

Groveland Board of Selectmen  
Meeting minutes  
May 29, 2018

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

Others present: Denise Dembkoski, Members of the Planning Board, Jim Freer, Chair; Robert Arakelian, and Lisa Chandler; Member Walter Sorenson arrived late

The meeting was called to order at 6:31 PM.

**REORGANIZATION OF BOARD-ELECTION OF CHAIR AND VICE CHAIR**

Chairman Wood nominated Bill O'Neil as chair. There was no second. Selectwoman Carpenter nominated Selectman Ed Watson as chair. There was no second. Selectman Watson nominated Selectwoman Lisa Carpenter as chair. There was no second. Selectman Bill Dunn asked if Mr. Watson, Ms. Dube-Carpenter and Mr. O'Neil have the time for the position. All stated they do. Mr. Dunn asked if they had any other ideas for a senior center. Selectman Watson stated that the town needs a Senior Center and suggested the committee should come back with a different plan. Selectwoman Dube-Carpenter is in favor of a Senior Center in concept but would want to do it in a way that is fiscally responsible. Selectman O'Neil stated he is in favor of a senior center and would like it to be more affordable and inclusive. Mr. O'Neil suggested exploring the idea of having it at Veasey Park or the library. Selectman Dunn asked about transitioning new positions and ideas to make the transitions smoother. Selectwoman Dube-Carpenter, Selectmen O'Neil and Selectman Dunn all stated that it is not the sole responsibility of the chair but rather a joint effort of the Board. Selectman Dunn asked what they would each do help businesses in town or bring business to town. Selectman O'Neil stated it has been a problem for a while and doesn't have a good answer. Selectwoman Dube-Carpenter stated she would collaborate with the Merrimack Valley Planning Commission. Selectman Watson stated it is not the sole role of the chairman but they need to reach out to current businesses to see what the Board can do to help. Selectman Dunn asked what do they think they could do as a board to be more productive. Selectwoman Dube-Carpenter stated that she thinks the meetings are pretty efficient and that there is an opportunity to delegate tasks to other selectman. Selectman Watson stated that they could each be responsible for a certain task and then hold that person accountable for the task. Selectman O'Neil stated that he is in favor of anyone that wants to step up and do the work. Selectman Dunn nominated Bill O'Neil for chair because of his willingness to speak his mind; Chairman Wood seconded; motion approved 3-2-0. Selectwoman Dube-Carpenter and Selectman Watson opposed. Selectman Dunn nominated Ed Watson as vice-chair. Mr. Watson declined. Selectman Watson nominated Lisa Carpenter; seconded by Selectman Wood; motion approved 3-2. Selectmen Dunn and O'Neil opposed.

**RESIDENT/PUBLIC COMMENT**

Jim Logan of Washington Street asked if they could rescind something that has already been approved. He suggested that the building that is going to the water department can be used for the senior center instead. Selectman Dunn stated that they looked at that for the senior center prior to it going to the water department.

**APPROVE WARRANTS**

PW # 18-47 \$151,404.17

Chairman O'Neil made a motion to approve payroll warrant #18-47 in the amount of \$151,404.17; seconded by Selectman Wood; voted 5-0-0; warrant approved.

BW # 18-47 \$825,233.08

Bills Warrant Breakdown:

Town:	\$76,745.31
Light:	\$251,663.63
W/S:	\$45,531.32
Payroll Withholding:	\$5,620.94
Debt Payments:	\$445,671.88 (Center St, Fire Truck, Dispatch Center, Water and Sewer)

Chairman O'Neil made a motion to approve bill warrant #18-47 in the amount of \$825,233.08; seconded by Selectman Wood; voted 5-0-0; warrant approved.

**APPOINTMENTS**

Appointment of Richard York, 7 Abbott Circle, Groveland, to the position of Interim Fire Chief effective June 1, 2018 through August 31, 2018.

Selectman Watson made a motion to appoint Richard York to the position of Interim Fire Chief effective June 1, 2018 through August 31, 2018; seconded by Selectwoman Dube-Carpenter; motion approved 5-0-0.

Selectwoman Dube-Carpenter asked Mr. York for an update on the transitioning with Mr. Ruchala. Mr. York stated he's been learning the paperwork side of things and he feels more comfortable now than he did last week. In response to a question from Selectman Dunn, Mr. York stated that he will sit with the staff and identify issues that need to be addressed and he also hopes to meet with the Board. Selectman Wood asked if he has ideas of what he wants to change and focus on. Mr. York stated that he does. Chairman O'Neil stated the Board is looking for the highest level of professionalism.

Appointment of Connor Zudeck, 39 Rollins Street, Groveland, to the position of temporary, seasonal Cemetery Grounds Keeper. The appointment is effective May 29, 2018 at an hourly rate of \$12/hour at a maximum of 19.5 hours per week, for a maximum of 25 weeks.

Appointment of Joe McCandless, 172 Main Street, Groveland, to the position of temporary, seasonal Cemetery Grounds Keeper. The appointment is effective May 29, 2018 at an hourly rate of \$12/hour at a maximum of 19.5 hours per week, for a maximum of 25 weeks.

Cemetery Chair, Dower stated that he has met with both applicants.

Selectwoman Dube-Carpenter made a motion to appoint Connor Zudeck and Joe McCandless to the position of temporary seasonal Cemetery Grounds Keeper effective May 29, 2018 at an hourly rate of \$12/hour for at a maximum of 19.5 hours per week for a maximum of 25 weeks; seconded by Selectman Watson; motion approved 5-0-0.

Appointment of John Osborne, 3 Pleasant Street, Groveland, to the Finance Board effective May 30, 2018 through June 30, 2019.

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Selectman Wood made a motion to appoint John Osborne to the Finance Board effective May 30, 2018 through June 30, 2019; seconded by Selectman Dunn; motion approved 5-0-0.

Selectwoman Dube-Carpenter asked if there was a conflict of interest because of his current roles. Ms. Dembkoski state that it is not a conflict since there is no financial gain and he has resigned from other boards.

Appointment of Kaitlin Gilbert, of Salisbury, to the position of Administrative Assistant/Treasury-Collections Clerk effective June 8, 2018 at an hourly rate of \$20.50 for 30 hours per week, subject to a successful CORI.

Ms. Gilbert was present to answer any questions. In response to a question from Selectwoman Dube-Carpenter, Ms. Gilbert stated that she has heard great things about working for Groveland and the schedule at this job is better than her previous one because she has young children at home. Selectwoman Dube-Carpenter asked about the number of applicants and interviews. Ms. Dembkoski stated that 26 resumes were received and she interviewed 5. Ms. Dembkoski stated that she and Ms. Gilbert got along great in the interview. Selectman Dunn asked if she had ever worked with a Board of Selectmen. Ms. Gilbert stated that she has not; she worked for the rec committee. Selectman Watson stated that the last time this position was vacant, the Board received the job description and interviewed 3 finalists. Mr. Watson thought the Board should have been able to interview the candidates. Ms. Dembkoski indicated that the job description hasn't changed since they combined two positions in 2016 and that the Board only receives the job description if changes are made. Mr. Watson stated that the Board should not have been left out of the process. Selectwoman Dube-Carpenter suggested a future agenda item to address Selectman Watson's concerns; however, she stated, she does not have a desire to interview candidates; Selectman Wood agreed. Ms. Dembkoski indicated that in the past, they have not received every job description but she would be happy to provide them to the Board.

Selectman Wood made a motion to appoint Kaitlin Gilbert to the position of Administrative Assistant/Treasury-Collections Clerk effective June 8, 2018 at an hourly rate of \$20.50 for 30 hours a week; seconded by Chairman O'Neil; motion approved 5-0-0.

## **DISCUSSION AND POSSIBLE VOTE**

Matt Castonguay to discuss the upcoming Summer Program

Matt Castonguay provided the Board with a copy of the pamphlet for this year. The program runs from June 25<sup>th</sup> –August 10<sup>th</sup>, enrollment has increased from last year and they are able to accept more CITs. Mr. Castonguay indicated that some parents have brought up the issue of safety and they will be looking at their procedures and see if they need to make changes.

Selectman Wood suggested he contacted the Police Department.

Selectman Dunn asked if there was going to be funds available for maintenance. Mr. Castonguay stated there will be. Chairman O'Neil thanked Mr. Castonguay for running a great program.

Appointment of Summer Program employees

Selectman Dube-Carpenter made a motion to approve the summer program employees as presented by Matt Castonguay; seconded by Selectman Wood; motion approved 5-0-0.

Merrimack Valley Planning Commission to present Groveland's Housing Production Plan Joint discussion with the Planning Board

Karen Conard, Executive Director of the Merrimack Valley Planning Commission, presented the Housing Production Plan. MVPC received grant money from the state for MVPC to draft a regional housing plan for 15 communities. Ms. Conard indicated that Groveland is continuing to

grow and the over 65 population is expected to grow significantly. In response to a question from Selectwoman Dube-Carpenter, Ms. Conard stated that the data for the report was gathered from the 2000 and 2010 US Census Data and 2015 American Communities Survey. MVPC developed 3 housing strategy categories- Planning and Policies, Production, and Preservation and suggested ways to address each. Ms. Conard indicated that Groveland has 80 affordable units and 162 more units would need to be created to achieve the 10%. The state requires a housing production plan to show areas where development could occur. The plan identified ten sites for development. Ms. Conard stated that the list of potential properties for development was created at a meeting which included members from zoning, planning, senior center and housing authority. Ms. Conard stated that having the plan could help create a safe harbor to be able to say no to a 40B.

Selectwoman Dube-Carpenter asked if there was a sense of what the barriers have been to reach the 10% given one third of community meets the criteria for affordable housing. Ms. Conard indicated that some of the barriers are zoning, lot sizes, dimensional controls and lack of sewer. In response to a question from Selectman Dunn, James Freer indicated Groveland has 3.3% affordable units. Mr. Freer stated that the cost of building is expensive so it is difficult to build affordable units. Ms. Conard stated that the key is to find a funding source to cover the gap. Ms. Conard stated that the perception is that big developments bring in more school children but studies have shown that to be inaccurate.

Robert Arakelian of the Planning Board, stated that the plan should pass so they can show the state Groveland is working toward the 10% and it would help with grant applications.

Mr. Sorenson, of the Planning Board stated that the Strawberry Fields site development was going to be an overlay district with mixed uses and that the Planning Board has been trying for 20 years to get a developer to put rentals on that parcel. Mr. Sorenson stated that the Master Plan was done in 2007 and in that was a five year plan for every department. Ms. Conard stated that the MVPC consulted all existing plans in creating the housing production plan.

Selectman Wood confirmed that the Housing Production Plan and Master Plan are two separate items and the vote on whether to accept the Housing Production Plan will not affect the Master Plan. Selectman Dunn stated that the HPP is just a blueprint and the town is not obligated to do anything in the plan.

Selectman Watson asked about the identified sites. Ms. Conard stated that the sites had some development capacity, did not threaten open space and met needs of community.

#### Vote to adopt plan

Selectwoman Dube-Carpenter stated that if adopting the plan allows the town to apply for grant money that they would not otherwise be eligible for, then they should adopt the plan. The Planning Board voted in favor of adopting the plan on a vote of 3-1, with Member Sorenson voting against.

Selectwoman Dube-Carpenter made a motion to adopt the May 29, 2018 Housing Production Plan submitted by the Merrimack Valley Planning Commission; seconded by Selectman Watson; motion approved 5-0-0.

#### Planning Board members to discuss the Inclusion of Affordable Housing By-Law

James Freer, chairman of the Planning Board stated that the current inclusionary bylaw is very difficult to understand. The Planning Board is looking to revise the bylaw and is exploring bylaws from surrounding towns. They will have Town Counsel review the draft and then submit to the Board of Selectmen.

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Review the Town's Code of Conduct Policy

Selectwoman Dube-Carpenter made a motion to table reviewing the Code of Conduct policy; seconded by Selectman Dunn; motion approved 5-0-0.

**VOTES OF THE BOARD**

Minutes from April 17, 2018

Selectwoman Dube-Carpenter made a motion to approve the minutes of April 17, 2018; seconded by Selectman Watson; minutes approved 5-0-0.

Executive Session Minutes from April 17, 2018

Selectwoman Dube-Carpenter made a motion to approve the Executive Session minutes from April 17, 2018; seconded by Selectman Wood; minutes approved 5-0-0.

Minutes from April 30, 2018

Selectman Watson made a motion to approve the minutes of April 30, 2018; seconded by Selectman Wood; minutes approved 4-0-1. Selectwoman Dube-Carpenter abstained.

Accept the resignation of John Osborne from the Capital Improvement Committee effective June 30, 2018

Selectwoman Dube-Carpenter made a motion to accept the resignation of John Osborne from the Capital Improvement Committee effective June 30, 2018; seconded by Selectman Watson; motion approved 5-0-0.

End of year transfers

Selectwoman Dube-Carpenter made a motion to approve the end of year transfer outlined in the document signed by the Finance Board dated May 16, 2018; seconded by Selectman Wood; motion approved 5-0-0.

**OLD BUSINESS**

Selectwoman Dube-Carpenter asked about responses for the Fire Department consultant. Ms. Dembkoski hopes to have responses to the Selectman by next week. She has received one and is waiting on at least two more.

**SELECTMEN REPORTS**

None

**CORRESPONDENCE**

Criteria for Fire Department Consultant

Resignation letter from Anita Wright as the Public Health Nurse, effective June 15, 2018

Disclosures of Appearance of Conflict of Interest from Sam Joslin, Building Inspector

Anita Wright, Public Health Nurse/COA Board Member's response to Joe D'Amore's public comments of May 14, 2018

**FINANCE DIRECTOR'S TIME**

Ms. Dembkoski recognized Firefighter Brian Belifore for providing lifesaving assistance in Haverhill. Ms. Dembkoski thanked the students from Pentucket who worked with Bill Dunn to clean up Elm Park.

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**SELECTMEN'S TIME**

Selectman Watson stated that part of Main Street was nicely paved and that is the way Route 97 should have been done.

Selectman Dunn stated that he received a letter from a farmer who is looking to mow Strawberry Fields and Veasey Park and then pay the town for the hay. The Board will discuss at a future meeting.

Selectwoman Dube-Carpenter thanked the members of the Board that attended the Memorial Day ceremony.

Selectwoman Dube-Carpenter made a motion to adjourn at 8:43PM; seconded by Selectman Wood; motion approved 5-0-0.

The next regular meeting will be held on **Monday, June 11, 2018** at 6:30PM.

Respectfully submitted by: Laurie Burzlaff, minutes clerk.

\*\*\* Unanimously approved on June 25, 2018 \*\*\*