

Groveland Board of Selectmen
Meeting Minutes
October 17, 2016

Present: Chair William Dunn, Selectman Ed Watson, Selectman Michael Wood, Selectman William O'Neil, Selectman Daniel MacDonald (7:36 p.m. arrival)

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: None tonight.

APPROVAL OF WARRANTS:

Selectman Wood made a motion to approve PW#17-15 in the amount of \$146,204.50; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve DW#17-13A in the amount of \$30,688.20; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve BW#17-15 in the amount of \$620,397.69; Selectman Watson seconded; all voted in favor; warrant approved.

APPOINTMENTS:

Selectman Watson made a motion to appoint Lisa Chandler to fill a vacancy on the Planning Board effective October 17, 2016 until the next annual election; Selectman Wood seconded; voted 4-0-0.

Selectman Watson made a motion to appoint Theresa Dunn to fill a vacancy on the Finance Board effective October 17, 2016 through June 30, 2017; Selectman Wood seconded; voted 3-0-1. Chair Dunn abstained.

Selectman Wood made a motion to appoint Myron Lacey to the position of Library Page effective October 11, 2016; Selectman Watson seconded; voted 4-0-0.

Selectman Watson said it is good to see people stepping up to volunteer and reminded residents that there are still vacancies; check the website for more information.

RECOGNITION:

September 2016 Volunteer of the Month Ed Reed – Selectman Watson read the citation presented to Mr. Reed and the board expressed their thanks for his volunteerism.

Presentation of Citations for recently retired Firefighters Jack Dalton, Michael Hegh, Michael Kastrinelis, Greg Morse and William Sheehan – Former Fire Chief John Clements commended and thanked the firefighters; they are all heroes in his mind. Selectman Watson said it is a great loss for the town and thanked them for their service. Senator Tarr and Representative Mirra said it was an honor to present citations and thanked them for their service and dedication on the fire department; they tackle many types of challenges at any time of the night or day and it is remarkable to have that in town. The citations were individually read and presented. The Chair thanked them all for what they had done for the Town of Groveland.

DISCUSSION AND POSSIBLE VOTE:

Pentucket Regional High School Students to discuss their initiative to rename the Southbound I-95 Bridge “The William Lloyd Garrison Bridge” – Erin Flynn and John Siegfried teach 9th grade history and said the students were here to raise community support to name the I-95 Southbound Bridge; the history behind their reason to do so was read. Signatures in support of the petition were collected; the petition is available online. Representative Mirra is working with Representative Kelcourse to co-sponsor legislation to name the bill after Mr. Garrison. They are also working with students from River Valley Charter School in Newburyport. They have voiced the idea to the Newburyport City Council and secured their support. They have the support of Merrimack and West Newbury Town Councils and hope to gain the support from the Town of Groveland.

Representative Mirra thanked them for their hard work; it is a very important civic lesson learning how to get things done and to see how it works; legislation has been submitted to make the name change. Senator Tarr appreciated the work done and said it is a great way to connect the past with the present and the power of free speech. The new legislative session begins in January; there will be a filing deadline of the second week of January; he will be looking to see if it is appropriate to co-sponsor it as well. In Massachusetts, Members of the House and Senate can co-sponsor the same bill. He would also like to set up meetings with those who have concerns and looks forward to working with them. It is a product of legislation to change the Whittier name and is achievable.

Selectman O’Neil told them that the world belongs to them and was glad to see them stepping up to make positive changes in the world. Selectman O’Neil made a motion to draw up a letter of support from the Selectmen of Groveland to advance their initiative; Selectman Watson seconded; voted 5-0-0.

EMS Discussion among Board Members – Chair Dunn said the Fire Department wants to become a Class 5 EMS department; it is not transport; it is for the firemen to have the ability to administer certain drugs. Selectman Wood asked what was Trinity’s response; Chief Lay said they are in favor it. Trinity gave them 5 laptops because one of the missing pieces was the ability to perform electronic patient care reports which is required. Nothing has changed with their relationship; it is about medical direction and the ability to use certain drugs. Ms. Dembkoski said John Chemaly (President of Trinity) contacted her and asked that she relay to the board that before they make any decisions, he would like to meet with her, the fire and the police; he has heard rumors and wants to make sure everyone is on the same page.

Selectman MacDonald arrived at 7:36 p.m.

Selectman O’Neil asked about the training; Chief Lay said it has been ongoing. There is an unlimited supply of topic; the budget is pre-fixed for the cost. Chair Dunn asked about insurance; the Chief said they have the required coverage per the Department of Public Health. Ms. Dembkoski asked the insurance company if we were to become a Class 5 or a transport ambulance would any additional liability insurance be required; she was told no. Chief Lay said the budget would remain the same; no increase. Chair Dunn asked if he saw the town looking for an ambulance down the road; no. The police and fire have to be first responders. We have training above what is required. We are already at a higher level; once we become fully functional, EMTs can do certain things that we can’t do unless we have the license. Selectman Watson asked if the town was designated Class 5, would it be a requirement that the fire department respond to all medical calls; correct. Is it in his budget to do that; yes. Chief Lay said if you call for an ambulance, you get the fire department; it takes it out of the police departments hands. Chair Dunn asked if it would cost more to take it out of the police department’s hands and have a dispatch center to make determinations. Chief Lay said we don’t perform that function, Trinity does. A call comes in and is transferred to Trinity, they code it with the dispatcher and the dispatcher decides the ambulance, fire or police. Trinity only handles medical calls. Chief Lay said we have an agreement with Trinity and they have agreed to perform that work for us. There are many fire departments and public service agencies that use their ambulance provider to do it because it is a service they provide. Ms. Dembkoski said John Chemaly told her that Trinity does it for Lowell as well; some of the bigger communities are using Trinity to do their EMS dispatch. Selectman Wood asked and the Chief explained the process when a 911 call is received; it only takes seconds, not minutes. Chair Dunn asked if the rates for EMTs are different from a firefighter; yes. Chief Lay explained the rates of pay and does not see that being sent out on every medical call will affect

the budget. Selectman Watson said one of the complaints is the number of firefighters that show up on scene for medical calls. Some people call the ambulance direct, will this stop people from doing that? The Chief said they now have a written policy that there are 4 people on the truck and 2 technicians in the house. Chief Lay said if the ambulance is being dispatched, the fire department is dispatched. Being a Classified 5 Non-Transport is a better level of patient care quicker. The discussion was tabled until meeting with the police, fire, Trinity and Ms. Dembkoski.

Discuss Creation of Pines Oversight Committee – Chair Dunn’s ideas were to create a Board of Directors, hire a Recreation Director for 15-20 hours/week, or hire an architectural firm take over the project. Ms. Dembkoski said when she came here she wanted to change Recreation and go to a Recreation Director. She provided a proposal on making a Recreation Revolving Account (they would work with the sports groups, set the fees, collect the fees, conduct other programs outside of sports), and that position would self-sustain itself by the money they are taking in. The auditor pointed out that their funds are not under the control of the town; they have separate bank accounts; they operate separate in that fashion, yet they are appointed by the town which means their funds should be under the control and custody of the treasurer; something needs to be changed. At the time, the board did not have a desire to consider her proposal. The position needs to be defined to include what the board wants to incorporate.

Putting specs together is different from a Recreation Director; an engineering firm would be needed. Chair Dunn said we need the knowledge to get it going. Selectman Wood said maybe we can look short-term to finish some of the projects while looking long-term to put a full-time solution in place. Selectman Watson thinks it is the right track to have a point-person. Chair Dunn asked if we could hire a person to finish the project. Ms. Dembkoski said we need the correct specs put together; need professionals; an engineer. Selectman Watson asked if Merrimack Valley Planning would be able to assist us or if there are any resources through the Community Compact agreement that could assist us.

It is not known how much money the Rec Committee has or how they spend it. Ms. Dembkoski said if they are appointed, the funds should fall under the care and custody of the town. Erin Merrill (Groveland Rec) said the statements go to the town; Ms. Dembkoski has never seen a bank statement from that account. Ms. Merrill said it was set up with funds to take it off the books of the town so they could do events because the town was no longer willing to fund them; they were not willing to have it on their books to do that. Ms. Dembkoski told her if it is under the town’s Tax ID number, legally there are things you cannot pay (certain events, flowers, food, etc.). Selectman MacDonald said there are multiple organizations using the Pines; we need someone to bring it all together. Chair Dunn asked twice for the Rec Committee to come in and talk to us; they did not want to come in person to talk to us. We tried to answer their questions, but some

were so specific we needed the committee in front of us. Selectman MacDonald said the town paid for the facility and believes the user groups should now be responsible for it; it should be self-sustaining. Ms. Dembkoski said you can say it is self-sustaining but there are expenses to the town such as cutting the grass and insurance on the fields. Chair Dunn thinks town meeting needs to appropriate a dollar amount for maintenance, etc. Pam Blaquiere (Rec member) provided a cost of \$47K to cut the fields. She said years ago they did have a budget but it was taken away twice at town meeting.

The sequence for work is (1) the well and irrigation system, (2) adding a new softball field, (3) completing the utility field, and (4) adding tennis courts. Selectman MacDonald asked who is going to take care of the wells. Chair Dunn said that is the problem. Ms. Dembkoski said it has been put out to bid three times; the problem is the specs on the well. The Chairman of the Rec Committee did not want to use the specs from the Bagnall School; he wanted to provide his own specs; they were used and it came in at a very high price.

Ms. Blaquiere said the account has \$8K. She said referees and umpires want a check that night. Ms. Dembkoski said there is a difference between need and want; not every town that has a recreation program hands out checks that night; it's a matter of changing the way they receive it. Ms. Merrill said when the Pines project started, the town had plans drawn up, the old Pines Rec Committee was involved and then they decided to go in-house, the plans were not followed. Ms. Dembkoski said we have the CPC proposal and the list of priorities of what projects they wanted to do with that money to finish the project. Chair Dunn wanted it publicly known that if they go the route to hire an engineering firm that the project may not get done and we may have to go back and ask for more money or go to town meeting. Ms. Dembkoski said they could use the money in the existing Pines account to hire an engineer. Selectman MacDonald said it was ill-conceived and if we have to go backwards, we will have to do that; use CPA funds. Mike Dempsey said for this project there was no extra money included for planning, engineering, prevailing wage, etc. He said CPA administrative funds could be used to hire an engineering firm (approximately \$25K).

Chair Dunn thinks we should have a number for town meeting for maintenance; we need to replenish it. Ms. Dembkoski said if you set a budget of \$47K to maintain the Pines and only take in \$30K, taxpayer money will be used to pay the \$17K. If a revolving account is created, it has to be self-sustaining; you can only pay for the programs that you have money for. Chair Dunn said we need to be proactive and get a committee together now to begin the fundraising efforts. Chair Dunn suggested a Board of Directors; Selectman O'Neil suggested a Recreation Director because the players change when their children move on. Chair Dunn agreed that is the way to go. Ms. Dembkoski will get some job descriptions to see what the duties are, the pay rate, and whether they are yearly or seasonal.

VOTES OF THE BOARD:

1. Selectman Watson made a motion to approve the September 19, 2016 Meeting Minutes; Selectman O’Neil seconded; voted 5-0-0.
2. Selectman Wood made a motion to approve the September 26, 2016 Executive Session Meeting Minutes; Selectman MacDonald seconded; voted 3-0-2. Selectmen Watson and O’Neil abstained.
3. Selectman Watson made a motion to approve the revised Appointments to Boards and Committees Policy; Selectman Wood seconded; voted 5-0-0.
4. Selectman Wood made a motion to approve the One-Day Permit with National Grid for Site-Walk of Proposed Trail; Selectman O’Neil seconded; voted 4-1-0. Selectman MacDonald voted against the motion.
5. Selectman Watson made a motion to approve the State Election Warrant for the Election on Tuesday, November 8, 2016; Selectman Wood seconded; voted 5-0-0.
6. Selectman Wood made a motion to accept the resignation of Jillian Nelson from the Groveland Housing Authority; Selectman MacDonald seconded; voted 5-0-0.

OLD BUSINESS (Unfinished Business):

Selectman O’Neil said we approved the Massachusetts State Police Wives to place blue ribbons on trees in town but hasn’t seen any. Ms. Dembkoski notified her the following day after the board’s approval and never heard back from her. She will follow up with her tomorrow.

Selectman MacDonald asked about the need to post the Summer Program position. Ms. Dembkoski is working on the job description. She reached out to Matt Castonguay to come before the board to talk about the past program and how it went but has not heard back; she will follow up. She is also working on the Road Commissioner job description. Selectman MacDonald said we should break away from the revolving fund. Ms. Dembkoski said the Finance Committee is planning to provide a letter to the board with their recommendation; they are going to propose to create two summer programs; one for the younger children and one for the older children.

Chair Dunn said the trees are in for the Bagnall School project. He thanked the Highway Department for doing that and thanked Valley Tree for donating half of the wood chips. Bill Dunn donated the other half; the Highway Department delivered them and they have been spread. Cassandra Murphy did a great job of getting 19 inmates to do the job. The sprinkler system will be put in on November 15th; seeding will be done in the spring. The field will be regraded on Wednesday for a minimal charge. He also thanked Firefighter Dan Briscoe and his son for watering the trees.

CORRESPONDENCE TO BE REVIEWED:

1. Minutes from October 3, 2016.
2. Letter from David Tuttle inviting the board to participate in the Veterans' Day services.
3. Information from Superintendent Mulqueen with information related to a potential building project at the High School.
4. Nominations for October 2016 Volunteer of the Month.

FINANCE DIRECTOR'S TIME:

The Library is sponsoring a Halloween Magic Lantern Show at the Middle School on Friday October 21st from 7PM-8:15PM. It is a free event; not recommended for audiences under the age of six. Call the Langley Adams Library or visit the website to reserve a seat.

The Veto renovation should begin in early November. We are still resolving issues with the fire suppression system and the water line that runs into the building.

Ms. Dembkoski asked if there was an update on the Library matter. She was criticized by them for using "months" and said it has been 41 "days" since they said they would be bonded and wanted to know if the board heard since they don't communicate through her. It has been 28 days since the board gave them 30 days to turn over the funds. Chair Dunn said they sent a letter that said they were pressing forward and going through the archives and registry of deeds. He said at that time that we would go to the 30-day limit. According to the minutes that were approved tonight, four of the board members wanted this resolved no later than 30 days; that would be Wednesday. Selectman Watson said they did request more time for the research, but not for bonding. They need a bond to safeguard the funds; insuring the funds is important. Ms. Dembkoski did talk to the insurance company and they were not pleased that the Library Trustees were not bonded; a note of that was made in our file that they don't have a bond to produce at this point. The meeting before the 19th they stated they were working on that. A letter will be written asking for the update

on the bond. Selectman Wood said in any normal situation if your superior asked for information, you supplied it or you got reprimanded. Ms. Dembkoski encourages the board to go back to what Town Counsel identified regarding the funds. Selectman MacDonald said we should ask for an update and a list; the funds in question. Ms. Dembkoski said Town Counsel had done that in the letter. Selectman Wood asked if we are going to give them 60 more days or give them 2 more days. Did they find any information contrary to legal counsel's opinion on the funds? If the answer is no, tell them to turn the funds over; they can continue to look after the fact. If they found something that said it was a bequest to the trustees or library, we can refund it. Ms. Dembkoski said we have an answer and that is that we are not compliant with the law and that is her concern.

SELECTMEN'S TIME:

Selectman MacDonald said coyote hunting starts Saturday. He has an issue with them in his yard and would like to know if other people have issues with them. He would also like information on how many are in town, and feels they are an invasive species. Ms. Dembkoski will contact the Animal Control Officer. Selectman Watson has attended lectures in the past on coyotes and will contact the person to see if she would give a lecture in Groveland.

Pumpkin Fest – Pumpkins can be dropped off anytime beginning Wednesday, October 19th through October 26th. The pumpkin festivities, Halloween party and lighting will take place on Wednesday, October 26th from 5:30PM-7:30PM; rain date is Thursday, October 27th. The Library is hosting the parade, there will be tractor rides, a bouncy house, popcorn, cider, donuts, the police and fire will be giving out goodie bags with safety items. A fun time for all! Everyone is encouraged to attend.

The next regular meeting will be held Tuesday, November 1, 2016 at 6:30 p.m.

Selectman Wood made a motion to adjourn; Selectman Watson seconded; voted 5-0-0. The meeting was adjourned at 9:41 p.m.

*** Unanimously Approved on November 21, 2016 ***