

BOARD OF SELECTMEN
MEETING MINUTES
Tuesday, February 19, 2019
Groveland Town Hall
183 Main St, Groveland, MA 01834

ATTENDANCE: Chair Bill O’Neil, Selectmen Bill Dunn, Selectman Ed Watson and Selectman Michael Wood
ALSO PRESENT: Finance Director, Denise Dembkoski

CALL MEETING TO ORDER: The Chair 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 # 19-33 \$ 159,997.60

A motion was moved by Selectman O’Neil and seconded by Selectman Wood to approve PW #19-33. Voted 4-0-0.

BW # 19-33 \$ 582,808.56

A motion was moved by Selectman O’Neil and seconded by Selectman Wood to approve BW #19-33. Voted 4-0-0.

19-33 Bills Warrant Breakdown:

Town:	\$ 117,229.18
W/S:	\$ 39,302.19
Payroll Withholding:	\$ 24,023.51
Health Insurance:	\$ 35,622.43
Light Bills:	\$ 301,664.72
Grants & Revolving:	\$ 64,966.53

INTERVIEWS:

- Interviews for the Highway Superintendent position
6:45 PM - Renny Carroll was present to meet with the BOS.
Discussion:
- Selectman Wood stated that communication and ability to prioritize are his top two priorities in hiring for this position. Mr. Carroll listed his experience in these two areas. Mr. Carroll lives in Methuen and Selectman Wood asked if there was ever an instance in Portsmouth that Mr. Carroll had to go there in the middle of the night for emergencies. Mr. Carroll responded yes, it frequently happens.
- Selectman Dunn asked if Mr. Carroll is comfortable with doing the administrative part of the job. Mr. Carroll has no problem with this. Selectman Dunn asked how much engineering Mr. Carroll thinks is necessary for this job. Mr. Carroll is not an engineer but has plenty of experience with this type of work. Mr. Carroll ran his own business and has a lot of hands on experience working with and managing large crews. Selectman Dunn asked if Mr. Carroll thought he might be bored in this position. Mr. Carroll responded that he feels there is a lot more hands on work with this job and a lot to do and he does not feel he would be bored. Mr. Carroll loves challenges because he does his best and always fulfills them. Mr. Carroll has a Class A license and a Hydraulic Hoisting License and has tons of experience running the equipment. Selectman Dunn asked if Mr. Carroll is a good negotiator, meaning when there is a problem that needs action. Mr. Carroll responded that you have to be able to walk the walk and show results.
- Selectman Watson asked about budgeting experience. Mr. Carroll has some experience planning and running a budget and gave examples. Selectman Watson asked about experience in grant writing. Mr. Carroll has some experience and needs to learn more about it. Selectman Watson asked about working

with easements. Mr. Carroll responded that he has some experience. Selectman Watson asked about hands on experience. Mr. Carroll discussed projects that he has worked on.

- Selectman O’Neil asked about the staff size in Portsmouth and Beverly. Mr. Carroll responded that Portsmouth has 15 and Beverly had 10-12. Groveland is about 1/3 of the size. Selectman O’Neil asked if Mr. Carroll was willing to continue his education and Mr. Carroll responded yes, he is. Selectman O’Neil asked about utilities coordination experience and Mr. Carroll feels communication with them is necessary. Selectman O’Neil asked about creating and owning the budget. Mr. Carroll has experience and well-rounded knowledge but not expertise. Selectman O’Neil asked about customer service, as this is big with this job and asked how he would handle a disgruntled customer. Mr. Carroll works with the public now and feels he works to prioritize things and the level of service needs to be there and concerns need to be addressed. Selectman O’Neil asked if Mr. Carroll would be honest enough if there was a project that was outside the scope of the Highway Department rather than trying to be the hero and take on more than he could handle. Mr. Carroll felt as a leader he needs to know his limitations and will advise to outsource if necessary.

- Mr. Carroll did not have any questions.

7:15 PM – Keith Doringer was present to meet with the BOS.

- Selectman Watson asked about experience with budgeting and grant writing. Mr. Doringer has 5 years of project managing budget experience and no experience with grant writing. Selectman Watson asked about hands-on experience. Mr. Doringer does not have hands on experience professionally. Mr. Doringer has experience with easements and rights of way and experience with MUTCD. He has no Chapter 90 experience but does have MASSDOT Complete Streets work. He does not have bike trail experience.
- Selectman Dunn asked why Mr. Doringer was interested in the job. Mr. Doringer responded that has twenty-five years of experience and likes the idea of working in a small town. He has no issues with the administrative part of the job. When asked if he was a good communicator Mr. Doringer responded that yes, he thinks he is. Mr. Doringer handles stress with patience and laughter, he tries to make light of some things. If this turns into a DPW position Mr. Doringer is comfortable taking on everything that goes along with this and plans to be hands on. He does not have a CDL or Hydraulic Hoisting License but is willing to get both if necessary.
- Selectman Wood noted that Mr. Doringer has no municipal experience and asked about his education. Mr. Doringer has a bachelor’s degree and some work towards his master’s degree in Business Management. Mr. Doringer is willing to finish the master’s degree if necessary. Selectman Wood talked about customer service and Mr. Doringer is happy to work with customers, he would rather be proactive than reactive.
- Selectman O’Neil is concerned that Mr. Doringer doesn’t have direct management experience and that the current crew will have more experience than he does. Mr. Doringer explained his direct management experience and feels that he doesn’t find any issues relying on the current crews experience until he gains the experience, although he feels that he can offer his knowledge and experience. Mr. Doringer does not have experience working on equipment. Mr. Doringer has some experience working with contractors. Mr. Doringer has dealt with National Grid on projects, but it is not extensive work.
- Discussion on the candidates:
- Selectman Wood liked the first candidate better, he had experience and was a little more knowledgeable. He feels he would work well with the BOS.
- Selectman Dunn believes Mr. Carroll wants the job and expressed himself well and will work well with the guys and be hands on. Mr. Doringer is not as eager and does not have the experience that is necessary and is lacking licenses. His background answers were vague. Selectman Dunn is confident Mr. Carroll will be able to do the job.
- Selectman Watson feels Mr. Carroll is a better candidate. Mr. Watson felt Mr. Doringer has engineering experience but likes Mr. Carroll better and feels he is the best candidate the BOS has seen yet.

- Selectman O’Neil feels that the experience is important, and Mr. Carroll had better experience. He feels Mr. Carroll is the better candidate but does not have all the qualifications the position needs, specifically budgeting and that his experience with budgeting is with towns with bigger budgets than Groveland.
- Ms. Dembkoski; the budget for FY20 has already been submitted and the person hired will have about a year to figure out how to prepare it.
- Appointment:

A motion was moved by Selectman Dunn and seconded by Selectman Watson to extend an offer of employment to Renny Carroll for the position of Highway Superintendent, contingent upon successful negotiations. Voted 3-0-1. Mr. O’Neil was undecided.

Ms. Dembkoski will contact Mr. Carroll and the Board will meet with him to discuss the offer.

DISCUSSION & POSSIBLE VOTE:

- Pentucket Regional School District Regional Agreement proposed changes
Ms. Dembkoski reviewed the changes. The BOS had no concerns.

A motion was moved by Selectman Wood and seconded by Selectman Dunn to approve the proposed changes to the Pentucket Regional School District Regional Agreement and to place this on the Annual Town Meeting Warrant. Voted 4-0-0.

- Review and discussion of the draft Personnel Policy
Chair O’Neil suggested discussing what the BOS like and don’t like about this policy tonight and at a subsequent meeting(s) take up smaller sections and invite employees to participate and provide comments and/or concerns. Some employees have seen this, and no one is sure if they have all seen it so Selectman Dunn suggested sharing this with all the employees so they can be involved. Selectmen Dunn and Watson feel it would be better to allow the employees to see this and write down suggestions, so they are not put on the spot at the meeting. Chair O’Neil agreed to go both ways; employees can either come to the meeting or put something in writing. Ms. Dembkoski suggested at least talking to the Department Heads about the time off piece as it is a big change and will affect their departments. The Board agreed to offer employees the opportunity to attend the meeting or put something in writing to the BOS. The BOS are responsible for this policy and will do the best they can to hear everyone. The BOS will make corrections and/or changes and then send it back to the Committee to make the changes. The BOS will take up section 7 Benefit, Leave and Eligibility Section first, at the next meeting while because Ms. Dembkoski will be at the meeting and they’d like her input. The proposed changes draft policy will be emailed to employees.
- Review and Discussion of the Fire Department Study
Selectman Dunn felt the study showed what the BOS already knew that the BOS need to hire a qualified Fire Chief. It will be up to the new Chief to implement the MRI report and the Chief will work with the BOS and the department. He does not feel that it should be up to the BOS to implement changes in the Fire Department it is not their job. He would like to talk to the Acting Chief in the Department to see what they think of what the hours should be.
Selectman Watson agrees with Selectman Dunn and with recommendation three in the report to have an independent third party conduct the search and create the job description with input by the BOS. Agreed that the Acting Chief should come in to talk about the hours needed.
Selectman Wood wondered if it was too much to go from 19 hours to 40 hours per week. He is not sure if 40 hours is too much. Ms. Dembkoski cautioned that the BOS would narrow the pool of candidates by not offering full-time and feels this person should be there 5 days a week.
Chair O’Neil cautioned against doing anything too hastily. BOS should be realistic that this will not be a 19 hour a week job. The Acting Chief Kurt Ruchala was present and addressed the Board. He explained what the Chief does and feels that there is a lot that needs to be done and feels this is a 40-hour full-time job. To start, the Town could add in the Administrative piece into this position and go from there. Selectman Dunn asked if Acting Chief Ruchala knew who or where to get a good job description from. Ms. Dembkoski will obtain comprehensive job descriptions from other similar towns

in order to create one in Groveland as a next step. Selectman Wood thinks this should start at 32 hours as recommended by MRI. Selectman Watson suggested advertising a full-time Chief with a dollar amount and leaving out the hours. The money to fund this will have to come from somewhere else in the budget. Ms. Dembkoski will obtain comprehensive job descriptions with salaries from other similar towns in order to create one in Groveland as a next step.

- **FY2020 Budget and Warrant Article Discussion**

Selectman Dunn asked about adding an article to make the Town Clerk appointed.

A motion was moved by Selectman Dunn and seconded by Selectman O'Neil to place an article on the ATM warrant to change the Town Clerk from elected to appointed this year and add the question to the Annual Town Election ballot next year. Voted: 3-0-1. Selectman Wood abstained.

Selectman Watson would like Ms. Dembkoski to prepare a By-Law for ATM to do electronic voting at Town Meeting.

- **Tea Garden Restaurant's request for a Keno license**

The Board had no objections to the request.

VOTES OF THE BOARD:

- **Minutes from January 22, 2019**

A motion was moved by Selectman Watson and seconded by Selectman Dunn to approve the minutes from January 22, 2019. Voted 4-0-0.

- **Minutes from January 24, 2019 Special Meeting**

A motion was moved by Selectman Dunn and seconded by Selectman Wood to approve the minutes from January 24, 2019. Voted 4-0-0.

- **Accept the resignation of Emily Staton from the Police Department effective 02/08/19**

A motion was moved by Selectman Wood and seconded by Selectman Dunn to approve the resignation of Emily Staton from the Police Department effective 2/8/2019. Voted 4-0-0.

SELECTMEN'S TIME & REPORTS:

- **Selectman Wood will be meeting with the School Superintendent and the We Are Pentucket Senior Panel, COA for Seniors to come and ask questions about the school project on March 12, 2019 at 11:30 am.**

There is a tentative meeting with Senator Tarr to talk about the Washington Street, Valley Screw Building on March 21, 2019 at 7:00 pm.

- **Selectman O'Neil; the School Building Committee had a meeting last Wednesday to review schematics of the school project. The total cost of the school came in less at around \$144,000,000 vs. \$155,000,000. They are looking at a fixed rate bond. The next meeting will be the 2nd Monday in March.**

OLD OR UNFINISHED BUSINESS:

Selectman Dunn asked about the Town survey. This should be available at the next meeting.

Selectman O'Neil thanked the Highway Department for the great job on the roads. Also, there has been problems with Fentanyl in Town, and he is glad to say the Police in Groveland are on top of things and keeping the town safe.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: None

FINANCE DIRECTOR'S TIME:

- **The Annual Town Election will be held on Monday, May 6, 2019, polls at town hall will be open from 7:00 am – 8:00 pm. The last day to obtain nomination papers will be Thursday, March 14, 2019, the last day to submit nomination papers will be Monday, March 18, 2019. The last day to withdraw is Wednesday, April 3, 2019. Ms. Dembkoski read the list of positions available.**

- **The 2019 summer recreation registration is now open. Information is on Facebook or the website.**

- **The ZBA needs a full-time member and two associate members as soon as possible. The information is on the front page of the website.**

- **The Town is sponsoring a Red Cross Blood drive, Thursday, February 28th from 1:00 – 6:00 pm.**

- Residents are asked to review the universal recycling list on the front page of the town website and on Facebook.
- Ms. Dembkoski congratulated and thanked Rebecca Oldham, Town Planner, who applied for the Massachusetts Downtown Initiative/Technical Assistance Program. Ms. Dembkoski and Ms. Oldum attended an awards ceremony at the Topsfield Town Hall on Thursday, February 7th and were awarded the grant which will be used to reinvigorate downtown.
- Elm Square has enough interested parties to create a full committee. The BOS will have to determine the makeup of the committee. Selectman Dunn expressed interest in being the liaison to the committee. The Board decided on 7 members and Ms. Dembkoski will list names and addresses on the next agenda (March 4th) and the Board will not interview them.

A motion was moved by Chair O’Neil and seconded by Selectman Wood to nominate Selectman Dunn to be the Liaison to the Elm Square Committee. Voted 4-0-0.

- Letter from Mass Housing regarding the Sewell Street project. They will be doing a site visit on Feb 27th. This will be on a future agenda.

CORRESPONDENCE:

- Minutes from February 4, 2019
- Groveland Summer 2019 Recreation Program Brochure
- Letter from Mass Housing looking for feedback regarding the Quarry Apartment proposal

ADJOURNMENT:

A motion was moved by Selectman Wood and seconded by Selectman Dunn to adjourn the meeting at 9:56 pm. Voted 4-0-0.

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

Respectfully submitted,

Katherine T. Ingram

*** Unanimously Approved on March 18, 2019 ***