

Groveland Board of Selectmen  
Meeting Minutes  
July 24, 2017

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

Absent: Selectman Bill O'Neil

Others Present: Denise Dembkoski (Finance Director)

Recorder: Melanie Rich

The meeting was called to order at 6:31 p.m.

**RESIDENT/PUBLIC COMMENTS:** None tonight

**APPROVAL OF WARRANTS:**

Chair Wood made a motion to approve PW#18-03 in the amount of \$215,012.01; Selectman Watson seconded; voted 4-0-0; warrant approved.

Chair Wood made a motion to approve DW#18-01B in the amount of \$38,259.57; Selectman Watson seconded; voted 4-0-0; warrant approved.

Chair Wood made a motion to approve BW#18-03 in the amount of \$1,171,551.11; Selectman Watson seconded; voted 4-0-0; warrant approved.

**APPOINTMENTS:** None tonight.

**DISCUSSION AND POSSIBLE VOTE:**

Sam Joslin, Building Inspector (Update the Board on the Zoning Bylaw Review Committee's Progress) – One of the promises of the Review Committee was to continue to work towards bringing changes forward into the base document. They were hoping to have something for fall town meeting, but because no fall town meeting is scheduled, they will put it off until the annual town meeting. Two items are done (revisions of definitions, and bringing consistency between the Building Code and the Zoning Bylaw). They are currently working on customary home occupations (almost finished), and accessory apartments (there is a lack of clarity in the bylaw as to what is a buildable lot and the way the language is read and interpreted). Mr. Joslin said they are looking to eliminate some of the process for attached units, and are looking at other communities to see how they deal with affordable units and the use of accessory buildings. Selectman Watson asked if it will be allowed only in certain areas. Mr. Joslin said right now they are considering everything; it's an ongoing process.

Board of Selectmen Representative to the Community Preservation Committee – This position was previously held by Selectman MacDonald. Selectman Watson made a motion to nominate Selectwoman Carpenter to be the Selectmen representative to the Community Preservation Committee; Selectman Dunn seconded; voted 4-0-0; motion approved.

Bagnall PTA Request to Add Playground Stencils to the Pavement Behind the School – They want to paint hopscotch and basketball court keys behind the school. Chair Wood spoke with Dr. Mulqueen; his only concern is that they use the appropriate paint approved for schools and children. With the board having no issues, Selectman Dunn made a motion to approve the request to add playground stencils to the pavement behind the school using the approved paint and materials; Selectwoman Carpenter seconded; voted 4-0-0; motion approved.

**VOTES OF THE BOARD:**

Selectman Watson made a motion to approve the June 26, 2017 Meeting Minutes; Selectman Dunn seconded; voted 4-0-0.

**OLD BUSINESS (Unfinished Business):**

Selectwoman Carpenter spoke with an Assistant Attorney General and the Director of Open Government regarding the Open Meeting Law. Open Meetings are no longer handled by Essex County, they are handled under the Mass Attorney General's Office. She was told it is not impermissible to speak one-on-one with someone relating to the discussion of contracts and collective bargaining, but the challenge is that if that person (e.g., Bob Lay) were to speak to multiple members of the board and any of those conversations were to get conveyed to other members, it would be a violation of the Open Meeting Law. That could be avoided by holding an executive session. She also followed up on her concern from the last meeting about members of the board acting outside of the meeting and whether it is a violation of the Open Meeting Law. She was told that each town usually has their own bylaws about that. Ms. Dembkoski said to her knowledge, there is no bylaw in Groveland specific to this matter. Selectwoman Carpenter provided the board with a document from the Guide to Financial Management for Town Officials highlighting the roles of BOS members. She would like it as a future agenda item after everyone has a chance to review it.

Chair Wood updated the projects behind the Bagnall field. The quote for the chain link fence by the wooded area was \$9,600; paving was approximately \$15K; \$15K will do a good portion of the parking lot. Chair Wood said taking those into account, there would be about \$5K left to put into a maintenance fund. It will be a future agenda for a possible vote on the outline. Ms. Dembkoski received a quote for maintenance of the lawn in the back on the new field at a cost of \$4,300/year.

Statehouse Meeting with Senator Tarr and Representative Mira – The first meeting talked about options for funding for the senior center. Selectman Dunn said Groveland's per capita is high and we are not eligible for any grants but could get low interest loans from the USDA. He said we should contact the Committee for them to get the paperwork together to start the application process for funding. Ms. Dembkoski said their RFQ is currently out to bid; bids are due back on September 20<sup>th</sup>. As of today, 34 RFQ packages were issued, including one to Chile. She also said they are aware they can't qualify for many grants but that there are many things they can potentially qualify for once they have the design study. Once they have that, they will pursue other options and financing methods.

The second topic discussed was the downtown project. There were people from the Mass Audubon Society, Trustees Group and the Essex County Greenbelt Society who provided information and guidance on what might be available for programs, grants and funding. Suggestions were to (1) create a committee so there would be a point person, (2) find out what CPA funds can be used towards the project and if anything had been done already, and (3) have an appraisal and market assessment done. Research needs to be done to find documents on the bridge about when it was taken and the funds given to the landowner as part of devaluing the land from the corner section of the lot, and what the parking agreement was with the insurance company. Selectwoman Carpenter agreed to be the point person to bring back information from the Committee (when formed) and possibly be on the Committee as well. It will be discussed further at the next meeting.

**CORRESPONDENCE:**

1. July 10, 2017 Meeting Minutes.
2. Fire Department July 1<sup>st</sup> Appointments. Chief Lay created a formula to differentiate between Firefighters, Lieutenants, Captains, Deputies, etc. so there is a standard percentage. Because the pay

scale affects the salary, the board will have to vote on that only, not the appointments; the Strong Chief makes all the appointments.

3. Volunteer of the Month nomination.
4. Letter from Chief Lay to the Georgetown Fire Chief. Ms. Dembkoski said Georgetown provided mutual aid while we did not have a ladder truck. Chief Lay wrote the Fire Chief and thanked them. Ms. Dembkoski will write a letter of thanks on behalf of the Board of Selectmen for their assistance and support.
5. Letter from the Board of Library Trustees regarding a sign for the Library

**FINANCE DIRECTOR'S TIME:**

894 Salem Street (former Highway garage) is being advertised July 26<sup>th</sup> and will be in the Central Register and Tribune this week. The basketball courts at the Pines have been updated with new hoops and nets; the backboards need to be tweaked. Ms. Dembkoski thanked Bill O'Neil and his son for their help ordering the parts needed. She extended a huge thanks to Mark and Steve from the Highway Department for the installation; they continued working in the pouring rain. Preliminary interviews for the Town Planner position have been conducted. Sam Joslin sat in on the interviews. The top three candidates will be briefly interviewed by the board. The Planning Board will be invited to attend as well.

Anita (Council on Aging) came in today and wanted to clarify one of the comments made at the last BOS meeting about the possibility of combining the senior center with West Newbury. There is no outreach from West Newbury to the Groveland Senior Center Building Committee, no communication between the two boards and, until that happens, any comments are hypothetical, premature and unfounded. She feels they have explored those options. The BOS are welcome to meet with them if they have any questions or the COA can attend a board meeting for discussion. Chair Wood said the discussion came up as a conversation piece at the Statehouse meeting. His opinion is that it is not feasible from a use standpoint to have people travel to West Newbury or vice versa to use the senior center.

August 1<sup>st</sup> is National Night Out. Groveland, West Newbury and Merrimack Police Departments are inviting the community to the second annual tri-town night out. It will be held at the Pentucket High School from 5PM-8PM; admission is free

**SELECTMEN'S TIME:** Nothing tonight.

The next regular meeting will be held **Monday, August 7, 2017** at 6:30 p.m.

Selectman Dunn made a motion to adjourn; Selectman Watson seconded; voted 4-0-0. The meeting was adjourned at 7:21 p.m.

\*\*\* Approved on a vote of 4-0-1 with Selectman O'Neil abstaining \*\*\*