

BOARD OF SELECTMEN
MEETING MINUTES
Monday, October 28, 2019
Groveland Town Hall
183 Main St, Groveland, MA 01834

ATTENDANCE: Chair Bill Dunn, Selectmen Michael Wood, Bill O’Neil, Ed Watson and Kathleen Kastrinelis

ALSO PRESENT: Finance Director, Denise Dembkoski

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 # 20-17 \$ 173,351.95

A motion was moved by Selectman Wood and seconded by Selectman O’Neil to approve Warrant PW #20-17 in the amount of \$ 173,351.95. Voted: 5-0-0.

BW # 20-17 \$ 986,752.72

A motion was moved by Selectman Wood and seconded by Selectman O’Neil to approve Warrant BW #20-17 in the amount of \$ 986,752.72. Voted: 5-0-0.

Town: \$ 55,251.58
W/S: \$ 20,662.97
Payroll Withholding: \$ 26,697.72
Health Insurance: \$ 66,460.36
Light Bills: \$ 313,383.00
Grants & Revolving: \$ 24,783.02
Chapter 90: \$ 86,416.07
Whittier Assessment: \$ 183,098.00
Stabilization & OPEB transfers: \$ 210,000.00

APPROVE MINUTES:

Minutes from September 30, 2019

A motion was moved by Selectman Kastrinelis and seconded by Selectman O’Neil to approve the minutes from September 30, 2019. Voted: 5-0-0.

APPOINTMENTS:

Appointment of Jason Naves, 150 Main Street, to the Open Space and Trails Committee through June 30, 2020. Mr. Naves was present and addressed the Board.

A motion was moved by Selectman O’Neil and seconded by Selectman Wood to appoint Jason Naves, 150 Main Street, to the Open Space and Trails Committee through June 30, 2020. Voted: 5-0-0.

Appointment of Kris Surette, 3 Ashcroft Circle, to the Open Space and Trails Committee through June 30, 2020.

Mr. Surette was present and addressed the Board.

A motion was moved by Selectman O’Neil and seconded by Selectman Wood to appoint Kris Surette, 3 Ashcroft Circle, to the Open Space and Trails Committee through June 30, 2020. Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- Jim Day, Bagnall Assistant Principal seeking the Board’s support for a CPA submission for a new playground at the Bagnall School
Mr. Day was present and addressed the Board. He provided a handout with two proposals to the BOS.
Mr. Day provided an overview of the current playground which has apparatus that does not meet codes

for height to ground requirements for students in two grades. There is currently an accessibility problem for children with mobility problems. The plan is to make this an all-inclusive playground. The school has applied for and has been awarded a \$5,000 grant towards the playground. A parent that was present, Ben Hochmuth addressed the BOS; his son has a walker and would benefit from a smooth surface so he could access the playground.

Selectman Wood: the cost is significant and asked about the application for CPA funds and questioned how much money is available in the CPA account. Also asked who would remove the old playground; Mr. Day explained that the proposal includes money for removal.

Selectman Kastrinelis: appreciates the all – inclusive playground and asked if this would be accessible during non-school hours; Mr. Day responded yes – it is Town owned land. The proposed surface is expected to last 25 years and comes with a warranty.

Selectman O’Neil: asked if approved when would this be completed – the response was probably this time next year. Also asked about fundraising for this; Mr. Day responded that the conversation has come up and may be looked into if necessary.

Chair Dunn: feels the town should build the better playground if approved and asked if there are other grants; Mr. Day responded that he would look into additional grants.

Selectman Watson: feels the BOS should recommend this to the next step.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O’Neil to support the CPA submission for a new playground at the Bagnall School going to the Community Preservation Committee. Voted: 5-0-0.

- Endorsement of the final draft of the Town’s Open Space and Recreation Plan

Rebecca Oldham, Town Planner was present and addressed the BOS.

A motion was moved by Selectman O’Neil and seconded by Selectman Kastrinelis to send a letter of approval for the Town’s Open Space and Recreation Plan. Voted: 5-0-0.

- Town Manager continued discussion

1. Opinion from Counsel regarding Town Manager ballot question

- Ms. Demboski summarized the response from Town Counsel who indicated that this could not be a binding ballot question.
- Selectman Watson still feels this should go to the ballot even though it will not be binding and also feels this should slow down and not be rushed. Feels the ballot question should come before the Town Meeting vote to get a sense of what the people want.
- Selectman Kastrinelis explained that this has been being discussed for quite awhile and does not feel this is being rushed; she does feel the BOS should be careful as they proceed but feels the next logical step is to move the town forward by hiring a person to handle the day-to-day activities. Also feels there should be no delay and a job description will be needed.
- Selectman O’Neil; agrees with Selectman Kastrinelis that no one is fast tracking this – this has been discussed for quite some time.
- Chair Dunn suggested holding a couple of forums on the subject to gather input from the public before a ballot question or a Town Meeting happens. Selectman O’Neil worried that if enough people do not show up to a forum it will be hard to make an informed analysis.

2. Continued work on job description

Selectman Kastrinelis handed out an overview of job duties she worked on that combined suggestions which were received at the last meeting and highlights from sample Town Manager job descriptions. The BOS reviewed the categories to start creating a list of Town Manager duties. The Board felt that some of the administrative duties could be handled by someone other than the Town Manager and made a separate list of those duties to review later in the process. Some financial duties were removed due to being the responsibility of the Treasurer/Collector. It was noted that some duties may start out under the Town Manager and later change to someone else as the position evolves. The BOS will review the ten duties that they wanted to discuss further and will discuss in detail at the next meeting.

- Update on cable contract renewal:
Chair Dunn reported that he spoke with Rob Carbone of the Cable TV Advisory Committee and was informed that the Committee had a productive meeting and will be asking for an extension. The Cable TV Advisory Committee will likely join the BOS at the next meeting to discuss.

VOTES OF THE BOARD:

- Ratification of Fire Chief contract, if finalized
Selectman Kastrinelis summarized the contract agreement that was agreed upon today for the Fire Chief position with Robert Valentine commencing on December 1st. Starting salary of \$75,000 and once MA Fire Chief credentials and MA EMT certification are obtained his salary will increase to \$77,000. The BOS will check in after three months and again at six months if not obtained by three months. Chief Valentine will continue his education on his own and has opted to pursue his bachelor's degree in emergency management. The Chair will place this on the calendar to meet with him at three and six months.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to ratify the Fire Chief contract. Voted: 5-0-0.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported:

Thanked everyone for a very successful Pumpkin Fest.
The message board out front is not working.
Will be out of the office for several weeks starting next Tuesday.

SELECTMEN'S TIME & REPORTS:

Selectman Wood: trying to meet with Senator Tarr to discuss the Valley Screw Building.
Selectman O'Neil: attended a meeting with the Building Committee on Tuesday. Recreation Committee also met Tuesday; they have plans for the Pines recreation area. Asked about the Pines bathrooms being winterized; Ms. Dembkoski noted that Renny Carroll has taken over that and the Board will contact him. Reminded everyone that Halloween is Thursday night and due to anticipated bad weather urged drivers to drive carefully. Trick or Treating is 5:30 – 7:30. Wished Ms. Dembkoski well and urged her to take her time and not rush back.
Chair O'Neil: thanked Ms. Dembkoski for her help with the Pumpkin Fest. Met with Highway, Cemetery and the Water Department to discuss plowing and equipment needs.
Selectman Watson: attended the Cable meeting.
Selectman Kastrinelis: attended the Scouts Honor Role ceremony. There will be an open house at Whittier Voke Tech on November 3rd. Noted that it would be nice to have a public skating area this winter. Concerned with debris being left outside of buildings.

OLD OR UNFINISHED BUSINESS: None

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: None

CORRESPONDENCE:

- Minutes from the October 21, 2019 Executive Session
- Minutes from October 15, 2019
- Invitation to the Veterans Day service – November 11th at 11am at the Central Fire Station
- Middle-High School Project informational neighborhood meeting invitation
- Cable System – Current Asset Inventory

ADJOURNMENT:

A motion was moved by Chair Dunn and seconded by Selectman O'Neil to adjourn the meeting at 8:36 pm. Voted: 5-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be **Tuesday, November 12, 2019** at 6:30 P.M.