

Groveland Board of Selectmen
Meeting Minutes
June 12, 2017

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

Absent: None

Others Present: Denise Dembkoski (Finance Director)

Recorder: Melanie Rich

The meeting was called to order at 6:30 p.m.

RESIDENT/PUBLIC COMMENTS:

Debra Stewart, Cemetery Commission Chair, thanked everyone who came out and helped for Memorial Day after finding out they were short-staffed. Special thanks to Steve Maglio, Ryan Cotton, Frank Bryan, Selectman Watson, and the Police Department. They received numerous compliments on how the cemetery looked that day.

APPROVAL OF WARRANTS:

Chair Wood made a motion to approve PW#17-49 in the amount of \$169,330.85; Selectman Watson seconded; voted 4-0-0; warrant approved.

Chair Wood made a motion to approve DW#17-47A in the amount of \$29,156.39; Selectman Watson seconded; voted 4-0-0; warrant approved.

Chair Wood made a motion to approve BW#17-49 in the amount of \$1,090,419.41; Selectman Watson seconded; voted 4-0-0; warrant approved.

Selectman O'Neil arrived at 6:34 p.m.

APPOINTMENTS:

Selectman Watson made a motion to appoint Ellen Petrillo to the position of Town Accountant effective July 5, 2017 through June 30, 2018 pending a successful CORI; Selectman Dunn seconded; voted 5-0-0.

Selectman Dunn made a motion to appoint Amanda Fisher to the position of Outreach Worker effective June 13, 2017 through June 30, 2018 pending a successful CORI; Selectman Watson seconded; voted 5-0-0.

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

Selectman Watson made a motion to open the Public Hearing; Selectman O'Neil seconded; Roll Call Vote: Carpenter yes; Watson yes; Dunn yes; O'Neil yes; Wood yes. The hearing notice was read into record.

Tom Cusick, Superintendent, Groveland Water & Sewer and Jim Sheehan, Groveland Water & Sewer were present. Mr. Cusick said the project is ahead of schedule by a year and a half. He goes out periodically; everything he sees is very professional; they have been working through their grids as they are supposed to, and putting in proper topsoil. He has not read the report the Road Commissioner submitted to the board. Chair Wood asked has it been consistent, and does he see any issues with renewing. Both Mr. Cusick and

Mr. Sheehan said no. The Road Commissioner is overseeing it as he should be. Selectman Dunn asked when it would be completed; sand possibly in November this year, loam possibly this time next year.

Mike Dempsey (Conservation Commission) agreed with what the Water Department said. The land is controlled by the Conservation Commission; they try to go there every 3-4 months; they were out there today. The contractor does a good job of avoiding the wetland areas and runs a clean operation. He recommended renewing the permit. They need to decide on what is going to be planted in the areas where the gravel has been removed. There are some items in the original permit of what was requested be planted, but he believes they want to avoid putting in trees and try to keep it as much an open field as possible. They are looking for input from the Natural Heritage program. Numbers (7) and (8) under Decisions refer to rye grass being seeded and fingerling firs or other approved trees. Mr. Dempsey said it should be per the recommendations of the Conservation Commission. Selectman O'Neil made a motion to amend (7) and (8) under Decisions to read "grass and plantings will be based on the recommendations of the Conservation Commission"; Selectman Watson seconded; voted 5-0-0. Selectman Watson made a motion to approve the Water Commissioner's Permit for Earth Removal activities on property located on Zachary Lane; Selectman Dunn seconded; Roll Call Vote: Watson yes; Carpenter yes; Dunn yes; O'Neil yes; Wood yes. Selectman Dunn made a motion to exit the Public Hearing; Selectman O'Neil seconded; Roll Call Vote: Carpenter yes; Watson yes; Dunn yes; O'Neil yes; Wood yes.

The regular meeting resumed at 7:10 p.m.

DISCUSSION AND POSSIBLE VOTE:

Matt Castonguay (to discuss the upcoming season of the Summer Program) – Mr. Castonguay explained the packet he gave the board. Staff orientation has been completed. There is an onsite administrative team that will be rotating (all 3 have worked for the program for many years). They were able to lower the tuition and include the 9 field trips; financial assistance was offered for needy families. New staff members will be paid minimum wage. There are approximately 150 children registered. The packet includes a list of the administrators that will be on site from start to finish as well as Mr. Castonguay's availability for parent office hours each week. He was thanked for being able to lower the cost, add more trips, offer scholarships to Groveland families, and have a surplus at the end.

Annual Appointments – Selectman Watson made a motion to hold off until the next meeting; Selectwoman Carpenter seconded. Discussion: Selectman O'Neil said for the sake of expediency we should appoint those who have already agreed to be on the committees/boards. Selectman Dunn agreed and said they should be voted on individually. Voted 2-3-0. Selectman Dunn made a motion to appoint those who have said yes, read individually by page (not pending); voted 5-0-0.

Selectman Watson made a motion to appoint ADA Coordinator-Sam Joslin; Affordable Housing Committee-Melissa Covey; Assistant Plumbing/Gas Inspector-Richard Danforth; Building Inspector-Sam Joslin; Burial Agent-Anne Brodie; Cable TV Advisory Board-Ed Watson, Tracy Gilford; Capital Improvement Committee-Jeffrey Pappas, John Osborne, Stephen Crowder, Ex-Officio-Denise Demboski; Conservation Commission-Heather Degnan, Bill Formosi; Council on Aging-Kathryn Alesse. Selectman Dunn seconded; voted 5-0-0.

Selectman Watson made a motion to appoint Earth Removal Enforcement Officer/Site Inspector-Robert Arakelian; Flood Plain Administrator-Sam Joslin; Forest Fire Warden-Chief Robert Lay; Health Agent-Debra Ketchen; Health Nurse-Anita Wright; Historical Commission-Linda Friel; Merrimack Valley Planning Commission Alternate-Robert Arakelian; Open Space & Trails Committee-Jennifer Caddigan, Michael Cordaro, Michael Davis; Plumbing/Gas Inspector-Gerald Viens; Recreation Committee-Alese Hunt, Daniel Stewart, Che Condon. Selectman Dunn seconded. Selectman Watson amended the motion to

exclude the Police and Board of Health Agent until letters recommending approval are received; voted 5-0-0.

Selectman Watson made a motion to appoint Recreation Committee-Michael Houghton; Right to Know Officer-Robert Lay; Superintendent Insect Pest Control-Mark Parenteau; Town Counsel-KP Law; Veteran’s Agent-Michael Ingham; Wire Inspector-Albert Seavey; Zoning Enforcement Officer-Sam Joslin; Finance Board-James Scanlon, Theresa Dunn (Selectman Dunn will abstain), Joe D’Amore, Ruth Rivard, Kathleen Kastrinelis; Finance Director-Denise Demboski. Discussion: Selectwoman Carpenter questioned the amount paid for Town Counsel and felt we should explore what other towns are doing; possibly sharing with another town that specializes in municipal law. Ms. Demboski said communities that do have in-house counsel still have another firm for specialized issues. She will reach out to other communities. Selectman O’Neil seconded; voted 5-0-0. Selectman Dunn abstained from voting on Theresa Dunn.

VOTES OF THE BOARD:

First Round of Year-End Transfers – After review and explanations by the Finance Director, Selectman Dunn made a motion to approve the First Round of Year-End Transfers; Selectman Watson seconded; voted 5-0-0. Chair Wood thanked Ms. Demboski for the great job she did; she in turn thanked the departments for their cooperation.

Selectman Watson made a motion to approve the May 15, 2017 Meeting Minutes; Selectman Dunn seconded; voted 5-0-0.

\$2,365,000 General Obligation Municipal Purpose Loan of 2017 Bonds:

The Board of Selectmen Voted: that the sale of the \$2,365,000 General Obligation Municipal Purpose Loan of 2017 Bonds of the Town dated June 15, 2017 (the “Bonds”), to Robert W. Baird & Co., Inc., at the price of \$2,454,186.69 and accrued interest, if any, is hereby approved and confirmed. The Bonds shall be payable on June 15 of the years and in the principal amounts and bear interest at the respective rates, as follows:

<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Interest Rate</u>
2018	\$160,000	2.00%	2025	\$115,000	3.00%
2019	155,000	2.00	2026	115,000	3.00
2020	155,000	2.00	2027	115,000	3.00
2021	155,000	2.00	2030	345,000	3.00
2022	115,000	2.00	2032	215,000	3.00
2023	115,000	3.00	2037	490,000	3.25
2024	115,000	3.00			

Further Voted: that the Bonds maturing on June 15, 2030, June 15, 2032 and June 15, 2037 (each a “Term Bond”) shall be subject to mandatory redemption or mature as follows:

Term Bond due June 15, 2030

<u>Year</u>	<u>Amount</u>
2028	\$115,000
2029	115,000
2030*	115,000

*Final Maturity

Term Bond due June 15, 2032

<u>Year</u>	<u>Amount</u>
2031	\$110,000
2032*	105,000

*Final Maturity

Term Bond due June 15, 2037

<u>Year</u>	<u>Amount</u>
2033	\$105,000
2034	105,000
2035	105,000
2036	105,000
2037*	70,000

*Final Maturity

Further Voted: that in connection with the marketing and sale of the Bonds, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated May 24, 2017, and a final Official Statement dated June 5, 2017 (the “Official Statement”), each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the Bonds shall be subject to redemption, at the option of the Town, upon such terms and conditions as are set forth in the Official Statement.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a continuing disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Bonds for the benefit of the holders of the Bonds from time to time.

Further Voted: that we authorize and direct the Town Treasurer to review and update the Town’s post issuance federal tax compliance procedures with such changes, if any, as the Treasurer and bond counsel deem sufficient, in order to monitor and maintain the tax-exempt status of the Bonds.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

Selectman Watson made a motion to approve the \$2,365,000 General Obligation Municipal Purpose Loan of 2017 Bonds; Selectman Dunn seconded; voted 5-0-0.

OLD BUSINESS (Unfinished Business):

Selectwoman Carpenter asked about the status of road projects. Selectman Dunn said he thinks Main Street is scheduled for July. Route 97 is a state project. Ms. Demboski did not have an update on that but said that Gardner/Main Street is ahead of schedule and due to be completed in July. Governors Road still needs paving. She spoke with the Water and Highway Departments about Main Street paving; they plan to pave the trench up to the surface layer, let it set for the winter and then do the grading and full paving.

Selectwoman Carpenter asked for an update on department updates. Ms. Dembkoski has received updates from the Water Department and Library.

Chair Wood met with Senator Tarr about the project for the center of town (gas station & post office). There may be some options for grants or monies available. He is waiting for dates to schedule a meeting for himself, a board member and Ms. Dembkoski to talk to several different commissions about what they want to do with the downtown; he did get a copy of the 2015 Square Planning Proposal.

Chair Wood also talked to Senator Tarr about the senior center project; there may be some options for that as well (grants, low interest loans).

Chair Wood talked to the Library Director about not seeking reappointment. The Board of Trustees will have to request the Board appoint her for a one-month position; then there will be an interim Director until a replacement is found. Ms. Dembkoski met with Lee Thomas; he said they are planning to advertise to position, but if there is no one to start at the end of July, he will look to have an interim possibly from a current staff member. Selectman O'Neil commented that there seems to be a high turnover. Selectwoman Carpenter said our Library Directors are one of the lowest paid in the area so it tends to be a stepping stone. Selectman O'Neil commented that the salary was listed and we had many applicants. Ms. Voogd told Chair Wood that she is more of an "emergency management fixer". Selectman Watson is on the Search Committee and they will be meeting this week; the position has been posted; the salary is listed. Selectman Dunn suggested getting a salary survey.

Selectman O'Neil asked the status of the Bagnall project. Selectman Dunn met with a group of people headed by Beth Hella for a discussion on where the project is going, etc. There were complaints that the grass was not growing well enough. Selectman Dunn brought them up-to-date. When he visited the site a week ago to check on the fields, he wasn't happy with the way they were growing. Ms. Dembkoski emailed the company that did the grass seeding; they came back last Monday and slice seeded and fertilized the field. The reason the gentlemen said it was not growing was because it was rainy, cold, and not a lot of sun. Chair Wood said the field has been a disaster for 40 years; we've only been working on it since October when the irrigation went in. It couldn't be seeded in November because it was too late. Selectman Dunn said it takes a year for planted grass to come in. Bubbling was noticed around the wellhead. The well company needs to come back and adjust the backflow preventer valve. The issue of weeds was discussed. Because of the Child and Families Protection Act, herbicides can't be used during the school year and, because the grass was just slice seeded, they cannot use the herbicides until August when the current grass seed has a chance to germinate. Selectwoman Carpenter said it has been since 2015. She was told it was not started in 2015 and the process/events were explained to her. She requested correspondence received from Jim Day be put on the next agenda. The consensus she heard from people is that Mr. Day made some comments and has a significant investment in the use of that field. They are having field day tomorrow and for the second or third year they have no place to have it. Ms. Dembkoski said as part of the discussion at town meeting when the money was moved, paving the side parking lot with the remaining Bagnall funds was talked about. Jim Day's email referred to putting the remaining funds in a maintenance account. We won't know what is remaining until we decide if we are going to move forward with the paving. Selectman Dunn didn't think we should move any money until the project is completed; he advocated to save the money. He volunteered a Saturday to spread the woodchips with the prisoners; the Highway Dept. donated half of them and he donated 40 yards to try and save money to be able to pave the side parking lot. He said the project has been ongoing; no one wanted to volunteer; he rototilled it himself, and now people are criticizing him for how the project is turning out and taking longer. He wants that person to come in and give us a proposal on how to get the grass to grow faster because that's what the issue is. Selectman Watson asked if the bid included so much seed per acre and did they put enough in. Ms. Dembkoski said it did not require a bid process because of the cost; the company that maintains the Pines was used. Selectwoman Carpenter asked if we are paying every time it is seeded. Ms. Dembkoski said because the fields were in such poor condition, Prescription Turf Services said there were no guarantees, but they will do their best to

get it to grow; they are not charging for slice seeding; it was part of the initial seeding that didn't take. An email from David Gasper on June 5th said they were heading out to slice the Bagnall School today. Selectwoman Carpenter asked what role does the quality of loam play because it doesn't look like we spent a lot of money on loam and people said there is glass and is very packed down. Selectman Dunn said it wasn't very packed down. The Highway Dept. donated and over 300 yards of compost was spread in June, dozed, power raked, and loam added on top of that. He asked does he have to explained everything that went on. Selectwoman Carpenter said a lot of parents were reaching out to her. Selectman O'Neil recalled that there was an outside chance that it would hopefully be ready in time for the summer programs, but for that to happen, a lot of things had to fall into place just right which didn't happen. Selectman Dunn has put his heart and soul into this project and is doing the best he can. Prescription Turf has taken care of Washington Park for years; they do a great job and have a solid reputation throughout the industry. People to be patient; it's been 30+ years; we are doing the best we can.

Selectman Dunn doesn't know why the board can't be proactive to get the grass to grow and come to the solutions; do we need to dig up dirt. He said this is the reason people don't want to volunteer because this stuff happens. He didn't get paid to do the job, he volunteered his time. Selectman O'Neil said he appreciates the work he has done on his own; he put up a lot of his time and money. It hasn't worked out the way we had planned on the board, but seldom do things work out the way we planned. Selectwoman Carpenter asked if we had plans for ongoing maintenance. Ms. Dembkoski said it is part of the Lawn and Grounds budget to maintain the back field with the ongoing fertilizer; the Highway Dept. will mow it. Selectman Watson said the questions the board is asking are to get answers back to the people who have concerns. Selectman Dunn was asked, met with the group, and answered their questions. Selectwoman Carpenter said according to the Code of Ethics, nobody from the board should have been involved with overseeing it, even on a volunteer basis. If it appears as a conflict of interest, then that person shouldn't be doing it. Chair Wood said it was not just his decision; it was the board's decision. Selectman Dunn said at every meeting, on camera, he told the townspeople throughout the whole the project what was going on and brought them up-to-date. He suggested Town Counsel look into it. Selectman O'Neil said in all fairness, it was similar to the Pines project when nobody wanted to step up to the plate and take ownership of the project. She said she believes there was another proposal but it was cost more. Selectman Dunn said he met with the Superintendent, Principal, and Ms. Dembkoski before anything took place and got their wish list. It is not "Bill's project"; it is the Town of Grovelands. Ms. Dembkoski is the Finance Director, she pays the bills. Bill does not pay the bills. He doesn't talk to the contractors. He went there today because he wanted to make sure the well was working; that's all he did. He is not negotiating contracts or having private meetings. He is going there as a liaison to make sure things get done. If he didn't do it, who would; nobody. Chair Wood said he is not an expert in certain fields so he defers to people who do it for a living or works in that field. Selectman Dunn felt that people watching will not want to volunteer after seeing what he is going through. More discussion will take place on July 10th.

CORRESPONDENCE:

1. May 30, 2017 Meeting Minutes.
2. May 22, 2017 Executive Session Meeting Minutes.
3. Letter from Jan Voogd, Library Director, not seeking extension of contract.
4. Thank you from Dave Tuttle to the Board of Selectmen for the members who attended the Memorial Day Services.
5. Water/Sewer Department update.
6. Library Department update.
7. Highway vehicle/equipment list. Selectman Watson asked about the Water/Sewer Department and Cemetery Department lists. Ms. Dembkoski did ask for them; she will follow-up.

FINANCE DIRECTOR'S TIME:

On Thursday, June 29th at 7PM in this room, Merrimack Valley Planning is hosting a Housing Community Needs Assessment Workshop. They have been working on a regional housing plan for the Merrimack Valley. They will be collecting data. If people cannot make it and would like to participate, there is an online link on our website. It covers senior housing as well as affordable housing, multi-family vs. single-family. It is a very thorough plan; we will receive our own housing plan which we can use to apply for grants, affordable housing etc., at no cost to the town.

SELECTMEN'S TIME: None tonight.

The next regular meeting will be held **Monday, June 26, 2017** at 6:30 p.m.

Selectman O'Neil made a motion to adjourn; Selectman Dunn seconded; voted 5-0-0. The meeting was adjourned at 8:38 p.m.

*** Unanimously Approved on July 10, 2017 ***