

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

**Meeting Minutes June 26, 2023**

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**BOARD OF SELECTMEN**

**Memorial Town Hall**

**7:00PM-General Meeting**

**Verizon Channel 42/Comcast channel 9**

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**Selectmen Present:** *A. Smith, Chair, D. Dawes, R. Bancroft and R. Hoover*

**Others Present:** *Orlando Pacheco, Town Administrator.*

**Absent:** *D. Lamonica and Administrative Assistant, Maureen Shultz*

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**7:00PM CALL TO ORDER**

*Moment of Silence was done by the Board members.*

*Pledge of Allegiance*

**MEETING MINUTES:**

*R. Bancroft motioned the Board to approve the Meeting Minutes from May 15, 2023, seconded by R. Hoover. Roll call was taken all in favor.*

**ALTERATION OF THE OFFICIAL TOWN MAP (OLD CART WAY). VOTE OF THE BOARD:**

*O. Pacheco, Town Administrator spoke to the Board on the Approval of the Alteration of the Official Town Map (Old Cart Way)-private way making it.*

*New Town Map was shown to the Board.*

*Alteration to the Town Map to add Old Cart Way as a private way, access point to the Pembroke School, in terms of litigation the Town does have the authority to make them a public way, murky title on all sides. Confident about the Town's title, the Town has spent significant amount of funding on this litigation.*

*R. Hoover commented that this used to be on the Town map but it was taken off prior.*

*D. Dawes motioned the Board to amend the official map to add the "Old Cart Road" as a private way in the location depicted on the sketch plan attached to the settlement agreement in the case of Old Cart Way LLC vs. Town of Georgetown, et al. Land Court Case No. 20 MISC 000393 (MDV), and direct that the Official Map as amended, together with a certified copy of this vote, be filed with the Town Clerk and mailed to the Registry of Deeds for filing in accordance with G.L. c. 41, s 81, copy to the Executive Office of Housing and Livable Communities, seconded by R. Hoover. Roll call vote was taken all in favor.*

**NEW BUSINESS/ DISCUSSION / CUSTOMER FEED BACK ON TOWN HALL SERVICES:**

*A. Smith suggested using an old fashion suggestion box for corrective and coudous for the services that are provided at Town offices, the information could be to find out what we are doing right,*

*R. Bancroft suggested it be a locked box so that people knew what is in them was meant to be in there and have it not be anonymous.*

*R. Hoover asked how do you require it to be anonymous.*

*New website migrating currently, on-line survey was mentioned briefly.*

*A. Smith suggested it could be like a letter to the editor for example.*

*R. Bancroft mentioned not to have an address but to at least have a contact like an e-mail in case they would like to hear back from the Town, mentioned she liked both ideas.*

*O. Pacheco, Town Administrator mentioned the Town Clerks office is the first point of contact at Town Hall and new residents like to share ideas from the services they received where they used to live, suggested the box be put in between the floors, minimal foot traffic.*

*A. Smith mentioned that she had heard from a contractor who really likes that the Town now has permit link available.*

*R. Hoover commented that he is in 100% support, thinks it's a good idea, hesitate on some things to be coordinated -will support the idea but thinks there are some any other thing on the Boards plate currently.*

*A. Smith commented on R. Hoover's concern and stated he has a valid concern; a pilot program was suggested.*

*D. Dawes asked when the website is going to be fully migrated.*

*R. Hoover asked who is going to do the updating on the website and who is responsible and who has the final say if things don't get completed, who will be the contact person for someone not doing their updating on the website, asked the mechanism in place if they do not keep up with the updating of their page, -action item -someone need to be the final point. One of the challenges is the website needs for a whole generation including some that are not tech savvy does not come easy.*

*O. Pacheco, Town Administrator stated there will be more users to keep things updated, meetings have been hard to locate on the website, confusing website currently on getting access to the information.*

**OLD BUSINESS: HR RESOURCE:**

*A. Smith mentioned best to move forward on this, the Board can throw some effort in looking at some options, possible a firm or regional services*

*R. Hoover asked for clarification and the history of why this is here now.*

*O. Pacheco, Town Administrator stated that we don't have a Human Resource Director would like to have someone who comes in one day a week, employees know they can go to this person would help us refine our policies and the benefits, provide a level of independence, spoke on employee grievances, not really well defined, most are not in unions, provides some coverage for O. Pacheco, Town Administrator, cost savings piece, currently the Town spends a lot on labor council.*

*R. Bancroft commented that the HR reports to the Town Administrator and asked for clarification on how this works, questioned how would people feel comfortable going to a Human Resource person if there was not a separation from the Town Administrator was asked.*

*O. Pacheco, Town Administrator would oversee the operation of the Human Resources but they would report to the Board of Selectman. does not think there is a separation.*

*R. Hoover asked how would you now if a regional shared service would be overwhelming to a person working for many communities, one person can only do so much.*

*O. Pacheco, Town Administrator has looked at some Town's that have an interest in sharing a HR Director.*

*D. Dawes asked if the Collins Center HR Study is done.*

*O. Pacheco, Town Administrator stated he will reach to the Collins Center and will what other Towns might be willing to share services.*

*R. Bancroft commented that procedures need to be excruciatingly clear.*

**SELECTMANS REPORT:**

*Police and Fire Department Softball game to be held on July 8, 2023.*

*D. Dawes mentioned that the Army Bland is playing a concert this weekend at the ALP Park.*

*D. Dawes mentioned that August 7<sup>th</sup> is designated as a Purple Heart Month and the Town will be a designated Purple Heart Community.*

*R. Hoover asked what that means to be a purple heart community.*

**STATUS REPORT:**

*R. Hoover spoke on the top three items that were the most important items that the Board has been asked to work on -submissions were asked to the member of the Select Board.*

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

**PUBLIC SAFETY FEASIBILITY STUDY:**

*Public Safety Feasibility Study-finalized the scope and fee with selected architect to start in the upcoming weeks, The selected Architect is HTK. Once the Feasibility study is complete, concentrate our dollars the current lot that was purchased if we can make it work –right next to Town Hall that is where we are initially focusing -focusing efforts right now on hiring a Project Manager this is for any projects over \$100 Million in service and a Building Committee.*

**MINI MEVA:**

*The new name for the Merrimack Valley Transit Authority is revising some of their services to provide better access to overall transportation needs, additional service to medical facilities which will elevate the stress on the local COA van services especially given the amount of time of non-local rides can take-new services will start July 1, 2023. One van can make it out of services with out-of-Town medical appointments. Alleviate the pressures of the COA Van*

**ELECTRIC VEHICLE CHARGING STATIONS:**

*All Town Vehicle Charging Station are up and running -The Peabody Library, Town Hall, Park N Ride and American Legion Park, -We are finalizing grant reimbursement paperwork to close the projects, out by June 30<sup>th</sup> are complete.*

**VERISK ISO EVALUATION-BUILDING DEPARTMENT:**

*The Town Building Department received an ISO (Insurance Services Office) rating from Verisk, a 3<sup>rd</sup> party evaluator, of 9. The rating meets the standards that the department is properly adhering to building code requirement and evaluations. A more detailed report is available for the Board to review if desired.*

**UPDATES:**

*East Main Street Repaving has been completed by the Highway Department , epaving-line painting will occur to close out the project in the coming days.*

*Assistant Town Clerk- Marie Felzani is leaving to Town to go become the Town Clerk in Essex-her replacement is Jacklyn Davenport has been appointed to replace her.*

*Assistant Treasurer/ Collector Jenn Davis is leaving the Town of Georgetown to a position of an Assistant Town Accountant in Wenham, Mass. The position is posted in several locations.*

### **TAX TITLE SALES :**

*The US supreme court recently ruled in Tyler VS. Hennepin County that it is concert this for the county to keep the excess proceeds beyond taxes and fees owed by a diligent taxpayer. This is a practice is currently allowed and practiced in Massachusetts. We expect given the ruling you may see some changes to the tax title foreclosure process in Massachusetts that the Board should be aware of. The Treasurer / Collector has already been briefed by Town Council.*

### **GEORGETOWN HOUSING AUTHORITY TENANT REPRESENTATIVE:**

*In Accordance with MGL Chapter 121B section 5, the Selectboard is now the responsible party for appointing a “tenant” representative to the Georgetown Housing Authority. The tenant representative must be a tenant of the Georgetown Housing Authority. Housing Authority staff was kind enough to hand deliver the solicitation to all residents so the Board can select a member from interested parties.*

*A. Smith asked if there was a deadline.*

*O. Pacheco, Town Administrator stated the deadline is July 6<sup>th</sup> and if no applies there is a process outlined.*

### **PREVIOUS DISCUSSION: Public Safety Feasibility Study**

*R. Hoover asked to go back to the Public Safety Feasibility Study discussion and asked if O. Pacheco, Town Administrator if a contract had already been signed with them and was the Town happy with the applicants , asked how he came up with HTK .*

*O. Pacheco, Town Administrator spoke on the RFP process, was asked if the firm had experience.*

*R. Hoover asked how did you come up with new project as it relates to Town Hall / no connection to the two buildings including Town Hall, looked at the design plan , an opportunity for a new public safety building , had it been spoken of regarding the site will it be looked at like it wasn't such an abrupt building or as a whole complex , cannot do a scope from a landscaping design , when he reads the civil site evaluation review only a red flag goes up immediately very mechanical way , only as good as your weakest link. already committed to stand alone , have they looked at connecting the two sites, what would be proposed was asked, site development is as important, approaching the evaluations this way the site is not being addressed the way it should be so there is no in order to avoid a huge surprise at the end of the road.*

*O. Pacheco, Town Administrator spoke on generator being able to be used for all (both) buildings—looks at one whole site landscaping point of review cannot do -surveys works –what would be proposed, stated the Town is approaching this multi faced proposal -the Town doesn't think they can address the whole project with the first \$50K that was allocated at Town Meeting the rest will be done in phases, we are limited to the resources now but not limited to finding more in the future for financial resources.*

*R. Hoover stated it reminds him of the skate board park do it right, he is concerned a whole level of study that needs to be done now and not later, the site is the wild card in any project-project half built, questioned are we really building what the Town wants, mini-Governmental center -another separated building—something that should be looked at.*

*O. Pacheco, Town Administrator commented that the current site we have makes sense, the connection not to be seen, we can always amend the contract, sensitive to his comments, stated the Town needs to build a Police Station that can protect people, stated Police Stations are normally cornered off for security reason.*

*R. Hoover doesn't believe that at all -can do both , security reason be addressed -two buildings can come together to look as one Town building , the idea to not go and visit a site is a big red flag to me .*

*R. Hoover thinks there should be more of a discussion, 3d model will be presented, we purchased is feasible to house another safety building.*

*O. Pacheco, Town Administrator mentioned the scope, and having a conversation is fine and if we need to amend, we can.*

*R. Bancroft mentioned stated she didn't want to be on the ground was her concerned she would like to speak more about this and have it added to another agenda.*

*A. Smith confirmed this for another agenda as a discussion & scope of work discussion.*

*D. Dawes was not sure if he fully understands to determine the lot.*

*A. Smith spoke on the Water Activities Committee which was a committee that was put together years to keep track of water activities due to having several groups that were interest in the water and quarterly reports but these are now handled by the Water Department so this committee is no longer needed. This Committee has now been removed.*

## **APPOINTMENTS and APPROVALS**

- *Re-Appointment /Appointment to the Georgetown Cares Coalition*
- *Re-appointment of Peter Kershaw to the Affordable Housing Trust*
- *Appointment of Selectman Robert Hoover to the Affordable Housing Trustees / Selectman Liasson*
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*R. Bancroft started the appointment discussion and mentioned that it was confirmed with Chief Cudmore to add another member to the Selection Committee for a search for a new Police Chief, R. Bancroft would like to appoint Carl Shreder as a fifth member.*

*A. Smith mentioned we don't appoint to that Board and should be brought to the Committee.*

*O. Pacheco, Town Administrator mentioned he thought the addition was going to be a female.*

*D. Dawes asked for a discussion on appointment and stated it should be a full Board when making appointments to any committees, procedural question, doesn't want anything to be lost, suggested waiting until Select Board member Daryle Lamonica be in attendance.*

*NO appointments were made -all appointments will have to wait until a full board is present at a meeting -all appointments will be made to the next meeting.*

## **NEXT MEETING**

*The next meeting will be 7/17/2023.*

*A. Smith mentioned the possibility of meeting with Fincom / Shared meetings, O. Pacheco, Town Administrator mentioned those meeting will be in held in September.*

## **ADJOURNMENT:**

*D. Dawes motioned the Board to adjourn at 9:00 P.M. with R. Hoover 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:**

*TA Report*

*May 15, 2023 Meeting minutes*

*Town Map (Old Cart Way)*