

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

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BOARD OF SELECTMEN MEETING MINUTES -**DRAFT**

Memorial Town Hall

02/28/2022

7:00PM-General Meeting

Verizon Channel 42/Comcast channel 9

Selectmen Present: D. Dawes, Chair, Vice Chair P. Kershaw, G. Fowler, and A. Smith.

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

Absent: D. Twiss.

7:00PM CALL TO ORDER

Invocation-Douglas W. Dawes

Pledge of Allegiance

NEW BUSINESS: Town Administrator, Orlando Pacheco spoke on the following ARPA request from Department:

5- year Capital Plan as it exists today was given to the Board.

Departments met with O. Pacheco, Town Administrator.

Discussed with the Town Accountant and Town Treasurer regarding the Town's current shortfall.

Town has been allocated \$2.6million -the Town has already been wired \$1.3 Million from ARPA.

Departments worked on prioritizing their ARPA request and managing their money -still needs to be fined tuned.

No real deviation from the 5-year capital plan and ARPA.

Second largest expensive is the Town's Health Insurance, the Health Insurance line item underfunded.

D. Dawes asked how the Town could have a shortfall on the Health Insurance side when it was told to the Board that departments gave money back for the health insurance shortage last year according to the former Town Administrator, Mike Farrell, admin error estimate of \$400K. we were informed of a shortfall.

O. Pacheco, Town Administrator will ask the Town Accountant to see what she closed out the books at.

- *Departments good on prioritizing their request.*
- *Premium Holiday was carried over to the budget.*
- *Snow and Ice deficit normally gets funded through free cash if that is what the Finance Committee decides to do.*
- *\$31,000.00 -New code compliant curtains for the Georgetown High School auditorium.*
- *\$60,000.00-Stair trends to be replaced at the Georgetown High School-cost of the trends.*
- *A. Smith inquired about why the School Department isn't paying for curtains and the stair trends out of their budget.*
- *\$176,000.00-Replacement of sidewalk machine/Highway Department.*
- *\$15,000.00-HVAC system at the Public Library.*
- *\$12,000.00-Electronic Clickers for voting at Town Meeting.*
- *\$7,000.00-Kitchen upgrades at the Senior Center.*
- *\$50,000.00-Repaving parking lot at the Council on Aging / School parking lot.*
- *\$10,000.00-Kitchen upgrades at the Fire Department.*
- *Ambulance Finance Buydown (5-year tax exempt lease purchase).*
- *\$24,000.00-Police Department Motorcycle.*
- *\$100,000.00-Water Treatment Plant Improvements. —Marlene Ladderbush, Director of the Water department explained the improvements requested from her Department for the Town --under drains are in disrepair -everything needs to come out -two items, fix the filters and then put a biological filter in place -two articles – (two or three years out) Meter replacement has been completed.*
- *D. Dawes asked if the Water Department had heard from Senator Bruce Tarr's or Representative Lenny Mirra office on any infrastructure money. D. Dawes asked if the state has received any infrastructure money from the Federal Government. D. Dawes asked M. Ladderbush to circle back to their offices.*
- *D. Dawes asked about how to filter out the chlorine from the water and inquired about water pipe being replaced at West Main Street & Route 97.*
- *Energy project – Town Hall windows –preservation restriction on the building -national historic register. Locks on the window to help them seal better-screens/ storm windows. 49 windows here at Town Hall.*

Vote of the Board: *G. Fowler motioned the Board to approve the Mass Project Preservation fund through the Mass Historical Commission /architectural assistant, grant program for scope of work seconded by P. Kershaw. Roll call vote was taken G. Fowler abstained from vote.*

G. Fowler asked about having more studies to be done, grant only for outdoor areas, Town Hall had some previous water issues in the building, roofing study needs to be done, does not want to spend these funds suggest spending wisely.

P. Kershaw asked if the Town has a process for quoting, the figures requested are they are budgetary numbers, asked is there a follow up to the amounts of the quotes and are the prices locked in.

G. Fowler commented on the money for the curtains which has been around for years and inquired about inflation.

G. Fowler inquired on these requests being paid from ARPA and asked that the Board is kept informed and asked about the possibility of some assistance to the Town Accountants office if needed for the ARPA spending.

O. Pacheco, Town Administrator spoke on the following budget numbers:

- *Capital 425K*
- *Free cash 934K*
- *Ambulance revolving 353K-*
- *Water-1.6Million in retain earnings*
- *Cannabis money is not included in the budget total.*

VOTES OF THE BOARD

Tom McEnaney , Town Council , Kopelman & Paige, P.C was present and discussed the approval needed for determination and consent pursuant to the Massachusetts Rules of Professional conduct rules 1.7 and 1.9 representation of Georgetown, new attorney Attorney Justin Perrotta has joined the firm and will be representing certain plaintiffs in an action in which the Town and its Zoning Board of Appeals are listed in interested parties, two adverse parties in a law suit -no dispute between the plaintiff and the Town , no conflict , no liability to the Town.

P. Kershaw motioned the Board to approve and sign the disclosure pursuant to rule 1.7 and 1.9 of the Massachusetts Rules of Professional conduct, that the Georgetown Board of Selectman consents to Attorney Justin Perrotta representing the plaintiff in B&R Reality Trust v. Cowles et al, seconded by A. Smith.

G. Fowler questioned the Massachusetts Rule of Professional Conduct that did not have rule 1.9 on the signature page.

Document was amended. The Board took a roll call vote all in favor.

O. Pacheco, Town Administrator spoke on the Police Building Capital project , looked at the Police Departments budget with many items being absorbed throughout the year with some scattered items, long term viability of the safety buildings , upgrade items scattered throughout the year such as the camera system, female locker room , dispatch, garage floor, parking lot-pavement , holding cells, interview room ,long term needs discussion viability of that building as a whole ,instead of this piece meal approach -suggestion to do it all at once, all about doing the capital projects where they complement each other-if they are grouped together the cost would be around \$200K.

P. Kershaw asked about the paving and what area it included and was informed it does not include Town Hall only the Police & Fire Department.

It was suggested by O. Pacheco, Town Administrator for this funding which will have to go to Town Meeting for approval. Small borrowing operations were discussed, suggested a 5-year borrowing plan based on the \$200k amount -paying approximately \$45,8K a year for the next five (5) years-goal is to get the projects done and smooth out the payment's buildings are old and need repair, find a way to get to yes, money management and minnie borrowing package was spoken of.

G. Fowler suggested a larger talk on what happens regarding the public safety buildings, designs for the building , how does this move forward with a more definitive plan was asked.

D. Dawes wants to support the public safety buildings.

G. Fowler suggested to add a place holder to the Town Warrant.

G. Fowler motioned the Board to add a place holder for the public safety buildings seconded by A. Smith. Roll call vote was taken all in favor.

G. Fowler motioned the Board to approve meeting minutes from January 24, 2022, seconded by P. Kershaw. Roll call vote was taken all in favor

OLD BUSINESS:

O. Pacheco, Town Administrator spoke with the Health Director, William Holt regarding the contact tracing contract that is set to expire, due to the low cases of COVID at this time it is recommended not to renew at this time. The Board of health may continue with an approval of a grant they have applied for in the future. No vote needed by the Board.

TOWN ADMINISTRATORS REPORT: O. PACHECO, TOWN ADMINISTRATOR SPOKE ON THE FOLLOWING

- 32 Lisa lane -RFP Award -Twenty-two (22) responses received -range of proposal amounts from \$675K-\$850K, some cash offers, Agent is reviewing and will report to the Housing Authority.*
- ADA -RFP-\$18K bid in total, public places need upgrading, website virtual impairments, assistant listening devices, grant being applied for in August. A. Smith inquired about visual impairments for the website*
- National Avenue -RFP-five or six (5-6) inquiries, March 18, 2022 is deadline. P. Kershaw has been meeting weekly with Town Hall staff and it has been a group effort.*
- Bond refunding recent rating call with Moody's last week the Town has received a A3 rating- medium rating with low default -top tier of rating.*
- P. Kershaw asked about the Wage and Classification study and when was it going to be completed for the Board to review.*

SELECTMAN TIME:

D. Dawes speaking as Veterans District Representative on their budget with six communities, had some recent reorganizing of the Board-hired a part time secretary, everything going well.

P. Kershaw spoke on National Avenue and the recent meetings he has held with other Town Departments all working together.

D. Dawes informed the Board that Selectman Smith has been working on Human Resource job sharing, the Board will need to evaluate job descriptions from the wage and classification study, inspections being done in Town.

G. Fowler spoke on recent meeting with the Traffic Committee and Community Preservation Committee with discussions on parking kiosk at American Legion Park, request from Chief Cudmore for the Traffic Committee, parking concerns at American Legion Park, Parks and Recreation Committee member Jim DiMento regarding their committees charge and how to get things done before get pushed off to others, questioned if Parks and Recreation need a director.

ADJOURNMENT:

G. Fowler moved to adjourn with P. Kershaw seconded the motion. A roll call vote was taken all in favor.

Meeting adjourned at 8:49PM. Meeting Minutes transcribed by Maureen Shultz, Administrative Assistant

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 Meeting:

Meeting minutes from January 24, 2022.

ARPA Spending Request / Allocation from O. Pacheco, Town Administrator.

Georgetown Budget estimate form.