

BOARD OF SELECTMEN
MEETING MINUTES

Monday, May 13, 2019 6:30 pm
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND

2019 JUN 11 PM 1:57

TOWN CLERK
RECEIVED/POSTED

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

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

REORGANIZATION OF BOARD – ELECTION OF CHAIR AND VICE CHAIR

Discussion: Selectman Kastrinelis suggested that a rotation be considered and asked if Selectman Watson is interested in being Chair since he has not yet had a chance to be the chair. Selectman Watson responded that he would if the BOS voted him to be.

A motion was moved by Chair O'Neil and seconded by Selectman Wood to nominate Selectman Dunn for the Chair of the BOS. Voted 5-0-0.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Dunn to nominate Selectman Watson for the Vice Chair of the BOS. Voted 4-1-0 with Selectman Wood against.

Chair Dunn thanked the BOS.

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.

- Tracy Gilford, Cable Advisory Committee announced that Channel 9 and 22 will go off air tomorrow for planned upgrades and will be back on hopefully by Friday at the latest.

APPROVE WARRANTS:

PW # 19-45 \$ 146,751.99

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to approve PW #19-45. Voted 5-0-0.

BW # 19-45 \$ 1,061,543.11

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to approve BW #19-45. Voted 5-0-0.

19-45 Bills Warrant Breakdown:

Town: \$ 26,218.04
W/S: \$ 15,584.44
Payroll Withholding: \$ 21,309.49
Health Insurance: \$ 45,166.13
Light Bills: \$ 109,117.92
Grants & Revolving: \$ 49,174.43
Pentucket Assessment: \$ 794,972.66

APPOINTMENTS:

Appointment of Inger Burke, 409 River Pines Dr., Groveland, to the Groveland Housing Authority effective May 13, 2019 until the next annual election (May 4, 2020). Ms. Dembkoski explained that this position was inadvertently left off the ballot and on the advice of State Elections, she should be appointed until the next Annual Town Election.

A motion was moved by Selectman Watson and seconded by Selectman Wood to appoint Inger Burke, 409 River Pines Dr., Groveland, to the Groveland Housing Authority effective May 13, 2019 until the next annual election (May 4, 2020). Voted 5-0-0

Appointment of Frank J. Sapianti, from Haverhill, to the position of Substitute COA Van Driver effective May 14, 2019 at an hourly rate of \$14.53, with no additional benefits.

A motion was moved by Selectman Kastrielis and seconded by Selectman O'Neil to appoint Frank J. Sapianti, from Haverhill, to the position of Substitute COA Van Driver effective May 14, 2019 at an hourly rate of \$14.53, with no additional benefits. Voted 5-0-0

DISCUSSION & POSSIBLE VOTE:

- **Proposed Cemetery Fee Schedule:**
Selectman Kastrielis recused herself from this discussion due to husband being on the commission.
Rock Dower, Chairman of the Board of Cemetery Commissioners addressed the BOS; the Commission reviewed all of their fees and determined that fees should be raised to cover some of the costs. While not the cheapest, the fees are still low compared to some other communities. The increase was applied to certain things such as cremation burials and burials after a certain time on Saturdays, not across the board.
A motion was moved by Selectman O'Neil and seconded by Selectman Wood to accept the proposed Cemetery Commissions fee increases documented on May 13, 2019. Voted 4-0-1.
Selectman Kastrielis returned after the vote.
- **Discussion of the former Water/Sewer Building at 46 Washington Street:**
Selectman Wood asked if there was a lot of moisture in that building. Chair Dunn responded that downstairs is a concern, but feels the upstairs is fine.
Selectman Kastrielis asked for time to consider options, she is concerned about the condition of the building. It is Town property and would like to see Town property maintained. She is willing to take on this project and explore options. She will follow up with the Building Inspector and the Water Department. Chair Dunn noted that he has spoken to the Water Superintendent and they will be cleaning out the remaining things left behind.
Selectman Wood was concerned if a cost would be involved with storing records offsite if another building in town was not available for storage. Selectman O'Neil suggested looking into cloud services.
- **Discussion of the Fire Chief hiring process**
Ms. Demboski; the deadline has passed for submitting resumes and asked for direction from the BOS.
Selectman Kastrielis suggested using a group such as the Fire Chiefs Association for help with the initial reviewing/screening process.
Selectman Wood asked who Ms. Demboski had in mind for a screening committee. She responded that she thought herself, the Police Chief and the Building Inspector. She does not think members of the Fire Department should be involved with the initial interview process. Selectman Watson mentioned the independent study and he noted their recommendation of having an independent third party to conduct the qualifications and come up with a recommendation to give to the BOS.
Chair Dunn and Selectman O'Neil feel that the Police Chief needs to be involved due to the collaboration required for the two departments. Selectman Wood also felt that the same is true for the Building Inspector.
None of the BOS members wish to spend any further money on a screening committee.
Ms. Demboski will reach out tomorrow to the Fire Chiefs Association for recommendations. She will come back with suggestions on May 28th.

VOTES OF THE BOARD

- Accept the resignation of Dave Stephenson, Substitute COA Van Driver, effective May 9, 2019.
A motion was moved by Selectman Kastrielis and seconded by Selectman Wood to accept the resignation of Dave Stephenson, Substitute COA Van Driver, effective May 9, 2019. Voted 5-0-0.

SELECTMEN'S TIME & REPORTS

Selectman Watson: none

Selectman O'Neil: Thanked the voters for re-electing him for another term. He welcomed Selectman Kastrielis and he requested that the BOS allow him to continue his work with the High School Building Committee. The BOS members supported Selectman O'Neil continuing to work with the High School Building Committee.

Selectman Wood: Thanked the voters for approving the school project. June 22nd meeting with Senator Tarr and Bill Dunn to decide about the Washington Street building and still working getting an exact date for the line painting; it should be done in June.

Selectman Kastrielis: Thanked the voters for electing her to serve on the BOS. She would like to collaborate with the BOS on a viable Capital Plan that includes a ten-year history of what has been purchased, bonding information and an inventory of items already owned; she is willing to research the last ten years of Capital items already approved and purchased. Selectman Watson agrees and feels the BOS should look at all the town buildings and see what needs to be done and create a plan to repair them. Site visits do not violate the Open Meeting Law, although a meeting could be posted. Ms. Demboski noted that she has received a grant to create a Capital Plan and a facilities assessment and a report will be forthcoming. Selectman Watson suggested waiting for the facilities assessment report and work on a list of

all the Town buildings and schedule site visits. Ms. Dembkoski stated that she had already created a form and sent it out to departments, and not many were returned. Selectman O'Neil noted that there was a Capital Plan when he was on the Capital Planning Committee and he will try to locate it. The BOS asked Ms. Dembkoski to re-send the form that she created out to the departments again. Selectman Kastrinelis resigned from her position on the Finance Committee. Chair Dunn read the resignation letter.

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to accept Ms. Kastrinelis resignation from the Groveland Finance Committee effective immediately. Voted 4-0-1. Selectman Kastrinelis abstained.

Chair Dunn: Welcomed Selectman Kastrinelis to the BOS and asked each member of the BOS take on a project. Town employees are encouraged to discuss their positions with Ms. Dembkoski if they believe their pay is not adequate rather than last minute or at Town Meeting. Had a conversation with a local contractor in town who is willing to give a \$5,000 donation (time and work) towards the Pines facility to remove some fill. Ms. Dembkoski noted this should be an open process and the BOS agreed to add this as a future agenda item. Suggested having a sign made to advertise that they are offering sign sales at the Pines; he is willing to pay for the sign. Selectman Kastrinelis suggested using social media and the website. Selectman O'Neil felt social media and the website will only reach people in town and the sign could reach other people that are coming to the fields for games.

OLD OR UNFINISHED BUSINESS:

Selectman O'Neil asked about the Pines bathrooms and wondered why the doors were still locked. Ms. Dembkoski responded that the partitions are on backorder and expected soon. Chair Dunn would like to discuss the opening and closing on a future agenda. The contract for Cable is expiring soon and would like to have them on the agenda soon. Tracy Gilford was present and informed the BOS that they have met with the Attorney who reviewed the timeline and is sure the negotiations will be completed on time.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

Selectman O'Neil: Has noticed cars parking by the Satellite Tower at the Pines and letting their dogs run free and asked the public to keep dogs off the fields. Enforcement may be necessary. Ms. Dembkoski explained that this is constantly an issue with non-residents, there are signs and the police patrol there. Selectman Kastrinelis would like this as an agenda item for security and safety reasons.

FINANCE DIRECTOR'S TIME:

- Thanked staff for their help with Town Meeting.
- GBL would like to use the Bagnell Fields for one practice a week. The BOS would like to know when the season ends. Selectman Kastrinelis asked about who would be responsible for clean-up.

CORRESPONDENCE:

- Minutes from April 1, 2019
- Minutes from April 8, 2019
- Minutes from April 16, 2019
- Minutes from April 29, 2019
- License Expiration Notice and report request from the Dept. of Telecommunications and Cable
- Invitation to the Memorial Day Ceremony taking place Thursday, May 23, 2019 at 6:30 pm at Town Hall weather permitting.
- Letter from the Water & Sewer Commissioners regarding the Superintendent position
- Letter from Charles Haryslak, 94 Main Street, regarding treatment of owner of 299-301 Main Street

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to adjourn the meeting at 8:19 pm. Voted 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, May 28, 2019 at 6:30 P.M
Respectfully submitted,

Katherine T. Ingram

*** Unanimously Approved on June 10, 2010 ***