

Groveland Board of Selectmen
Meeting minutes
June 11, 2018

Present: Chairman Bill O'Neil, Vice Chair Lisa Dube-Carpenter, Selectman Ed Watson and Selectman Bill Dunn

Absent: Selectman Michael Wood

Others present: Denise Dembkoski

The meeting was called to order at 6:32 PM.

RESIDENT/PUBLIC COMMENT

Jim Day of 2 Collis Ferry Lane thanked the Board and Finance Director for the new field at the Bagnall School. Mr. Day presented Selectman Dunn with a thank you poster signed by the students. Chairman O'Neil thanked Mr. Dunn for all his hard work.

Tracy Gilford, 4 Abbot Circle, asked for a discussion about bringing back Groveland Day to be put on the Board's agenda.

APPROVE WARRANTS

PW # 18-49 \$137,845.96

Chairman O'Neil made a motion to approve payroll warrant #18-49 in the amount of \$137,845.96; seconded by Selectman Watson; voted 4-0-0; warrant approved.

BW # 18-49 \$1,221,535.85

Bills Warrant Breakdown:

Town:	\$90,365.00
PRSD Assessment:	\$772,324.76
Light:	\$187,358.01
W/S:	\$18,479.81
Payroll Withholding:	\$57,180.21
Other:	\$95,828.06 (Health Insurance and Grant expenses)

Chairman O'Neil made a motion to approve bill warrant #18-49 in the amount of \$1,221,535.85; seconded by Selectman Watson; voted 4-0-0; warrant approved.

RECOGNITION

May 2018 Volunteer of the Month – Doug Soper for his outstanding dedication in volunteerism to the Town of Groveland

Chairman O'Neil presented a certificate to Doug Soper for his outstanding volunteer work in Groveland.

DISCUSSION AND POSSIBLE VOTE

Discussion of job postings and job descriptions (taken out of order)

The Board was provided with a list of positions filled in the last two years and current open positions. In response to a question from the Board, Ms. Dembkoski indicated that there have not been any applicants with experience that have applied for the Town Planner position.

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Selectwoman Dube-Carpenter requested that if the Administrative Assistant position becomes vacant that the Board be part of the interview process because of the person's role with the Board of Selectmen. Ms. Dube-Carpenter also requested the Board participate in the interview process for the Road Commissioner position as well. Ms. Dembkoski indicated that in the past, for department head level positions, she presented 3 candidates for the Board to interview. Selectman Watson stated that the Administrative Assistant position works for the Board of Selectmen and they should have been able to weigh in on job description and job qualifications. Ms. Dembkoski asked if she would be able to make a recommendation to the Board. Chairman O'Neil stated she would. Selectwoman Dube-Carpenter asked that Ms. Dembkoski bring forth three candidates with her recommendation. Selectman Dunn asked at what point in time does the personnel director involve the department heads? Ms. Dembkoski stated that positions are posted by her office and then sent to respective department heads. For benefit eligible positions, she participates in the process along with the department heads and then collaboratively they make a recommendation to the Board of Selectmen.

Review the Town's Code of Conduct policy

Selectwoman Dube-Carpenter stated that she felt it would be helpful to remind all town employees about the Code of Conduct policy. Ms. Dembkoski will send out a copy to all employees.

CORRESPONDENCE

Minutes from May 14, 2018

Minutes from May 29, 2018

Notice of License Suspension from the Alcoholic Beverages Control Commission (ABCC) to the Tea Garden

Notice of Payment in Lieu of suspension from the ABCC regarding the Tea Garden

PUBLIC HEARING

Renewal of Water Commissioner's Permit for Earth Removal activities on property located on Zachary Lane, Groveland, MA

Chairman O'Neil read the public hearing notice.

Chairman O'Neil made a motion to open the public hearing; seconded by Selectman Dunn; roll call vote: Selectwoman Dube Carpenter- yes; Selectman Dunn- yes, Selectman Watson-yes, Chairman O'Neil-yes; motion approved 4-0-0.

John Gray, Water Commissioner, referred the Board to the letter submitted by Bob Arakelian, Road Commissioner, stating that all requirements have been met at this time and that he recommends one more renewal.

Selectman Dunn asked if it would be reseeded. Tom Cusick, Superintendent of Water Department, stated it would be. Bill Angelina, 7 Dewhirst Road, stated that the sand will take about 3 months and the loom a little longer.

Chairman O'Neil asked about the stone tailings. Mr. Angelina stated that will not take long to remove. Chairman O'Neil asked Ms. Dembkoski to reach out to recreation department to see if they need loom so they can purchase from Mr. Angelina.

Selectwoman Dube-Carpenter made a motion to approve the application of the Groveland Water Commission for a special permit pursuant to Article 5 related to the parcel located on Zachary Lane and Dewhirst Street; seconded by Selectman Dunn; roll call vote: Selectwoman Dube-Carpenter-yes, Selectman Dunn-yes, Selectman Watson-yes, Chairman O'Neil- yes; motion approved 4-0-0.

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Selectman Dunn made a motion to close the public hearing and return to the regular meeting at 7:12PM; seconded by Selectwoman Dube-Carpenter; roll call vote: Selectwoman Dube-Carpenter-yes; Selectman Dunn-yes; Selectman Watson-yes; Chairman O'Neil-yes; motion approved 4-0-0.

DISCUSSION AND POSSIBLE VOTE (continued)

Fire Department Consultant Review

Chairman O'Neil explained that there are proposals from Municipal Resources, Inc., The PR Approach and Edward J. Collins, Jr. Center for Public Management.

Ms. Dembkoski indicated that Municipal Resources and The Collins Center are very well known and have done numerous reviews for municipalities. The PR Approach was recommended by another company and it is a retired fire chief. Ms. Dembkoski stated that \$10,000 was allocated for the review but she has spoken with the Chairman of Finance Board and she would be willing to convene a meeting to approve additional funds if the Selectmen chose one of the companies that charges over \$10,000. Selectwoman Dube-Carpenter stated that she would select Municipal Resources Inc. because the scope is most comprehensive and would provide the same as The Collins Center but at a lower cost.

Selectman Dunn agreed with Selectwoman Dube-Carpenter and would like the fire department to take a look at the proposal and give their opinion. Chairman O'Neil suggested Ms. Dembkoski call the references given, select two companies and bring them in for an interview.

Selectman Watson liked Municipal Resources, except for the fee of \$125 per hour for work outside of scope.

Ms. Dembkoski reminded the Board that the review should be completely independent. In response to a question from Selectwoman Dube-Carpenter, Interim Chief York stated he was willing to stay on for six months. Ms. Dube-Carpenter asked if it was standard practice to bring these companies in for an interview. She felt they could do their due diligence by just checking references. Ms. Carpenter also stated that the Board wants the fire department's opinion but the review is the Board's responsibility. Ms. Dembkoski indicated it is up to the Board whether to interview the companies or not and typically interviews are done by a Town Manager.

Selectman Watson asked for a copy of a report that each company has done for a town similar to Groveland and with a call department.

Chairman O'Neil stated the next step is to talk to references and then decide whether they want to bring anyone in for an interview. Selectwoman Dube-Carpenter suggested the Board just check references for Municipal Resources and if not satisfactory they can check for the other company. Chairman O'Neil stated in the interest of time, they should consider checking references for both Municipal Resources and The Collins Center.

Selectman Dunn made a motion to check references for Municipal Resource Inc. and have Ms. Dembkoski report results to the Board; seconded by Selectwoman Dube-Carpenter; motion failed 2-2-0.

Selectman Dunn made a motion to check references and further explore Edward J. Collins Center for Public Management and Municipal Resources, Inc.; seconded by Selectwoman Dube-Carpenter; motion approved 4-0-0.

Selectman Watson asked why the other members eliminated The PR Approach. Selectwoman Dube-Carpenter stated she felt PR Approach didn't have the experience the other two had. Chairman O'Neil stated the price was so much lower that he was concerned with what they would get.

OLD BUSINESS

Selectman Dunn asked about The Pines. Ms. Dembkoski stated that the loom has been spread and they will then hydro seed and they are working on getting a shed and a quote for irrigation. Bathrooms are being worked on and they are in the process of getting quotes for equipment and installation.

Selectman Dunn asked about the boat ramp. Ms. Dembkoski stated it's going well; however, the Town no longer has access to a mooring barge since the Harbor Master is no longer affiliated with the Casmere so they are trying to find an independent contractor to bring the moorings out. Ms. Dembkoski stated that the dog park entrance has been moved and there is a separate parking lot and separate entrance.

Ms. Dembkoski sent in the Special legislation request for Road Commissioner.

Mr. Dunn asked about CPA projects that have not been completed. Ms. Dembkoski stated there are three projects for the cemetery that have not been started, the conservation restrictions on Town Forest needs more time and the Veto project has not been started but all the other ones are being worked on. Selectman Dunn would like the Board to think about projects they can submit to be funded by Community Preservation.

SELECTMEN REPORTS

Selectwoman Dube-Carpenter stated that the Town Center Committee are working on putting together some community education materials.

FINANCE DIRECTOR'S TIME

Ms. Dembkoski stated she attended a meeting about how communities deal with marijuana companies and what to expect when marijuana becomes legal on July 1st. Ms. Dembkoski stated they will need a special town meeting to address the moratorium that expires in December. Because it passed in Groveland, it requires a ballot question in addition to special town meeting, to prohibit recreational marijuana completely. Selectwoman Dube-Carpenter asked for samples of bylaws from other communities.

SELECTMEN'S TIME

Selectwoman Dube-Carpenter spoke about the letter from Pentucket Arts Foundation which is looking for Groveland to be a municipal partner. Merrimack and West Newbury have already approved. They are looking for in kind support allowing them access to specified municipal buildings to use as a canvas. They would do drawing and designs using tape on public buildings. Selectman Watson stated that a vote should not be taken on a matter that was not listed on the agenda and asked to for the Board to vote to suspend the rules.

Selectman Dunn made a motion to suspend the rules to allow a vote on the request of Pentucket Arts Foundation; seconded by Selectman Watson; motion approved 4-0-0.

Selectwoman Dube-Carpenter made a motion that Groveland join Merrimack and West Newbury as a municipal partner on the Essex County Community Foundation Grant application; seconded by Selectman Dunn; motion approved 4-0-0.

Chairman O'Neil asked Ms. Dembkoski for a list of open items, such as Fire Chief, Road Commissioner, bathrooms at fields and open CPC projects.

Chairman O'Neil announced that the Town desperately needs a volunteer for the Zoning Board of Appeals.

Chairman O'Neil asked everyone for respect and courtesy when dealing with employees in Town.

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Chairman O'Neil asked Selectman Watson to revitalize the committee for the Senior Center and put together a survey to see what seniors are looking for. Ms. Dembkoski suggested Selectman Watson reach out to John Osborne as he is still working on that initiative.

Chairman O'Neil asked Selectman Dunn to continue his work on the business committee. Selectwoman Dube-Carpenter suggested Mr. Dunn contact Merrimack Valley Planning Commission. Selectman Watson stated they may have to change zoning to attract some businesses and improve infrastructure.

Selectwoman Dube-Carpenter made a motion to adjourn at 8:25PM; seconded by Selectman Watson; motion approved 4-0-0.

The next regular meeting will be held on **Monday, June 25, 2018** at 6:30PM.

Respectfully submitted by: Laurie Burzlaff, minutes clerk.

*** Unanimously Approved on July 9, 2018 ***