

**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**

**1/27/20**

**6:00PM-Executive Session ~ 2<sup>nd</sup> floor meeting room, Town Hall**

**7:00PM-General Meeting ~ 3<sup>rd</sup> floor meeting room, Town Hall**

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**Selectmen Present:** Joseph Bonavita, Chairman; Gary C. Fowler, Douglas W. Dawes, and David J. Twiss

**Others Present:** Michael Farrell, Town Administrator

**Absent:** Charles Durney, Clerk; Janet Pantano, Administrative Assistant

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**6:00PM EXECUTIVE SESSION**

**To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the governmental body and the Chair so declares ...;**

**7:00PM Call to order**

Invocation-Douglas W. Dawes

Pledge of Allegiance

**APPOINTMENTS and APPROVALS**

*Palmer Lane Order of Taking-Vote and sign document*

John Cashell, Town Planner was present

Mr. Cashell stated that this the last step to the acceptance of Palmer Lane. He stated once signed this document will be recorded at the Registry of Deeds.

**Mr. Twiss moved to adopt the order of taking in the form presented to acquire interests in land sufficient to complete the layout and acceptance of Palmer Lane as a public way, and to award no damages for such taking. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

*Cyber Security Policies-Red Kelley, BSS to be present*

Red Kelley was present and gave members a handout of a Cyber Security Policy

Mr. Kelley stated that the towns insurance is looking for the town to have cyber security policies for email and computer use.

Mr. Bonavita stated that this is an issue for lots of towns and we do not want to happen in Georgetown.

Mr. Kelley had a PowerPoint presentation for the board with the objectives of these policies. He stated no one can protect the town 100%. He stated 3 things to remember, training, backup, and common sense. He stated that backups are key and the town has 3 separate backups. He stated that the training is important.

Mr. Farrell stated that we have cyber insurance from our carrier. He stated that there is some online training from MIIA. Mr. Kelley stated that cannot train everyone at once and will work with these models. Mr. Bonavita asked if there would be testing. Mr. Kelley stated that we have training with MIIA if you want to have testing that may cost the town.

Mr. Dawes asked if there will be employee signoffs. Mr. Kelley stated that there will be.

Mr. Kelley went over his presentation on what is happening and preparation and tips.

Mr. Kelley stated that the town has 216 emails for staff and boards. He stated storing the data is an issue but is very expensive. He stated it costs \$2 to \$3 per month per email.

Mr. Bonavita stated he would consider closing town hall twice a year for training. Mr. Fowler stated that this takes care of employees but have to have something for boards/committees.

Mr. Kelley stated violability scan done now once a year, he stated recommends quarterly now that taking more credit cards.

Mr. Bonavita stated that the training shall be a requirement for all staff, boards, and commissioners, elected officials. He stated that it only takes one person.

Mr. Fowler asked where are we with this. Mr. Farrell stated the board has to be accepted by the board. Mr. Fowler stated that this should be marked draft and dated.

Mr. Dawes stated some items blank and wants filled in before we vote.

Mr. Bonavita stated he wants Mr. Durney to review this policy as this is his field.

Mr. Kelley stated that they also have to work with the collective bargaining groups to require training.

Mr. Bonavita stated he wants to get going on this policy as it is very important.

Mr. Fowler stated that a decision in the past was to not pay for email retention, he stated that we should look at these figures again. Mr. Farrell stated that it would cost minimum of \$7K a year.

Mr. Fowler stated that the policy needs to be stamped draft and dated so they are looking at the correct policy.

## **NEW BUSINESS**

### *Water Department-Introduction of new Utility Director Marlene Ladderbush*

Marlene Ladderbush, Water Utility Director and Nick Lawler, Water Commissioner were present.

Mr. Bonavita thanked them for coming in to meet the board.

Mr. Lawler stated that Ms. Ladderbush comes from Tewksbury Water Department and was there for 15 years. He listed her qualifications and stated that she is more than qualified.

Mr. Bonavita asked her to introduce herself.

Ms. Ladderbush stated she is from Tewksbury and listed her qualifications and what she did in Tewksbury Water Department. She stated that where she was from was surface water and here is well water and we do not do as much chemical here as in Tewksbury.

Mr. Twiss asked about the new well. Ms. Ladderbush stated yes, the Marshall Well and she explained that the well has increased water quality and that the town has great water pressure.

Mr. Lawler stated that the quality of the water from the well is very good.

Ms. Ladderbush explained a new project that will be starting on a biologic treatment of water.

Mr. Dawes stated that he heard she was coming and heard good things.

Ms. Ladderbush stated that they have hired a new employee.

Mr. Bonavita stated that taxes and water are two big issues in Georgetown and if you can market the improvements would be great. Mr. Twiss getting the word out on what is happening is great.

Mr. Fowler welcomed Ms. Ladderbush. He stated that there is a lot going on and how does Georgetown compare. Mr. Lawler stated that the problems in town are similar for other towns. Mr. Bonavita stated are there any projects she sees a need to do right away. Ms. Ladderbush stated that she wants to get into dosing and work on SOP's for staff so they are doing a job all the same way. He asked about fluoridation and why not done in town. Ms. Ladderbush stated that fluoride is now in so many things it is not needed in the water. Mr. Fowler asked about the office moving. Mr. Lawler stated that they have been evicted as of July 1, 2020. He stated that they are looking at options maybe at the Water Treatment Plant in the future and a rental for now.

## **OLD BUSINESS**

### *Rowley Landing-Update*

Mr. Farrell updated the board. He stated he had a conversation with the Rowley Town Administrator and she recommended he talk to the Shellfish commissioner and the Harbormaster. He stated he wrote directly to the Selectmen and has not heard back. He stated the others have turf issues.

Mr. Bonavita asked the issue and so we need accesses. Mr. Farrell stated that the town had access here to the ocean and clam flats from the 1838 and own in common.

Mr. Fowler stated that there is a placeholder on CPC is there is some funding needed. He stated that there is a funding issue as Rowley has this as a funding source.

Mr. Twiss stated he would like reviewed before spending any funds. He stated that we need the details.

Discussion on the ramp and history.

Mr. Fowler asked Mr. Farrell if he talked to the Assessors about excise tax on boats. Mr. Farrell stated that he did not.

## **TOWN ADMINISTRATOR'S REPORT**

### *Preview of the 2021 Budget*

Mr. Farrell gave out a handout on the FY2021 Budget. He stated that all the departments are included and last year School numbers. He stated that with these numbers we are at \$333,000 in excess. He stated that the Schools usually come in \$600K over budget. He stated that the Town Clerk is asking for 32 hours a week and the extra election. He stated fire department the Chief is looking for 2 more firefighters. He stated that the Highway has some additional costs to do with additional groundwater requirements from the State. He has to street sweeper more often and clean the catch basins more often. Also, additional funds for the tree warden to cut some trees damaged from gypsy moths. He stated that the Board of Health is asking for funds to clear heavy brush from the cap of the landfill and we are working with the State on this. He stated that if we get this done, we will be able to cut some of our testing and that will save about \$10K. He stated that the CoA is very busy and they are asking for a program assistant and not enough staff for attendee ratio. He stated a \$20K position. He stated that Georgetown Cares went up \$5K with payment from Mission. Mr. Dawes stated that he has the Veterans' budget and will send to him tomorrow. Mr. Farrell stated that the Library is asking to add Thursday as an open day at \$91K. He stated Recreation has a \$60K increase for the Youth Community Center. Mr. Bonavita stated that there will be some funds coming to the town as they have not spent the State funds. Discussion on the increase to the water bills.

Mr. Farrell stated that the Debt Service went down but did not do anything for the tax rate. He stated that one hard number is Essex Regional Retirement up \$210K. He stated that he will have final numbers on Workers Comp and other insurance the end of March.

Mr. Fowler asked about Unemployment Insurance. Mr. Farrell explained that the town pays 100% of our unemployment.

Discussion on the Marijuana funds.

Mr. Farrell stated that this budget is very preliminary. Mr. Bonavita asked about Free Cash. Mr. Farrell stated that we have \$700K. Mr. Bonavita stated that we keep \$300K so we have \$400 K. Mr. Fowler asked if there were any other items for Free Cash besides Snow & Ice. Mr. Farrell stated that there are some CIP items. He stated that CIP wants to spend about \$200K and there are some funds in the capital fund.

Mr. Bonavita stated that the departments will be presenting their budgets on Saturday, February 8<sup>th</sup>.

Discussion on Special Ed Stab Fund and Cherry Sheet.

## **CORRESPONDENCE**

*Request from the Town Clerk to approve Poll Workers for 2020 Elections*

**Mr. Twiss moved to approve the list of Poll Workers for the 2020 Elections on March 3, May 11, September 2, and November 3, 2020 *excluding George Connolly*. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

*Police Chief request to appoint Tyler as a Reserve Officer*

**Mr. Twiss moved to approve the re-appointment Tyler Skane as Reserve office to expire on June 30, 2020. Mr. Dawes seconded the motion and the motion was approved by a unanimous vote.**

## **NEXT MEETING**

Monday, February 10, 2020 at 7:00 PM, 3rd floor meeting room

## **ADJOURNMENT**

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

Meeting adjourned at 9:30PM.

Minutes transcribed by J. Pantano.

Minutes approved February 24, 2020.

Documents used in this meeting:

- Request from the Town Clerk to approve Poll Workers for 2020 Elections
- Cyber Security Policies
- Rowley Landing
- Preview of the 2021 Budget
- Palmer Lane Order of Taking