

BOARD OF SELECTMEN
MEETING MINUTES
Monday, January 22, 2019
Groveland Town Hall
183 Main St, Groveland, MA 01834

ATTENDANCE: Chair Bill O'Neil and Selectmen Bill Dunn, Ed Watson, and Michael Wood

ALSO PRESENT: Finance Director, Denise Dembkoski

The meeting was called to order at 6:30 P.M.

RESIDENT/PUBLIC COMMENTS: None

APPROVAL OF WARRANTS:

PW # 19-29 \$ 151,433.71

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve PW #19-29.
Voted 4-0-0.

BW # 19-29 \$ 758,059.37

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve BW #19-29.
Voted 4-0-0.

19-29 Bills Warrant Breakdown:

Town:	\$ 81,089.14
W/S:	\$ 5,792.04
Payroll Withholding:	\$ 2,431.00
Health Insurance:	\$
Light Bills:	\$ 326,266.21
Grants & Revolving:	\$ 16,354.66
Chapter 90:	\$
Pentucket Assessment:	\$
Whittier Assessment:	\$ 302,840.00
Capital:	\$ 23,286.32

APPOINTMENT:

- Promotion of Kaitlin Gilbert, from Treasury/Collections Clerk, to the position of Assistant Treasurer/Collector effective January 23, 2019 at a rate of \$26/hour.
A motion was moved by Selectman Wood and seconded by Selectman Dunn to approve the promotion.
Voted 4-0-0.

Discussion: This was discussed at a previous meeting. The previous person was paid at a higher rate.

DISCUSSION & POSSIBLE VOTE:

- Haverhill Community Rowing Group to discuss potential usage of the Pines
Karen Conard, Executive Director, Merrimack Valley Planning Commission was present and addressed the Board. She introduced the other group members that were with her. She was looking for feedback to advance the conversation for a Community Rowing Boat House. A PowerPoint presentation showed the current boat ramp and examples of boat houses in other locations. Funding opportunities are possible through PARC grants through the MA Executive Office of Energy & Environmental Affairs, CPC funds and possibly environmental bond bill money. There are capital costs and program costs to consider.

Discussion: Selectman Wood asked if Pentucket school would be allowed to join and was told yes that is the plan. Selectman Dunn asked if any teams generate money and if there is a cost to join. There are fees, however, no fee structure for this has been established yet. Selectman Dunn mentioned sponsorships. Selectman Watson asked if there could be a community row learning program. The group would be interested in offering this. Selectman Wood inquired about security for the boats that

are outside; some locations the boats are not locked, and some locations have a chain link fence to secure them, security would be preferred. Chair O'Neil asked if there is any risk with so many boats near the marina; boating is risky however can be done safely with proper training. Chair O'Neil asked if the current fee structure would be the same for Pentucket High students as it is for Haverhill High students; it is anticipated to be similar. Selectman Dunn suggested having a member of the SB as a spokesperson to start meeting with the group, he would be happy to step up. Chair O'Neil asked if there is student interest; he was told there is and this would be explored further.

A motion was moved by Chair O'Neil and seconded by Selectman Wood to assign Selectman Dunn to be the liaison to the group.

Voted 4-0-0.

- Personnel Advisory Board to present their draft of the Personnel Policy
Stan Tuniski, Personnel Advisory Board addressed the Board. He reviewed the task of the Board which formed in February of 2018. Process; the Board met with Denise Dembkoski and reviewed 15 other towns personnel policies that were like Groveland. Highlights of key areas changed included current and proposed options; probation, paid time off, bereavement and grievance.

Discussion: Chair O'Neil thanked the committee members for taking on this task and asked about employees zero-five years who get up to 25 days PTO vs. part-time employees who are getting only 4 days less a year. The response was that this is what they are currently receiving, and they did not want to take anything away from anyone and they are only receiving time off based upon the number of hours worked. Selectman Watson asked if this was addressed with the employees; they were invited, a couple of employees attended and offered feedback. Selectman Watson suggested sending this to all part-time and full-time employees to ask for feedback. Selectman Dunn agreed but would like the SB to review this first and then ask the employees for feedback. Selectman Wood already read through the document and would also like feedback from the employees. The Board will review further and bring this back Tuesday, February 19th meeting to discuss in detail.

- PRSD request for MOU (Memorandum of Understanding) with regards school building project permit and inspection fees – this is standard procedure.

A motion was moved by Chair O'Neil and seconded by Selectman Wood to accept the MOU with regards to school building project permit and inspection fees.

Voted 4-0-0.

- Cable TV Advisory Board to provide update on cable contract
Discussion: Chair O'Neil; there has not been a meeting since the last meeting, but it is anticipated that there will be another meeting soon according to Selectman Watson. Selectman Wood expressed urgency with setting a meeting. Selectman Watson talked about the fact that there are timelines in place and feels they will meet the deadline. Chair O'Neil would like to see the timeline but without a representative at this meeting the information is not available. Selectman Wood would like a presentation from the Chair of the Cable TV Advisory Board.

VOTES OF THE BOARD:

- Minutes from December 10, 2018

A motion was moved by Selectman Watson and seconded by Selectman Dunn to approve minutes from December 10, 2018.

Voted 3-0-1 (Wood abstained)

OLD OR UNFINISHED BUSINESS:

- Selectman Dunn reviewed pricing for Pines Fields sponsor signs. The fees are based on either a vinyl banner or a vinyl board. Ms. Dembkoski asked for clarification on the fees. Year one will include the cost of the sign in addition to the space. Selectman Dunn will go back and update the fee structure and give this to Ms. Dembkoski. Chair O'Neil asked if they would accept any and all sponsors and Ms. Dembkoski suggested the Board set up a policy with specific guidelines. A form will be created for sponsors to fill out with what they want on the advertisement.
- Selectman Dunn addressed the sprinkler system using the Pines well. The proposal that was previously submitted to draw the water from the river was about \$188,000. The Sprinkler System company that Selectman Dunn talked

to feels that it can be done using the current well for about \$54,280 and anticipates that the current well can handle the system. The tank in the shed has storage for water and the water is replenished by the water from the field. Selectman Dunn is proposing moving forward with what is currently there. The savings on this could be substantial. Selectman Wood asked if it would be advantageous to add a bigger tank in the beginning just in case. Selectman Dunn will find out. Ms. Dembkoski reminded the Board about the Community Preservation funds that are currently available for this project. There is approximately \$125,000 remaining for that project.

- Selectman Dunn asked about the Road Commission position job. Ms. Dembkoski will be interviewing three candidates and hopes to have them before the Board on February 19th.
- Selectman Dunn discussed the Water Dept. Building being used for storage and he talked to Tom at the Water Dept. and they can vacate anytime. Selectman Dunn feels the building is solid and could provide much needed additional storage for Town Hall records.
- Selectman Dunn talked with Lynne Stanton, COA Director about the COA van and she indicated it is the Selectman's responsibility to have the Highway Department to look at this.
- Selectman Watson received a lot of comments about the survey. Residents feel that there may be different opinions among family members in a house and would like to be able to have more than one member of the household respond to the survey. Electronic voting needs further explanation. Others would like a box in the lobby to deposit the surveys rather than delivering with their tax bill in order to remain anonymous.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: None

SELECTMEN REPORTS:

- Selectman Wood met with Senator Tarr to discuss Verizon and issues with cable providers in Town. There are no plans any where in the State to expand Verizon. Meeting on Friday at 1:00 pm with Senator Tarr, Ms. Dembkoski and Selectman Dunn to discuss the Valley Screw Building to get the status on that building and options the Town can pursue.
- Selectman Dunn requested that Selectman time be moved up on the agenda.
- Chair O'Neil; there is a meeting with the three Towns, SB and Finance Director/Town Manager and Superintendent on Thursday at the School at 6:00 pm to discuss what contingency plans would be in the event of a failure at the Middle or High School and to discuss the ongoing project for the proposed middle high school.
- Selectman Watson attended the CPC meeting where several projects were discussed. These are open meetings.

CORRESPONDENCE:

- Non-compliance letter to Timothy O'Connor for failure to meet the conditions set forth at the November 28, 2018 dog dangerousness hearing.
- Response from Mr. O'Connor regarding non-compliance letter
- Minutes from January 7, 2019

FINANCE DIRECTOR'S TIME:

- Ms. Dembkoski:
The Board has the FY20 Budget books and they will begin discussing at meetings.
Mr. Watson will not be at the next meeting, so the other members need to be here for a quorum. The remaining members plan to be there.
February 28th Red Cross Blood Drive from 1:00 – 6:00 pm.

SELECTMEN'S TIME:

Chair O'Neil commended the Highway Department for the tremendous job they did on the roads.

ADJOURNMENT:

A motion was moved by Selectman Wood and seconded by Selectman Dunn to adjourn the meeting at 9:03 pm.
Voted 4-0-0

The next regularly scheduled meeting of the Board of Selectmen will be Monday, February 4, 2019 at 6:30 P.M.

Respectfully submitted,

Katherine T. Ingram

**** Unanimously Approved on February 19, 2019 ****