

TOWN OF GROVELAND

BOARD OF SELECTMEN  
MEETING MINUTES  
April 1, 2019  
Groveland Town Hall  
183 Main St, Groveland, MA 01834

2019 JUN -4 PM 12: 58  
TOWN CLERK  
RECEIVED/POSTED

**ATTENDANCE:** Chair Bill O'Neil, Selectmen Bill Dunn, Ed Watson and Michael Wood  
**ALSO PRESENT:** Finance Director, Denise Dembkoski

**CALL MEETING TO ORDER:** The Chair called the meeting to order at 6:30 pm.

**RESIDENT/PUBLIC COMMENTS:** none

**APPROVE WARRANTS:**

PW # 19-39               \$ 146,251.04

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve PW #19-39.  
Voted 4-0-0.

BW # 19-39               \$ 335,045.59

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve BW #19-39.  
Voted 3-0-0.

**19-39 Bills Warrant Breakdown:**

Town:	\$ 123,284.83
W/S:	\$ 5,232.07
Light Bills:	\$ 181,140.38
Grants & Revolving:	\$ 25,388.31

**7:00 P.M.**

**CONTINUATION OF PUBLIC HEARING:**

In accordance with MGL Chapter 82, Sections 21 & 22, the Board of Selectmen will hold a public hearing on the proposed road layout of Sunset Circle. Per the petition of GeoAmbient Consultants, Inc. on behalf of Wallace Capital, LLC.

Chair O'Neil read the public notice. The Town has a letter from the homeowner at 5 Sunset Circle Steven Baker.

Town Planner Rebecca Oldham was present and addressed the BOS. The Water Contractor has agreed with the home owner to begin the work to rectify the issue on May 6<sup>th</sup>. Ms. Oldham worked with Renny Carroll, Highway Superintendent worked on the concern that the homeowner from 4 Sunset Circle had with water puddling in the street in front of her house and the improvement has made it better. There are no other outstanding issues.

A motion was moved Chair O'Neil and seconded by Selectman Wood to set up the meets and bounds according to the original plan and forward this on to Town Meeting for approval. Voted 4-0-0.

The hearing closed at 7:02 pm.

**DISCUSSION & POSSIBLE VOTE:**

- Comcast Cable Contract update by the Cable TV Advisory Board  
Tracy Gilford, Chair provided an update of the timeline. The survey should be finalized by the next meeting. It will be sent out online and in written format. Starting with the next open meeting, the Cable TV Advisory Board will be allowing time for Public Input. Anyone with issues with Comcast should make the Board aware of it.
- 11 Groveland Commons Way – Right of First Refusal  
Bill Cox speaking on behalf of the owner Monica Barbieri explained the situation. The Town had the Right of Refusal. A letter was sent to the Town last September and the Town had thirty days to exercise

their right of refusal. Receiving no response from the Town things moved forward with the sale of the property. Prior to closing on March 22<sup>nd</sup>, the Attorney required a written waiver from the Town. In order for the owner to close she will need the waiver from the Town and that is why they are here tonight requesting the BOS to sign off on the waiver. The closing date was moved to April 3<sup>rd</sup>.

A motion was moved by Selectman Watson and seconded by Selectman Dunn to not exercise their Right of First Refusal. Voted 4-0-0.

The Chair signed off.

- **FY2020 Budget Discussion:**

Several Department Heads were asked to be present to discuss their budget. Ms. Dembkoski explained that the Water and Sewer and COA were requested to discuss salary increases in their budget, the Police Department to request adding a police officer and the BOH was requested by a Board member to be present.

- Water Superintendent Tom Cusick addressed the Board; He explained that after discussion with the Water and Sewer Commissioners (supervisor) a 3% COLA increase was included in their budget, both contractual and non-contractual. Water and Sewer sets their own budget; the money comes from their enterprise fund. Selectman Watson made a recommendation to give a 2% COLA and felt that the Water and Sewer Commissioners should be presenting this either in writing or by coming before the BOS. The BOS was worried about setting a precedent by allowing a 3% increase when other departments are only looking at getting 2%. Ms. Dembkoski encouraged following a process to increase salaries by requesting to meet with the BOS. Selectman Dunn felt there should be more transparency by the Water and Sewer Commissioners. Chair O'Neil agreed that the Water and Sewer Commissioners should be explaining the increase.
- Council on Aging Director, Lynne Stanton addressed the Board; she welcomed the five members of the COA Board who were present to support the salary increase in their budget. She feels that all of the effort this passed year was outstanding. She provided information on how employees in the department are contributing. Ms. Stanton would like to see all employees being treated the same. She is requesting an additional \$3,500 for three positions which is an additional 3% over the 2% (5%). The total budget request is \$134,006. There is additional money in there for van maintenance (\$5,000). Chair O'Neil asked if the 5% was arbitrary, Ms. Stanton answered that they started with 7%. Ron Mertens COA Board addressed the BOS to explain why the salary increase was warranted. He explained that Ms. Stanton has voluntarily taken on more responsibilities in her position and that the COA Board strongly feels that the staff deserve an increase. Frank Sadowski, COA Chair addressed the BOS and gave an overview what the Senior Center does for the residents. Chair O'Neil asked how many hours Ms. Stanton worked, and she responded usually 37 hours per week sometimes more depending on what is going on. Selectman Watson reminded everyone about the custodian position salary that was increased recently and his view at the time that it would cause increase requests by others and feels they will have a hard time turning this down.
- Police Chief Jeffrey Gillen addressed the Board. He feels this is a fiscally responsible budget. He initially had included a request for a police pickup truck in the budget however, removed it; he would like to discuss this at a later time. All other expense line items are mostly level funded. He is requesting an additional officer. It has been several years since they have added an officer. He feels they are a training ground and that officers leave for full-time positions. This position will fill one full-time position that will replace reserve positions, the Town of Groveland is growing and deserves full-time police. The salary for the position will be \$62,412 considering they would be on the night shift. The reserve positions will still be necessary. Selectman Dunn stated that this is adding a body for public safety to the Town and feels the Chief has done his job and explained this well. Selectman Wood stated he is confident in this budget.

- Board of Health Members were present and addressed the Board.  
There are two additional hours requested for the Administrative Assistant and the Health Agent based upon the increase in services. They are doing much more work then before. Statistics were presented to prove the increase.

The BOS reviewed questions/concerns that they had in the budget.

- Ms. Demboski stated that the Library Budget satisfies the State requirements and is adjusted due to minimum wage going up.
- Debt Services has a new administrative line item that was being covered elsewhere.
- There were some changes due to additional funds from the Whittier Assessment decrease. Tree Removal was increased by \$5,000 as it is needed. Snow and Ice Removal was increased by \$25,000. Health Insurance was increased a little as well.
- Selectman Watson was encouraged by the decrease in Street Lighting thanks to the LED lights.
- Selectman Wood asked about Town Counsel budget. Ms. Demboski explained that \$30,000 out of \$65,000 has been spent. This is significantly down and there should be some savings.
- Fire Dept. includes the high-end of the salary for the Fire Chief; stipends were left out.
- The Conservation Agent is being funded by their fee account to fund the position.
- The Town Planner has increased due to a 2% salary increase that Ms. Demboski added in.
- The Town Clerk budget was not increased by 2% for July 1<sup>st</sup> due to someone new being elected. The Supply Line was however increased.

The BOS will need to vote on any changes by Monday, April 8<sup>th</sup>. They opted to review the information presented tonight and vote next week.

- 2019 Annual and Special Town Meeting Warrant Discussion

Ms. Demboski reviewed the Warrant(s). The STM only has one Article to cover transfers. The ATM includes 40 Articles. Mike Dempsey from the Community Preservation Committee addressed the BOS and reviewed proposals that have been approved by the Committee to be forwarded to Town Meeting in the amount of \$344,000 total for seven Articles.

#### **VOTES OF THE BOARD:**

- Accept the resignation of Matthew Leeman from the Police Department, effective March 11, 2019  
A motion was moved by Selectman Wood and seconded by Selectman Watson to approve the resignation of Matthew Leeman from the Police Department, effective March 11, 2019. Voted 4-0-0.
- Fire Chief job description  
Per Ms. Demboski, the template was from the Town of Wenham and things were changed to meet the requirements of Groveland. She asked for direction on the hours. Selectman Dunn did not want to leave hours open ended. Chair O'Neil suggested full-time with a minimum of 40 hours and Selectman Dunn suggested 30-40 hours. Selectman Wood suggested a minimum of 32 hours. The BOS decided on posting as full-time.  
A motion was moved by Selectman Dunn and seconded by Selectman Watson to advertise for a full-time Fire Chief with a salary range of \$65,000-\$75,000 per year based on the job description as laid out. Voted 4-0-0.
- Cedardale's 2019 Liquor License, amended, as approved by the ABCC  
There was a change of management.  
A motion was moved by Selectman Watson and seconded by Selectman Dunn to approve the Cedardale's 2019 Liquor License, amended, as approved by the ABCC. Voted 4-0-0.

#### **SELECTMEN'S TIME & REPORTS**

- Selectman Wood: Met with Selectman Dunn and Senator Tarr last week about the Washington Street project and line painting is due to be done on Main Street in May.

**OLD OR UNFINISHED BUSINESS:** none

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- Chair O'Neil asked about an estimate of when the Pines bathrooms might be open.

**FINANCE DIRECTOR'S TIME:**

Ms. Dembkoski:

- GYS requested to use the fields behind the Bagnall School on Saturdays from 11:00 am -1:30 April 15<sup>th</sup> -June 15<sup>th</sup> for PreK soccer program. The BOS discussed the wear and tear on the newly redone fields. The BOS agreed to let them use it as long as they alternate the space they use so they won't wear down one spot.
- The SEA Coast Flag Football team is looking for space possibly behind the Bagnall school. This is an outside group and the BOS was not inclined to offer the space.
- Ms. Dembkoski thanked Kaitlyn and Ellen for doing a great job during her absence, and she appreciated all of the support from everyone while she was out on medical leave, it meant a lot. Chair O'Neil appreciated her consciousness and thanked her for her professionalism.

**CORRESPONDENCE**

- Minutes from March 4, 2019
- Minutes from March 18, 2019
- Town's comments to MassHousing on the Quarry Apartments project

**ADJOURNMENT:**

A motion was moved by Selectman Wood and seconded by Selectman Watson to adjourn the meeting at 10:07 pm. Voted 4-0-0

There will be a Special Meeting Monday, April 8, 2019 to review and finalize the Warrant.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, April 16, 2019 at 6:30 P.M.

*Respectfully submitted,*

*Katherine T. Ingram*

**Documents presented at this meeting:**

FY 2020 Budget

Fire Chief Job Description

Cedardale's 2019 Liquor License, amended, as approved by the ABCC

Proposed 2019 Annual and Special Town Meeting Warrant(s)

*\*\*\* Approved on May 28, 2019 by a vote of 4-0-1, with Selectman Kastrinelis abstaining \*\*\**