

BOARD OF SELECTMEN
MEETING MINUTES
Monday, September 30, 2019 – 6:30pm
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND

2019 OCT 29 AM 9:03

5:00 P.M. – Town Building Site Visits
Elmer S. Bagnall Elementary School, 253 School Street

TOWN CLERK
RECEIVED/POSTED

The Board, with the exception of Selectman Wood, and Finance Director met with Principal Emily Puteri and Assistant Principal Jim Day to tour the Bagnall School.

CALL MEETING TO ORDER: Chair Dunn called the meeting to order at 6:31 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 # 20-13 \$ 168,872.64

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve Warrant PW # 20-13 in the amount of \$ 168,872.64. Voted: 5-0-0.

BW # 20-13 \$470,341.75

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve Warrant BW # 20-13 in the amount of \$470,341.75. Voted: 5-0-0.

20-13 Bills Warrant Breakdown:

Town:	\$ 41,886.38
Water/Sewer:	\$ 12,219.25
Payroll Withholding:	\$ 32,754.10
Light Bills:	\$ 333,037.73
Grants & Revolving:	\$ 50,002.30
Capital:	\$ 441.99

APPROVE MINUTES:

- Minutes from August 19, 2019
A motion was moved by Selectman Watson and seconded by Selectman O'Neil to approve the minutes from August 19, 2019. Voted: 5-0-0.
- Minutes from September 3, 2019
A motion was moved by Selectman Watson and seconded by Selectman O'Neil to approve the minutes from September 3, 2019. Voted: 5-0-0.

APPOINTMENTS:

1. Appointment of Joseph Santapaola to the position of Interim Fire Chief through November 30, 2019.
A motion was moved by Selectman Wood and seconded by Selectman O'Neil to appoint Joseph Santapaola to the position of Interim Fire Chief through November 30, 2019. Voted: 5-0-0.
2. Appointment of James Bogiages, 40 Seven Star Road, Groveland, to the Planning Board until the next annual election (May 4, 2020). At that time there will be an election to fill the remainder of the term vacant due to resignation.
Mr. Bogiages was present and addressed the Board.
A motion was moved by Selectman Watson and seconded by Selectman Wood to appoint James Bogiages, 40 Seven Star Road, Groveland, to the Planning Board until the next annual election (May 4, 2020). Voted: 5-0-0.
3. Appointment of Barbara Bilo, 25 Moody St, Haverhill, as a Reserve Dispatcher/Lockup Keeper for a probationary period effective October 1, 2019 through March 1, 2020.
A motion was moved by Selectman Watson and seconded by Selectman Wood to appoint Barbara Bilo, 25 Moody St, Haverhill, as a Reserve Dispatcher/Lockup Keeper for a probationary period effective October 1, 2019 through March 1, 2020. Voted: 5-0-0.

7:30 P.M. PUBLIC HEARING:

The Groveland Board of Selectmen will hold a public hearing on Monday, September 30, 2019 at 7:30 P.M. at Town Hall, 183 Main Street, Groveland, MA on the application for Transfer of an Off-Premises, Package Store – All Alcohol License from Groveland Market & Liquor, Inc., 1 Washington Street, Groveland, MA to Kunj LLC d/b/a Groveland Liquors, 1 Washington Street, Groveland, MA. Swetal Patel is the proposed Manager. Description of premises: 1 Washington Street. One floor Building for sales and storage. Approximately 1,751 square feet. Front entrance and front exit.

Chair Dunn read the notice at 7:30 pm.

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to open the Public Hearing at 7:31 pm.

Roll Call Vote: Wood; Yes, O'Neil; Yes, Dunn; Yes, Watson; Yes, Kastrinelis; Yes.

Mr. Patel was present and addressed the Board. There are no changes to the existing business. There were no questions from the public or the BOS.

A motion was moved by Selectman Watson and seconded by Selectman Wood to approve the Transfer of an Off-Premises, Package Store – All Alcohol License from Groveland Market & Liquor, Inc., 1 Washington Street, Groveland, MA to Kunj LLC d/b/a Groveland Liquors, 1 Washington Street, Groveland, MA. Swetal Patel is the proposed Manager. Subject to the approval of the Beverages Control Commission of Boston, MA.

Roll Call Vote: Kastrinelis; Yes, Watson; Yes, Dunn; Yes, O'Neil; Yes, Wood; Yes.

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to close the Public Hearing at 7:34 pm.

Roll Call Vote: Wood; Yes, O'Neil; Yes, Dunn; Yes, Watson; Yes, Kastrinelis; Yes.

The Board signed the License.

DISCUSSION & POSSIBLE VOTE:

- Matt Castonguay to recap the 2019 Summer Camp
Mr. Castonguay, Planning Director, Summer Camp program was present and addressed the Board. He handed out a summary of the past summer and reviewed the data with the Board. It was another successful summer program held at Bagnell School. Mr. Castonguay also read some positive parent comments as well.
The Board commended Mr. Castonguay on running a great program.
- Dr. Justin Bartholomew, Superintendent of Schools, to update everyone on the school building project
Dr. Bartholomew was present and addressed the Board; he wanted to bring everyone up to date where things are with the school project; he plans to attend a Board of Selectman meeting periodically to keep the public and the Board up to date. The Project Architect was present as well and addressed a question regarding lighting. Dr. Bartholomew reviewed the Schedule - Process, Sustainability, Design and Site.
- Cable Contract continued discussion
Documents from town counsel regarding negotiation process
Meet with the Chair of the Cable TV Advisory Board to discuss progress to-date on the contract renewal negotiations. Tracey Gilford, Chair of the Cable TV Advisory Board was present and addressed the Board; He reported that the Cable TV Advisory Board met and worked on the documents. A Public Hearing needs to happen soon, and Mr. Gilford stated that there needs to be at least one hundred people or more in attendance at that hearing to show that the Town is involved and serious about this contract. Selectman Kastrinelis commented on the amount of time it takes to come up with this contract and once again talked about setting up a budget for the Cable TV Advisory Board. Chair Dunn inquired about a job description for Chris (Cable Administrator). The BOS was concerned that Chris called Town Counsel without permission from the BOS, Ms. Demboski or the Cable TV Advisory Board. Selectman Wood expressed his frustration with Comcast and insisted that the Public Hearing happen sooner rather than later.
At 7:30 pm the BOS put this discussion on hold to begin the Public Hearing scheduled for 7:30 pm.
At 7:34 pm the conversation resumed. Selectman O'Neil worried that there is no sense of urgency on the part of the Cable TV Advisory Board to get this contract completed and questioned their ability to get this done. Mr. Gilford accepted responsibility for not getting his Board members to hold meetings. Selectman O'Neil responded that if help was or is needed, the BOS should be made aware there is an issue. Chair Dunn asked if Mr. Gilford needed help with completing this project or if he could see it through to the end. Mr. Gilford responded that he would like at least a

couple of weeks to work on this. Rob Carbone, member of the Cable TV Advisory Board was present and addressed the BOS; reminded the BOS that the deregulation of Cable Companies by the Federal Government held up negotiating contracts over the summer (across the country) so even if this was worked on, the contract negotiations would not have been completed. Selectman Kastrinelis stated that she is concerned that Cable TV Advisory Board meetings were held without any minutes being posted; she also feels that there should be a "Business Plan". She does not know what the "Business Plan" has been for the last ten years and is not comfortable signing this contract without knowing what has been going on and what will be going on for the next ten years; she also feels that the Town should be asking for an extension on this and decide who will do what moving forward. Mr. Carbone noted that there is some documentation ready to build a Business Plan but needs to know who has records of money that has been spent and contracts; does not have information for the last ten years. Ms. Dembkoski is not overseeing purchases; she only handles the PO's. Contracts do not go through the Finance Director or her office. Chair Dunn suggested speaking to Chris. Selectman O'Neil suggested reviewing the minutes because that information should be in those. Selectman O'Neil asked Mr. Carbone what his experience is in dealing with Cable companies. Mr. Carbone responded that he runs a Public Access TV Station that serves 15,000 people, he has been in the business for twenty plus years and he knows the nuts and bolts of the industry. Chair Dunn asked Mr. Carbone to help with getting this contract finalized and Mr. Carbone agreed to do so.

The BOS would like an update at the next meeting and Ms. Dembkoski wanted to know when the Public Hearing would be held, because it has to be posted twice. Mr. Gilford would like to wait to decide on the date until he can verify that Bill Huard and Kathy Maloney from Comcast will be available.

- Town Manager/Town Administrator continued discussion

- a) What will the position be called?

Ms. Dembkoski asked for a recap of the meeting last week since there was no one to tape the meeting which was open to the public. Chair Dunn reviewed that the BOS discussed the possibility of having a Town Manager/Town Administrator position the pros and cons of having a Town Manager/Town Administrator position and Ms. Dembkoski had provided the BOS with highlights of different questions to ask and at the end of the meeting it was decided that the BOS would bring up two topics for discussion at meetings going forward. There was a Town Survey and the majority of the public was in favor of having the position. If this is to go forward this will be voted on at Town Meeting. The Board preferred the title of Town Manager.

Ms. Dembkoski recommended that each item be voted on so it will be done.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Wood to title a potentially new position as Town Manager. Voted: 5-0-0.

- b) Start working on job description:

Selectman O'Neil: the point person and the immediate supervisor for all department heads.

Selectman Wood: Day to day operations; HR objectives.

Selectman Kastrinelis: Reviewed a job description from another community and suggested creating an outline tonight using language from this.

Selectman Watson: feels the BOS is not ready for a job description and would like the BOS to review the descriptions that they currently have on their own time and highlight items to discuss at a future meeting. Ms. Dembkoski noted that the BOS has to define some of the items that were discussed at the last meeting.

The BOS will review the job descriptions and highlight things that they would like to see and email it to Selectman Wood who will compile the material into one document to review at the next meeting.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis that the Board forward excerpts or original copy to Selectman Wood so that he may gather and eliminate redundancies and present a unified copy to this Board at the next meeting. Voted: 4-0-1. Selectman Wood abstained.

- c) Other:

Selectman Watson noted that he was not in favor of this; there is a potential for additional costs to the taxpayers. Towns that he looked at that have a Town Manager also have an Asst. Town Manager and an Administrative Asst. Costs are already going up due to the new school and he thinks that a Town Meeting vote is not going to cut it; he would like to have a ballot question at an election for all voters to participate in this decision. This is an important change in how our town government works. Chair Dunn agreed with Selectman Watson.

Selectman Kastrianelis agrees with getting the most input, through forums, meetings, etc.; This subject is not a new subject, this is an evolution into this town's growth and will help the town run better. She is confident in the Town Meeting vote.

Ms. Dembkoski noted that this does not require a ballot vote; It is Special Legislation that requires a vote at Town Meeting and if approved then the Town petitions the State Legislature.

Selectman O'Neil: there is no idea at this point what this will cost.

Selectman Watson: Noted the Tree Warden had to go to the ballot box last year and feels a Town Manager position should also have to be voted on at the ballot box; also felt the survey that went out could only be answered by one person per household and may not be representative of all voter's opinions.

Ms. Kastrianelis would like to know how other towns went about doing this.

- **Update on the Fire Chief Search**

Ms. Dembkoski reported she was looking for direction from the BOS. The search committee met again with the two candidates and stated that the candidate that was a stand out to the Search Committee in the first round was not so in the second round and vice versa; two candidates – one is highly credentialed and educated without a lot of experience and the other candidate is highly experienced with no formal education however does not meet the basic minimum requirement of being an EMT. The Search Committee could not come to a decision on whether or not to move both candidates to the BOS.

Selectman Watson: suggested meeting with both candidates.

The BOS discussed how to bring the candidates in; regular meeting or special meeting. The BOS opted to invite both candidates to the next meeting on Tuesday, October 15, 2019 and interview them at 6:00 pm.

VOTES OF THE BOARD: None.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski thanked:

Northeast Mass Mosquito Control – They sprayed the Pines for mosquitos on September 20th.

Highway Dept. employees, Bill, Mark Steve and Pete for removing the Pines playground in preparation of the new one being delivered (beginning of November up and running)

Recognized Ellen Petrillo, Town Accountant for getting the free cash documents and Schedule A into the State and certified by September 30th, out of 351, only 15 other communities in the State have been certified and the first time in ten years that things went this smoothly for the Town of Groveland. All accounts are reconciled, and everything is accounted for.

Ms. Dembkoski reported:

Pumpkin Fest 2019 will be held on Wednesday, October 23rd From 5:30 – 7:30 pm. There will be a best carved pumpkin contest in two categories.

Applied for a State Grant and was awarded it in the amount of \$16,000 to bring in new budgeting software which will streamline the budget and bring transparency and allow better forecasting.

The Health Agent, Deb Ketcham has resigned, her last day will be October 10th.

The Town is conducting a study to help with future economic development in the Elm Square area.

Spoke again with the Attorney for the Bilis Property and they would like to come to a meeting with the BOS to see if there is any interest in purchasing the property.

Selectman O'Neil has no interest.

Selectman Watson had no comment.

Selectman Kastrianelis: reached out and spoke to the Town Planner to find out the status of the property.

Her main concern is as a private citizen because the cemetery buries people right up to the property line and is concerned there may not be a buffer. Ms. Dembkoski read a response from the Town Planner that states there is a no-cut zone (15 feet) in place.

Chair Dunn would rather leave the no-cut zone then buy the property. He is not interested in buying the land.

Ms. Dembkoski will notify the Attorney that the BOS is not interested in purchasing the land.

SELECTMEN'S TIME & REPORTS:

Selectman Wood: Washington Street - Received an email from the State that the EPA Attorney assigned to this case has retired and there is no word on who the new contact person will be or if someone will be assigned.

Selectman O'Neil: Acknowledged Ms. Dembkoski for the Free Cash approval as well. Met with the Rec. Committee last Tuesday. Thanked the Police for opening the bathrooms earlier on Saturday for the girls' softball. Acknowledged the field crew from the high school who donated time to rehab the infield of the Girls' Softball Team. Asking for an agenda

item for discussion of dismantling of the dog park behind the Softball Field, it is "atrocious"; he feels it needs to be removed.

Chair Dunn: two more signs came in. The Town of Groveland roads are getting done and he is getting positive feedback from residents about it.

Selectman Watson: Met with the CPA Committee and reviewed the application process.

Selectman Kastrinelis: Suggested sending a letter to the Town Accountant thanking her for getting the Free Cash certified so quickly, this will help with the budget process.

OLD OR UNFINISHED BUSINESS: None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

- Appointment of Bob Sinibaldi, Merrimac's Building Inspector, as an Alternate Building Inspector through June 30, 2020.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to appoint Bob Sinibaldi, Merrimac's Building Inspector, as an Alternate Building Inspector through June 30, 2020. Voted: 5-0-0.

CORRESPONDENCE:

- Materials from the Electric Light Commissioners September 10, 2019 meeting
- E-mail from Don Greaney regarding Water/Sewer fees
- Minutes from the September 23, 2019 Special Meeting/Workshop
- Minutes from September 16, 2019
- Notification of Free Cash Approval

ADJOURNMENT:

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to adjourn the meeting at 9:36 pm. Voted: 5-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, October 15, 2019 at 6:30 P.M.

*** Unanimously Approved on October 28, 2019 ***