

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

Meeting Minutes September 11, 2023

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BOARD OF SELECTMEN

Memorial Town Hall

7:00PM-General Meeting

Verizon Channel 42/Comcast channel 9

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

Others Present: *Orlando Pacheco, Town Administrator.*

Absent: *R. Bancroft*

7:00PM CALL TO ORDER

Moment of Silence was done by the Board members.

Pledge of Allegiance

ANNOUNCEMENTS:

A. Smith informed the Community of an upcoming event to be held on September 20, 2023 from 5-7PM -Walk by Moonlight Event.

APPOINTNMENTS:

Tom Mulligan, Chair of the Zoning Board of Appeals was present along with candidate Katherine DeGustro.

Ms. DeGustro on the request of the Board spoke about herself and her interest.

D. LaMonica motioned the Board to appoint Katherine DeGustro as a member of the Zoning Board of Appeals, seconded by D. Dawes for a term to expire June 30, 2028. Roll call vote was taken all in favor. The Board of Selectman welcomed and wished Ms. DeGustro well in her new role.

VOTES OF THE BOARD:

Applicant Scott LeFler was present on Zoom. D. Dawes motioned the Board to approve a request for a One Day Liquor license to be used on Saturday, September 23,2023 for all alcohol at Camp Denison from 5-10:30PM for a wedding with a scheduled Police Detail, seconded by R. Hoover. Roll call vote was taken all in favor.

NEW BUSINESS:

Revised safety procedures for Town Hall:

O. Pacheco, Town Administrator spoke on the following revised safety procedures at Town Hall such as :

- *Documenting our security procedures.*
- *All Locks have been changed in all interior office*
- *Only certain individuals have master keys and a list of those are filed .*
- *Key Fobs are not locked to the keys they are computer generated per O.*

Pacheco, Town Administrator- Documented Security Procedures

- *D. LaMonica asked if all the areas and doors locks have been changed and are secured.*
- *D. Lamonica asked if these new keys including Master Keys can be duplicated , who has the master keys is there a list of everyone who has a key and where is that list kept.*
- *A. Smith inquired about Chairs of Boards get a office key -any board members have keys to any office per O. Pacheco, Town Administrator.*

Video Cameras:

- *O. Pacheco, Town Administrator spoke on the quality of the current video cameras that are not great. Cameras need to be upgraded cannot see outside - cameras are only on the exterior -cannot see the outside from these current video -system runs internally on a loop-should be running at the Police Department -runs internally records after 30 thirty days -time consuming information not user friendly.*
- *Records in real time .*
- *Cameras on each floor, cameras not user friendly currently.*
- *Records after 30 days,*
- *Police Department working on updating the cameras.*
- *Video Cameras at ALP were donated .Records after thirty (30) days.*

- *A. Smith asked about who keeps a record of the fobb key entry and for how long and who keeps that record.*
- *D. LaMonica asked about if the Town's IT Department has storage for these items-the IT Department is storing this info here at Town Hall currently .*
- *A. Smith inguired about pulling the video if needed when the thirty days is over.*
- *D. LaMonica asked where are the cameras exactly. Cost of replacing cameras was asked and what line item would this expense come out of.*
- *Police Chief Cudmore exploring this cost.*
- *R. Hoover asked if the Town Hall video equipment is an old sytem .*
- *Verizon working on this per O. Pacheco, Town Administrator .*

OLD BUSINESS: HR Director Position / Shared Services:

O. Pacheco, Town Administrator spoke on the following:

- *School Departments wish list.*
- *Job description was just recieved*
- *Couple of interested indivuals that work currently in Municiplaities.*
- *D. LaMoninca asked about the scope of work .*
- *Possibly be available 5-10 hours per week and possibly remotly.*
- *D. LaMonica asked if the 5-10 hours are included the School Department- these hours are not included with the School Departmwnt per O. Pacheco, Town Administrator.*
- *R. Hoover inguired about the Schoo Department and commented their needs to be differant .*
- *D. LaMonica spoke briefly on FMLA regarding the langauge that maybe needed for the employyee policy that is being worked on .*

Phone System Upgrade

- *O. Pacheco, Town Administrator spoke on the Phone System Upgrade.*
- *Spoke on the phones going down during certain times possibly bad weather.*
- *D. LaMonica asked where does the Town Hall phone lines go when the system is down. O. Pacheco, Town Administrator stated the calls go to the Police Station.*
- *Generator capacity was spoken of and it is kept at the Police Station .*
- *D. LaMonica what is what we have to do to get ahead of this phone system shutting down .*
- *Windstream is the Town's provider and the Town is working with them .*

VOTES BY THE BOARD:

R. Hoover motioned the Board to approve the Grant Agreement / Georgetown Affordable Housing Trust, seconded by D. Dawes. Roll call vote was taken all in favor.

D. LaMonica motioned the Board to approve the following contracts- Contract AFSCME Council 93 Local 939 (Police Patrol), Contract AFSCME Council 93 Local 939 (Police Command), and Contract AFSCME Council 93 Local 939 (Highway Dispatch), seconded by D. Dawes. Roll call vote was taken all in favor.

SELECTMEN'S REPORT:

- *R. Hoover spoke on upcoming projects which was the beginning of a possible newsletter with members of the high school, back in his court needs to do an outline*
- *R. Hoover spoke on a priority plan list which includes the personnel manual which D. LaMonica and R. Bancroft working on, Human Resource position is well underway, and will send a follow up e-mail, need clear direction on who's in charge examples of the Assessors Office and Conservation Commission, form of government strategic plan ties in with Fincom, Phil Trapani is willing to come and present a strategic financial plan that was created years prior. Would like to understand budgets within all Departments before the Town will update on an e-mail.*

- *A. Smith asked about the Master Plan- Open space & recreation plan.*

- **TOWN ADMINISTRATOR'S REPORT:**

- *COA Director Search-Currently have received nineteen (19) applications-some will be interviewed before the deadline ends, which will expedite the process. October 6th , 2023 is the retirement date for the COA Director. D. Lamonica asked who would fill in that role if a new COA Director has not been hired prior to the COA Director Colleen Ranshaw Fiorello's retirement date.*
- *Tax Title Auction (DOR Guidance)-Spoke on the Supreme Court ruling / DOR and our Town Council has provided the Town their opinion to continues our current practice.*
- *D. LaMonica asked if we keep if for ourselves there is no proceeds to distribute, what kind of liability does this open for the Town was asked. Having a Town escrow account was discussed.*
- *Annual Town Meeting Bylaw Approvals-The Mass Attorney generals office has approved Articles, they have requested time to review Article 14, which the Town Council has agreed to. Become affective in 90 days.*
- *HR Search Update-An interim position has been posted internally and externally. Proposals from Gov/Temps and Strategic Capital.*
- *Police Chief Search-The Review Committee has recommended three (3) finalists to the Assessment Center, the Town has initiated the background checks with prospective candidates. The Assessment Center is scheduled for Saturday, September 23, 2023 will transfer everything back to the Board in or around the September 25th 2023, meeting.*
- *Baldpate Hill Tower -access-road is in rough shape, Highway Department did a great job making sure there was access not only for the Water Department but for public safety which they currently have antennas on the tower, we don't pay for services on that tower, the Town does not own the towers.*
- *R. Hoover spoke on his concerns regarding the towers since there is nothing in writing regarding the antennas -we take care of the roads, access easement but nothing has been written on the agreements that people have been made, believes this is a serious issue. Lease agreement, suggested to get Town Council involved.*
- *Public Safety Earmark- This is \$25K earmarked for Public Safety, received from the Highway*

Department, School Department, Fire Department and Police Department. The Police Department through the dispatch is requesting to use \$15, 416 for a Tapit 6 Upgrade /, Metropolitan Phone Company. Cellar access in the school building was requested, fire department they had recommended providing more AEDs for certain buildings, Security at Town Hall-how best to use the funds were discussed.

VOTE BY THE BOARD:

- *D. Lamonica motioned the Board to approve using \$15,416.00 that has been earmarked Public Safety for a Tapit 6 upgrade with remainder of funding to be used to upgrade the cameras at Town Hall, Seconded by R. Hoover. Role call vote was taken all in favor.*
- *R. Hoover wants to make it clear regarding the high school repeaters.*
- *R. Hoover inquired on the status of the VFW cleaning and fence which was taken down.*
- *Shrubs will be cleared and granite bollards to be put up, post to be removed -waiting on removing the fence and upgrading.*

NEXT MEETING:

The Board will be meeting on the following dates: September 25, 2023, October 16, 2023 & October 30, 2023.

ADJOURNMENT:

D. LaMonica motioned the Board to adjourn the meeting at 8:30PM, seconded by R. Hoover. Roll call vote was taken all in favor.