

Groveland Board of Selectmen  
Meeting Minutes  
September 21, 2015

Present: Chair William Dunn, Selectman Joe D'Amore, Selectman Daniel MacDonald, Selectman Ed Watson, Selectman Michael Wood

Absent: None

Others Present: Denise Dembkoski (Finance Director)

Recorder: Melanie Rich

The meeting was called to order at 6:32 p.m.

**RESIDENT/PUBLIC COMMENTS:**

Elizabeth Burton (Library Trustees Chair) updated the board so they can move forward with the applicants that have applied. She also asked what the process is to reinstate an employee and requested to be on the next agenda. Chair Dunn asked that they be ready to move forward at the meeting.

Dan Stewart (Groveland Rec/Softball member) said they have been planning a second field for over seven years; they have one softball field and asked the time frame for the irrigation and bathrooms that were promised with the Pines contract. Chair Dunn said it was discussed before; there is no softball field; there is only enough money left for the boat ramp and lighting. Mr. Stewart said the boat ramp was not included on either the original proposal or the changed proposals. It was the understanding of Pam Blaquiere, (Rec Committee Chair & Pines Committee member) that the bathrooms and fields would be done first and the boat ramp done if there was any money left. Ms. Dembkoski said at the last Pines Committee meeting they voted to put the boat ramp out to bid. Mr. Stewart would like to see a line by line item of where the \$790,000 is allocated to. Ms. Dembkoski said she sent the information several times to Erin Merrill, Don Greaney, Selectman Wood, Selectman MacDonald & Chair Dunn; she will resend it again. She said we will be out of money once the boat ramp is complete; we are not now. The estimate for the boat ramp is \$292,000. Mr. Stewart said the cost for the second field is approximately \$200,000. It was asked if the boat ramp could be postponed. Ms. Dembkoski said the board can discuss that; the structure is in poor shape and something needs to be done, but it is up to the board if they don't want to move forward with it. We do have permits from the Army Corps of Engineers and the Conservation Commission has granted a waiver to do the work. Mr. Stewart will work with the Groveland Youth Soccer Director to get bids and costs. The bids for the boat ramp are due Thursday and we have ten days to accept one. Chair Dunn asked if bids are too high, can the project be put on hold without losing permitting from the Army Corps of Engineering. Ms. Dembkoski said we have some time under the permitting (three year extension); we would have to reapply for a waiver. Depending on the bids that come in, the Highway Department will do the work, but we will have to order the supplies. Steve Merrill said the boat ramp is a great idea, but not the right time; the fields should be finished first; he suggested postponing it. Chair Dunn feels we need to get a committee together to look at these fields to build them; a package needs to be put together for CPC because the Town of Groveland has no money.

**APPROVAL OF WARRANTS:**

Selectman Wood voted to approve PW#16-13 in the amount of \$143,348.34; Selectman D'Amore seconded; all voted in favor; warrant approved.

Selectman Wood voted to approve DW#16-11A in the amount of \$23,900.89 Selectman D'Amore seconded; all voted in favor; warrant approved.

Selectman Wood voted to approve BW#16-13in the amount of \$341,975.51; Selectman D'Amore seconded; all voted in favor; warrant approved.

**DISCUSSION AND POSSIBLE VOTE:**

Water & Sewer Commissioners – Jack Willett (Water & Sewer Chairman) was present to discuss the problem at the housing development and said they have been very proactive. Tom Cusick (Superintendent) summarized in a letter what they did. Since that date, additional flushing and water testing was done; it is primarily a product of dead ends; it is the way the distribution system is configured; there are two dead ends and a low flow situation which creates a sediment buildup in both the water mains and in the buildings. They found that the services and the hot water tanks needed to be flushed. He received the results from the bacteria sampling; the water is fine. When they receive complaints about rusty water, they go over, hook up a water main, and try to clear it up. Beyond that, the management in the building needs to come up with a protocol quarterly, and they can both work together to get the residents better water. Chair Dunn asked if there is a plan in place to change the infrastructure for the bad areas. Mr. Cusick said they completed a capital improvement plan; there is no other way to get around it, you need to raise rates. Over the past seven years approximately \$3.5 million worth of capital improvements have been done and now it's time to address the older water mains and the old water tank. Selectman D'Amore asked how long it would take to complete the capital improvement; five to ten years. Mr. Cusick said the low flow in combination with the configuration is primarily the issue. Mr. Sheehan said they will be flushing the mains quarterly and that in-house water heaters are a natural trap for rusty water. Mr. Cusick said both parties should be doing what they need to do on their end and evaluate it after a year. He thinks that working on the outside is helping and should take care of it, but the inside needs to be done also. Selectman MacDonald asked if they need to extend the line could they put in some backflow prevention valves so the sediment doesn't back up. Mr. Cusick said if you change it to a loop system it would go back on itself and you will not have that problem. Chair Dunn said we need to find out if the pipes are on town property. Selectman D'Amore said when they find out who has jurisdiction recommended that the board jointly write a letter to that authority to let them know the issue and petition them to coordinate a response. Chair Dunn said if we are selling them water we need to help them as much as we can. Mr. Cusick said the way the regulation is that as a public drinking water system, he as the primary operator is responsible for the last free-flowing outlet, which means he is responsible for the quality of water that comes out up to that meter, so he does everything he can, it doesn't matter if it is private or not, to make sure they are flushed out, but it doesn't mean we own those pipes or use town money to fix them. Selectman Wood asked when the first joint flushing with the complex is; within the next day or two. Chair Dunn said if they could fix the infrastructure it in bits and pieces and be proactive that would be good. Mr. Cusick said they followed up their report with a water rate study which will lay the frame work of what it will cost; we know what it cost and how do you build that into the rates. He said they have water rate meetings when the rates go up. Selectman Wood asked that after the joint flushing to forward the results to Ms. Dembkoski for the board to review. Mr. Cusick said they will be doing a reverse flush which will go from the high to the low so it will scrub the pipe a little bit.

Finance Board –William Cook (Finance Committee Chair) said getting the budget figures in a binder book so everyone is looking at the same thing would be helpful. Kathleen DeLisle (Finance Committee Member) said one of the points made last year was having the budget proposal to the board before the town meeting; she agreed but said they do not get the information in time. Chair Dunn said we all need to work together. Selectman MacDonald asked about forecasting; Mr. Cook said they have to wait for the state numbers. Ms. Dembkoski said this year there was a new governor and he waited to the last minute to release the state numbers but has promised to get the numbers out to the cities and towns sooner. Selectman MacDonald said he knows there are placeholders for the unknowns, but thought it shouldn't be a complete surprise what we will receive for local aide. Mr. Cook said that all depends on what is going on; what they are focusing on. Getting the different budgets in so they know where they are going would be helpful. Selectman D'Amore said Ms. Dembkoski has put out information numerous times and most departments were slow in getting back to her as to what their needs were; part of that was because it was a new process; we need cooperation from the departments. Ms. Dembkoski said there were several departments who never responded and one that did not submit a budget. Mr. Cook said Ms. Dembkoski was at the BOS meetings,

so they did not have access to her and that was a different process for them. Chair Dunn said when you need her she will be there and Ms. Murphy will take the minutes for those evenings. Selectman D'Amore asked if one of their members was going to join the CPC; Mr. Cook said they haven't met yet to talk about that. Selectman D'Amore feels it would be vital to know what is going on. Ms. Dembkoski put out a public service announcement that we are in need of Finance Board members; it is a nine member committee and have only five members.

Bagnall Summer Program (2015 Recap and Planning for 2016) – Matt Castonguay addressed some of the accusations that were made at the last BOS meeting by members of the board and the Bagnall School Building Committee. Comments such as they've done a disservice to the kids and the notion that there was missing money were outrageous; there is no missing money. He has dedicated 11 years in the Summer Program and worked extremely hard to make it affordable and fun for the children; spending was similar over the past three years, including 2015 (in 2015 finances were treated differently). When he made the comment in June that there would \$60,000 left over, he made that on the assumption that the procedures that have taken place over the past several years would take place this year; that was not the case; he was unaware that a \$15,100 busing bill would be charged to this fiscal year. In comparison of the last three years, the Summer Program has always been within \$10K±. Selectman D'Amore said there was a disservice to him; if we want to trash our own reputation that's one issue; but when other people bring out the fact that your reputation is trash that's wrong. He said everything is discoverable, including rumors, private messages on Facebook, and that has to stop. Ms. Dembkoski said when town meeting votes to reauthorize the Summer Program, they are voting for the upcoming fiscal year; they authorize spending for FY16 at the 2015 Annual Town Meeting which means any bills or expenses that occurred should happen in the fiscal year they are approving. When she noticed the accounts payables in June she asked the Town Accountant to journal entry it because it was in the wrong fiscal year and not in compliance with what town meeting authorized. Mr. Castonguay said for the record he wants to follow all the laws and regulations; he is not putting the blame on anyone, but he is extremely hurt by what he heard the last two weeks; he was never educated on municipality spending until Ms. Dembkoski came on board; he was always told stay in the black. Selectman D'Amore said we are taking it to a management level that has never been done; it is not a poor reflection on anyone; the auditors have picked up on material deficits; we need to put a protocol in place to properly communicate and report the finances. Mr. Castonguay is now aware of the spending limit and aware of the requirement that he is to come to town meeting and provide a report of the previous Summer Program (he was never asked to). In addition, the Town Accountant has put some parameters in place for all revolving accounts; there will not be a problem going forward. At the meeting in June a committee was told to be formed; it has been; they plan to meet in early November to begin the process of 2016. Chair Dunn does not like personal credit cards being used for purchases; he feels it opens up a liability. Mr. Castonguay said is trying to work with companies to invoice. Selectman D'Amore gave Mr. Castonguay a copy of the revolving account article. Selectman Wood asked if we could get a town credit card for purchases; Ms. Dembkoski will look into the possibility. Selectman MacDonald talked about his findings and the mistake of fact was that there was a double up on the projection of revenues. He said that can be avoided in the future with more timely financial information and frequent reconciliations. He knows Mr. Castonguay did not take any money or overspend \$122,000; the opening balance was wrong. Chair Dunn said the program is great and has received numerous compliments. Mr. Castonguay will need to work with the committee to get back to the \$115,000 limit; the purpose of the program is not to make money, but to pay its own expenses; the most that funding can be increased to is \$122,000 (1% of the tax levy). Selectman D'Amore asked what financial control or protocol will be put in place to address salaries; Mr. Castonguay will discuss that with the new board. Selectman D'Amore asked what thought process went into or benchmarks were used for salary increases this fiscal year. Mr. Castonguay said he looked at a variety of things; experience, average percent of pay raises in the realm of work, i.e., camp/school education; he thinks it is important to have good people. Going forward it will be a board driven decision. Chair Dunn asked who will review Mr. Castonguay's salary; will it be this board or his board. Most town employees receive a 2-2.5% raise; he thinks it should be in line with the town employees. Mr. Castonguay wanted it known that he was the only Summer Program employee this summer not to get a raise. Mr.

Castonguay asked should the Summer Program Committee decide on the salary and then present to the BOS; yes. Selectman Watson would like to see job descriptions for employees so that the salaries are based on their duties and not just education. Ms. Demboski recommended Mr. Castonguay submit a budget and come before Finance Board and the BOS with his proposed increases. Mr. Cook said the Finance Board looks at final numbers for salaries but feels there should be a personnel board. Lisa Soep (2 Hemlock Lane) thanked Selectman MacDonald for explaining the accounting and said it is a great program. Mr. Castonguay said his board will meet in November and meet with the BOS in December.

Bagnall Proposal Selection – There are two proposals for consideration: one submitted by the Bagnall School Building Committee; one submitted by William F. Dunn. Kim Jackson (Vice Chair) spoke for the Bagnall School Building Committee. They, together with Groveland Youth Soccer, put together a proposal for the development of the fields; two fields behind the school and a pavilion area; it includes the fields being properly graded, irrigated, and a well system being installed. The initial proposal was given to the board on September 8<sup>th</sup>, but found the numbers they worked with were wrong. They submitted another proposal with a significant increase at a cost of \$322,000-\$324,000. The Bagnall School Building Committee has roughly \$33,000 in funds along with a balance from the Summer Program; they will be looking for alternate funding. Selectman Watson said if the Summer Program was going to do 22% of the cost; soccer was going to do 72%; you would have to lease it out for \$120 day for 13 days. Mr. Jackson said those are rough budget numbers. The soccer league promised to have people to help do maintenance, and the Summer Program would contribute funds for their usage of the area. Labor for the erection of the structure was included. They think it is viable, long needed improvement to the property.

William F. Dunn put a proposal together to do something with the money on hand; roughly \$33,000 in the Building Committee; and approximately \$98,000 in the Summer Program. It includes a complete sprinkler system, complete well system, renovate the lawns, and install a 28 x 56 pavilion for a total cost of \$103,423; the maintenance costs would be to purchase a 60' Lawn Boy mower for \$4995 (funding to be determined); hire someone for 20 hours at \$15/hour to mow and maintain the property (funding to be determined); hire an outside company to mow at \$110/cut for 20 weeks; or to have Groveland Highway Department maintain that piece of the property (to be determined). He said this gets us up and rolling and we can go to CPA for funds to do the bigger and better project. Steve Merrill (14 Summer Street) appreciated Chair Dunn's number but said they went through the process; the committees met for a very long time; they have done their homework and the engineering piece is the biggest piece. He would rather get the project done right rather than a quick fix. Chair Dunn said he also did his due diligence on his proposal and can guarantee he can get grass grown back there. He also based the proposal on prevailing wage. Mr. Merrill said it is not just the fields; there are several other key factors and prefers to have a civil engineer that has done fields before put a project together based on their numbers. John Osborne said the Committee has discussed it and their attitude is that they do not wish to be associated with Chair Dunn's proposal. They believe their proposal is the right one and further said if you do not approve this proposal, as far as he is concerned, they are finished; he will no longer be Chairman, and the Committee will no longer be present; if Chair Dunn's proposal is accepted, then it will be Chair Dunn's responsibility to make sure it gets done because they will not be part of it. Chair Dunn asked "it's your way or the highway" to which Mr. Osborne responded "that's absolutely correct". Chair Dunn said the reason he put a proposal together is to get something done down there; a quicker proposal. Selectman MacDonald said there is a big disparity between the two proposals and asked Chair Dunn if his proposal factored in prevailing wages; yes. Chair Dunn said he is not trying to bid on it. Selectman MacDonald asked what is defective about their plan that is over budget. Chair Dunn said they are putting in two soccer fields and those kinds of fields are graded differently than putting lawn in there. He will repair what is there back there to give them grass so the water is not going to go down through. He said the Committee is coming in with a proposal that is \$300,000 because of the grading that needs to be done; it's special grading. Chair Dunn said his proposal is not to grade the project. If it is voted on, Chair Dunn will abstain. Selectman Wood suggested going with the Plan A (Building Committee proposal) with some contingencies, and if the CPA funding falls through we go with Plan B (Chair Dunn's). Chair Dunn agrees but said their proposal will not happen for two years. Chair Dunn said we have the

money to go with his proposal now. Mr. Osborne said if they relinquish the \$33,000 you can do whatever you like, that's the whole point. He said they feel that the first proposal makes more sense and to compromise make sense. Jim Day (Building Committee Member) said if we have an opportunity to ask for CPA funds and have a top of the line field, we should do it. He is all for prolonging the process if they can make it a top of the line school and fields for the kids.

Bill Cook said the fields are a sand pit. He said when the addition was put on the school, Mr. Osborne (who doesn't care how much money is spent) could have received funding from the SBA but did not want to bother with that process (other towns did receive money). It was put on the backs of Groveland, not with any other money that was out there. Mr. Osborne will shame you into this; he did the same thing when they put the addition on the school. Mr. Cook said there is a bid process; there are other ways of looking at it; it can't be just one thing. Sometimes voluntary groups are good; sometimes they're bad; they cost you a lot more money. Selectman MacDonald said the CPA funds are there, they raise about \$300,000 year in revenue in the CPC funds, and thinks it's a good use of funds. Mr. Cook said the problem is these are open ended items; we don't know what the extra costs are involved in the future. Chair Dunn said to Mr. Osborne that he is a great guy in town, but to come him as the Chairman of the board and tell him that to take it or leave it, vote it up or down; he doesn't think that does justice to the townspeople. Chair Dunn is submitting a proposal that is less money and is trying to meet them half way by getting this piece done; they can get CPC money to move it forward to do the bigger proposal later. He feels that their proposal for \$300,000 is much more involved than putting grass back there and putting a sprinkler and well and a pavilion for shade for the kids. Mr. Cook said you have volunteer groups that keep spending money and the taxes keep going up; you're going to drive people out. He knows we have CPA money and projects we can spend it on, but we need to realize how far we can go and remember that it is the taxpayers who are paying for it.

Chair Dunn said the agenda tonight is to vote one of these proposals if the board decides to. Selectman D'Amore said the best decision to make tonight is not to make a decision. The Committee has put together an extraordinary comprehensive proposal. He said there are two things that have to happen to bring it to fruition; (1) on October 26<sup>th</sup> the people have to decide to vote to transfer money from the revolving account into an account specific for this project, and (2) the CPA has to decide to come in with a substantial amount of money. Chairman Dunn's proposal is equally excellent; it does an outstanding job of taking available money and fulfilling the promise we made that we were going to use extra money from the successful Summer Program and use it without asking for any more money from any other source to benefit the kids and the program at Bagnall School. He recommended that on October 26<sup>th</sup> we have two proposals for the people to decide on. Proposal A will be to ask to allow the transfer of money for the use of the funds linked to Plan A (the Committee's proposal) or to allow the transfer of funds to be linked to Plan B (Chair Dunn's proposal). Selectman MacDonald said if Chair Dunn's proposal did not include an engineer, he would recommend getting an engineer or consultant to tell us whether it is a viable solution or if it has flaws with drainage. He felt the people are going to be confused and will pick the cheaper one; we need to give them more information and clarify it for them. Chair Dunn said he will add the cost for an engineer but it's still not a \$300,000 proposal and not what the Committee wants.

Selectman Wood partially agreed with Selectman D'Amore in that there are two steps to either proposal; funds have to be approved and the project has to be approved. He is all for going with the Committee's proposal first (if it can be done), and Chair Dunn's proposal second. Selectman D'Amore feels the proposal meets all CPA requirements and will be funded. Ms. Demboski wanted to clarify that you do not need a proposal decided on going to town meeting. You can move the money into a Bagnall School account. The article will be put on regardless about moving the money. Once moved, it is up to the board how to spend it. Steve Crowder (12 Pleasant Street) thought the board was being disingenuous because people will look at the dollar amount and vote for the lower amount. Selectman Watson said the Finance Board could review both proposals and suggest a recommendation; Mr. Cook agreed. Selectman MacDonald made a motion that both project proposals are written up in warrant form and presented at Special Town Meeting in

October; Chair Dunn made a friendly amendment that the wording be agreed upon tonight so we don't have to have another meeting on it; Selectman MacDonald accepted the friendly amendment; Selectman Wood seconded; voted 5-0-0. Mr. Osborne suggested Athletic Fields Part A and Chair Dunn's be Revitalization Playgrounds Part B. Selectman Wood made a motion that we label the proposals Recreation and Athletic Fields; Selectman MacDonald seconded; voted 5-0-0.

Town of Groveland Pumpkin Fest – Selectman D'Amore made a motion to approve the Pumpkin Fest proposal as written; Selectman Wood seconded; voted 5-0-0.

**VOTES OF THE BOARD:**

Selectman D'Amore made a motion to accept the August 24, 2015 Meeting Minutes; Selectman Watson seconded; voted 4-0-1; Selectman Wood abstained.

Selectman Wood made a motion to accept the August 10, 2015 Executive Session Meeting Minutes; Chair Dunn seconded; voted 4-0-1; Selectman D'Amore abstained.

**OLD BUSINESS (Unfinished Business)** – Nothing tonight.

**CORRESPONDENCE TO BE REVIEWED:**

1. Minutes from September 8<sup>th</sup>.
2. Executive Session Minutes from September 8<sup>th</sup>.
3. Groveland Police Association's Harvest Dinner Invitation.
4. Mass School Building Authority Study Site Visit letter from Dr. Mulqueen.
5. Annual Operational Report from Whittier Regional Vocational Technical High School.
6. Letter from the Mystery Book Club about a former employee.

**FINANCE DIRECTOR'S TIME**

Ms. Demboski said the Police Department together with the Library will hold a Vehicle Night on Monday, September 28<sup>th</sup> 5PM to 7PM in the Town Hall parking lot. It is for children and families to come out to view different types of trucks, emergency vehicles, and other special interest vehicles.

A reminder that articles for the Special Town Meeting are due by September 30<sup>th</sup>. Space has been reserved at Bagnall and she has reached out to the new Moderator; he is aware and will be there. Selectman D'Amore asked about microphones; Tracy Gilford is working with Chris Liquori on that.

The Washington Park project is moving forward. She and the committee have been reviewing the proposal. They wanted to change the paving of the parking lot; the Highway Department will handle the grading and paving so both sections can be done instead of one that was proposed. She is meeting with the committee next Monday night, and is waiting for answers/clarifications from the Attorney General.

She told Tracy Gilford she still has not received any word regarding the plans for the Veto. He will follow up.

The Shanahan portable bathrooms are in the design phase; the contract has been awarded; it will take 4-5 months from the time they are awarded the contract to the time of delivery.

**SELECTMEN'S TIME:**

Groveland Board of Selectmen Meeting – September 21, 2015

Selectman D'Amore said Father John Delaney, Sacred Heart Church, has been selected by the Chief of Police and Deputy Chief as their choice for appointment as Chaplin for the Groveland Police Department. It will be an agenda item at the next meeting.

Selectman MacDonald said before he came to the meeting there was large coyote at his back door. He would like to know if anyone else has a problem and what can be done to control them. Ms. Dembkoski will talk to the police and look into that issue with the environmental police.

Chair Dunn discussed the need for Ms. Dembkoski to be at Finance Board meetings. He was under the assumption that when Cassandra Murphy was hired, she would be at the BOS meetings. Ms. Dembkoski said Ms. Murphy was hired to fill in when she cannot be here. Chair Dunn asked if he hours can be altered so she can be here; yes.

The next meeting will be held Monday, October 5<sup>th</sup> at 6:30 p.m.

Chair Dunn made a motion to adjourn; Selectman MacDonald seconded; voted 5-0-0. The meeting was adjourned at 10:08 p.m.

\*\*\* Unanimously Approved on October 19, 2015 \*\*\*