

Groveland Board of Selectmen  
Meeting minutes  
December 10, 2018

Present: Chairman William O'Neil, Selectman William Dunn and Selectman Edward Watson

Absent: Selectman Michael Wood

Others present: Denise Dembkoski

The meeting was called to order at 6:30 PM.

**RESIDENT/PUBLIC COMMENT**

Mitchell Kroner, 3 Cannon Hill Road Extension, said special town meeting articles should be reserved for town business and not citizen petitions.

**APPROVE WARRANTS**

PW # 19-23                      \$ 162,037.69

Chairman O'Neil made a motion to approve payroll warrant #19-23 in the amount of \$162,037.69; seconded by Selectman Watson; voted 3-0; warrant approved.

BW # 19-23                      \$1,346,674.10

Bill Warrant Breakdown:

Town:	\$ 103,337.94
W/S:	\$ 31,472.73
Payroll Withholding:	\$ 61,306.53
Health Insurance:	\$ 32,362.45
Light Bills:	\$ 130,465.94
Grants & Revolving:	\$ 58,913.96
Pentucket Assessment:	\$ 794,972.66
Essex Tech Assessment:	\$ 95,327.00
Capital:	\$ 38,514.89

Chairman O'Neil made a motion to approve bill warrant #19-23 in the amount of \$1,346,674.10; seconded by Selectman Watson; voted 3-0; warrant approved.

**RECOGNITION**

Congratulate and recognize Steve Hendry on his retirement from the Groveland Fire Department  
Chairman O'Neil presented a certificate to Mr. Hendry congratulating him on his retirement and thanking him for his many years of service to the Town of Groveland.

**DISCUSSION AND POSSIBLE VOTE (taken out of order)**

Resignation of Lisa Dube-Carpenter from the Board of Selectmen

Due to personal reasons, Ms. Dube-Carpenter has resigned from the Board of Selectmen.

Chairman O'Neil thanked Ms. Dube-Carpenter for her service and wished her well.

Chairman O'Neil made a motion to nominate William Dunn as Vice Chair of the Board of Selectmen. There was no second.

Ms. Dembkoski explained the Board can call a special election to fill the seat or they could wait until the annual election. The Board must also select a candidate to fill the Board of Selectmen appointment on the Community Preservation Committee. Selectman Dunn made a motion to

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wait until the next annual election to fill the seat; seconded by Chairman O'Neil; motion approved 3-0.

Council on Aging's Capital Improvement Request

The Council on Aging has submitted a request for a new van as part of the capital improvement plan. They are currently using a van from the Merrimack Valley Transit Authority at minimal cost, but that program is ending. Chairman O'Neil asked for a comparison of purchasing the van versus leasing and asked for Ms. Stanton to attend the next meeting to discuss the request.

Caitlin Guilfoil, to present a proposal for a new playground at the Pines

Caitlin Guilfoil, 4 Cannon Hill Road Extension, and Mike Houghton of 1 Valley Farm Road and the Recreation Committee, presented the request. The Recreation Committee would like to submit a Community Preservation Committee application for a new playground at the Pines and is looking for the Board of Selectmen endorsement for the submittal. The request would be for two main structures (one for 2-5 year old and one for 5-12 year old), a swing set, a climbing structure, mulch and edging. Ms. Guilfoil is still waiting for estimates but structures would be approximately \$80,000 each.

Selectman Watson asked about using students from Whittier Tech to assemble. Mr. Houghton explained that for safety and liability reasons, it would be best to use the company to install. Mr. Dunn explained you also want the company to install because of the warranty.

Selectman Dunn made a motion to support the CPC application from the Recreation Committee for a new playground at the Pines; seconded by Chairman O'Neil; motion approved 3-0.

**VOTES OF THE BOARD (taken out of order)**

Minutes from November 5, 2018

Selectman Watson made a motion to approve the minutes of November 5, 2018; seconded by Selectman Dunn; motion approved 3-0.

Minutes from November 13, 2018

Selectman Watson made a motion to approve the minutes of November 13, 2018; seconded by Selectman Dunn; motion approved 3-0.

Authorize a Board member to sign Payroll and Bill Warrants for warrant 19-25 (12/27/18)

Selectman Watson made a motion to authorize Chairman William O'Neil to sign the payroll and bill warrants for warrant 19-25; seconded by Selectman Dunn; motion approved 3-0.

Vote to approve and sign the following Liquor License Renewals:

Rte. 97 Liquors – 908-D Salem St., Package Store All Alcohol  
Groveland Market – 1 Washington St., Package Store All Alcohol  
Gerry's Variety – 15 Elm Pk, Package Store -Wine & Malt License  
Nierod's, Inc., 192 Main St., Package Store All Alcohol  
Nichols Village – One Nichols Way – Club License  
Pub 97, 935 Salem St. – Restaurant License  
Tea Garden, 904 Salem St. – Restaurant License  
Cedardale Swim Club, 20 Bare Hill Rd. General on premise License  
Groveland Fairways, LLC, 156 Main St., General on premise License  
Ms. Demboski will revise the Cedardale license.

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Selectman Watson made a motion to approve the liquor license renewals contingent upon receipt of all required paperwork by December 31, 2018; seconded by Selectman Dunn; motion approved 3-0.

Vote to approve and sign the Class II Used Car License Renewals:

South Salem St. Corp, d/b/a Price-Rite Automotive, 737 Salem Street  
Greenwood Auto Body, Richard Alan Greenwood, 863 Salem Street  
Groveland Auto Repair and Sales, Inc., 944 Salem Street  
Auto Repairs Etc., 923 Salem Street

Cornerstone Motor Works, LLC, Daniel P. Nihan, 883 Salem Street

Selectman Watson made a motion to approve the Class II Used Car license renewals contingent upon receipt of all required paperwork received by December 31, 2018; seconded by Selectman Dunn; motion approved 3-0.

Vote to approve and sign the following Common Victualler License Renewals:

Nichol's Village, One Nichol's Way

Terry Clifford, T&B Clifford, d/b/a Pub 97, 935 Salem Street

J & S Restaurant Corp, d/b/a Tea Garden Restaurant, 904 Salem Street

Cedardale Swim & Tennis Club Groveland, Inc, 20 Bare Hill Road

Robert Arakelian, d/b/a Groveland Fairways, 156 Main Street

Ultimate Perk Coffee Co Inc, 921 Salem Street

NexDine, LLC d/b/a NexDine at Chesterton Cafe, 860 Salem Street

Riverside Pizza, LLC, 180 Main Street

Pentucket Regional School District, 253 Main Street

Conservation Commission, d/b/a Veasey Memorial Park, 201 Washington Street

F & M Co, LLC, d/b/a Your Place and Ours, 8 Elm Park

Pizza Grove, LLC, 990 Salem Street

Jeff and Maria's Ice Cream & Food, 928 Salem Street

Selectman Dunn made a motion to approve the Common Victualler license renewals contingent upon receipt of all required paperwork by December 31, 2018, except for Jeff and Maria's Ice Cream which will must be received prior to opening for the season; seconded by Selectman Watson; motion approved 3-0.

**INTERVIEWS**

Interviews for the Highway Superintendent position

7:15 PM - D. Alexander Niles

Selectman Dunn asked about the administrative parts of the job and his managerial skills. Mr. Niles stated he is comfortable with it and with additional training he is confident he can transition to a Public Works Department. Mr. Niles explained he is willing to get additional licenses if required for the position. Selectman Watson asked about supervisory experience. Mr. Niles stated he currently runs a depot responsible for Route 95 and Route 1; with anywhere from 2-15 people working for him. Mr. Watson asked how he would deal with the Architectural Review Board and MUTCD guidelines. Mr. Niles was not familiar with the Board and explained that the MUTCD is basically a safety book he would follow. Mr. Watson asked about Chapter 90 money, Mr. Niles explained the money can be used for paving, sidewalks, purchasing equipment. In response to a question from Chairman O'Neil, Mr. Niles stated his strengths are he is outgoing, positive, and willing to work to get through a problem and his biggest weakness is not having a lot of experience in budgeting. Mr. Niles explained at his current job, he likes the day to

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day operations but the lack of leadership is what he does not like about his current position. Chairman O'Neil asked about dealing with a sub-standard employee. Mr. Niles stated he has to create a positive work environment and have a plan in place to help the person improve. Chairman O'Neil indicated he would be on call 24/7. Mr. Niles indicated he is used to that at his current position and it is not an issue. Mr. Niles explained his work history. In response to questions from Selectman Watson, Mr. Niles stated that he does not have any experience in budgeting and planning and he has not reviewed the Town bylaws.

7:45 PM - Paul Kirby

Selectman Watson asked about experience in budgeting and planning. Mr. Kirby stated at his current position he is responsible for the budget. Mr. Kirby stated he has not reviewed bylaws but did look at proposed budget. Mr. Kirby explained most of the Chapter 90 money goes into the roads and drainage and he would prioritize the streets to be addressed. Mr. Kirby does not have an engineering background and explained that easements are usually a deeded right for the town to enter the property. Mr. Kirby stated he is not familiar with Architectural Review Board but is familiar with the MUTCD guidelines. Selectman Watson asked how he would deal with an employee with an issue. Mr. Kirby would meet with the person and give them a chance to correct their behavior. In response to a question from Selectman Dunn, Mr. Kirby stated he is comfortable moving to a Department of Public Works. Mr. Kirby wants to get back into a managerial position in a smaller town as opposed to a city atmosphere. Mr. Kirby stated he has good people skills and communication skills. Mr. Kirby believes you need to respect employees in order for them to be productive. Mr. Kirby is willing to attend trainings. Chairman O'Neil asked about experience. Mr. Kirby stated that his role as a supervisor was until 2017 and he is currently a working foreman. Due to personal reasons, he needed to step back from the supervisor position. Mr. Kirby stated his strengths are his experience and knowledge of street work and budgets. His weakness is he can be a little too lenient on people. Mr. Kirby stated you need to work with a substandard employee and find a better fit for him or provide training. As a supervisor, he was responsible for 13-14 employees.

8:15 PM - Renny Carroll

In response to a question from Selectman Watson, Mr. Carroll stated he has not looked at the bylaws. Mr. Carroll has a lot of experience in planning and Chapter 90 and he would work with the Board about goals for the budget and work within budget guidelines to get the job accomplished. Mr. Carroll does have some engineering experience. Mr. Carroll explained MUTCD guidelines and was not familiar with Architectural Review Board. Mr. Carroll left Beverly because there wasn't room for advancement. Selectman Dunn asked why he wants this job. Mr. Carroll stated it's a unique opportunity and it would be a great accomplishment for him to bring this to a DPW. Mr. Carroll states he is an excellent communicator and responds to residents issues. Mr. Carroll stated he handles stress well and will be a hands on supervisor and will do whatever is necessary to get the job done. Mr. Carroll is willing to attend trainings and he is looking to go back to school to finish his engineering degree. In response to a question from Chairman O'Neil, Mr. Carroll explained that working long hours is not an issue. He has been involved in capital equipment purchases. Mr. Carroll stated his greatest asset is being able to quickly diagnose a problem and find a way to resolve in a relatively quick amount of time. He said his greatest weakness would be budgetary restraints in Groveland. He likes his new hires best about his current role. The thing he likes least about his current role is the things he cannot change due to contracts or he does not have the authority to change. In response to a question from Selectmen Watson, Mr. Carroll indicated he does not have much experience writing grants.

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Selectman Dunn asked how he would handle difficult people. Mr. Carroll stated there is always a way to not push people in a certain direction. He stated he has a lot of patience.

#### Discussion on the candidates

Selectman Watson was not overly impressed with any of the candidates and wanted to keep it open to see if there is a better candidate. Ms. Dembkoski stated it is still posted and she has not received any additional resumes since November 9<sup>th</sup>. Selectman Dunn believes Renny Carroll would be a good fit and they should offer the job to him. Chairman O'Neil stated he was leaning toward Mr. Kirby; however he agrees with Selectman Watson that none of the candidates were overly impressive. Selectman Dunn stated if they wanted a person with different qualifications, they would need to increase the pay.

Selectman Watson made a motion to repost the position with a \$5,000 increase in the salary; seconded by Chairman O'Neil; motion approved 3-0.

#### **DISCUSSION AND POSSIBLE VOTE (continued)**

##### Cable Committee to discuss the Cable Contract

Tracy Guilford, 4 Abbot Circle, chairperson of cable tv advisory board, indicated the board did not meet for a while because they lost three board members, leaving the board without a quorum. Mr. Guilford stated that it has been difficult to recruit members because in the past, people have not wanted to come before the Board of Selectmen. He also stated the board has nothing to do with the cable rates. The cable board met with Verizon several years ago and indicated they would not bring FIOS to Groveland until they bring it to Haverhill. Mr. Guildford follows up with them yearly. The cable board also met with the electric company and they declined to expand their services. Mr. Guilford stated that he does not believe cable fees should be spent on any projects other than cable projects.

With regard to the cable contract, the cable board has met and they are reviewing the contract.

Mr. Guilford will like to come to a meeting in January to review the timeline.

Chairman O'Neil asked what the benefits of the contract are if you do not have Comcast. Mr.

Guilford stated that residents benefit from cable access tv because they keep people updated on what is happening in town. Chairman O'Neil stated that every resident, not just Comcast customers, benefitted from the security cameras and servers that were installed.

Chris Liquori stated that approximately \$160,000 was spent on upgrades and they have plans for other upgrades so they need to know if money is going to be spent. Mr. Guilford believes the money should only be spent on cable. Selectmen Dunn believed at the time the Board of Selectmen voted that the money could be spent on servers and security. Mr. Guilford stated legally it may have been ok, but it wasn't right. They are going to need over \$150,000 to upgrade their current equipment. The cable board is going to inventory the equipment and identify when installed, what life expectancy is and what the cost of replacing would be. Plan is to replace prior to them breaking down. Ms. Dembkoski indicated the other room is not utilized as much because they don't have staff to film. Ms. Dembkoski also asked for the board to provide their minutes as the last ones on record are from 2014.

##### Sewell Street Redevelopment project update

Ms. Dembkoski stated that the working group had their first meeting and the developer is going to submit some plans after the holiday.

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Draft Town Survey Topics

Ms. Dembkoski took the questions that were provided and drafted a survey, a copy of which was provided to the Board. On question 6, the Board asked for it to read “Senior Center/Rec. Center”. Selectman Dunn made a motion to accept the survey as amended to be placed in the next tax bill; seconded by Selectman Watson; motion approved 3-0.

**OLD OR UNFINISHED BUSINESS** -None

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING** - None

**SELECTMEN REPORTS**

Chairman O’Neil stated that the High School Building Committee met last week and were able to see initial renditions of the proposed new middle school/high school and it is a beautiful building. The Committee chose a Construction Manager at Risk for the project.

**CORRESPONDENCE**

Minutes from November 26, 2018

Minutes from November 28, 2018

Draft Personnel Policy from the Personnel Advisory Board

Town of Groveland – Change of Government Process

Summary action letter to Timothy O’Connor following November 28th dog dangerousness hearing

Letter from HUD as follow up on Groveland Housing Authority’s outstanding issues

**FINANCE DIRECTOR’S TIME**

Ms. Dembkoski thanked Bill Dunn, light and highway department for the trees, decorations and lights. The Town was awarded at \$10,000 grant for new facility software. The Police Chief and Ms. Dembkoski attended an opioid forum in Methuen and were given a website that will show where beds are available for treatment. The Board will need to discuss the issue of water run off going into the public way. Rollins Street and Seven Star have become problems. West Newbury would like to schedule a meeting with the three community boards, the school board and school superintendent. Fire Department consultants are wrapping up their report but they had some additional questions. Ms. Dembkoski was asked to attend a meeting in Haverhill where they are looking to form a community rowing group and are looking at The Pines as their point of origin.

**SELECTMEN’S TIME**

Selectman Watson asked about posting the assistant treasurer position.

Chairman O’Neil announced the speed bumps are now at The Pines. Chairman O’Neil wished everyone happy holidays. Chairman O’Neil thanked everyone for attending Town Meeting.

Selectman Dunn made a motion to adjourn at 10:19PM; seconded by Selectman Watson; motion approved 3-0.

The next regular meeting will be held on **Monday, January 7, 2019** at 6:30PM.

Respectfully submitted by: Laurie Burzlaff, minutes clerk.

\*\* Minutes Approved on 1/22/19 with a vote of 3-0-1 with Selectmen Wood abstaining \*\*