



## BOARD OF SELECTMEN AGENDA

July 14, 2014

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

Approve Bi-Weekly Warrants, votes needed

Payroll Warrant –	PW14-54	\$ 43,737.38
Bill Warrant -	BW14-53	\$ 107,100.26
Deduction Warrant –	DW14-52A	\$ 28,761.86
Bill Warrant -	BW15-03	\$1,483,517.72
Payroll Warrant -	PW15-03	\$ 133,950.45

Approve Property Use Permits, if any

Review Correspondence, take action if needed, votes may be taken

**6:30 P.M.** – Mike Dempsey, Dannielle Ingrahan, Veasey Events Coordinator, and Pam Johnson of Traveling Bartenders to discuss Police Detail requirements, Insurance requirements and Liquor Purchase requirements for Veasey Park, vote(s) may be taken

**6:50 P.M.** – Continuation of June 16, 2014 Earth Removal Permit Public Hearing on property located on Zachary Lane, Groveland, vote(s) may be taken

Vote to approve One Day Beer & Wine License for Aug 2<sup>nd</sup> wedding at Veasey

Vote to approve One Day Beer & Wine License for Aug. 9<sup>th</sup> wedding at Veasey

Report of Finance Director, if any

Review proposed policies, if any

Board of Selectmen – general discussion period, if needed

**Adjournment**

**Date of next regular meeting: 6:15 P.M. - Monday, July 28, 2014**

MINUTES

BOARD OF SELECTMEN

July 14, 2014

Meeting called to order at 6:22 P.M.

**Present** Selectmen Joseph D'Amore, William Dunn and Chairman Elizabeth Gorski

All stood for the Pledge of Allegiance

**Approve Warrants**

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Payroll Warrant #14-54.

D'Amore, Dunn – "Aye"; Gorski – "Abstain" 2-1

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Bill Warrant # 14-53. 3-0

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Bill Warrant # 15-03. 3-0

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Deduction Warrant #14-52A. 3-0

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Payroll Warrant #15-03.. 2-1

D'Amore, Dunn – "AYE"; Gorski – "Abstain"

**Correspondence**

The Board's Assistant asked that the Selectmen review an email received from town counsel in which he was requesting that a town official meet with Ruth Mattingly's attorney at her property that the town may purchase because she wants to remove what she defines as "mementos" and counsel isn't quite sure whether she is referring to posts remaining from an old building, or whether they might be granite boundary markers. Lewandowski told the Board that she thought maybe Road Commissioner Arakelian could meet with the attorney; that he would be able to take pictures with his cellphone and send them to counsel if there was a question as to what the mementos are. Selectman Dunn suggested if it is boundary markers Mrs. Mattingly is interested in she would need to replace what she takes and the replacement must be in the same exact spot she removes one from. Chairman Gorski agreed that Arakelian would know what could or could not be removed and the consensus of the Board was to have their Assistant request Arakelian make arrangements to meet with Mrs. Mattingly's attorney at the property to view the item(s) she is interested in removing.

Chairman Gorski, in preparing for the Board's first agenda appointment, asked Finance Director Dembkoski if she will be able to help out with questions that may come up regarding the Special Events Guidelines. Gorski told her fellow board members that the Board can't start making exceptions; that everything has to be the same for everyone, and her fellow board members agreed. Dembkoski responded that she would be able to assist with questions.

**Veasey Park Events-Mike Dempsey, Dannielle Ingraham & Pam Johnson of Traveling Bartenders**

Mike Dempsey provided the Selectmen with a handout for them to review regarding Veasey Park events. He introduced Pam Johnson and Danielle Ingraham, Veasey's events coordinator to the Board and told the Board he brought them along to answer any questions the Board may have about events held at Veasey.

Mike told the Board that the requirements from the State to purchase alcohol in Massachusetts can't be met by Veasey. Pam Johnson explained that she does not have a license to sell alcohol at events so she wouldn't be able to purchase for those renting Veasey Park. Dempsey told the Board that he and his staff discussed this concern and thought they could place the requirement on the renters.

The Board's Assistant informed Dempsey that the State requirement is alcohol must be purchased from approved distributors and provided him with the list she received from ABCC; that there also may be a requirement that the alcohol be delivered directly to the function site. Danielle suggested that maybe she could just give that information to a potential renter and tell them those are the requirements for having beer and wine at the event. Selectman Dunn asked if they are only going to have a small party with four or five cases they have to go through with all that? Chairman Gorski responded that is what the Commission is saying. Dunn asked if the Commission is sticking really hard to it and Lewandowski responded that the Board is not supposed to issue a license if the requirements aren't going to be followed. Finance Director Dembkoski stated that she thinks the responsibility would fall on the Board if issuing a liquor license when the procedure isn't being followed, and Lewandowski added which then puts liability on the town. Chairman Gorski stated they would not be going down that road.

Dunn stated his point was would a distributor drop off four or five cases for a small party; that this requirement might make it harder for Veasey to rent the facility out. Lewandowski responded that she understands his concern; that she's had that conversation with Dempsey; that she had told him that maybe this has gone beyond the one day special license; that maybe Veasey has to look at some day getting their own Annual License; that they would be call the distributor and have the alcohol delivered for the events. Lewandowski told Dunn that this is complicated; that the ABCC laws change constantly.

D'Amore asked if the ABCC is the issuing authority of the Special License and Mike responded no; that they are between the Selectman and renter. D'Amore asked Danielle how she communicates the requirements to Veasey's potential clients. Danielle responded that they have a contract with general rules the renter is required to follow; that the renter fills out the contract, Danielle approves it and then the renter delivers it to the Board's Assistant; and the license is approved on a case by case basis. D'Amore questioned why the Veasey insurance requirements are different than what the Board just voted for their Guidelines. Lewandowski

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explained that the licenses before the Board that evening were sent in prior to the Board issuing the new Guidelines with the new the insurance requirements; that the amount of insurance is what the town had required previously. D'Amore asked if they are going to get Veasey's application compatible with the Guideline's insurance requirements and Lewandowski responded that the Board needs to have that discussion with Dempsey.

Pam Johnson explained a bit about her bartending business and told the Board that her bartenders are all certified and are aware of the liability issues and know when to shut someone off; that she's never had an issue. She told the Board that their requirement for additional insured is like having double the insurance because the town is insured by their own company and then is the additional insured on the Certificates of Insurance they require. The Board's Assistant responded that the town is not in the business of having parties so they don't carry liquor liability insurance; that the town has a bylaw that actually prohibits liquor on town property without the Selectmen issuing a license. Pam asked how the insurance is handled for vendors serving alcohol at Groveland Day and Lewandowski responded that the vendor must provide the amount of coverage noted in the Guidelines and are required to have tip certified servers; that the amount of coverage required does increase for larger events. Demboski told Pam that the requirements of coverage were recommended by the town's insurance company. Dempsey asked if Johnson knows how much more the additional insurance will cost and she responded \$750 a year; that to do event by event it would cost her \$104 for each event but because she doesn't know how many events she will be needed for, she feels she needs to purchase the insurance annually. The insurance adds another \$1 per head to what she charges (\$175) for her service, plus the rental fees from Veasey. Danielle told the Board that if the costs keep rising Veasey will no longer be affordable to many of those they now serve.

Selectman Dunn suggested they book larger events and was told that they don't have large enough rooms to do that. D'Amore responded that they would need to have an indoor/outdoor type of event. He told the group that they are doing great work at the facility. Dunn told the Board he feels they are putting a burden on them if the costs keep going up and up; that he would not like to see them be unable to rent the place, but he understands that the town needs to cover their liability. D'Amore told Dempsey that the Board appreciates his group's services; that the Board doesn't have any concerns about the quality of their services. He stated that the Board is greatly motivated by clear communications from counsel and insurance companies that have come at them recently where they need to respond with policies like the recent Event Guidelines; that if they were doing events with 200/300 people, they wouldn't be there tonight, but they want them to be a happy provider of an important service in the town, and would like to accommodate as best they can. He told the group they are all in a tough situation between a rock and a hard place.

Danielle told the Board that they try to keep it affordable for those who can't afford to rent a place like the Fairways. She told the Board that they also allow the Girl Scouts to use the facility for virtually nothing and Veasey still has to pay for lights, heat, water, paper supplies for the bathrooms. She told the Board that Veasey does not get any money from anywhere else and if they don't sell the events that serve alcohol and pay from \$275 to \$550 rental fees, they won't be able to keep the place running.

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D'Amore asked if Veasey has a budget line item and was told they have a Revolving Account. He stated that he thinks maybe strategically they need to explore how they can fund the operation so it's not so heavily reliant on sales. Dembkoski responded that she doesn't think the town should be in business of funding liquor for private parties and D'Amore agreed, saying he was talking about generally funding the building for utility costs, etc. Tracy Gilford, the cable t.v. operator responded telling D'Amore when the town first bought Veasey Park that the purchase was approved because the taxpayers were told it would be self-supporting and not cost or be a burden to the town; that the only thing he believes the town does there is mow the lawn and snow plow. D'Amore replied that the conditions of a lot of things like the economy and realities of the world have changed. Chairman Gorski responded that it seems as though that everyone who comes in and has an issue thinks that they can just turn to the taxpayer to find the money. Danielle responded saying she doesn't think that at all; that she feels they are self-sufficient. Gorski responded saying but here they are with a problem and Joe (D'Amore) thinks maybe they can find some additional of money. Gorski commented about a group that was going down to the Pines for a town event and thought that the town could have a budget for Detail Officers; that she doesn't see where additional funds can come from.

Danielle told the Board that she feels they are self-sufficient at Veasey and do a great job taking care of themselves; that they can show the Board their budget; that it's just when things like this come down (insurance cost increase) that it really handicaps them getting the bigger events in. D'Amore responded that his concern is that implementing their policy now is going to make Veasey very uncompetitive and that further down the road they might not be able to be self-sufficient; that he understands they are self-sufficient now, but now the Board is imposing new requirements, so he is trying to look a little bit further down the road; that that is what strategic thinking is. D'Amore stated that he will be long gone from the Board of Selectmen and thinks that the town may be looking at this property in a different way, and they will look back at the old days when it was totally self-sufficient and that may not be possible going forward. D'Amore stated that it's an area of discussion and they can't put their heads in the ground.

Chairman Gorski asked Dempsey about the possibility of Veasey applying for an annual license. The Board's Assistant responded that then the town would need liquor liability insurance and Gorski responded which may be another big cost. Selectman Dunn asked how the yard sale/flea market event that Claire Walsh organized turned out and Danielle said it did okay but is only once a year and didn't bring in that much money. Dunn responded that he thinks this area could do well with something like what Todd Farm has regularly. Dunn told the Veasey group that he hates to see them get handicapped, but the town is handicapped as well, and suggested they try to find a way for Veasey to bring in more money. Danielle told the Board that they are looking into renting office space. Dunn asked if they still have kids' camps there and was told that they don't. Chairman Gorski suggested they touch base with Northern Essex to let them know Veasey has space available to rent. Gorski stated she knows a lot of parents who are sending their kids to camps all over the place. Dempsey told the Board that it Danielle's job to come up with uses and ideas for generating funds from use of the property. Gorski suggested that maybe they could do something through the Bagnall Summer Camp. D'Amore commented that these are all great ideas but he's sure Veasey has some very good ideas; that these are ideas coming from the Board but he's sure Veasey is looking at a lot of ideas, have exhausted some and some are still experimental; that he thinks long term they need to make a bigger decision but it seems to him they aren't ready to do that now, but he thinks they will at some point; that he really believes that; that he doesn't believe that that property will be sustainable

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with just sales so at some point in the future if any one of you would like to propose something, he thinks a discussion is just a discussion. Gorski told Dempsey if they have a plan they want the Board to look at. Dunn told the group that one thing he has been trying to make Boards talk more, come in to the Selectmen more with their ideas and all try to work together to meet the problem. Dunn said he knows the property is supposed to be self-sufficient but they could all put their heads together and just help them; that he would love to have them come in and talk to the Board about some ideas. Dunn also suggested they need a bunch of motivated people at Veasey to help it to move. Danielle responded in favor of Dunn's suggestions. Chairman Gorski added that she thinks it would be a great place for a farmer's market; that Haverhill has one every Saturday.

D'Amore told the group that a good proposal mix would probably consist of the following parts: 'reasonable' increases in fees and not those that you think will make good clients leave.

D'Amore told the group that the Board received a communication just a couple of weeks ago from a non-profit entity that uses the facility and they may not renew because of the increase in fees. Danielle responded she knows what he is referring to and sometimes there is some kind of a reason for those increases.

D'Amore continued that the mix of a proposal like this would really be a five year plan, a five year strategic plan consisting of additional town support, what creative ways that they think might be sustainable and will bring in sustainable business at an increasing revenue, and then where they can tweak the fees without becoming uncompetitive; that it sounds complicated but a bullet point on two sheets of paper to get a discussion started because down the road he sees it as a possibility they will be standing at a Town Meeting someday and talking about how they are going to support this facility because it is an aging plant and they aren't going to be able to do it just by selling 50 person events. He knows that because he was in the catering business for 22 years, so he knows. D'Amore told them if they present the Board with a plan, as Selectman Dunn said the Board welcomes them to come in and have a discussion.

Pam asked if the Fairways are required to have Police Details. The Board's Assistant responded that the Fairways are privately owned and the town can't require them to have Police Details. D'Amore stated that the Fairways will assume a level of liability that the town can't and won't.

Selectman Dunn suggested that they try to do a little more public relations and try to make Veasey part of the town of Groveland; that right now it is like two different things; that somehow they need to try to make it like it's part of the town. Danielle told Dunn she totally agrees with him and is trying to do that but she knows that the flipside of that is the little touchy subject about the Girl Scouts, and there are reasons why they had a discussion as a board that it wasn't really healthy for Veasey to have them there because they destroy the place; that the leadership isn't always there and they let the girls run around like it's a playground; that outside it is a playground, but inside it's not; that if something got broken the scouts wouldn't be able to afford to repair it so Veasey would have to cover the cost. Danielle said they really do want to be a part of the town. Dunn responded that on those types of issues they need to come in and tell the Board while they are on camera and also telling the town what is going on and keeping the town involved; that he believes that will help that property; that them being up there alone,

alone, trying to fight the storm, isn't helpful; that they need to come in and get the public relations going with the town. Dunn said he knows the people on the board are putting a lot of time and their hearts and souls into trying to run Veasey, but he thinks sometimes when you keep looking at something you need to look out of the box; that he's not saying they are doing the wrong thing up there just that in his opinion they need to make Veasey Park part of Groveland instead of having it as a private entity over there that has to support itself. Dunn stated he is not saying they can find them money but maybe if the help support it through public relations, maybe it will grow.

Chairman Gorski thanked the group and told them the Board understands what is happening and knows that money is always the root of all evil; that it always comes down to bucks. Selectman thanked Danielle and Johnson for the information they provided.

**One Day Beer & Wine Licenses**

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve One Day Beer & Wine Licenses for three upcoming weddings at Veasey Park on August 2<sup>nd</sup>, August 9th and September 3-0

Chairman Gorski told Tracy Gilford that he was absolutely right with what he said earlier; that people don't remember the history when Veasey was purchased; that the Board aren't the bad guys; that they are just trying to do the best they can. Gorski told her fellow members that with a couple more events maybe Veasey will be able to afford to work with Pam. Dunn responded that if they can sell more events they can afford the insurance but they don't want to make it too costly so they can't book enough events. The Board's Assistant suggested maybe the Board should have the Finance Director inquire about what the cost would be for having liquor liability coverage so that Veasey could then apply for an Annual License. Gorski asked if because they would be a bigger group would they get a better price than Veasey would be getting and Dembkoski responded that the town would be the policy holder if Veasey were to maintain a liquor license. D'Amore suggested that could be part of a strategic way to help. The Board's Assistant mentioned again she has concerns about the licensing laws needing to be followed.

**6:50 P.M. – Continuation of Earth Removal Public Hearing**

Chairman Gorski opened the public hearing continued from June 16<sup>th</sup>, said hearing applied for by the Groveland Water/Sewer Commission for an Earth Removal Permit on property the town will be purchasing from William Angelini. Present at the hearing were Engineer Woody Cammett, Water Commissioners Adams and Sheehan, Water Superintendent Cusick, the Commission's Office Manager Pat Rogers, William Angelini, property abutter Claire Walsh and Mike Dempsey of Conservation.

Cammett announced that he prepared the Decision for the Board's consideration; that he had reviewed the four comments received from Town Counsel and agrees with all four, and are included in the Decision and with further discussion with the Water Department. Cammett suggested that the Board first vote affirmative on the Findings of the Special Permit and then vote on the Special Conditions of the Special Permit in total.

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Claire Walsh stated she would like to make sure that traffic from the site is only allowed to exit onto Center Street. Cammett responded that it is a condition in the Special Permit that there will be no traffic from the site either on Dewhurst Street or Zachary Lane.

The Board's Assistant asked if Cammett had spoken with the Road Commission about the trucks travelling down route 97 and turning onto Center Street. Cammett stated he had because the Board had asked him to. Lewandowski questioned that the Road Commissioner didn't mention a concern that route 97 may be under construction during the time the Permit is operating. Cammett stated that the permit can be changed if during the operation there is construction on route 97. Lewandowski asked whether they could add to the Permit now "if Route 97 construction begins during the time of Angelini hauling, the route will be changed" and Cammett and the Board agreed to adding the change. Chairman Gorski asked if anyone else had concerns and there were none.

D'Amore asked about the Planning Board providing a Waiver of Land Disturbance and asked Cammett if he would lead him to where that is in the Permit. Cammett explained that if an applicant has filed with the Conservation Commission for a Notice of Intent and goes before the Planning Board with the NOI in hand the Special Permit requirements can be bypassed because they have met the criteria. Selectman Dunn suggested removing the word "waiver" and all agreed.

Chairman Gorski called for a motion. Moved Dunn, seconded D'Amore, and it was

**VOTED:** To accept the Findings presented in the Decision presented on behalf of the Groveland Water/Sewer Commission's application for an Earth Removal Permit. 3-0

Moved Dunn, seconded D'Amore, and it was

**VOTED:** To accept the Special Conditions presented in the Decision on behalf of the Groveland Water/Sewer Commission's application for an Earth Removal Permit. 3-0

Moved Dunn, seconded D'Amore, and it was

**VOTED:** To close the public hearing. 3-0

Public hearing close at 7:15 P.M. Selectman D'Amore thanked everyone for their hard work and dedication.

**Finance Director**

Finance Director Demboski told the Board that she has some things she would like to throw out to the Board to get some discussion started on. She informed the Board that in the few months since being hired she has noticed that Fridays in this building are very slow; that she feels like they would do better to the community to have the entire town hall opened late one night; that currently on Fridays the Building Department and Health Department are closed; that in the summer the Town Clerk's and Assessors offices are closed so that leaves three offices open on



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Fridays; that she has heard from residents, Water Commissioners, town employees as to why are they paying staff to work on Fridays when they aren't getting any resident foot traffic. Dembkoski asked the Board to allow her to explore having the town hall open 8-8 on Mondays with all offices working; that people could come in to get building permit sign offs when all are in town hall on Monday evenings; that right now if someone comes in on a Monday night they have two offices open and people can't get their sign offs and she thinks they would be better to serve the public to have more people in town hall from 5 to 8 on a Monday or another night of the week; that she feels they are wasting services and money, not so much her or the Board's Assistant but those that they're paying to provide customer service. She stated there is no one coming in on Fridays and would like the Board to think about altering town hall hours.

Selectman Dunn commented that a lot of residents work in Boston and don't get back to town until late and that would help them. Dembkoski responded that right now the building is open on Mondays until 4 then the Assistant Treasurer and Town Clerk come back and are open from 6-8; that it seems like an odd structure that only two offices are open on a Monday night; that the way she's seen Fridays whether they limit it to a half day or close all day and add the hours during the week, that she just thinks they aren't serving enough of the public to be open on Friday and not at night during the week.

D'Amore asked if Dembkoski could tell him how many Monday holidays they have in a year and was told six. D'Amore suggested that in case of a holiday the long day would be moved to that Tuesday or another night to make up for the time. Dembkoski told the Board that there would need to be policies in place because we have one person offices and some close every Friday to use vacation time; that they will have to be told that they can't close every Thursday in the summer if this change is made. D'Amore recommended exploring nights where Board's won't have to change their meetings; that Tuesday's might be good whereas the Fire has training on Tuesdays and the Chief would be available. Chairman Gorski told Dembkoski to talk with people and feel them out. Dembkoski told the Board she will explore the idea further and give the Board some options.

Dembkoski told the Board that they need to figure out the situation that is going on at the Fire Department. She told the Board that she has had meetings with the Fire Chief and the Fire Clerk and she asked them not to be present this evening. Dembkoski reminded the Board that the Fire Department budget was changed this year; that the Clerk's wages were cut, money shifted to expenses and software purchased and monies added to the Chief's wage line item; that they have started putting payroll, permits, inspections and incidents through the new system; that as a result of that, the job description for the Clerk's position has changed. Dembkoski told the Board that she and the Board's Assistant met with the Clerk to discuss what his hours and job description look like. Dembkoski told the Board that the Clerk and she are not entirely sure that the way it currently stands there is a need for the Clerk.

Dembkoski told the Board that they either need to come up with a job description that has actual Clerk functions that he should perform and a certain number of hours per month to justify the salary he will be receiving, or come to the realization that we don't need a Clerk now that they have an automated department. Dembkoski told the Board that the current stipend for the Clerk is \$3,400 and what she struggled with is he was at 14 hours a month under his full job description of doing payroll, accounts payable and things of that nature; that the accounts payable will remain but there's not much else remaining that he is doing as the Clerk. Chairman

Gorski asked if that was because of the automation and Dembkoski responded that there are many reasons; that the automation is one and she will be very honest with them and say that the problems between the Chief and the Clerk are another big matter and the reason why there's not a lot of work going to the Clerk. Dembkoski told the Board that she has said to both the Chief and the Clerk that if the relationship is going to continue they will need to bring in an outside mediator to fix the problems; that they both agreed but she honestly doesn't think it will ever be fixed; that she thinks too much has happened and thinks the two of them both have their own issues; that they said they would work together and said they will be cordial, but she just doesn't see it; that they don't communicate by speaking they leave notes for each other and she doesn't know how to fix the issue. Dembkoski told the Board that she doesn't know if they need a Clerk or if they have a job description that defines the position of a Clerk better that it would solve the problem but they need to come up with some solution because what is currently there is not working.

Dembkoski told the Selectmen that if the Clerk is working 4 hours a month doing accounts payable, that the stipend of \$3,400 over 12 months would work out to \$70 an hour and she can't really justify that working as a Clerk's position; that if they went to an 8 hour a month position it would be \$35 an hour; that it's still a little high for a Clerk's position; that she doesn't know if there is 10 or 12 hours of work to do over there because of the software and the captains and lieutenants entering their incident reports and inspections. Dembkoski told the Board that she doesn't know if they redefine Clerk's duties if it would work; that she's not saying it's one of them; that they both admitted there is conflict with each other; that she's talked to the town's employee assistance program and a mediation firm and they are willing to come in but she doesn't know if it will work and she really struggles with what to do with the Fire Department.

Selectman D'Amore stated that he would venture to guess that the problem here is that the Fire Chief, in his vision for the department, does not have a need for the Clerk; that it's not the person he is conflict with, it's the position itself. Dembkoski responded that she agrees with that and she doesn't know if that is causing problems by him not giving work to the Clerk but she doesn't know if there is work to give to the Clerk. D'Amore responded that he doesn't know either but he needs to come in and tell the Board that. Selectman Dunn said his opinion is that the Clerk has been on the Department for years and years and put his heart and soul into it and loves it, and they have another guy that is Chief and wants to do the job and run it the way he wants to, and although he hates to be mean to someone but at some point the relationship has to be severed somehow; that if the Chief wants the person to go, he should go, or if he thinks there is 8 hours of work for him, there is 8 hours. Dunn said he personally wants to see the Chief come before them because he personally thinks the Department is divided. The Board's Assistant told Dunn that the Fire Chief was planning on coming in to see the Board this evening but because of the recent incident in town he had a lot of work to do.

D'Amore asked if he is a Lieutenant or Captain and they have an incident in town the Chief has delegated to him to enter the data or information, write a report into the new software, will he be paid more money to do that? Dembkoski responded he would not and D'Amore replied good because in his opinion that would be wrong. Dembkoski responded that it is part of Captain's or Lieutenant's responsibilities and is very common in other departments that they enter the information immediately upon returning from the incident. She told the Board that she will make it perfectly clear that if it is determined that a Clerk isn't needed that she is not in any way recommending that the money goes to the Chief; that it is not at all on the table and she told the

Chief that if that position goes away the \$3,400 does not go to him and it may not go to the department; that he can request it next year and it may go to his expenses.

D'Amore asked Dembkoski if she has seen any reports after the data has been entered and she responded that they just started using the new system on July 1<sup>st</sup> and they will start getting the payroll. D'Amore commented that Dembkoski will be the eyes of overseeing the payroll as an extension of the Board. D'Amore told her that one of the reasons they voted to retain the Clerk was so he could be a check and balance and she responded she will do that.

Dembkoski told the Board that they need to decide if the Clerk is needed and said she agrees with Selectman Dunn that what is going on is affecting the men and the department; that if they can come up with a job description that matches a Clerk's position and everyone agrees with it then that will be great but she still doesn't know if they will get a cohesive department out of it. D'Amore responded that he thinks the cohesiveness will not strengthen if they do eliminate the Clerk's position; that he thinks it will create entrenchment with certain people; that people will see that to be a negative for the Fire Department; that it is a difficult situation for them; that he would clearly suggest to his colleagues that they make it strictly as a business decision. D'Amore told the Finance Director that she did a good job reporting on the software but he needs to hear directly from the Fire Chief; that he needs to state his case. Dembkoski replied that she doesn't know if he has a case. Dembkoski told the Board that one of things she has been doing is change the way some people have been doing their payroll; that she contacted people who get paid monthly and have not accounted for their hours; that this started because she contacted the Clerk and told him he needs to provide the hours he is working and when it came out that it was only minimal hours she said that they can't just assume that they are going to give him the full \$3,400 if he's working 2 hours a month; that the Clerk then told her he doesn't have a job anymore. Dembkoski told the Board that she's sure she knows the way the Chief is leaning but he hasn't said to her that he doesn't want the job anymore, that he's done. D'Amore responded that the Chief needs to meet with the Board and if he doesn't want the Clerk position anymore he needs to tell them that directly.

Chairman Gorski told her Board that they need to address the problem and fix it; that they aren't there to just tell someone they are a good person so here's \$3,400 for two hours a month; that they would look foolish. Dembkoski agreed saying that just because town meeting voted \$3,400 doesn't mean you should be given that if you're not working enough hours. She told the Board that she and their Assistant had gone over the job description and what they found was left would amount to maybe 4 or 5 hours a month, sometimes maybe more, sometimes less.

Selectman Dunn stated that when he first became a Selectman he was told that he is the boss of the Fire Chief and other employees and he said he wouldn't have wanted to sit there and be the guy that hired the Chief; that he would rather have had a committee come in that was made up of Fire Engineers, ex Chiefs that know what is needed and could get the job done; that the Selectmen got what they got and have a bad situation that he has known about since he's been elected and it needs to be resolved. Dunn said that he personally thinks if they change the Clerk's hours to 5 he doesn't think the Chief may not want to be the bad guy but someone needs to cut the string now. Dunn also stated that he thinks that the software that was purchased under the new Chief, he thought that was probably going to work and the Chief is there to do his job and they should let him do it. Dunn said if they can get a recommendation from the Chief saying he doesn't need the Clerk; that he doesn't need to come in to say it.

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Selectman D'Amore responded that he thinks the Chief should come in because they need to hear from him on other issues and under his contract he needs to come in and report to the Board every 90 days. D'Amore asked that Chairman Gorski direct the Fire Chief to come in and make a presentation on this and other items that would be fine. Chairman Gorski responded that she has already had a conversation with the Chief; that in view of the fact that they had a large fire and are reviewing everything that happened so they can get better at what they do and that that's the time to do it directly after an incident; that she thinks their Assistant can be in touch with the Chief; that she thinks he said he was going to come in and she's comfortable with that if everyone else is and told the Finance Director that she did a good job bringing the matter forward to them.

D'Amore responded that would be fine, and to reiterate to his two colleagues that they want to be very consistent and stated they have had department heads in this town over the years create efficiencies, and then asked that those efficiencies when they are produced in savings of money, for that money to be rerouted either to themselves or to other people. He stated that there is no negotiation on that basis for him and will make it clear now and for 100 years. Dembkoski again told the Board that she had that conversation with the Fire Chief and was very clear that if the position goes away the money would not go to his salary; that next year if it's determined he needs more money in his expense line, that would be considered. D'Amore thanked her.

Dembkoski told the Board that the Boston Globe has made some inquiries of her as to what is going on in town and she didn't know how, as the Chair, Chairman Gorski would want her dealings with them; that the former Finance Director was the official spokesperson for the town as it pertained to Dave Radigan at the Globe and asked if Gorski wants her to hold that position; that she would have no problem speaking with him. Gorski responded that he had called her just before she came to the meeting this evening and she knows that he had spoken with Selectman D'Amore as well; that he did ask her whether Dembkoski would replace Labrecque as his contact for the town and she had told him to feel free to call Dembkoski.

The Board's Assistant reported that now that the Earth Removal Hearing has concluded and the Permit granted to the Water Department town counsel can prepare a Purchase and Sale Agreement for the Board and Bill Angelini to sign following review by both parties. She also reported that the Mattingly sale could be getting ready to close if the grant funds were received; that she believes that's why Mrs. Mattingly is asking to retrieve some mementoes from the property her Dad once owned. Mattingly's attorney has informed Attorney Eichman that he believes they are getting close to resolving the title issues.

D'Amore asked that the Chairman allow some of the policies he has written and delivered to them for review be added to the next meeting agenda for discussion by the Board. D'Amore told the Board that they need policies to define how they do things because the bylaws don't address those things; that there have been people on this board that have criticized openly that the Selectmen should only be doing things governed by the bylaws and you can't do that; that you have to have policies; that the policies are too outdated and too nondescript to guide the board as to how they operate. D'Amore remarked that even a simple thing as to how do they handle the press; that Bette just directed Dembkoski with the Board's consensus and Bill added a little footnote and that's a policy how they are going to handle it; that if anybody calls him from

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the press, he now knows what to say; that now he doesn't have to answer any questions; that they have someone who can answer the questions for them, a designee; that they just wrote a policy tonight; that it's so important to bring those out and asked that three, four or five of them be brought out for the next meeting; that he would like them rolled out before they get really busy in September or October. D'Amore told the Board that he has already left the policies with his Board members and bets they haven't been reading them. D'Amore told the Board that they can just read them here if they come to the meeting a half hour before the starting time. Dunn told D'Amore that what he finds about having policies that they have one this week then keep talking about the policy the following meetings and it seems they get nothing done; that in his business he tells his men what they need to get done and they get it done; that his is like whoa. D'Amore told the Board's Assistant that she doesn't need to bring them all out, just three or four of the fourteen or sixteen he has sent, no more than three so they can have a quick discussion on them.

Dunn asked if they vote the policies what happens to them, does someone get handed the policy each time they come in and Dembkoski responded that it depends what the policy is; that one of the policies she believes the Board already adopted was the two meeting rule which would apply to the policies; that they should be discussed and read out loud and if a resident has a question or concern about it, they would then come before the Board at the next meeting and discuss it, and then at the next meeting once they vote it it becomes policy. Dunn asked if they will have a policy handbook and the Board's Assistant responded that they would put a manual together for all the policies. D'Amore stated that's the whole idea; that it is an operating manual for the Board of Selectmen. Dembkoski added that all the policies can be put on the town's website.

There being no further business to come before the Board, moved Gorski, seconded Dunn, and it was

**VOTED:** To adjourn.

Adjourned at 7:58 P.M.

Respectfully submitted,

Nancy Lewandowski  
Administrative Assistant