

Groveland Board of Selectmen
Meeting Minutes
September 19, 2016

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

Absent: None

Others Present: Denise Dembkoski (Finance Director)

Recorder: Melanie Rich

The meeting was called to order at 6:30 p.m.

RESIDENT/PUBLIC COMMENTS:

Tom Cusick (Water & Sewer Superintendent) gave an update on the town's water system. He said it is fine as far as withdrawal and well levels. He does not see any reason to adjust the restrictions currently in place; outside watering remains from 7PM to 7AM. They are going to flush water mains in the fall. Selectman Wood asked for an update on the rusty water concern. Mr. Cusick does not believe there have been any calls about rusty water in the past three weeks. He said if they don't flush twice a year those calls will elevate. They always look to find ways and make changes to help the public. Selectman Watson asked if Mr. Cusick would advise people with private wells to put a sign out stating that they are using private well water. He thought that was a great idea.

Chair Dunn asked for an update the pipe replacement. Mr. Cusick met with the consultant today. They are looking to put the project out to bid in November with construction to start in the spring. The scope of the project is from the intersection of Main Street and Washington Street heading back to School Street (up Gardner Street) stopping at School Street. They are looking at an add-alternate bid that would do the section of Washington Street and Main heading toward Haverhill (another 500' of pipe).

Selectman O'Neil asked about the project on Governors Road. Mr. Cusick said they received bids for the stock. They are trying to get a good portion of that project done this year, possibly starting in October. They are finishing the work on the drainage right now; all the mechanisms in place.

Selectman MacDonald asked if the iron and manganese pose a health risk. Mr. Cusick said from a regulatory standpoint we are where we should be. Where the levels are now there is no health risk; it is more of a nuisance.

APPROVAL OF WARRANTS:

Selectman Wood made a motion to approve PW#17-11 in the amount of \$148,305.93; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve DW#17-09A in the amount of \$28,642.65; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve BW#17-11 in the amount of \$400,011.30; Selectman Watson seconded; all voted in favor; warrant approved.

On behalf of the board, the Chair thanked the Groveland Day Committee for the Groveland Day events that took place. He also thanked the Highway Department for their work and quick response regarding the dumpsters.

APPOINTMENTS:

Selectman Watson made a motion to appoint Jason Normand to fill a vacancy on the Zoning Board of Appeals as a Regular Member through June 20, 2017; Selectman Wood seconded; voted 5-0-0.

Selectman Watson made a motion to appoint Jonathan Perkins to fill a vacancy on the Finance Board effective September 19, 2016 through June 30, 2018; Selectman Wood seconded; voted 5-0-0.

Selectman Watson made a motion to appoint Jonathan Perkins to fill a vacancy on the Planning Finance Board effective September 19, 2016 until the next annual election; Selectman Wood seconded; voted 5-0-0.

Selectman Wood made a motion to appoint Stephen Crowder to fill a vacancy on the Capital Improvement Committee effective September 19, 2016 through June 30, 2017; Selectman Watson seconded; voted 5-0-0.

DISCUSSION AND POSSIBLE VOTE:

Mike Nelligan (Powers and Sullivan) to discuss the FY15 Audit – Mike Nelligan and Kyle Warne were in attendance. He gave an overview of the financials. The FY16 audit has been started. This year the GASB 68 was in affect and recorded the net patient liability for the first time (approximately \$3.6 million for all the departments in town). It will be followed up with another GASB that is coming out in 2018 which will go through the same process as OPEB liability. He said he received full cooperation from everybody they dealt with while conducting the audit. The GAP financial statements are in accordance with GAP. There were some adjustments to the fundamental ledgers which is the reason for the management letter comments. The adjustments related to direct postings to fund balances; that is a cause of the system not having the appropriate revenue and expense accounts in all of the funds. They made some adjustments for the dead activity for transfers between funds to record betterments that were recorded in the sewer funds and to book the payroll and warrant payrolls entries the end of the year. There are some reconciling items that need to be flushed out of those entries in order to make them work. The town issued long-term debt in the amount of approximately \$3.7 million for the Bussing land; that was previously short-term notes that was rolled over into long-term debt. That was the first time there was any governmental long-term debt in a while. The balance in the general fund changed positively by approximately \$230K for the year. The total fund balance under the new GASB 54 stabilization fund and general fund are combined in the financial statement purposes (\$2.2 million). Revenues were \$237K higher than what was budgeted. Expenses included \$66K in carryovers, that was \$196K less than budget; positive change. Based on a \$14 million budget, it is a small fraction but it is important. The accounts are being monitored correctly, no deficits in the budgetary spending, revenues all came in ahead except for investment income, which for everyone went down.

Selectman MacDonald asked about the OPEB and retirement calculation on the financial statement. Mr. Nelligan said it is the total long-term liability. That number will come on the balance sheet in two years. It will be paid out over a term of years. Selectman MacDonald asked if that was the amount currently owed. Mr. Nelligan said that is what is being amortized onto the books; the \$3.9 million is being amortized over a 30-year period. The \$1.3 million is a portion of the \$3.9 million. Selectman MacDonald said the annual cost expense is \$404K, but the town only made a contribution of \$153K, are we short-funding it? Mr. Nelligan said the \$353K are expected payments, a pay-as-you-go health insurance premium for current and retired employees. The town hasn't started to make any extra payments until this current fiscal year. Selectman MacDonald asked if we should be putting in the \$251K. Mr. Nelligan said anything that can be put towards it helps build up cash reserves that will start to earn interest and will lower the discount rate; it is not level funded. In order to have a funding schedule you need to meet with the actuary and figure out how much you can fund through the budget annually. Selectman MacDonald thinks we should pay as you go and find out what that number is.

Selectman MacDonald said a lot of the journal entries were posted to funds balance; does it mean that throughout the year they are simply not classified correctly; yes. What changes do you recommend? Mr. Nelligan said to set up the appropriate revenue expense accounts in those funds and follow it, but said progress is being made. He said the town is lucky to have Ms. Dembkoski on board because she has the accounting background necessary to make changes in these areas whereas before you didn't. The former Finance Director was a self-confessed non-accountant. He was a good municipal finance person, but was not an accountant.

The FY16 audit is in progress. Mr. Nelligan has seen that the cash and accounts receivable are being reconciled on a monthly basis now. Selectman MacDonald would like to see periodic financial statements and asked what does he recommend so we can get more timely information and make our budgetary decisions prior to town meeting. Mr. Nelligan said it is a matter of having the VADAR system set up properly, getting reconciliations done, and the closing process to occur within 3 or 4 weeks of each month end so the reports can be distributed.

Selectman Watson referred to the comment regarding employees or management who lack the qualifications and training for their assigned duties. Nelligan said that wording is probably the harshest words he ever put in a management letter, but he believes the town accountant does not have the training necessary to operate the accounting system by herself. Without someone looking over her shoulder he doesn't believe she has the capabilities to generate accurate financial information. Selectman Watson asked if additional training can bring her up to speed; Mr. Nelligan did not have an opinion on that. The reason the letter is as strong as it is, is because he believes if there was no Finance Director you would slip quickly backwards. As far as he is concerned, he is not going to take the comments out until he sees some clear change in that area; they are on the right track. Chair Dunn asked Ms. Dembkoski if she was comfortable with the way we are heading? She is comfortable where we came from and where we are heading but there is need for improvement; we are working on it. She still feels our financial software needs a lot of work; she is not happy with the company or the software; feels the reporting is limited and thinks that's some of the issues because we can't get the reports that we need which is why we are still keeping excel records. It may be that it was never set up properly so we are limited in that aspect, but thinks we are heading in the right direction and made a lot changes in the last few years and will continue to do so.

Material Weakness were discussed. #2-journal entry support was better; he thinks FY16 will show a vast improvement. #3-recording activity directly into the fund balance: he does not know if that will go away this current year, but the answer to the problem is setting up the appropriate revenue expense accounts in most funds. #4-reconciliation of cash and accounts receivables to the general ledger: may go away this year; receivables were fully reconciled last year.

Other matters previously reported: the BOS minutes have been resolved, personnel earnings records have been resolved, inappropriate reimbursement account for the most part have been resolved. Police details (based on the results of last year's audit), procedures were going to be put in place. Ms. Dembkoski said they brought in new software July 1, 2015 to track details; it should be much better this year. Bank accounts and activities; better than what it was; they are aware that there is a problem with some accounts not being under the control of the treasurer. Tax title and foreclosures; not unusual; things get thrown into tax title and foreclosures. Fraud risk assessment is a generic comment put in the reports to make people aware that an ongoing fraud risk and monitoring of departments cash points should be looked at regularly. Internal procedure manual; an ongoing comment as well. There is an informational comment about the future implementation of the OPEB standards that will be similar to pension standards that went in last year to keep everyone apprised of when it is due and how you should talk to your actuary about getting the information when the time comes.

Selectman O'Neil asked what it takes to add these accounts to the general ledger regarding Material Weakness #3; what is taking so long to add the accounts. Mr. Nelligan said excel spreadsheets were detrimental, but that's the solution they chose to use. With regard to Material Weakness #1 Selectman O'Neil asked if there are there seminars or workshops where a person can go and get trained on the VADAR system? Mr. Nelligan said VADAR is a small company, have consultants available but they work on an hourly basis; they don't put on a lot of seminars or put a lot of research into their software; it is an adequate package for the price, but it's not one that you will get a lot of help with unless you commit funds it and get them to spend time here. Ms. Dembkoski has expressed that frustration to the president of the company and sales reps; they don't have user group meetings; they don't have informational bulletins. Their support is minimal; the wait time can take days/weeks to respond to an issue. It is adequate to do taxes; they do not use it for payroll or utility billing, we are not fully integrated; it is limited. Selectman O'Neil said he doesn't think the system matters if the person does not have the qualifications. He asked Mr. Nelligan about his "for the most part have been resolved" comment about inappropriate reimbursements. Mr. Nelligan said he should have said "as far as he knows have been resolved". Ms. Dembkoski said over the past several years departments had what they called reimbursement accounts. If money came in for certain purposes, instead of going into the appropriate expense line to reimburse or miscellaneous revenue, it would go into these reimbursement accounts and departments could spend it however they wanted to. To her knowledge all of the true reimbursement accounts have closed but that name still appears on the account; she told the town accountant she wants it gone; there is no such thing as reimbursement accounts. Mr. Nelligan said some of these problems have been around for years and Ms. Dembkoski is turning them around slowly but surely. There were more positives than negatives in the report.

Open Meeting Law Complaint filed by Heather Meninger against the Board of Selectmen and Chairman William Dunn – The complaint says the BOS conducted an open meeting when the Conservation Chair was asked to attend executive session and chose to have the meeting held in open session format. The BOS refused the Commissioner his right to have the meeting recorded at his own expense. The action wanted in response is a public apology from the BOS to the Conservation Chair and a policy for future executive sessions to follow a written format that includes asking and granting permission to record the meetings at the request of the individual.

Chair Dunn said he was never asked by Mr. Dempsey to video it, never asked by him to have public comment, nor did anyone in audience ask if they could video it on their own at their own expense. Prior to the meeting he spoke with Town Counsel; as far as he is concerned the meeting was run the right way. Selectman MacDonald was at that meeting and thought the Chair ran it professionally. He thinks some of the people that showed up were looking for an argument; it was a very narrow issue before us, it had to do with procedures of a public hearing and whether or not there was a quorum. People in the audience felt they had the right to speak. Under the state law, the Chairman has the discretion as to who will address the board. Many of them didn't accept nor respect the Chairman's decision in that regard and proceeded to shout at him. He agrees with the Chair that he handled it well. In hindsight he wished it was televised so the people of Groveland could see what really happened and the true colors of the people that were before us. The Chair acted professionally, acted within the boundaries of the law, and people (not all of them) were extremely rude to him and disrespected the process; he doesn't owe them an apology for anything. The open meeting law was met; properly posted. He researched and didn't find anywhere that it has to be televised; if anyone has some citation or legal authority to change his opinion, please send it to him. He did not hear anyone ask if they could record with their own private recording device. You have to request that and rules have to be followed; none of that occurred. In his opinion it is a false allegation and completely out of line asking for an apology; he supports the Chair 100%. Selectman Watson said he did a great job following the open meeting laws as written. Nobody approached the Chair as required to inform him they wanted the meeting recorded. He conducted the meeting after consulting with Town Counsel. He said it is a frivolous complaint. Selectman O'Neil was at the meeting and to the best of his recollection he does not recall anyone in the audience ask for permission to video or audiotape the proceedings as they occurred. He also sent an email to the Open Meeting website to ask if there was a specific statute that

mandates that all public meetings be televised. He received a reply that said there is nothing in the Open Meeting Law that states that public meetings must be televised. However, as a public body or if a member of the public would like to audio/visually record the meeting, the Open Meeting does state that they can do so. He does not recall anyone requesting that; the Chair handled the meeting as professionally and appropriately as possible considering the conduct and behavior of some of the folks in the audience and stands by the Chair. Selectman Wood echoed the same sentiments as the rest of the board and also said the Chair did a great job in the situation and the people were looking to complain about something. Chair Dunn said at this point, he needs to answer the complaint. Selectman MacDonald made a motion that Chairman Dunn be allowed to answer the complaint based upon what he believes to be historically accurate and the opinions of this board as well; Selectman Watson seconded. The response will be sent to Ms. Dembkoski; she will forward it to the board. voted 5-0-0.

A second complaint was received today after the final agenda had been posted. Ms. Dembkoski said the Chair could touch upon the complaint since there are only so many days to respond and the board can designate him to respond to it as well. Selectman Watson as a follow-up said the meeting was posted as an executive session. We didn't realize until we got here that the person was going to ask for an open session; it was posted properly. Ms. Dembkoski said Mr. Dempsey notified her on Thursday prior that he planned to have it in open session; she reached out to Town Counsel about reposting. Town Counsel said it should not be reposted because Mr. Dempsey still had up until the time of the meeting to change his mind and have an executive session. The board was expecting to conduct an executive session and that was the path until the time of the meeting where he would then state his position. It was on advice of Counsel not to repost it as a different type of meeting. Selectman MacDonald made an amendment to his motion for Chairman Dunn to answer both complaints; voted 5-0-0.

VOTES OF THE BOARD:

1. Selectman Watson made a motion to approve the August 22, 2016 Meeting Minutes; Selectman Wood seconded; voted 5-0-0.
2. Ms. Dembkoski said this in regard to the fire truck purchase. The company, Rosenbauer America, is not on any Massachusetts State Purchase Agreements. Under our regulations they are allowed to use another state or another local purchasing agency; Houston-Galveston meets the requirements of the State's 30B requirement, but in order to be part of that consortium and buy through them, we need to sign an agreement saying that we will follow the rules of purchasing. It does require a vote of the Board of Selectmen to enter into it; it is a contract to be able to use their vendors. There will be another contract for the truck itself. Selectman Watson made a motion to enter into an Interlocal Contract with the Houston-Galveston Area Council; Selectman Wood seconded; voted 5-0-0.
3. Request from E.P. Management Corp regarding the fence between the Housing Authority and the Groveland Commons. There is a gap in the fence the Groveland Common Condominium Board feels is a safety concern. They are offering to fix it at their own expense at a cost of \$210, but because it is owned by the town, they are requesting permission to do so. Selectman Watson made a motion to approve them to do the work; Selectman O'Neil seconded; voted 5-0-0.
4. Selectman Watson made a motion to accept the resignation of Bill O'Neil from the Finance Board and Capital Improvement Committee; Selectman Wood seconded; voted 4-0-1.
5. Selectman Wood made a motion to allow the Massachusetts State Police Wives to place blue ribbons on trees at the Town Hall Complex, Police Station, Fire Station, Elm Park and Bagnall School to support law enforcement; Selectman Watson seconded; voted 5-0-0. A year ago the board designated Selectman Wood to sign off on properties permits and field use permits but she thought this was something more important to rise to the level of the full board because of the topic (honoring our police)

and thought there should be some discussion before blue ribbons starting appearing around town. They will be up one month and she requested the police station and town hall trees but will place them on any trees you will allow her to put them on. They are going to all 351 communities.

OLD BUSINESS (Unfinished Business):

Selectman Watson said a few meetings ago we changed the October 31st meeting to November 1st. He thinks the town hall should be closed at that time as well. Ms. Dembkoski cautioned the board against doing that because taxes are due the next day and that would be a busy night for taxes. We do have a payment box and could honor them as the 31st. Selectman Watson made a motion to close town hall at regular hours on October 31st; Selectman MacDonald seconded; voted 5-0-0.

Selectman Wood asked if there was an update on Library Board of Trustees. Ms. Dembkoski sent them an email; they have not responded to her. Town Counsel went through their archives and found the 1998 opinion which was not exactly as they recalled it at the meeting. She forwarded it to them and asked them to make the necessary transfers into the town treasurer's custody as soon as possible and have not heard from them. She identified 3 out of the 17 trust funds that could legally be in their custody. Selectman O'Neil said they need to prove the documents. Her feeling is that Town Counsel has eluded to, in that letter and as a follow-up, the initial issue she raised with them about the custody of library trust funds; there needs to be a clear and concise legal bequeath to trustees to be legal custodian of those funds. At the time in the 1998 letter, the backup attached showed that Town Counsel at that time clearly reviewed all the trust funds which, as they commented at the last meeting, many of them are 50-60 years old. Only 3 of those showed a legal bequeath to the trustees. Some of them stated they were gifts to the library but did not state a clear custodian; in that case it falls under the town. Some stated they were donated to the town to use for the library; those again would fall under the custody of the town. She spoke with Greg Labrecque who said in 2005 had this issue with them as well and put all those accounts on the general ledger; the same comment came up that there were trusts in the vault at town hall. He said they went through the vault and found no such documents. Ms. Dembkoski said her feeling is until such time as they produce contradictory statements to Counsel's opinion, they should be moving them over to the custodian of the town treasurer. If they provide documentation showing that should in fact have them and Town Counsel agrees to it, we will transfer them back. They did have a meeting last week and there was an agenda item of trust fund update but she doesn't know what transpired. Chair Dunn asked if we wanted to give them to the next meeting or act on it now; it has been going on since the end of July. Selectman Wood thinks we have given them enough time. Selectman MacDonald said we should give them 30 days. He doesn't think it that burdensome to find the information; the level of importance is high; there is money involved, and due diligence has to be done. The proof of burden is on them, how did they get the money and what the purpose of it is. If all they have is a piece of typed paper, that's not good enough. Whenever you take money there is a level of responsibility that goes with it. We should give them a reasonable time period and then they should be given an ultimatum to turn it over. In the absence of proof, he doesn't think they meet the statutory requirement. He read the SJC Case and it is very specific, the gift has to be named specifically. Selectman Wood disagreed with 30 days and said it is too much; they have already gone through the vault and have been reluctant to respond to the recent inquiry on top of the inquiry two months ago; he would agree to the next meeting; we've already given them two months to show proof. Selectman MacDonald suggested if they had a list we could put it out there and if anybody knows them they can contact the library trustees board. Ms. Dembkoski has the list they provided at the last meeting; they know the name of each trust. Chair Dunn wants it resolved by the next meeting, but no more than 30 days, and they need to get back to him and let him know. Selectman O'Neil said 30 days on top of the time they have already is more than fair and adequate. Ms. Dembkoski said to keep in mind that Counsel has reviewed them all and reported back, and in the 1998 letter the majority of them do not state that language in their trust; they put that right in the opinion letter. They read the documents and attached many of them to the letter which she resent them which clearly identified the majority of those trusts. The trustees said they did not have any recent ones, that most of them were old. Ms. Dembkoski said her position is that if they are all 50-60 years

old then they all would have been reviewed by Town Counsel at that time who clearly identified them all in that letter. The list that came from the trustees at the last meeting does not exactly correspond to the bank account trusts that are listed. There are some trusts that are not in bank accounts that are on their list. The ones that Town Counsel reviewed and clearly wrote in that letter to her they already reviewed and have the trust documents they stated don't meet the qualifications to be in the library's possession. Chair Dunn said on or before the next meeting they need to get a response back to him as to what route they are taking.

Selectman O'Neil talked about the email from Mike Houghton regarding the Pines and the Recreation Committee. He was under the impression they took over that project. Ms. Dembkoski said when they came before us the last time they were going to have a meeting and let the board know if they wanted to take ownership and do advertising, etc. To her knowledge they have not gone in that direction yet. Chair Dunn wants a letter written and a response received before the next meeting as to whether they will take it over or not. Selectman O'Neil said if they don't want to take ownership of it or if it's too demanding, we can get some people together. Chair Dunn said one of the problems is the bids. The well bid came in again very high. He thinks it's time to start looking at getting a planner or some way to get the bids written. Ms. Dembkoski said the estimate is approximately \$85K to pull from the river; the well bids came in at \$83,400. One of the issues with the Pines is with the one company that bid said they were concerned with drilling while the fields are in use; that area would need to be shut down to drill. Chair Dunn said the sprinklers came in at \$52K for the Bagnall School; one of the problems is the prevailing wage. Ms. Murphy contacted three local contractors; one of them said this industry is so busy they don't have time to look at it. Ms. Dembkoski thinks the well has the same issue; because of drought conditions, companies are not focusing on irrigation wells, they are focusing on residential wells; that's where their priorities are. The Chair received complaints about the Bagnall School asking what happened with the project, what's happening, why is it stalled. The reason is the sprinkler system; it needs to be put in before we can finish the project. Selectman Wood asked if there was anything from preventing them to do it themselves. Ms. Dembkoski said we would need to sit down and figure out what we would need to do to make it happen. She said one thing that works to our advantage is, and not the most timely solution, but November 8th the procurement laws change. At that point anything under \$50K will not have to go out to bid. Currently \$10K and over has to go out to bid. It is probably a \$15K-\$20K job; we can call any vendor we want until someone said they would do it for \$20K. Selectman Wood said if there are volunteers, he will volunteer his time. Selectman MacDonald asked if we have to wait are there some portable sprinklers to rent or buy to get the job done until we find a vendor. Ms. Dembkoski said we want to plant trees and hydroseed so it didn't make sense to do that. Selectman MacDonald said even if it doesn't get done in the fall, it will be done in the spring, and eventually the kids will benefit from it.

Selectman MacDonald said people complained regarding the vote on term limits for Committee Members; we didn't vote on Chairmans. Ms. Dembkoski said it started that way but when the board chose the Manchester-by-the-Sea Policy, that policy didn't identify Chairs; you stayed with their policy and made your recommended changes within that. It will be revised at the next meeting.

Chair Dunn wants to have a meeting for the land sales. No bids came in for the Salem Street property. Ms. Dembkoski said with the former Highway Garage, last year at the annual town meeting there was a special town meeting; the first article gave the board authorization to sell specific parcels of land; that back parcel was not included because they were not intending to sell it; it would require town meeting to authorize this board to sell that back parcel. If we are planning to put both out as one, we cannot do that until town meeting authorizes it. Chair Dunn said we will have to put that on hold. An executive session will be held for the Salem Street property.

Chair Dunn said they met and discussed the Pumpkin Fest. Pumpkins will be dropped off starting on the 19th. The lighting/Halloween party will be on the night of the 26th from 5:30PM-7:30PM. The library will have trick-or-treating; there will be games and a possible bouncy house; snacks and refreshments will be

available; the fire and police will have a table. The Chair said during that meeting they discussed reactivating the Activities Committee.

Chair Dunn said we need more BOH members; Finance members; and one more Planning Board member. There is a volunteer for the School Committee; it will require a joint vote of this board and the two School Committee members. It will be on the next agenda.

CORRESPONDENCE TO BE REVIEWED:

1. Minutes from September 6, 2016.
2. Touch-A-Truck Flyer – Event is Monday, September 26th from 5PM-7PM.
3. Invitation from the Superintendent to attend informational meetings about proposed building project.
4. Letter to Hiltz putting them on notice of claim for termination of solid waste services. Chair Dunn does not want to pay the bill until he finds out what our cost will be; we picked up the dumpsters and brought them to the Highway Department. Ms. Dembkoski said they sent a bill for August waste tonnage; she has not paid that and let Town Counsel know she has not paid it. Hiltz showed up on Friday looking for their dumpsters and not happy they couldn't find them, but we called them numerous times, the BOH called and DEP called. Waste Management also called them and they came in and emptied them after the Highway Department moved them. Ms. Dembkoski said we have rights on the contract they severed because they had no right to sever it. We have liquidated damages of \$750/day; multiply that by 2.5 years, is approximately \$680K they would owe us.
5. Letter from Debra Stewart regarding rumors about her position on the Cemetery Commission.
6. Letter from Parker Moody expressing his interest to fill the vacant School Committee seat. Chair Dunn said he would like to get as many candidates as possible. Selectman MacDonald would like to see a candidate that puts academics first; doesn't think we should rush it; wait to get the right person rather than trying to fill the seat. Selectman Watson said not only is it an important position but it is time-consuming. He feels good about waiting for the right person.

FINANCE DIRECTOR'S TIME:

The Veto room; the scaled-down version came in \$89 above budget; she reached out to Mike Dempsey who said the CPA account will cover that overage. The project will include electrical work, HVAC, fire suppression, painting and carpet. It will not include blinds, display cases, rotating tables, changing of the doors, removal of the windows and new lighting. She did email Tracy Guilford to ask what the fire departments plans are to move and safeguard the Veto during renovations. The plans need to be in place before the renovations start. She sent the contract to the bidder; when she hears back they will schedule construction to start. Chair Dunn said one of their biggest issues was the ultraviolet rays killing that piece of equipment. Ms. Dembkoski said Doug Mund, the architect, suggested removing that and buying them separately; the bids came in and we won't have money to buy them separately. Chair Dunn asked if they can go back to the committee and ask for money to deal with the ultraviolet rays.

She will not be at the October 3rd meeting. She will be on vacation with very limited email access. Ms. Murphy will be in attendance.

SELECTMEN'S TIME:

Selectman Wood would like the Chair to request the Fire Chief come in and talk to them after the events of last week. Ms. Dembkoski received an email today; the Fire Chief will be conducting an investigation and report back to the Police Chief about the matter they are referring to.

Selectman MacDonald went to Groveland Days; the event was smooth; the issue was that there were six police officers on duty; could they possibly be limited. Maybe it could be reviewed for next year to see if we could save the organization some money.

Selectman MacDonald wanted to address the public comment section on the agenda. He believes in openness and transparency but said many of the issues people present are more involved and should be agenda items. He would like the board to consider that public comments be submitted in writing on the Tuesday before the meeting and specify what the issue is. He feels we would do a better job if we knew who was coming in and why. Ms. Dembkoski said in early 2015, the BOS adopted a Public Comment Policy which requires that all public comment requests are to be submitted the Wednesday before the Selectmen's meeting, there will be a time limit of 5 minutes per person which will be enforced by the Chair of the meeting, and if the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments. The amount of time allocated for the session will be a maximum of 15 minutes. The policy was never adhered to. It will be enforced starting with the next meeting.

Chair Dunn would like to move in a positive direction on the Center Street property. He thinks Chesterton should be contacted to see if they want to partner up with us and give us some ideas; possibly funding. It will be an agenda item for the next meeting.

Selectman Watson said October 1st is the Pines reunion at the site of the old race track from 10AM to 4PM.

The next regular meeting will be held Monday, October 3, 2016 at 6:30 p.m.

Selectman Wood made a motion to adjourn; Selectman MacDonald seconded; voted 5-0-0. The meeting was adjourned at 9:03 p.m.

*** Unanimously Approved on October 17, 2016 ***