



TOWN OF GROVELAND

2013 MAY 15 PM 5:11

**MEETING NOTICE**  
(MGL Chapter 30A, Sections 18-25)

TOWN CLERK  
RECEIVED/POSTED

**COMMITTEE OR  
CONVENING BODY:**

Board of Selectmen

**MEETING PLACE:**

Selectmen's Conference Room  
Town Hall – 183 Main Street, Groveland, MA

**DATE & TIME OF  
MEETING:**

Monday, May 20, 2013 @ 6:15 p.m.

Meeting called to order  
Pledge of Allegiance

**AGENDA ITEMS:**

Welcome Selectman D'Amore to the Board

Board Reorganization - Nominate & Vote Chairman of Board

Approve Minutes  
Approve Weekly Warrants

Sign Property/Field Use Permits, if any

Chairman to sign Bagnall bill submittals, if any

Approve Special License(s) for events at Veasey Park, vote(s) may be taken  
Review Correspondence, if any – take action if needed

Claire Walsh requests appointment of the following residents to the town's  
Activities Committee effective immediately through June 30, 2014:  
Claire Walsh, Tracy Gilford, Richard Sciacca, William Dunn & Theresa Dunn

Review information Finance Director collected on area charges for  
public field use; vote(s) may be taken

Review/sign Pines Softball Field requests submitted,  
vote(s) may be taken

Selectman D'Amore requests consideration for appointment as the  
Selectmen's representative on the Pentucket Regional Finance Committee  
(replacing former Selectman William Darke)

**6:20 P.M.** - Claire Walsh-to discuss Knox building fence & parking,  
vote(s) may be taken

**6:45 P.M.** – Fire Chief Clement – to discuss Fire Chief Job  
Description, position posting, and search for successor Chief – vote(s)  
may be taken

**7:15 P.M.** - Mike Dempsey & representatives of Open Space & Trails Committee and Water/Sewer Commission to discuss the following:

Review three Purchase and Sales Documents, if available, vote(s) may be taken

List of items left to do for purchases, vote(s) may be taken

Timeline for completing purchases

Mattingly park request, vote may be taken

Angelini topsoil removal, vote may be taken

21E Inspections, vote may be taken

Conservation Restriction review,

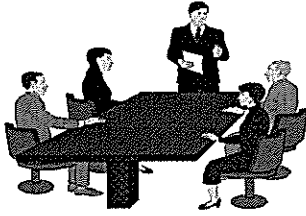
Open Space and Trails initial plans

NOTE: If it is determined Executive Session is needed for any of the above items, vote needed to enter under MGL 30A, Sec. 21(a) (6) to consider the purchase or value of real property if Chairman declares that an open meeting may have a detrimental effect on the negotiating position of the public body

### Adjournment

Signed: \_\_\_\_\_ Date: May 15, 2013

*All meeting notices must be time stamped and filed in the Town Clerk's Office and posted 48 hours prior to the meeting (excluding Saturdays, Sundays and all Holidays).*



## BOARD OF SELECTMEN AGENDA

May 20, 2013

6:15 P.M - Call meeting to order  
All stand for Pledge of Allegiance

Welcome Selectman D'Amore to the Board  
Board Reorganization-Nominate & Vote Chairman

**Acceptance of Minutes –  
Approve Warrants:**

PW # 13-46	\$ 130,848.44
DW #13-44A	\$ 22,387.61
DW #13-44AA	\$ 90.66
BW #13-45	\$ 580,723.78

### AGENDA APPOINTMENTS

6:20 p.m. – Claire Walsh – follow-up meeting regarding Knox Building parking spot and fence, vote(s) may be taken

6:45 p.m. – Fire Chief – continue discussion of job description, position posting, & search for successor Chief – vote(s) may be taken

7:15 p.m. – Mike Dempsey & representatives of Open Space & Trails Committee and Water/Sewer Commission to discuss the following:

Review three Purchase and Sales Documents, if available, vote(s) may be taken

List of items left to do for purchases, vote(s) may be taken

Timeline for completing purchases

Mattingly park request, vote(s) may be taken

Angelini topsoil removal, vote(s) may be taken

21E Inspections, vote(s) may be taken

Conservation Restriction review, vote(s) may be taken

Open Space and Trails initial plans

NOTE: If it is determined Executive Session is needed for any of the above items, vote needed to enter under MGL 30A, Sec. 21(a) (6) to consider the purchase or value of real property if Chairman declares that an open meeting may have a detrimental effect on the negotiating position of the public body

**NEEDS ATTENTION**

Vote to approve and sign two (2) Special Licenses for up-coming events at Veasey Park

Review and vote to sign Chapter 90 Reimbursement & Project Requests submitted by Road Commissioner

Claire Walsh requests appointment of the following residents to the town's Activities Committee, said appointments effective immediately through June 30, 2014 - Claire Walsh, Tracy Gilford, Richard Sciacca, William Dunn, Theresa Dunn

Selectman D'Amore requests consideration for appointment as the Selectmen's representative on the Pentucket Regional Finance Committee (replacing former Selectman William Darke)

Review information Finance Director collected re area fees for public field use; vote(s) may be taken

Chairman to sign Bagnall bill submittals, if any

Approve Property/Field Use Permits, if any

Review Correspondence, take action, if needed

**Adjournment**

**Date of next regular meeting – June 3<sup>rd</sup>, 2013**

MINUTES  
BOARD OF SELECTMEN  
MAY 20, 2013

Meeting called to order at 6:17 P.M.

**Present** Selectmen Donald N. Greaney, Elizabeth A. Gorski and Joseph D'Amore

All stood for the pledge of allegiance.

**Welcome to Board**

Selectmen Greaney and Gorski welcomed newly elected Selectman Joseph D'Amore.

**Board Reorganization – Nomination of Chairman**

Selectman Gorski explained to Selectman D'Amore that the Board rotates Chairmanship annually after each Election; that the Board has always agreed that the Selectman with one remaining year shall serve as Chairman. Selectman D'Amore agreed with the proposal. Moved Gorski, seconded D'Amore, and it was

**VOTED:** To nominate Selectman Greaney to serve as Chairman of the Board through the 2014 Annual Town Election.

**Approve Warrants**

Moved Greaney, seconded D'Amore, and it was

**VOTED:** To approve Payroll Warrant #13-46.

GREANEY, D'AMORE – "AYE"; GORSKI – "ABSTAIN" 2-1

Moved Greaney, seconded Gorski, and it was

**VOTED:** To approve Deduction Warrants #13-44A and #13-44AA and Bill Warrant #13-45. 3-0

**One Day Special Liquor Licenses**

Selectmen reviewed two One Day Liquor Licenses. Moved Gorski, seconded D'Amore, and it was

**VOTED:** To approve Special Liquor Licenses for (1) a Baby Shower at Veasey Park on June 23, 2013 between the hours of 12:30 P.M. and 4:30 P.M.; and (2) a Celebration of Life at Veasey Park on June ?? 2013 between the hours of 12:00 P.M. and 4:00 P.M. both licenses requiring a Detail Officer on duty during hours alcohol is to be served. 3-0

**Chapter 90 Project Request & Final Report**

Road Commissioner Robert Arakelian submitted for the Board's approval, Chapter 90 Reimbursement Request for \$135,105.68 for project #605114 School St. & Salem St. Rt. 97 together with the Final Report, and Chapter 90 Project Request for Roadway Engineering at intersection of Seven Star Road and Center Street for \$52,000.00. Moved Gorski, seconded D'Amore, and it was

**VOTED:** To approve and sign Chapter 90 Reimbursement Request and Final Report for \$135,105.68 for Engineering costs for School & Salem Sts. Rt. 97, Project Request for Roadway Engineering at intersection of Seven Star Road and Center Street for \$52,000.00. 3-0

**Request to Appoint**

Claire Walsh requested the Board activate the Activities Committee and appoint the following individuals to serve: Claire Walsh, Richard Sciacca, Tracy Gilford, Theresa Dunn and William Dunn. Moved Gorski, seconded D'Amore, and it was

**VOTED:** To re-activate the Activities Committee and appoint the following residents to serve: Claire Walsh, Richard Sciacca, Tracy Gilford, Theresa Dunn and William Dunn, said appointments effective immediately through June 30, 2014. 3-0

**Pentucket Regional Finance Committee**

Selectman D'Amore addressed his fellow board members, asking for their consent of him continuing to serve on the Pentucket Regional Finance Committee. D'Amore told the Board he had been attending the meetings for the last 18 months; that he did not have voting rights but was involved in a lot of the work they were doing; that unless somebody else wants to do it, he would like to be the Board's representative on that Board. Moved Gorski, seconded Greaney, and it was

**VOTED:** To appoint Selectman D'Amore as the Board's representative on the Pentucket Regional Finance Committee, replacing former Selectman William Darke. 2-1 D'Amore abstained from voting

**6:20 P.M. – Claire Walsh, Historic Society-Knox Building at Shanahan Field**

Claire Walsh, Historic Society member, and resident James Sheehan met with the Board to continue discussions on the Board allowing the Society to construct a fence around their building to give the tenant some yard space and privacy, and sufficient parking area. Walsh told the Board that she did obtain prices for lining the area for parking spots near the Knox Building; that she was told that there could be 10-12 spaces if parallel parking, and 4-5 more spaces could result if angle parking; that the cost would be \$350-\$500. Her estimate was from Lines by Hynes.

Sheehan told the Board he feels installing a fence 16' from the back of the building and parallel parking spots on the side would work; that you don't have enough space to have 16' from the side with parallel parking spaces and an access road. Chairman Greaney reminded Walsh that the Board had told her it was going to be a tough place for parking. Sheehan commented that Walsh needs two spots for tenant marked as tenant only parking. Sheehan suggested the Board should also allow some room in the back of the building for yard space; that it makes the most sense. Sheehan commented that the parking all over that area is getting old; that the area needs definition and signs should be installed. Chairman Greaney asked about the line of orange cones leading to Sheehan's house. Sheehan responded that the right of way is 30' and suggested splitting it in half and running a fence down it. Selectman Gorski asked what type of fence and was told a post and rail. It was questioned whether that type of fence would hold up to weather, snow plowing and people parking against it. Walsh said that the post and rail fence is the least expensive to fix if it gets damaged. Selectman D'Amore asked Sheehan what his recommendation would be. Sheehan told him he'd like to see a stronger fence but he would be willing to try this for now. Gorski said she would prefer to put a sturdier fence. Walsh said the Historic Society is willing to pay some of the cost for the fence, but they don't have a lot of money.

Selectman Gorski agreed and said they can't grow the fields bigger because of the lack of parking. Chairman Greaney suggested parking for the tenant should be in front of the building. D'Amore asked Walsh to get a final price for fencing and parking lines. Sheehan told the Board that he will work with Walsh and draw up a plan. Walsh agreed to get a price for fencing and lining the spots. The parties will meet again once the plan is drawn and pricing has been obtained.



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MAY 20, 2013

Selectman D'Amore asked about the EMT requirement. Clement responded that they feel it would be a plus for the next Chief to be an EMT because he will most likely be the first in on most scenes and that includes medical calls; that the incident command vehicle is outfitted with medical equipment and you'd like to have someone with a level of training higher than someone who just knows CPR. It's a preference to have your highest staff knowing what to tell your first responders what is needed.

Selectman D'Amore then asked what type of staff the part-time Chief would be supported by, a Deputy, two Deputies, etc. Chief Clement said he would have an Administrative Assistant and a Deputy/Inspector. Selectman D'Amore asked Chief Clement what could possibly cause the town to go from a \$235,000 budget to a \$500,000 budget? John replied that they will hear "if you do the job right, it will cost you a lot more money". Chief Clement told the Selectmen that he thinks Groveland has one of the best department's around; that what we have is adequate for this community and, that just because your neighbor does something doesn't mean you have to; that you buy what you need for your community; that when you have someone as conservative as the Board of Fire Engineers were, you don't get all the toys to play with that some other towns or cities do. Chief Clement told the Board that he hopes they can still find someone who will continue to do the job the way it has been done in the past, for the \$18-\$19,000 salary. Selectman Gorski responded telling Chief Clement that the Board of Selectmen appreciates that he and the Fire Engineers have been conservative; that everyone wants everything, but we can't afford everything but will give what is needed. John thanked Gorski and acknowledged that the town has been very good to the fire department. Chairman Greaney stated when he was on the department he always felt they had everything they needed and Chief Clement agreed.

Finance Director Labrecque suggested that the Board needs to incorporate in the posting whether the position will be benefit eligible and what the salary will be so those applying will know upfront what the position pays, etc. Labrecque said the salary line item has been voted but whether benefits will be offered needs to be determined. Chairman Greaney responded that he believes the position has been determined to be 14 hours per week. Chief Clement stated he had removed that information when he made the draft description and that if the Board wants, it can be put back in. The Selectmen agreed the information should be in the posting. Greaney stated he is still on the fence about the EMT requirement; that our fire department's only requirement to be on the department was to be first responder certified and CPR. Chairman Greaney also stated he feels the town probably has the best trained department around.

Selectman Gorski asked Deputy Kastrinelis whether most communities around have a Chief who is EMT certified. Deputy Kastrinelis replied that in surrounding communities it tends to be the standard. Kastrinelis told the Board that he himself is not an EMT but has added medical training and is comfortable as a first responder being on the scene and doing the job. Greaney asked Kastrinelis is it the towns that run an ambulance such as Georgetown, and Kastrinelis responded, that yes, Georgetown's Chief is, but he doesn't believe the ambulance is the determining factor; that you need someone who has knowledge of the EMS system because that's constantly evolving and changing. Kastrinelis also said you need someone who works good with other people, their peers and other communities of the EMS system.

Selectman D'Amore asked Chairman Greaney if the Board has the authority to determine the job description or was that authority still vested in the Chief. Greaney replied it's the Board of Selectmen. Selectman Gorski asked whether a first responder can make an assessment at the scene or only the EMT does so. Chairman Greaney responded saying whoever on the scene has the highest level of medical training is supposed to take charge of the patient; that if an ambulance shows up with an EMT, that person oversteps the first responder, and if a Paramedic came on the scene they would overstep the EMT.



Selectman Gorski also asked how many hours are required of the Clerk/Administrative Assistant. Kermit Cross and Kastrinelis both responded that former Clerk James Jordan worked 3 hours a day, 5 days a week. Chief Clement, who is currently doing the Clerk's job, stated he puts in 8 hours during the week and 8 hours over the weekend.

Selectman Gorski stated that she would like to see the EMT requirement be left in the Fire Chief's job description; that even during the interview process, if someone were to say they were working toward that goal, a time frame to receive that goal. Gorski told those present that she doesn't know how they all feel about that or what training those who want to apply have. She asked how many do have EMT certification presently and was told twelve do. Gorski said she would want someone with that sort of training and expertise answering the call where someone's life is hanging in the balance. Deputy Kastrinelis responded telling Selectman Gorski that people should be very comfortable with the level of experience first responders of the department have been trained for.

Selectman Gorski asked whether they should expand the duties of the Fire Chief, or should they expand the contract and include more hours for the Chief as the town grows. Gorski said she thinks this is a young man's job, and do they want to be changing Chiefs all the time. She asked are they going to make it palatable for someone to come here and do the job.

Captain Kurt Ruchala spoke, gave his background in fire service over the last 29 years, and said he thinks you are better off paying a qualified person to run the fire department and retain the firefighters, the current call format. Ruchala said it would save the town a lot of money. Ruchala said the Board needs to get someone in the Chief's position that will cultivate, promote, train and retain your call firefighters. He told the Board they will get into money when the call firefighters go away and they have to bring in full time people; that the Board should think progressively and not keep the Chief's salary low. Finance Director Labrecque mentioned that the salary is capped for the next year and Selectman Gorski responded that that year goes by in a hurry. Labrecque agreed that it does but stated that it's hard to make a promise for a year from now. Labrecque pointed out that all the town's money will be going to Pentucket and Whittier in the future; that there won't be a lot of money available otherwise. Deputy Kastrinelis stated that he agrees with everything Kurt just said, with one exception; that he doesn't think given the type of department they have and from past experience, that the town needs to throw a lot of money into it right now; that the small town feel, small town department, has served us very well. Kastrinelis did agree with Kurt that you need to bring the right person on who can cultivate, bring people along. Mike stated that yes, they are paid employees but there is so much volunteerism that goes along with it; that for every hour you work there are at least two that you're doing just for the station because you want to be there, and that's what they need to hold on to. Kurt responded that he wasn't talking about a tremendous amount of money, 10-20% over whatever they pay now could go a long way to obtain the right individual.

Also discussed was whether there should be a residency requirement. Chief Clement said if candidates applying for the job don't live in town, they wouldn't be available 24/7, and it's not going to work. Clement suggested there should be a requirement. Clement told the Board that they can make adjustments to the descriptions he provided; that he provided what they do here. Clement also told the Board that he would be more than happy to sit down with the Board to fine tune it; that what he gave out was not meant to be a final document. Selectman Gorski asked if Attorney Maser also prepared a job description and she was told he had done so two years ago. Gorski stated she would like to see drug testing added to the job description. Selectman D'Amore asked how long the position would be posted for and Clement responded 30 days.

The Selectmen discussed having a panel of five (3 Selectmen, Chief Clement & one other individual) to review the applications, narrow down the candidates or decide whether they need to re-open the process. Selectman D'Amore asked Chief Clement what his recommendation would be as to how they would end

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up with an Interim/Acting Chief. Clement said you want the smoothest transition you can get and something that is relatively transparent. Selectman Gorski said her opinion is she thinks they need an Acting Chief who has no intention of applying for the job. Chairman Greaney said that is what he was thinking. Chief Clement responded that they have discussed that before and it is difficult to come up with because those who could fill the interim position may want to apply for the position later on. John told the Selectmen from this point until July 1<sup>st</sup> they have to close out their FY 13 budget; that they also have to maintain their inspections and do all the paperwork on that. Clement said to bring another party in at this time that is not familiar with that would be very disruptive; that if Deputy Kastrinelis, as Inspector, and Clement as the Clerk were to continue from this point that would be the smoothest transition he could think of. Chief Clement told the Board that his recommendation would be to have Inspector/Deputy Chief Kastrinelis appointed as Acting Chief; that they work very well together and have done so for over 15 years.

Finance Director Labrecque stated his concern is that the large payroll due in June is able to be prepared and submitted to his department and Clement agreed. Chairman Greaney asked the Chief if his recommendation means Kastrinelis wasn't interested in applying for the Chief's job. Clement stated he can't speak for Mike and he doesn't think that precludes anyone, legally or otherwise from applying for the position. Clement stated he just wants to get through to July 1<sup>st</sup> at this point and get all the books in order, and then on July 1<sup>st</sup> or shortly thereafter the Selectmen will select who they want for the next Chief. The Board's Assistant advised the Board that they should check with counsel to see if they could legally put such a restriction on the person filling in as Acting Chief; that she questioned if it would be legal. Selectman D'Amore said they weren't able to do so on the school committee.

Selectman Gorski then asked if anyone present was interested in applying for the Chief position. Deputy Robert Lay responded that he was, Lieutenant Credit stated he was not, Captain Ruchala stated he was on the fence, but probably not, and Deputy Michael Kastrinelis said he is interested. Selectman Gorski stated she did not want anyone to feel they are at a disadvantage; that it's a level playing field for everybody. Chairman Greaney suggested maybe Lt. Credit should be the Interim Chief and Kastrinelis could still do inspections. Lt. Credit responded he had no desire to be Acting Chief but he does think they have a good candidate seniority wise in Mr. Lay as far as being the Acting Fire Chief. Greaney acknowledged that Credit meant Deputy Lay would be the senior person on the Fire Department and Credit stated that he believes Lay would be. Selectman Gorski asked if there are others in the department that have said they may be apply and Ruchala responded no; that he thinks they are limiting themselves because of the education requirement; that having the preference of a bachelor's degree limits the field to three or four guys. Ruchala said they have a lot of guys with a lot of great experience in the fire department but they don't have a lot of people who have gone to formal education. Ruchala noted there was nothing in the job description about management skills and suggested he thinks that is more important at this point, especially when you are dealing with folks that have experience. Labrecque stated that many job postings state "or relevant experience". Ruchala said he thinks it is necessary to add that because a lot of good people would be excluded.

Chairman Greaney asked the parties to meet again on May 23<sup>rd</sup> at 7:00 p.m. to review all the documents and possibly make revisions. Clement asked if the Board will be meeting again before June 1<sup>st</sup> and was told they would meet again the 23<sup>rd</sup>. Greaney asked Clement if he is able to stay on as Clerk after May 31<sup>st</sup> and Clement stated that was his understanding. Greaney asked whether Clement needed to be appointed to serve as Clerk and Labrecque told him no, that the position was a position hired by the Chief. Chairman Greaney thanked all the men for attending.

**7:15 P.M. Mike Dempsey & Water/Sewer Commissioners**

Dempsey provided copies an agenda of items needing to be completed regarding the purchase of Mattingly, Bussing, and Angelini's properties. The items were: List of Items remaining to do, timeline for completing the purchases, Mattingly's park request, Angelini topsoil removal, 21E Inspections, Conservation Restriction and Open Space & Trails initial plans.

Dempsey told the Board that he doesn't see the purchase of Angelini and Mattingly's property happening before October 1, 2013; that they can go forward on the Bussing purchase as soon as the financing is in place. Water/Sewer Commissioner Sheehan asked why it takes so long for the grants and Dempsey responded that it is because they are federal grants and it takes longer to receive the approval. Dempsey stated that the town will know by July 15<sup>th</sup> if they aren't receiving the grant or that they might receive it. Mike said that he hopes to know by August 15<sup>th</sup> whether they will receive it.

Water Superintendent Tom Cusick reported that National Heritage funds will be applied for for Mattingly's property once the town has a signed Purchase & Sales Agreement.

Dempsey reported that the toughest part for the Conservation Restriction will be the earth removal Angelini's wants to do. He reported that EOEOA didn't like the way the Warrant Articles were written; that land and water conservation funds weren't referenced in the Articles; that the town may be able to obtain \$500,000 in land grant for each parcel if the sellers were willing to wait until February, 2014.

Selectman D'Amore asked the time frame for borrowing and Finance Director Labrecque responded that he can begin the process July 1<sup>st</sup> and go out to bid August 1<sup>st</sup>.

The parties agreed that the remaining discussion should take place in Executive Session. Chairman Greaney announced that the Board would return to Open Session following the close of Executive Session, for the sole purpose of adjourning the meeting.

**Approval of Minutes**

Moved Greaney, seconded Gorski, and it was

**VOTED:** To accept the Open & Executive Session Minutes of April 29, 2013 and the Open Session Minutes of May 6, 2013, as presented. 2 -1, Selectman D'Amore not voting due to not being a member of the board at that time

**Executive Session**

Moved Greaney, seconded Gorski, and it was

**VOTED:** To enter into Executive Session in accordance with the provisions of MGL Ch. 30A, Sec. 21(a) (6) to discuss negotiations to purchase land.

D'AMORE, GORSKI, GREANEY – "AYE"; 3-0

Selectman Darke announced that the Board will return to the Board's Open Session at the close of the Executive Session. The Executive Session was entered at 8:16 P.M. and closed at 8:41 P.M. The Minutes of the Executive Session are on file in a separate binder in the Selectmen's Assistant's Office.

MINUTES-PAGE #8  
MAY 20, 2013

Selectmen returned to open session at 8:42 P.M. Moved Greaney, seconded Gorski, and it was

**VOTED:** To adjourn.

Adjourned at 8:43 P.M.

Respectfully submitted,

A handwritten signature in cursive script that reads "Nancy Lewandowski".

Nancy Lewandowski  
Administrative Assistant

Approved by vote of Board – 6/17/13

CHAPTER 90 – PROJECT REQUEST

updated

8/2012

\*2 Original Signed Project Request Forms are to be submitted.

CONTRACT

# 50819

Classification: Roadway Engineering

Primary Road: X

Local Road:

City/Town: Groveland

Location(s): Intersection of Seven Star Road & Center Street

Length: 700 feet Width: 24 feet

PROJECT TYPE

Construction: [ ] Resurfacing: [ ] Engineering: X [ ] Equipment: [ ]

Other:

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: Design
Base Course: Design
Foundation: Design
Shoulders/Sidewalks: Design

SCOPE OF WORK:

Safety improvements for the Intersection of Seven Star Rd & Center Street

WORK TO BE DONE:

Force Account: [ ] Advertised Contract: [ ] Other: Engineering

Estimated Cost (Please attach estimate and list funding source(s)): \$ 52,000.00

\*\*These funds will pay 100% of Local Road Project costs to the limit of this assignment\*\*

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

Reviewed by:
Signed:
State Aid Engineer Date
Road Classification Verified:
Approved for \$ @ 100%
District Highway Director Date

Signed:
Road Commissioner 5-20-13
Highway Official's Title Date
Town Accountant 5/20/13
Accounting Official's Title Date
GROVELAND BOARD OF SELECTMEN
Chairman
Date 5/20/13
Duly Authorized Municipal Officials





**CHAPTER 90 - FINAL REPORT**

updated 8/2012

50819

CONTRACT# \_\_\_\_\_

City/Town GROVELAN Design \_\_\_\_\_  
 Location(s) School & Salem Streets RT 97 100% Design Phase 1  
 Length \_\_\_\_\_ Feet Width \_\_\_\_\_ Feet  
 Work was Started 12 /13 /12 and Completed 04 /18 /13  
 Work was Suspended / / and Resumed / /  
 Done by: Force Account \_\_\_\_\_ Advertised Contract \_\_\_\_\_ Other Engineering

**\* REMARKS:**

<b>EXPENDITURES:</b>	State Funds @ 100%	\$135,105.68
	Municipal Funds	\$
	Other Funds	\$
	<b>TOTAL PROJECT EXPENDITURES</b>	<u>\$135,105.68</u>

**SCOPE OF WORK:**

DESIGN PHASE 1 100% SCHOOL & SALEM STREETS RT 97 TEST PITS FOR DESIGN

**CERTIFICATION**

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

**PREPARED & REVIEWED BY**

*[Signature]*

---

**ROAD COMMISSIONER**                      05/20/13  
 Highway Officer's Title                      Date

*[Signature]*

**TOWN ACCOUNTANT**                      05/20/13  
 Accounting Officer's Title                      Date

**Signed:**

*[Signature]*

---

*[Signature]*

---

**GROVELAND BOARD OF SELECTMEN** 05/20/13  
 Duly Authorized Municipal Officials                      Date

• Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.



**CHAPTER 90 – REIMBURSEMENT REQUEST**

updated 8/2012

City/Town: GROVELAND Project: ROUTE 97 (School Street) PHASE 1

Project request was approved on 12/13/12 for \$ 140,000.00  
at 100% Reimbursement Rate = \$ 100.

- 1) Attached are forms which document payment of approved expenditures totaling \$135,105.68 for which we are requesting \$135,105.68 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$135,105.68.
- 3) Is this request for a FINAL payment on this project?  Yes  No

4) Remarks:  
Engeneering services for 100% design phase 1 Mass Dot project # 605114 School St.& Salem St. Rt 97

**CERTIFICATION**

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

Robert P. Cudde (Signed) Road Commissioner (Municipal Highway Official Title) 5/20/13 (Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

**REVIEWED AND APPROVED FOR TRANSMITTAL**

by Jaqueline M Sullivan Signed: [Signature]  
JO  
TOWN ACCOUNTANT  
(Accounting Officer's Title)

GROVELAND BOARD OF SELECTMEN  
(Duly Authorized)

DATE May 20, 2013



## Approval Agreement

### Pentucket Regional School District (PRSD) and the Town of Groveland

The Pentucket Regional School District (PRSD) and the Town of Groveland will complete the following form as it applies to the processing of all authorizations and all disbursements of funds Articles 20 and 21 passed at the April 28th 2011 Annual Town Meeting and in regards to the funding of the enlargement and renovation of the Bagnall Elementary School.

Submission of bills for payment must be received by noon on the Wednesday prior to the first and third Tuesday of each month. The School Committee approves their warrants for payment at their meeting on the first and third Tuesdays of each month with some slight modifications during the summer months.

The process will involve the following the form:

Invoice Number	Date	Vendor	Invoice Amount
# 3209	5/20/2013	Georgetown Recycling, Inc.	\$ 400.00
	5/17/13	Groveland Municipal Light Dept.	\$ 1,035.93
	6/3/13	Town of Groveland	\$ 11,617.39 <del>\$ 11,650.09</del>
130508	5/31/13	Deedalus	\$ 7,000.00

Bagnall School Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Chairperson or Vice Chair

Finance Director  \_\_\_\_\_ Date 5/20/13

Board of Selectmen  \_\_\_\_\_ Date 6-3-13

## Approval Agreement

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The process will involve the following the form:

Invoice Number	Date	Vendor	Invoice Amount
16	4/30/13	JCS Architect	\$ 4,404.00

Bagnall School Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Chairperson or Vice Chair

Finance Director  \_\_\_\_\_ Date 5/10/13

Board of Selectmen  \_\_\_\_\_ Date 5/20/13



FENCE

FENCE

↑  
16ft BACK

←  
18ft LEFT

Existing Flower Bed

FRONT

1. Post and rail fence 18ft out on left, extending down to Main Street
2. No fence on Right
3. Privacy fence 16ft from bulk head

← EXIT ←

PAVED Circle

Lines by Hines  
Middleton  
\$ 450.<sup>00</sup> - 500.<sup>00</sup>

Parallel = 10-12 parking spaces  
34 - More with angle

