



## BOARD OF SELECTMEN AGENDA

July 28, 2014

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

Approve Bi-Weekly Warrants, votes needed

Payroll Warrant –	PW15-05	\$ 143,464.35
Bill Warrant -	BW15-05	\$ 420,927.70
Deduction Warrant –	DW15-03A	\$ 30,688.32

Approve Property Use Permits, if any

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

- 1) See letter from Chief Kirmelewicz requesting appoint of Michael B. Traister as full-time Patrol Officer, said appointment effective Aug. 1, 2014 thru Sept. 1, 2014
- 2) Resident Mark McCabe requests appointment to one-year vacancy as Alternate member on the Zoning Board of Appeals, said appointment effective immediately through June 30, 2015

Board please sign Certificate of Achievement on conference table

Board please sign two (2) copies of Earth Removal Permit (already voted to grant. Note: I added the provisions town counsel requested and that were discussed at the public hearing)

**6:15 P.M.** – Road Commissioner Arakelian – Chapter 90 Project Requests

**6:20 P.M.** – Fire Chief Robert Lay – update Board on his accomplishments to date and any other information Board may request

**6:50 P.M.** - Mike Dempsey and William Angelini to discuss terms of P&S Agreement  
Executive Session may need to be called depending on discussion needed

Followed by Mike Dempsey to discuss lower Center Street Improvement Plan

Review proposed policies, if any

Board of Selectmen – general discussion period, if needed

**Adjournment**

**Date of next regular meeting: 6:15 P.M. - Monday, August 11, 2014**

MINUTES  
BOARD OF SELECTMEN

July 28, 2014

Meeting called to order at 6:18 P.M.

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

All stood for the Pledge of Allegiance

**Road Commissioner Arakelian**

Road Commissioner Board Arakelian met with the Board to request approval of a Chapter 90 Request for Engineering costs at JB Little Road. Arakelian told the Board that his plan is to use the millings from the reconstruction of Route 97 at J. B. Little Road; that he will have conservation issues to deal with but is hopeful that overlaying the road with the shavings will assist the police with patrols; that there is a lot of dumping going on out there and because of poor condition of the road the police are unable to patrol. Arakelian told the Board that although the Route 97 project is scheduled to go out for bid on December 27<sup>th</sup>, 2014, that that probably won't happen for six to 8 months later because he needs to get approximately 90-100 easements from property owners along the road.

Selectman Dunn told Arakelian that the Board is hoping to have department heads, boards and committees in several times a year to keep communication open and asked him if there's anything Arakelian needs from the Board, or if he has anything they can help with. Arakelian responded that with all the additional work being put on his department and the extra mowing with the new fields being added, he will need their support for another person being added to his department next year. Dunn stated that he has always felt you could have Parks and Highway Departments together and Arakelian responded that the Highway Department is the Park Department.

Arakelian told the Board that he did a final walk through last Thursday for the bridge and lights; that the lights need a little more adjusting; that the town will take responsibility for the traffic lights in October; that he will have a company to call for the lights once the town takes them over.

Moved Dunn, seconded D'Amore, and it was

**VOTED:** To approve the Chapter 90 request presented to the Board  
by Road Commissioner Arakelian.

3-0

**6:30 P.M.- Fire Chief Lay**

Chairman Gorski thanked Lay for meeting with the Board; that she understood he wasn't available the previous meeting because of a post incident review that had to be conducted regarding the house fires they had on Center Street. Gorski asked if that was the norm and Lay responded that it is the new norm; that it's recommended they do that; that it is a great opportunity to learn. Lay told the Board that he was not present at either fire but told the Board both fires went extremely well. Lay stated that the firefighters on both days and the area communities that came in to help did what they are supposed to do and did a wonderful job putting the fires out. He told the Board that it is still undetermined how the second fire started.

Lay also commended Deputy Chief Kastrinelis telling the Board he did a nice job managing both incidents.

He told the Board that it was a good time to test his people and test their training and equipment. Lay said he feels it's important for those departments that came in to help to attend Groveland's trainings; that they came in for the post incident reviews and Groveland does the same with the departments they assist.

Lay told the Board that since he was made Chief last October they have focused on getting their equipment up to snuff; that they discovered some things that hadn't been taken care of and addressed those. He stated the ladder truck was sent out for repairs; that they had budgeted at Town Meeting for \$30,000 and the repairs came in at \$15,000; that the truck has been repaired, tested and certified, the hydraulics portion of the ladder; that coming back from being repaired it blew a tire on the highway; that you can't just buy one tire because they don't make that size anymore so he had to buy four tires; that the problem is he just put four new tires on a truck that they won't have for very long because it is scheduled to be replaced; that they are hoping to get three more years out of it. Lay reminded the Board that he had mentioned that he had met with the Capital Group last Fall and had come off the capital plan by \$800,000 and the idea of that is to eliminate a truck; that he's already eliminated one and at some point it's to get 9 down to 6 because they are just too heavy at Central Station.

Lay said that the Capital Committee, the Finance Director or Board and he needs to figure out how do they get there quicker; that they don't make a truck decision for another six years; that the two pumps they are running they only need one but they will wait 6 years to do that and every year they wait costs them money, and plus they will be paying to maintain them. Lay told the Board that he would like to talk about the 5/10 year plan with the Selectmen, Finance Director and Finance board, get the fleet downsized quicker and more for the size of the town. Selectman Dunn asked why the ladder has to be replaced and Lay replied its age; that it's not safe for people with an open cab, not being seat belted in, and has outlived its usefulness. Dunn asked if the reasons given are set in some guideline that they can't run the truck anymore and Lay responded you can run it but you're assuming the risk of running it. Dunn said he understood but asked how often the truck is used, is it just every two or three years; that it's not like they use it every day. Lay responded that's it's not used every day, but more often than every few years. D'Amore asked Lay if the idea of reducing the size of the fleet from 9 to 6 is his idea and that of the leadership of the department and Lay replied that it is. D'Amore commented that it doesn't matter how often they use the truck; that it has to be kept up to code and be able to have the certification renewed.

Chief Lay told the Selectmen that they now have two tankers and only need one because over 90% of the town is in the water supply district; that they have three pumps and a ladder and don't need three pumps but they have them and are maintaining them. Selectman Dunn asked if the trucks Lay wants to get rid of could be traded towards the cost of a new ladder truck and Lay told him that one is too old and the other is too big and they are both pumps; that the tanker has value. Chief Lay told the Board that he feels the town should move now on getting a new ladder truck; that it will save money buying it now. Dunn asked if another town would probably buy it and Chairman Gorski told him that they have tried selling fire trucks in the past and there wasn't much interest, if any.

Selectman D'Amore asked if there were grants available and Lay told him there are always grants available but they are difficult to get for trucks; that the federal government is more interested in providing funds for turnout gear, air bottles, etc. to many fire departments, but it doesn't say he won't try to write a grant for the truck.

Chief told the Selectman that he feels they should have a few meetings about his plan so they can get there faster and realize the savings faster. Chairman Gorski agreed that meetings should be held with Capital Improvement and Finance Board. Selectmen D'Amore suggested that the groups, the Fire Chief and the Selectmen meet together, save the Chief some meetings, and decide who is responsible to do what. D'Amore asked if he was thinking about a five year capital or strategic plan and Lay responded the plan is already there; that they don't replace a truck until 2020, and the ladder truck is going up \$40,000 a year; that you don't save any money by waiting. Selectman Dunn told Lay that he understands about not saving by waiting but his concern is do they rush to save money when the truck they are using is serving the purpose? Dunn said he thought that they get rid of a truck when it's no longer useful to the department. Lay responded that the ladder truck is 2 to 3 years out and already on the plan; that the other situation with the two pumps is what he thinks they should accelerate, and that is scheduled for 2020. Selectman D'Amore stated that the problem is they over bought; that the real reason is they over bought a truck and they need to get rid of it. He then asked if that is correct and stated again that they over bought and don't need three pumper trucks; that it's not just the usefulness of the truck but the fact of the matter that they have a piece of equipment that they're not using; that they purchased too many. Dunn replied that he understands; that they are saying they bought too many trucks but are saying they need to get rid of a truck that is worth nothing.

D'Amore asked for consensus that the board wants to have a joint meeting with Capital Improvement and the Fire Chief and his leadership, a couple of joint meetings at minimum. Chairman Gorski responded that she thinks the Finance Board should also be included in the meetings.

Selectman Dunn stated that one thing he has heard around town and especially during his campaign is that the Town of Groveland loves buying land and fire equipment so however they do it, they should do enough PR on it so they can explain to the townspeople why they need a fire truck. Dunn said he thinks it will be a hard sell and that's why they need to do PR to educate the people. Lay responded saying they haven't bought a truck in a long time; that the last one was basically free because they received a grant of \$200,000 and the town contributed \$25,000. Dunn said it's important that the townspeople know that.

Chief Lay then told the Board that they have successfully installed fire program software at Central Station in the middle of June and July 1<sup>st</sup> it was fully utilized, and every incident they responded to in July is in the system; that the last four training sessions are in the system, and are in the process of loading the inspection records into the system; that every call is some sort of incident and they all deserve to be reported to the State and Federal government and he will do so in the next couple of days and it will be the first time they reported electronically. Chairman Gorski noted that when applying for grants the Chief can bring up all the statistics for back up to his application. Lay told the Board that the men have been quick to adapt to using the system. Lay informed the Board that the system doesn't do the payroll yet; that there's a

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for the program that is coming up this month and then they will have the ability to do payroll. D'Amore asked the Chief who would do payroll on a regular basis and the Chief replied that payroll is done twice a year. D'Amore asked who would do it and Lay said that he guesses that he would print a report and bring it over to Town Hall.

Selectman Dunn told Lay that the Finance Director had informed the Board that the Chief and Fire Clerk are not seeing eye to eye and she doesn't know how to deal with the situation and told them they will need to deal with it; that she told the Board that she can't see paying the Clerk \$70 an hour for maybe 8 hours; that the Board needs to sit down and talk to the Fire Chief about this. Dunn told Lay that his understanding is that the Clerk was a great guy who did years and years of service but Lay is the new Chief and runs the department so Dunn asked does the Chief need a Clerk and Lay shook his head no he does not need a Clerk. Dunn continued that he thinks the way the Finance Director was talking it sounds like there is a lot of animosity back and forth and she told the Board she tried but there's nothing she can do about it and that is one of the reasons they are meeting.

Lay responded to Dunn telling him that if the Board reads the job description for the Clerk that 95% of the responsibilities of a Clerk are now automated; that the only thing that is not automated is preparing a bill warrant at the end of each month; that he gets ten to twelve bills a month and has said he'd be more than happy to take his bills and put them on a list and turn it in to town hall; that he has seen the warrant and it doesn't look terribly difficult. Dunn responded saying that what Lay is telling them is he doesn't need a Clerk any longer because the new software has taken over what the Clerk once did. Lay responded that is correct. Dunn told Lay he has also heard there is some animosity amongst the men regarding the old Chief and the new Chief and he personally thinks it comes time that someone needs to make a decision to clean up and get this thing to roll right. Dunn told Lay that he doesn't have a problem with the Clerk, knows he gave years and years of service, but it's Lay's department now and he feels it's due time that a decision needs to be made.

Selectman D'Amore asked Lay what the cost of the software was, saying he thought it was \$1,600 and Lay responded he didn't know. Former Selectman Don Greaney was presented and responded he believed the software was \$3,200. D'Amore said he thinks it's in the best interest of the department to phase out the Fire Department Clerk; that if the software, the way it is working for him now and the way he hoped to make it work long term will gel. D'Amore stated that his only concern is that they don't take the savings from the Clerk and then put it anywhere in payroll. D'Amore asked Lay if the firemen are paid for inputting into the system and Lay responded that they are already being paid. D'Amore asked if there is extra time spent having to input the information and Lay responded no. Lay gave an example that when they get a medical call five men go to the station, they get in a truck and go to the call and they come back 20-25 minutes later and makes out an incident report. Lay said he doesn't want to simplify it but it takes five minutes for the men to put the information into the system; that it's all documented, in everyone's file and you're not relying on paper or someone who wasn't even there filling out the paperwork. Lay told the Board he had 26 men show up for training Tuesday; that attendance is way up; that the Board should be really happy that the room is full on Tuesday night; that the area departments would love to have the type of attendance he has.

Selectman D'Amore told Lay that one of the things that motivated the Board for retaining the Clerk position is that it's a check and balance. D'Amore asked Lay which reports go to the State and Federal government. Lay responded that they both receive the same data from the incident reports. D'Amore told the Board that their check and balance would be the federal and state governments, the Finance Director for the payroll and there really doesn't need to be one for the training; that it's an internal matter and he has to believe they will do those things properly and won't need oversight by the Selectmen. Lay told the Board that they currently pay the men three times a year but he is going to check with them to see if they want to be paid differently now that they are making \$3,000 to \$6,000 annually.

Selectman D'Amore told his fellow Board members that as a matter of respect they should have the Clerk with them to let him know they are having this thought of maybe phasing out the position; that they certainly wouldn't need his resignation if they are going to close out the position but he thinks the Clerk can give the Board some perspective as well, but he thinks Chief Lay has a good plan; that the software is probably going to work; that it's a great step toward modernization.

Chairman Gorski stated that it is Chief Lay's department now and she doesn't want to get into the back and forth; that she's not going down that road again and doesn't think that it benefits anybody; that it wasn't pleasant and she doesn't want it to happen again. Gorski stated that John Clement was an excellent Fire Chief and that he served the town very well; that he stepped up to the plate after Jim Jordan (former Fire Clerk) left and has done his work; that now they see that there's a different way to do it. Gorski told Lay that she thinks he has done a lot of good work and have given the Board good information; that Lay must be pleased with all the electronic reports now right at his finger tips and that is good for them too.

Selectman D'Amore added that the Fire Department has been incredibly busy and Lay responded that they have had three house fires and have had some other incidents as well. Lay told the Board that if there is any good in that type of activity, it's that it creates interest. Chairman Gorski agreed saying it's obvious if you have 26 people showing up for training.

Selectman Dunn told his colleagues that he still feels they owe Chief Clement a cordial show of respect for what he's done for the town; that Chief Lay has told the Board he doesn't need the Clerk position and at the end of the day he believes it is the Board's decision. Chairman Gorski said she doesn't think it's him, it's the position. Selectman D'Amore suggested putting it on the agenda and suggested the Chair can determine how the Board will be making that vote to terminate that position which he stated is probably what they are going to vote on, and then inserting some time with John Clement after that is really the call of the Chair, in his opinion, telling Gorski that whatever she decides he will support. Selectman Dunn stated that the Board can back its decision up with proof because they've been told by the Chief and the Finance Director that the software system is working and doing most of the work once done by the Clerk.

D'Amore asked Chief Lay what else did he have for the Board and commented that he heard he will be hiring some new people. Lay responded that he has hired and now has 40 men, counting himself; that he doesn't know if 40 is the right number; that he has talked to other Chiefs and 40 might be high, but his plan is that he sent an email to his Officers telling them the has put on a hiring freeze; that the primary reason for it is he interviewed all of the candidates he recently appointed and while he is confident in his ability to interview well and make good

decisions, they don't have a really solid interview process; that before they go through this again, they are going to build one; that they will write job descriptions tailored to this community and document an interview that they can take people through and determine whether they have the potential to be a firefighter in this community. Lay remarked that these are not full time fire fighter positions but call positions which require different questions and different answers. Lay told the Board that they currently have a good blend of energetic young folks and some seasoned veterans; that the Officers are engaged and are all doing a nice job. Lay told the Board that he needs to take the new group and move them along as fast as he can; that training is the hard part of the job because the men are at two different levels. Selectman D'Amore asked if he can split the training to different buildings, different groups on the same night and Lay responded that he can.

Chairman Gorski asked if they are trained for something like the tornado that went through Revere and Lay responded that they have some people trained at that level, but they don't have full-time staff or the numbers of men that a city has. Selectman Dunn asked if something happened severe happened in Groveland who is in charge. Lay responded it would be himself, Deputy Police Chief/EMD Jeff Gillen and if needed, they would call their outside resources.

Selectman D'Amore asked Lay if it is his goal to have a piece of equipment on the Warrant for Town Meeting next year and Lay responded that he doesn't know but would like to have a plan; that he is reluctant to say that without sitting in meeting with the people who know make these decisions; that if they tell him they have plenty of money then he would say they should buy a truck soon; that even his Officers would tell the Board that one truck is too old and the other is too big. Selectman Dunn told Lay he would not want to see Town Meeting being told that the Fire Department is asking for a truck to save \$40,000 each year; that he presents the reasons such as the truck is outdated, unsafe, etc.

#### **Executive Session**

Moved Gorski, seconded D'Amore, and it was

**VOTED:** To enter into Executive Session pursuant to MGL, Ch. 30A, Section 21(a) (6) for the purpose of negotiating a Purchase and Sale Agreement for the property located off Dewhirst Street and Zachary Lane.

D'AMORE, DUNN, GORSKI – "AYE"

3-0

Executive Session was entered at 7:35 P.M. and closed at 8:00 P.M. The Minutes of the Executive Session are on file in a separate binder in the Administrative Assistant's Office. Chairman Gorski announced that the Board will return to the Board's Open Session following the close of the Executive Session.

The Board returned to Open Session at 8:01 P.M.

**Conservation Chairman Mike Dempsey-lower Center Street Improvement Plan**

Dempsey met with the Board to again discuss the complaints his Commission receives from a Haverhill resident who lives at lower Center Street. He told the Board that the property owner had put him in touch with State Representative Lenny Mirra and the Representative had asked that the Commission put together a plan for taking care of some of the property owner's problems. Dempsey told the Board that Representative Mirra had informed Dempsey that he had put a request for funds in the State's FY '15 budget and last week informed Dempsey that the funds (\$4,200.00) will be provided by the State for the Conservation's plan to alleviate some of the property owner's problems.

Dempsey told the Board that the Commission's plan consists basically of adding signage to that area, adding plantings, moving some boulders to block the entrances to a couple of the conservation properties over there, and install a beaver deceiver solution in the small pond where they have beaver problem. The property is and was told that the property is 8 acres of land that borders Haverhill and Boxford where Center Street starts, about 1,000 feet of Center Street; that 95% of the 8 acres is owned by Conservation, Haverhill Water Department and Greenbelt.

Dempsey told the Board that Conservation gets a lot of complaints from the home owner there and knows that the Selectmen's office does as well. Dempsey told the Board that the plan he is speaking of is to somewhat minimize the problems at that site. He stated that they have seen some improvement over the last four years with the installation of some no parking and other signs; that the area is a lot cleaner than it has been and credited the Highway Department for its help. Selectman D'Amore told Dempsey it's a good plan and read aloud a portion of Conservation's plan for the listening public. D'Amore announced that the monies for the project will be paid through the State's budget courtesy of Representative Lenny Mirra.

Chairman Gorski asked Dempsey if he had gone through Representative Mirra for the funds and Dempsey replied that he had. Gorski also asked if he (Dempsey) had let the Board of Selectmen know he was doing that and Dempsey responded no and that is why he was at the meeting because he is not going to take the money until the Board says it's okay. Gorski told Dempsey that it would have been nice if Representative Mirra had got in touch with the Board of Selectmen and let them know he was working on this because it has been a very long, arduous event that they've tried to remedy for a long, long time; that the Highway guys have been over there and really done yeoman's work to make this palpable for Dr. Mangianello. Dempsey responded that the interesting thing is Dr. Mangianello owns 5% of that area; that the town really needs to pay attention to that area.

Chairman Gorski mentioned the turnaround for the school bus in that area and asked Dempsey if he will have boulders blocking the turnaround expressing concern that it is a very narrow road and will need access for turning the buses around. Selectman Dunn added that the Highway Department will also need to use the turnaround. Dempsey told the Board that the turnaround area will not have boulders blocking access; that the boulders will be placed on the other side of Center Street where there is a picnic area to prevent people from driving into there, and further down there's a place with a wire across it and the boulders will replace the wire.



Selectman Dunn noted that the area needs to be cleaned up and Gorski and Dempsey both responded that the Scouts do clean ups as well as the Highway Department. Dempsey told the Board that occasionally they get pictures from Dr. Mangianello showing discarded items but it is nothing like it used to be; that he thinks that paying attention to the area has made a difference.

Dempsey told the Board that he thinks Conservation will need to send the bills to the State for payment but will talk with the Finance Director about it. Selectman Dunn asked who will actually be doing the work. Dempsey replied that he is working on that next; that the two biggest things are moving the boulders; that he is meeting with Bob Ward of Haverhill's Highway Department who has volunteered to do some work over there, and will need to check on doing the plantings along the side. Selectman D'Amore asked Dempsey to let the Board know when he's going to put it together. Selectman Dunn asked Dempsey if he would put the work out to bid and Dempsey stated no because the project is small.

Selectman D'Amore asked Chairman Gorski if she was okay with the proposed work and she responded she is but thinks Representative Mirra should have got in touch with the Board. D'Amore replied that he totally agrees with her. Gorski stated that former Representative Harriett Stanley always got in touch with the Board asking what the town needs. Gorski told Dempsey that she thinks it's great that the money is available from the State and that the town can get something done there. The Board's Assistant mentioned that the Representative recently stopped in the doorway of the Road Commissioner's office and informed him that the money for a beaver deceiver was available from the State.

#### **Approve Warrants**

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Payroll Warrant #15-05.

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

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To approve Bill Warrant # 15-05. 3-0

Moved D'Amore, seconded Dunn, and it was

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

#### **Appointments**

Chief Kirmelewicz requested the Board appoint Michael Traister as full-time patrol officer effective August 1, 2014 through August 30, 2014. Moved D'Amore, seconded Dunn, and it was

**VOTED:** To appoint Michael Traister as a full-time patrol officer, said appointment effective August 1, 2014 through August 30, 2014. 3-0

The Board's Assistant informed the Board that resident Mark McCabe requested by telephone to be considered for appointment to the vacant Alternate position on the Zoning Board of Appeals. Lewandowski told the Board that he had made the request the day of their last meeting but she forgot to add the request to the agenda. Moved Dunn, seconded D'Amore, and it was

**VOTED:** To appoint Mark McCabe to the position of Alternate member on the Zoning Board of Appeals, said appointment effective immediately through June 30, 2014. 3-0

**Council on Aging Formula Grant**

Moved D'Amore, seconded Dunn, and it was

**VOTED:** To authorize Chairman Gorski to sign the Formula Grant for the Council on Aging. 3-0

**Selectmen's Proposed Policies**

Selectmen D'Amore read aloud policies he is proposing the Board adopt in the future:

- 1) Policy for Boards and Committees to meet with Selectmen every 90 days
- 2) Policy for requesting Town Counsel Use

Chairman Gorski informed the Board that the previous Board had determined that the town would be best served if those needing legal advice would be required to send their question(s) to the Board's Assistant and she would determine whether counsel should be contacted, and if so, she would inform the Board Chairman and then would relay the question to counsel, not the board or committee requesting the advice. Gorski explained that the reason that decision was made was due to some, once receiving the green light to call counsel, would keep call continuously and they had a bill one time that was astronomical.

- 3) Policy for Electing Board Chairman
- 4) Policy requiring Minutes posted on town website

Selectman D'Amore explained that he wrote the policy two ways, one requiring Minutes be posted to the website, and the other not to require them being posted and informed the Board that he is in favor of not posting the Minutes on the website. D'Amore asked if there were any comments or whether his colleagues felt strongly one way or the other. Chairman Gorski responded that she thinks if someone wants the Minutes they should put their request in writing and if needed invoke the public information law. D'Amore agreed and stated that there's nothing in the law that says they have to make it absolutely convenient for people to have the Minutes; that he thinks it is good government policy for a small town to know who is interested in the Minutes and to allow within the law the release of those Minutes; that he doesn't think that they have to make it so convenient to post everything to the website. Chairman Gorski added that the person doing the Minutes should not be required to meet deadlines for having the

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Minutes available within 72 hours; that the meetings are shown on cable t.v. if someone wants to watch to see what's going on. Selectman Dunn added that people can also attend the public meetings. Selectman D'Amore agreed and stated he will amend the Policy to reflect the discussion.

Chairman Gorski asked the Board's Assistant if they had Minutes to accept and Lewandowski responded they do not; that she is really backed up with the Minutes and lately cannot get them done during the work day. Gorski responded that's another thing when you (Lewandowski) get interrupted so many times in a day; that people think they can just walk in and suggested to her colleagues that maybe that is something they need to address; that it does take up a lot of her day. Lewandowski told the Board that there have been a lot of things happening adding additional meetings and hiring of new personnel that she has spent time trying to help.

Selectman Dunn commented that it seems that the Finance Director has a lot of work as does their Assistant and asked whether they need a part-time person to help. Lewandowski responded that there are a lot of things in town government that can be changed but they would need to look at everything to make their best decisions because they don't have a lot of money to spend on added personnel. The Board's Assistant told them that she thinks if they put a lot of faith in the new Finance Director because she's worked in other towns and seems to have a lot of good thoughts and ideas. Dunn agreed and said he sees the same problems within his own business and knows how it is having been in town hall and seen people in the Finance Directors office or in their Assistant's office and just thinks they could use some help. Chairman Gorski added that she thinks that as they go forward and start interviewing everybody, that she thinks there is room for consolidation or changing of duties or whatever.

- 5) Policy regarding Board/Committees requests to town employees
- 6) Policies, proposals and agenda items proposed by individual Selectmen or as a Board to be subject to two full discussion meetings prior to vote
- 7) Policy on placing items on agenda

Chairman Gorski mentioned how all the Selectmen had received an email from the President of Pentucket Youth Football asking for permission to use Strawberry Fields beginning August 11th; that they town doesn't own that land at this point and any questions or requests he has should go through Mr. Bussing; that she did suggest he call the Board's Assistant to get on the agenda in order to talk with the Board. Selectman Dunn mentioned that the town will own that land in maybe a month; that there was revenue that people were paying to use those fields and he knew this was going to come and suggested the group should be invited to a Board meeting to discuss this. Gorski responded saying she thinks Mr. Gore feels that Mr. Bussing will let them continue to use Strawberry Fields until he conveys the land to the town. Gorski mentioned that the Board would need to talk about the future use once they own the property because it will be more playing fields for the town to care for but she doesn't want to shut the league down.

The Board's Assistant told the Board that she had also received an email from Mr. Gore and had told him she would suggest to the Board she send a letter to Mr. Bussing asking that he allow PYF to keep the trailer on the property until the town takes ownership and the league felt

that was very fair; that if the Board approves her doing so she will send the letter to Mr. Bussing the next day. She also reminded the Board that the astronomy group had also asked if they could use the site; that she emailed Mr. Burke and informed him he would need to provide a Property Use Request to the Board once the town takes ownership of the property and that she spoke with the Finance Director and informed Burke that depending on what his groups use would be he may have to provide a Certificate of Insurance for using the site. Lewandowski suggested that once the town takes ownership and requests for use of the property come in; that if the Board decides to approve requests they should make it clear that they are approving it at the time until a decision is made as to what the permanent or future use will be; that the Finance Director has ideas about use of town owned property and feels that fees should be charged. The Selectmen all agreed and Chairman Gorski told her colleagues that it is a huge decision for the Board to sit and discuss some day in the future; that they can't expect three guys on the Highway Department to keep all these fields mowed and fertilized; that they can't keep up with that. Selectman D'Amore agreed and Selectman Dunn stated that he believes Strawberry field is mowed by the football group.

Selectman D'Amore mentioned that the request the Road Commissioner made earlier and has been making for a while which was for an additional man for his department was not made so they can mow more; that it was made just so they can keep up with what they already have to do. Chairman Gorski said again that she thinks that will be a big decision for the Board to make about all the fields, parks and maintenance, should there be user fees or get something in return; that they can't keep up with doing these things without revenue coming in. Dunn asked if monies from the sale of sand at the Pines could pay for the Highway mowing the fields there. Chairman Gorski responded that the monies from the sale of the sand is being used to pay for the improvements to that area, including new fields. D'Amore stated that he does not believe there will be revenue from the sale of material that will provide a sustaining fund for maintenance, or at least not for more than a year. He will attend the Pines Recreation/Development Committee meeting the next evening.

#### 8) Policy – Public Comment Period at Meetings

Chairman Gorski stated it would be helpful if the public is aware of the rules of the policy prior to attending a public comment session. The Board's Assistant told her that the policies could be posted on the town's website. Selectman D'Amore restated that the policies could be posted on the website for the public to review; that there can be a policy booklet also and that he may have 5 or 6 more policies that he can think of and maybe the others will as well. He told the Board that he has received help with the policies from their Assistant and has asked the Finance Director for ideas. D'Amore told his colleagues that these are the Board's policies and asked that they read them, tell him what they like or don't like and edit them so they can discuss and possibly approve and put them in place before to the end of summer. Chairman Gorski told the Board that they are lucky they have their Assistant and the Finance Director working together because now, more than ever, you have to adhere to a lot of rules and regulations. Selectman D'Amore told his colleagues that he also wants to give public recognition to their Assistant and the Finance Director because they mediated a discussion between himself and the Fire Chief and between the Fire Chief and the Clerk; that tonight was a great result; that the Chief came in and made a great report, was very productive; that he thinks it's important and that it's progress and didn't just happen; that it was mediated by Nancy and Denise and he thinks it's a good thing to do. The Board's Assistant thanked the D'Amore and told the Board

that she thinks the best thing they have done since she has been here is hiring this Finance Director; that she studies, knows what she is talking about and doesn't just shoot from the hip; that if she doesn't know something she does research and comes back with the appropriate answers. Lewandowski told the Selectmen that Denise is really good; that she's watched her work with the auditors and she's very professional and knows what she is talking about. Selectman Dunn asked Lewandowski if she thinks the Finance Director could take any more work on in her role or is she too busy in what she is doing now. Lewandowski responded that she thinks some of the work Denise does herself now could eventually be given to her staff.

Selectman D'Amore stated he would like to add that he thinks the quality of the mediation he spoke of earlier was to such a degree that Chief Clement and even Chief Lay can sit under this one roof and talk to the Board about phasing out the Clerk's position; that he thinks they've reached that point but it's just his speculation. Chairman Gorski agreed saying it doesn't need to be confrontational or adversarial; that the Chief had said this evening that it's a new day, a new beginning, a new Chief and they aren't discrediting anything that has been done in the past; that overall it's a nice town, they've done a good job, and they have the on-call firefighters who have shown the talent they have going to house fires which has to be a daunting task. Selectman Dunn added that he thinks the reason the mediation went so well is because the Finance Director is not from town and that makes it easier to accomplish when you don't know the people.

Prior to asking for a motion to adjourn, Chairman Gorski mentioned that Library staff member Gail Ouellette will be retiring at the end of the month and thanked Gail for her service to the library and town.

**Adjournment**

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

**VOTED:** To adjourn.

Adjourned at 8:55 P.M.

Respectfully submitted,

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Nancy Lewandowski, Administrative Assistant