

**BOARD OF SELECTMEN
MEETING MINUTES
Monday, February 3, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834**

TOWN OF GROVELAND

2020 MAR -3 PM 3: 53

ATTENDANCE: Chair Bill Dunn, Selectmen Michael Wood, Ed Watson, Kathleen Kastrinelis

ABSENT: Selectman Bill O'Neil

ALSO PRESENT: Denise Dembkoski, Finance Director

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

RESIDENT/PUBLIC COMMENTS: Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017. None

APPROVE WARRANTS:

PW # 20-31 \$ 159,955.50

A motion was moved by Selectman Wood and seconded by Selectman Kastrinelis to approve Warrant PW #20-31 in the amount of \$ 159,955.50. Voted: 4-0-0.

BW # 20-31 \$ 374,450.96

A motion was moved by Selectman Wood and seconded by Selectman Watson to approve Warrant BW # 20-31 in the amount of \$ 374,450.96. Voted: 4-0-0.

20-31 Bills Warrant Breakdown:

Town:	\$ 85,414.76
Water/Sewer:	\$ 15,674.67
Payroll Withholding:	\$ 14,492.16
Health Insurance	\$ 38,465.36
Light Bills:	\$ 210,505.06
Grants & Revolving:	\$ 9,898.95

APPROVE MINUTES:

- Minutes from December 9, 2019

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve minutes from December 9, 2019. Voted: 3-1-0. Selectman Wood abstained.

- Minutes from January 6, 2020

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve minutes from January 6, 2020. Voted: 4-0-0.

APPOINTMENTS:

Appointment of Brett Carlson, 5 Braewood Dr, Haverhill, to the position of Camera/Cable Technician effective January 27, 2020. The position is part-time, not benefit eligible at a starting rate of \$17/hour. Ms. Dembkoski explained that he is a high school student with a background in this and was recommended by the video teacher and unfortunately, he couldn't be here tonight.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to appoint Brett Carlson, 5 Braewood Dr, Haverhill, to the position of Camera/Cable Technician effective January 27, 2020. The position is part-time, not benefit eligible at a starting rate of \$17/hour. Voted: 4-0-0.

DISCUSSION & POSSIBLE VOTE:

- Friends of the Langley Adams Library to request permission to install Little Free Libraries in town
Elizabeth Jones, Secretary of the Friends of the Groveland Library was present and addressed the Board. The Friends are hoping to build Little Free Libraries at public places. The Friends will pay to build them and will also maintain them.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve installing Little Free Libraries on town property. Voted: 4-0-0.

- Meet with the Fire Chief and members of the Groveland Firefighter's Association regarding the possible donation of a boat

Chief Robert Valentine reminded the BOS that there was already a presentation by the Firefighters Association to this Board and the BOS had elected to wait for the new Chief. Chief Valentine thought this would be a great idea although one issue might be insurance coverage which the Town would have to pay; the Chief did not know how much the cost would be and Ms. Dembkoski did not expect the cost to be too much. The Board discussed staffing issues during the daytime shift. Selectman Kastrinelis noted that there is not enough information available to decide on this and requested information in writing prior to a meeting; she feels that the daytime coverage is critical. Chair Dunn asked what other costs besides insurance would be needed and asked Brian Belfiore, Fire Department to come up to the podium as he was the one who presented this the last time and he reported the boat would cost \$15,500 and there is an additional \$5,000 - \$6,000 worth of equipment that will be needed. If the money is in the Fire Dept. budget it could be covered, or Ms. Dembkoski will need to find the money. Selectman Watson supports this and would like to see a separate Warrant Article for the equipment. Selectman Wood would like to see a clear picture of what is needed, and he also supports this.

A motion was moved by Selectman Watson and seconded by Selectman Wood to approve the idea of the rescue boat moving forward. Voted: 3-0-1 Selectman Kastrinelis abstained.

- Fire Chief Valentine to provide update on his first two months in Groveland
Chief Robert Valentine addressed the Board. He stated that he moved into Groveland on January 10th. When he first arrived, he noted that temporary promotions had been put into place and he recently made the promotions permanent with a six-month probationary period. Established a Safety Committee to make sure stations and equipment are operating and safe; is has five members of the dept. attending incident safety officer training. Another priority met at no cost to the town was the creation of a training committee that includes four individuals who meet on Tuesday to prepare training sessions. A Recruitment Committee of three will hold a recruitment drive. There is now a Policies and Standards Committee to provide guidelines. There is a confusing phone system in the station and that is a minor concern to the Chief, and he asked about obtaining his own phone. The Chief is working on obtaining his EMT License for MA and also his Accreditation. The Chief talked about his goals that were submitted to the Board including a need for a new Fire Truck. Working on applying for a grant for a new Fire Truck. Looking at applying for a Federal Grant (Safer Grant) which would help cover the salary for a new position and assist the Town with the cost for a couple of years to allow the town time to budget for this on their own; if the Fire Chief applies for this and is awarded this it will take time to hear anything and put this in place. Chair Dunn asked if the Chief could post "Office Hours" so that people could stop in to see him for permits, etc. Selectman Wood asked if the Chief could be available on Monday nights when Town Hall offices are open.

- 106 King Street – Preliminary Subdivision plans

- BOS Comments, if any

Ms. Dembkoski explained that this is a 10-lot subdivision, and this is an opportunity for the BOS to review and discuss any concerns with the project. The Water Dept. is not sure if this project will be on Town water due to old pipes and it would likely be a well. Selectman Kastrinelis had questions on the road being able to accommodate this project. Chair Dunn noted that there is so much building going on in Groveland. Selectman Watson felt it was difficult to read the plans due to the printouts that were presented and found it hard to see if his concerns have been addressed.

- Town Manager Continued Discussion
 - Consolidated job description
 - Discussion on organizational chart
 - Review sample Special Legislation language
 - Weston
 - Cohasset

Ms. Dembkoski again stated for the record that she did not write the job description, she consolidated the list of qualifications and the job description items that were voted by this Board and put them into another document. The Board has a draft job description with highlighted sections that still need to be voted on by this Board. Ms. Dembkoski does not want to be involved, she will take what the BOS votes and consolidate things and again these are not her words or her decisions. Ms. Kastrinelis asked the public to communicate with the BOS if there are any concerns with decisions the Board is making and reminded everyone that the Town Manager discussion has been taking place for quite some time. There are steps that need to take place in order to have a Town Manager, not just the job description. Selectman Watson would like to see this “slow down to a crawl”, he felt there is still a lot of work to do and again discussed his financial concerns; he thinks the only thing to be put forward would be a non-binding ballot question to ask if the Town wants to have a Town Manager. Ms. Dembkoski agreed there was still a lot of work to be done and would not likely see this on the ATM Warrant. Chair Dunn would like to know what the numbers would be as this is moved forward.

The Board reviewed the draft job description.

Selectman Kastrinelis suggested adding - General Duties and Responsibilities: The employee is required to be available for evening meetings and during emergency situations and the employee is expected to perform all similar and related duties as required.

Selectman Watson asked if the BOS needed a part time Administrative Assistant.

The Board will review the draft and discuss again at another meeting if there are any questions or concerns.

- FY21 Capital Improvement Plan
 - Vote on projects and funding source

Ms. Dembkoski provided a recap of the list along with her recommendations for funding sources. Lynne Stanton COA Director, brought the van over to the Highway Dept. who gave her a list of items to be repaired and she brought it to a shop who gave her an estimate of \$1,500. Ms. Dembkoski recommended not replacing the van and encouraged Ms. Stanton to do the repairs (money is in her current budget) and move forward with applying for the grant this fall that Ms. Stanton discussed at a previous BOS meeting. Ms. Dembkoski recommended funding another \$5,000 in next year’s budget for other things that might come up.

Ms. Dembkoski recommended funding everything except the 8-ton truck at \$240,000 and the COA van at \$58,500. She recommended using free cash to fund the Bagnell improvements, the Cemetery Pick up Truck, the Municipal Building Improvements and the digital billboard, the 1-ton truck and and the police cruiser, the used street sweeper would be funded within the highway department budget. Total recommended amount would be \$385,440. The free cash for FY19 is \$760,000 and the remaining money after funding Capital items would be used to fund Stabilization, OPEB, Capital Stabilization Account and the MS4 permit requirements.

A motion was moved by Selectman Wood and seconded by Selectman Watson to approve the Finance Directors Capital recommendation of \$385,440 that covers Bagnall improvements, Cemetery Department, Facilities, Highway Department and Police Department and to use the funding mechanism as listed. Voted: 4-0-0.

- FY21 Budget Discussion

Ms. Dembkoski reported: this is an initial discussion. The regional school came up with a 5% increase and Ms. Dembkoski reported that she pushed back stating that Groveland could possibly support a 2 ½ %

increase. The first year for Groveland of the debt exclusion for the school is \$921,997, the total for all three towns is \$2.4 million. The retirement number on the report is actual and health insurance numbers are estimated for now, hopefully numbers will be available next month.

Ms. Dembkoski asked the Board for direction on scheduling departments to come in to discuss their budget requests with the BOS. The direction to the Departments was to stay within a 2 ½ % overall and not to add salary increases. Three departments did include salary increases: Highway, Planning Department and Board of Health. The Board will have those three departments come in. The Town Clerk will be invited to a future in as well. Ms. Dembkoski has not received the Water/Sewer Department budget: they are meeting tonight.

VOTES OF THE BOARD:

- Request by Groveland Garden Club to install wooden posts at 26 Broad St (Little Red Schoolhouse)
A motion was moved by Selectman Watson and seconded by Selectman Wood to approve the request by the Groveland Garden Club to install wooden posts at 26 Broad St (Little Red Schoolhouse) as specified in this letter and as recommended by the Planning and Building Inspector per our Bylaws.
Voted: 4-0-0.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported: Per the Town Clerk, nomination papers are available for the Annual Town Election. There are now 36 signatures required. The last day to obtain nomination papers is Thursday, March 12th and the last day to submit the papers is Monday, March 16th. The last day to withdraw nomination paper is Wednesday, April 1st. The last day to register to vote is Tuesday, April 7th. The positions were read.

SELECTMEN'S TIME & REPORTS:

Chair Dunn: talked about the Washington Street repairs done.

Selectman Wood: met with Chief Valentine Friday to see what is going on.

OLD OR UNFINISHED BUSINESS:

Selectman Wood: Reached out to Senator Tarr again to discuss the Valley Screw Building – he is not giving up on this. The Board authorized Ms. Dembkoski to ask Town Counsel for any records regarding the cleanup.

Selectman Kastrinelis: asked about the personnel bylaws. Ms. Dembkoski reported that there was no longer a Committee. Selectman Watson asked if we could try to recruit more members and have them continue working on this.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

CORRESPONDENCE:

- Letter from Water/Sewer Commissioners regarding proposed sewer extension for the Sewell Street Quarry project – Selectman Watson asked for a map of the proposed layout.
- Minutes from January 21, 2020

ADJOURNMENT:

A motion was moved by Selectman Wood and seconded by Selectman Kastrinelis to adjourn the meeting at 8:51 pm. Voted: 4-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday February 18, 2020 at 6:30 P.M.

Respectfully submitted,

Katherine T. Ingram

**** Unanimously Approved on March 2, 2020 after Selectman O'Neil invoked the rule of necessity. ****