on a place holder for now feels there is more debate to take place.*

- Host agreement money.
- Special Education account -unfunded fund
- was questioned by S. Ruth certain percentages that were supposed to be applied from last year -\$300K ex dollar amount her memory of the amount -from the host agreement - needs to look back and see what was approved.
- Moody recommendation -use the local excise tax to fund
- S. Ruth, Finance Chair spoke on an unfunded account for Special Education and wanted to make sure there was money allocated for this but could not remember the amount- certain number of certain percentages to be applied to the excise tax/ two different items.

- *Special Education amount to be determined later /place holder.*
- *\$300K amounts from cannabis sales to be applied to the excise taxes.*
- *W. Smith / Finance Member spoke on the general fund and stabilization fund and stated the Town could not put money in the OPEB fund.*
- *M Farrell spoke on the lack of revenue from Covid.*
- *G. Fowler questioned the funding of OPEB as a place holder.*
- *D. Twiss asked if anyone had any questions on the Capital Planning Commission request*
- *G. Fowler asked where is the place holder for a personnel board which he asked to be put on the Town Warrant.*

*D. Twiss asked about the makeup of the past Personnel Board. Chief Cudmore stated it was finally disbanded, committee had a hard time meeting, -could not get a quorum, the committee accomplished some things but not much, it was decided that the Town Administrator will take on this role. DOR recommendations M. Farrell supported the abolishment of the personnel Board.*

*D. Dawes spoke on the Tax Stabilization fund, asked what was the money from the agreement /retail / excise from the sale of cannabis with the Town and the Host Agreement amount is-Per Mary McMenemy, Town Accountant stated there is currently \$ 1.4 Million.*

*W. Snow / Finance Committee Member stated that values coming out of free cash for last year, we could not put money into the OPEB fund we can put in the general budget.*

#### ***Host Agreement Money:***

- *W. Snow / Finance Committee Member commented the money should be split into three accounts.*
- *Certain percentage amounts-35 and 35 and 30 general funds*
- *Dollar amount was voted at Town meeting*
- *Amount for specific years.*
- *Could not put money into the OPEB fund- OPEB committee -OPEB Trust not clear understanding of what the money can be used for -not everyone has the same level of understanding of the funding. D. Twiss asked when the last time this committee has met.*
- *Host agreement amounts*
- *Tax Stabilization fund has 1.4 Million per M. McMenemy, Town Treasurer.*
- *Place Holders were spoken of -Special Town Meeting*
- *Specific dollar amount for certain accounts*
- *Confusion on where the money is supposing to be*
- *Chapter Money is being given is \$303,295.00/ Transportation Bond.*
- *S. Ruth spoke on the Revolving fund for Special Education which has not been funded - believe this account should not be established if we are not going to use it, please consider an amount to put some amount of funding in there.*
- *S. Epstein commented about a revolving account You are not talking about a revolving account by definition Steve clarified -sped fund is not a revolving account*
- *S. Epstein asked where the Special Education Money is coming from.*
- *G. Fowler asked to put a place holder for the Special Ed Fund / a suggested amount was asked.*
- *G. Fowler made a motion to put a place holder for the Special Education Fund on the Town Meeting Warrant in the amount of \$1. 00 (one dollar) with an amount to be finalized later seconded by D. Dawes -Roll call vote was taken all in favor.*

- *T. Berube, Town Assessor spoke on the School Department has used excess money that has not been used in the past year's money left over at the end of the year that they put back in the Special Education Fund.*
- *Not an automatic vote-place holder was put on there.*

*D. Twiss asked for clarification on Article 4 -does it need to be on the Special Town Warrant and the regular Town Warrant.*

*G. Fowler motioned the Board to put a place holder in the amount of \$1.00 with an amount to be finalized later a place holder with an amount to be finalized later to be put into the Special Education Fund, seconded by D. Dawes. Roll call vote was taken all in favor.*

*A possible place holder for the re-establishment of the Personnel Board was asked by G. Fowler. C. Cudmore gave his opinion of the past Personnel Board. No vote was taken. G. Fowler asked to have it not put the personnel Board matter on the Town Warrant.*

### **Special Town Warrant**

*Article # 1-D. Twiss read*

*Asked what the snow and ice deficit asked by W. Snow-M. McEnaney, Town Accountant replied with \$143K is per Mary McEnaney, T*

*Article # 2-fund transfer -\$14K-wage salary study- would have to not to exceed -could be lower per M. Farrell*

*Article # 3-Fund transfer &16K storm water transfer. S. Ruth finance Chair asked if this needed to be done this year-M. Farrell stated it does need to be done this year is an engineering study and in the fall is a planning study.*

*W. Snow asked if P. Durkee, DPW Supervisor could take the money out of Chapter 90 funding. M. Farrell replied he could not use that money.*

*Article #4 -D. Twiss asked if we need this article on both warrant (special & annual). Snow and ice article in the fall town meeting. D. Twiss asked what is the benefit of having this article placed in the fall town meeting instead of the annual & special town meeting.*

*M. Farrell answered the question of the makeup of the OPEB (Other Post Employment Benefits Trust Fund Trustees*

*G Flower asked what we have received the amount before*

*D. Dawes asked if these payments where two or three payments.*

*G. Fowler asked if we could take some of the free cash money and put it in OPEB Funding.*

*G. Fowler asked if funding for a search committee for a new Fire Chief would that need to be added on as an article for funding and M. Farrell stated no it could be paid out of the Fire Departments Budget.*

*G. Fowler motion to close the Town Warrants, seconded by D. Dawes. Roll call vote was taken all in favor.*

*Finance Committee voted to close their meeting.*

*W. Snow asked what the last date for the Finance Committee to meet before the Town Meeting  
M. Farrell stated two weeks before last drop date would be two weeks before Town Meeting  
(May 26, 2021).*

**New Business: Reopening of Town Hall:**

*Discussion took place on the possible soft opening of Town Hall with the possibility of a  
scheduled for four days from 9-1PM. This will be added to the next agenda-No votes were taken.*

**Procedure & Policy Manual / Vote:**

*D. Dawes asked for an explanation of the three-year term of a chair.*

*The Board discussed the three terms for Chair of the Board of Selectman which was requested.*

*G. Flower thought it was a little confusing.*

*G. Fowler motioned to strike the term of three years pertaining to the Chair of the Board of  
Selectman from the amended Procedure & Policy Manual, seconded by k. Durney. A roll call  
vote was taken all in favor.*

*G. Fowler motioned the Board to approve the new Procedure & Policy Manual as amended  
seconded by P. Kershaw. Roll call vote was taken all in favor.*

**Votes by the Board:**

*D. Dawes motioned the Board to approve the following meeting dates to meet -May 3, 2021,  
May 17, 2021, June 7, 2021, June 21, 2021 (prior to Town Meeting), July 12, 2021 and tentative  
meeting on July 26, 2021, seconded by G. Fowler.*

*D. Dawes briefly spoke on a summer schedule of meeting for the Board.*

**Procedural Wage Change / Police Department:**

*Chief Cudmore / Georgetown Police Department spoke on the following and asked the Board of  
Selectman to approve a procedural wage change from \$19.63 to a new amount of \$24.19 for  
anyone attending an academy.*

*Chief Cudmore spoke on the following:*

*Student Officer / Academy / Bridge / Other*

*Reserve officers*

*Losing officers for 6 month/ certificate to be a full-time officer / conditional letter.*

*G. Fowler motioned the Board to approve the procedural wage change as presented by Chief  
Cudmore from \$19.63 to \$24.19 effective July 1, 2021, seconded by P. Kershaw. Roll call vote  
was taken all in favor.*

**Town Hall Re-opening Report:**

*M. Farrell spoke on the following:*

- *Re-opening discussion of Town Hall offices, safety standards and checklist from the  
State, State link on guidelines were given to the Town by D. Rogers-former Board of*

*Health Agent for this information, soft opening was spoken of possibly 9-1PM -4 days a week, third floor & basement closed to the public.*

**BOH Agent:**

*Discussion on making the Board of Health agent a full-time position was asked by D. Dawe. G. Fowler asked whose decision is it -the town or the BOH decision to have a full-time position. P. Kershaw spoke about how it frustrates him when the statement of that's the way things have always been is said -That statement is the most dangerous phrase in the English language. P. Kershaw suggested M. Farrell communicate better with the Board so that these issues do not come up in the future.*

*P. Kershaw stated the Board was not informed of the D. Rogers predicament regarding her working hours and not being paid for them. The salary of \$82K per year should have been found for D. Rogers, Health Agent and if we can't find a way to pay people (current staff) they will leave.*

*M. Farrell spoke that the Town does not pay staff enough.*

*M. McMenemy, Town Accountant stated that M. Farrell needs to have an appropriation for this position, a transfer to fund this full-time position will need to be done.*

*M. McMenemy, Town Accountant spoke on line-item transfers which are done each year by May 1<sup>st</sup> and that the Health Department has money left and Mary will look into that.*

**BOH Vacancy:**

*The Town has received three volunteer forms from residents. Current member Paul Thompson has resigned from the BOH. Deb Rogers, former Health Agent was thanked for everything she has done. D. Rogers, former Health Agent is still working with Chief Cudmore.*

*P. Kershaw asked how volunteers are solicited.*

**Treasurer / Collector Position:**

*M. Farrell happy with the Consulting firm that is working in the Town hall treasurer collector's office. M. Farrell spoke on the vacancy of a Treasurer, the strain on that department, met with staff and the consultants, consultants place people and spoke of one candidate who is very interested in the Treasurer's position.*

**Board of Selectman Report:**

*D. Dawes questioned the no more than three years except in an Election Year in the new Procedure & Policy Manual.*

**Adjournment:** *G. Fowler motioned to adjourn the meeting with C. Durney moved to second the motion. Roll call vote was taken all in favor at 9:30PM. Minutes transcribed by Maureen Shultz*

