

Groveland Board of Selectmen
Meeting Minutes
May 3, 2016

Present: Chair William Dunn, Selectman Daniel MacDonald, Selectman Ed Watson, Selectman Michael Wood, Selectman William O'Neil

Absent: None

Others Present: Denise Dembkoski (Finance Director)

Recorder: Melanie Rich

The meeting was called to order at 7:04 p.m.

REORGANIZATION OF THE BOARD:

Chair Dunn welcomed Bill O'Neil as the newly elected Selectman and looks forward to working with him.

Selectman Watson nominated Bill Dunn as Chairman; Selectman MacDonald seconded. Roll Call Vote: MacDonald yes; Watson yes; Wood yes; O'Neil yes.

Selectman MacDonald nominated Ed Watson as Vice Chair; Selectman Wood nominated Dan MacDonald; Chair Dunn seconded Ed Watson; voted 3-1-1.

Chair Dunn thanked the voters for coming out, the candidates who ran, and the volunteers who helped. As Chair he will work hard for the community; his priorities for the year are to see the money from the land sale go into a rainy day fund, CPA money spent on infrastructure and improvements for historical, parks, playgrounds and affordable housing, the Veterans and elderly housing go forward, the Bagnall School landscape project up and running, the Pines project and boat ramp completed, better communication with the Fire and Police Departments, get an ambulance closer to our town, and to see a use for the Center Street property. He would also like to have a volunteers' appreciation day for those that work so hard for the town and would like to bring the community together through programs similar to the Pumpkin Fest. He thanked the board for their nomination.

RESIDENT/PUBLIC COMMENTS:

Kermit Cross (24 Elm Park) would like to see a job description developed for the Road Commissioner position. He said we need someone who is qualified for the job, not someone who wins the popular vote. He would also like the position appointed so the board can interview the perspective candidates. Chair Dunn agreed and said we should move in that direction because it is a very important position that is becoming more complex.

APPROVAL OF WARRANTS:

Selectman Wood made a motion to approve PW#16-45 in the amount of \$141,407.40; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve DW#16-43A in the amount of \$24,246.46; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve BW#16-45 in the amount of \$320,714.05; Selectman Watson seconded; all voted in favor; Chair Dunn abstained; warrant approved.

CITIZEN RECOGNITION:

Shiloh Ellis was recognized for his fundraising efforts on behalf of Kettlebells4kids and was presented with an Award for Outstanding Fundraising. It is a non-profit organization that raises funds and awareness for homeless kids in America. Currently there are approximately 2.5 million homeless kids. This year's goal is to raise \$500K; the money will go to support programs for homeless shelters; so far he has raised \$10K. Selectman Watson read an email from Amie Turrill Owens, Founder of Kettlebells4kids. In part it read "he is truly a generous and quite remarkable soul. Shiloh and his family have been our biggest champions in getting the word out and we could not be more grateful for his passion and commitment to helping homeless kids in Massachusetts and across our country." The board thanked him for his efforts. Donations can be made via the website kettlebells4kids.org or directly to www.classy.org/Shiloh2016.

DISCUSSION AND POSSIBLE VOTE:

Christian O'Connor to propose his Eagle Scout Project – Mr. O'Connor (Boy Scout Troop 87) is collecting items and cash for his donation project to make gift bags for children in the Cardiac Unit of Boston Children's Hospital. No cash will be collected at town hall. He would like to place a box in the lobby of town hall until the end of May. Items that can be donated include action figures, dolls, puzzles, cards, window markers, etc. (for the children); tissues, toothbrush, toothpaste, etc. (for the adults). He will make 80 bags and deliver them to the hospital. Donations can be made at "go fund me one smile at a time". Selectman Wood made a motion to accept Christian O'Connor's Eagle Scout Project and put a box at town hall; Selectman Watson seconded; voted 5-0-0.

Hazard Mitigation Plan Approval – Deputy Gillen asked for the board's approval of the Hazard Mitigation Plan. It was established by Congress in 2000 (an Act that requires them to have a plan in place). It includes the entire Merrimack Valley area; Groveland's portion is complete and requires a sign-off from the BOS which will allow them to apply for funding and grants. Chair Dunn said it a well worth cause. Selectman Watson made a motion to accept Deputy Gillen's Hazard Mitigation Plan; Selectman Wood seconded; voted 5-0-0.

Remote Participation for Boards and Committees – Ms. Dembkoski provided a sample policy from the Town of Tewksbury. If the BOS adopts the policy, it would be for use by any board or committee that wanted to enable remote participation. Some of the requirements are that the Chairman has to be present, and there has to be a quorum at the meeting in order for a member to participate remotely. The person authorized to chair the meeting must be physically present according to MGL Chapter 30A, Section 20(d). Selectman Wood thinks we should use available technology and resources; as long as you have a cell phone or internet connect (available most anywhere), you should be allowed to participate in the meeting that you have been elected to participate in. Selectman Watson reviewed Robert's Rules of Order and read some of the listed disadvantages, dangers and parliamentary requirements. Selectman MacDonald said technology is changing and we could try it. Selectman O'Neil said in today's age it makes sense; it could be a bonus to getting work done when you have such a short staff to begin with. Parameters were discussed. Selectman Wood made a motion to add to the Town of Tewksbury's sample policy a maximum of five remote participations per person per term year, and as much notice as possible given the situation or circumstance; Selectman O'Neil seconded; voted 5-0-0.

Discussion on Opening Composting to West Newbury Residents – Chair Dunn abstained from the matter because he is an abutter. Ms. Dembkoski met with the Highway DPW Director from West Newbury and Bob Arakelian. West Newbury rented a composting bin which is not getting much activity and feel they are wasting money. The Director asked if West Newbury residents could participate in the Groveland's composting; they would be willing to charge their residents. A fee of \$35/year per sticker was discussed; stickers would be provided to West Newbury residents who would then have access the same as Groveland residents. Mr. Arakelian was in agreement as long as it is residential; it could be evaluated it as the year goes on. Selectman Wood thinks it is a good idea; start of slow, see what the traffic is like and

go from there. Selectman Watson thought the neighbors should have a say. He said there will be an increased cost to the Highway Department and would like see the fee go to the Highway Department rather than the General Fund. Ms. Dembkoski said Mr. Arakelian could implement this as Road Commissioner but, because he was attaching a fee to it, the board would have to set the fee. We are completely funding it ourselves; there is no cost to our residents. Selectman Watson asked if there could be an additional fee for landscaping businesses. Ms. Dembkoski said that was discussed, but there is concern that if we start taking landscaping debris and compost we may run out of space sooner than we anticipated. Selectman O’Neil asked how it was monitored; he has never been asked for ID. She said the people who man the station say they know who the Groveland residents are. Selectman MacDonald suggested starting with 50 permits max; put it out there and see if there is any neighbor feedback. Ms. Dembkoski will bring that information (50 residential permits to start-West Newbury residents only-with a fee of \$35/year per sticker) to Mr. Arakelian and West Newbury. Selectman Watson made a motion to bring it up in two weeks; Selectman MacDonald seconded; voted 4-0-1.

VOTES OF THE BOARD:

Selectman Watson made a motion to approve the March 21, 2016 Minutes; Selectman Wood seconded; voted 3-0-2. With Chair Dunn and Selectmen O’Neil abstaining.

Selectman Wood made a motion to approve the March 28, 2016 Minutes; Selectman MacDonald seconded; voted 3-0-2. With Selectmen Watson and O’Neil abstaining.

Selectman Watson made a motion to approve the April 4, 2016 Minutes; Selectman Wood seconded; voted 4-0-1. With Selectman O’Neil abstaining.

OLD BUSINESS (Unfinished Business):

Selectman MacDonald asked the status of the “**grass on the moon project**” (**Bagnall School project**). Chair Dunn said he and Ms. Dembkoski met with the Superintendent, Principal and the Director of the Summer Program. Ms. Dembkoski said the well project is schedule to be advertised in the Central Register on May 11; bids are due May 25; and we have a requested work period beginning June 20th. The Summer Program begins on June 27th; we are asking that the drilling take place the week between, then give them a two-week period to complete the job. Chair Dunn said once the well has been drilled, piles of dirt and composing needs to be spread, it needs to be re-leveled and graded, the two ball fields will have shade trees, the sprinkler system will go in, there will be a mulch area, picnic tables, some benches for the bleachers, it will be raked and hydroseeded. The fields will not be able to be used until the fall; the school was fine with that. There will be a drop off booth/microphone booth. The booth will have a sprinkler system, time clock and controls for the sprinklers. When the children arrive, they will be dropped off at the booth and will be called into the school. The project is moving forward.

Selectman MacDonald heard at Candidates Night that it was not intended to pave the side parking lot at the Bagnall School. He also heard there is \$30K in funds. Chair Dunn said that money was transferred from the Summer Program. Ms. Dembkoski said it is for Bagnall landscaping and improvement. If we finish the project and there is money left, we can talk to the Superintendent and Principal about paving the parking lot.

Selectman MacDonald asked the status of the bathrooms at Shanahan Field. Ms. Dembkoski there is an issue with the bathrooms. They closed the trench; the Plumbing Inspector will not issue a permit because the bathrooms (when we went through the process) were considered a temporary facility; as soon as you tie into the water line they become a permanent facility, and under the Mass Regulations there are certain requirements that were not planned for initially. In order to have a Plumbing Permit issued we need to have a hot water tank installed and the PVC piping needs to be changed to copper piping. In addition,

soccer was not planning to put an ADA ramp into the bathroom. One of the two bathrooms is handicap accessible. The cost could be several thousand dollars to do the heating, piping and ramp; there is no money because CPA covered the cost of the facility, soccer covered the cost for putting the initial cement pad down and the town doesn't have money left. Selectman MacDonald asked why we couldn't get a conditional permit and put in the copper piping after the season. Ms. Dembkoski believes copper is required for the hot water and the hot water is required to wash your hands because it is a permanent structure. Selectman MacDonald said it would be an absolute sin to let it sit there. Mike Dempsey (Community Preservation Committee) suggested making a list of what is needed to see if we can get help with administrative funds through CPA. Ms. Dembkoski said right now they are working with the company that built it. They are looking to use our site as a display in MA. They want people to look at it and buy their products; she is hoping they will work with us on some of the updates that are required. Chair Dunn said the plumbing is in the utility room and there is no reason they can't drop a 30 gallon hot water tank and run some plumbing, he knows it will cost some money and agrees that it is a shame to have it sit there. Ms. Dembkoski said they are trying; they are making a punch list to see what is needed from both plumbing and electrical; meeting with the Plumbing Inspector; Sam Joslin called the state to see if there is a way around it. The unit was \$66K; the town paid to have it designed, built, brought over from Washington State and installed. It wasn't formally permitted because it was considered a temporary structure. When this project started four years ago, Steve Merrill received approvals from all necessary parties. Since then, the staff has changed and we now have different people on different boards; it's been a long drawn out process. She will put together a list, get estimates and forward it to the board and Mr. Dempsey. Chair Dunn asked the amount that was appropriated for the bathrooms; \$68K; there is nothing left. Selectman O'Neil said it started at \$42-\$45K at Capital three years ago; that's why we need a Project Manager to watch over these things and make sure they stay on time and on budget.

Chair Dunn would like to see the land that passed at town meeting advertised as soon as possible.

Chair Dunn asked if there was any information on the Council on Aging land. Ms. Dembkoski said they are actively working on it; the Council on Aging Director has been visiting other senior centers to get an idea what this community needs. Selectman Watson heard complaints that their meetings are not televised or in a more public location like town hall or the fire station meeting room; Ms. Dembkoski said she will talk to Charlie. She will also ask why they meet at the Police Station.

CORRESPONDENCE TO BE REVIEWED:

1. Minutes from April 19, 2016.
2. Minutes from Special Meeting April 19, 2016.
3. Executive Session Minutes from April 19, 2016.
4. Letter from Michael Ingham regarding the Haverhill Memorial day parade.
5. Email from Joe D'Amore regarding Board of Selectmen reorganization.
6. Ms. Dembkoski said one item was inadvertently left off of the list and wanted to call attention to it since it is an invoice from William Dunn Landscaping for work that was done at Washington Park. In the event it is questioned, we did solicit quotes; we had three prices; William Dunn Landscaping was the lowest bidder. Mr. Dunn also made a large donation on behalf of his company to the project.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski said there are still several vacancies on boards and committees; the Board of Health is down to one member and cannot meet because there is not a quorum. It is an elected position, but now that the election has passed and it is not filled, the BOS can make an appointment; we need two people. The Planning Board is also short members and is an elected position. We are in desperate need for our appointed boards as well. The Finance Committee needs members. If anyone is interested in serving on

any board or committee, please go on the website or send her an email; she will forward it to the board for approval.

She will not be at the next meeting; she is on vacation May 16-20. Ms. Murphy will fill in that night.

SELECTMEN'S TIME:

Selectman MacDonald talked about the Pines and advertising. Washington Park advertises; he would like to see advertising at the Pines. Ms. Dembkoski said we can't solicit sponsors; we don't have a Revolving Account; we can't sell advertising for the General Funds. We can have a sponsor provide a name, but the Pines account is not in the right format of an account; it is not a Revolving Fund; it is a special fund to be used for specific purposes. We should be establishing a Revolving Fund, generating fees and revenue by different sources and putting in back into the Pines. Chair Dunn said Washington Park is unbelievably under control with a good committee. The Pines has nothing but criticism, arguing and fighting. He said months ago that we that we need a committee like Washington Park has to run the Pines to oversee it and take care of it; finance it. The project is lacking foresight; a committee. Selectman O'Neil said it needs ownership. Ms. Dembkoski said the difference with the Pines is that the town pays the utilities, port-a-potties and lights. She then gets requests and doesn't know what is needed there; she doesn't have that knowledge. How much money are we going to spend on these fields and is it the right thing to do. Chair Dunn said let's get the project done, be proud of it, and make it look like Washington Park. Selectman O'Neil said the difference between Washington Park and the Pines is that Washington Park is a single use park for the most part, the same as Shanahan Field. The Pines has many uses; we need to get this project on the right track. Selectman MacDonald suggested putting a committee together with one member from all users groups and a member of the BOS. He also thinks it should be self-sustaining. Ms. Dembkoski will send a letter to all users asking them if one person from each user group would be willing to join a committee; Pentucket will be included as well. Once the committee is formed, we can talk about user fees.

The A.W. Chesterton Company has moved their global headquarters to Groveland; the ribbon cutting ceremony is Thursday from 11:00 a.m. - 2:30 p.m. It is an invitation only event; not a public event. The state's Director of Economic Development will speak as well as the Northeast Director of Economic Development.

Chair Dunn would like to talk about getting an ambulance closer to town (the one currently used is stationed at Haverhill) and possibly having a truck stationed in one of our departments. He would also like to talk about the use of Center Street property. Selectman MacDonald thinks we should get one of our local representatives to sponsor special legislation so we can use CPA funds to pay for the bond. The initial intent was to safeguard the aquifer; seems like a Conservation purpose to begin with. The financing would lower tax bills. We need people to come together to explore the options on that property. Selectman MacDonald said he is more than happy to contact our local representatives and see if they will entertain it. Mike Dempsey said instead of forming a committee he could work with Selectman MacDonald and they could have a forum where people could come and give their ideas; a brainstorming session.

The next regular meeting will be held Monday, May 16, 2016 at 6:30 p.m.

Chair Dunn made a motion to adjourn; Selectman MacDonald seconded; voted 5-0-0. The meeting was adjourned at 9:31 p.m.

**** Unanimously Approved on 05/31/2016 ****