

Groveland Board of Selectmen
Meeting Minutes
November 1, 2016

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

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.

The board held a moment of silence in memory of Mrs. Tressa Callahan who recently passed away; she was a life-long volunteer at the boat ramp and will be missed.

APPROVAL OF WARRANTS:

Selectman Wood made a motion to approve PW#17-17 in the amount of \$156,394.11; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve DW#17-15A in the amount of \$27,480.17; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve BW#17-17 in the amount of \$1,223,262.87; Selectman Watson seconded; all voted in favor; warrant approved.

APPOINTMENTS:

Selectman Wood made a motion to appoint John Meninger to fill a vacancy on the Conservation Commission effective November 2, 2016 through June 30, 2017; Selectman O'Neil seconded; voted 2-2-0; motion not carried.

Selectman Watson made a motion to appoint Debra Webster as an alternate member on the Planning Board effective November 1, 2016 through June 30, 2017; Selectman O'Neil second; voted 4-0-0.

Selectman Watson made a motion to appoint Elizabeth Gorski to fill a vacancy on the Groveland Housing Authority effective November 1, 2016 until the next election; Selectman Wood seconded; voted 4-0-0.

Selectman MacDonald arrived at 6:36 p.m.

DISCUSSION AND POSSIBLE VOTE:

Matt Castonguay (to discuss the 2016 Summer Program) – Mr. Castonguay provided the members with a summary of the program. 151 total campers were enrolled; 31 children were offered CIT positions; 7 field trips were held. The total 2016 revenue was \$120,882.80; total payroll was \$71,151.46; total expenses in addition to payroll were \$40,581.51; \$28,953.43 of that was for field trips and bussing; total other expenses including sports equipment, program supplies, extended day snacks, enrichment music programs and t-shirts totaled \$11,628.08.

Selectman Wood said Mr. Castonguay did an outstanding job for the past 12 years. He asked his opinion about the program being split into two programs. Mr. Castonguay had not heard anything on this but

commented that as far as breaking up the program, he doesn't know if that would be a great thing; he likes the managerial breakdown of the program as far as the way they organize and structure the children; the children are already divided into grade levels in the current structure. You would need to figure out what you want the ultimate objective to be for the program and what needs need to be met for the children who attend. Selectman O'Neil said he has heard nothing but glowing reviews for the past 12 years from his children and others who have attended the program. He commended him and said it was a great service to the community. The cap on expenditures is \$131K; there was a surplus of \$29K. Mr. Castonguay said one conversation was to have a surplus so moving forward the program might be able to offer scholarships. Selectman MacDonald said the program functioned in terms of compliance with the revolving account; is there anything that needs to be changed for next year. Mr. Castonguay did not think so; they operated as usual and were able to offer the same number of programs (less 2 field trips). The goal is to promote the message that Groveland offers a truly amazing summer recreation program. Selectman O'Neil said it is not just for the children but for the working parents.

Chair Dunn noted that Mr. Castonguay is resigning from the program; thanked him for his service and asked if there were any recommendations he could make moving forward. Mr. Castonguay said he has been very dedicated to the program and to make sure the person comes in with the same type of goal and personality as he has had for the past 12 years. Selectman Wood asked if there was a timeline a director should be hired by. Mr. Castonguay said he starts planning for the next summer in December; in January they have the tuition and activities in place because they start accepting applications February 1st. Selectman O'Neil asked if it was possible to talk him out of resigning; good people are hard to find. Mr. Castonguay said over the last few years he didn't see the support that he felt he needed to give the program 110%. He feels good about this past summer and that the program was under all the guidelines and regulations that the board discussed. Chair Dunn said it was the board's job to get it back into compliance and hoped he didn't feel the board was out to get him; he did not. Selectman Wood asked if he would take a week or two and discuss it with his family and consider staying on if it is something he would like to do. In the interim the board will move forward as if he is not coming back and look for a replacement. Mr. Castonguay asked if it was the consensus of the board for him to stay. Chair Dunn said he had brought it into compliance; if it's not broken, don't fix it. Mr. Castonguay said he would think about it, but because of everything that has happened, he would like to hear that the board has a consensus. Selectman MacDonald said the people involved in the program support you. He had concerns about compliance, but if he is dedicated to doing it and people know he has another job, it is his decision as to whether it conflicts or not; if those concerns are addressed, he is supportive because he has heard nothing but good things about him as well. Chair Dunn asked if he would have a problem stating what his job description is, hours, etc.; he would not. Chair Dunn said a great deal is done at home and people need to know that. Mr. Castonguay said that was the biggest piece and the board would need to be ok with that; he does have another job and he is not able to be onsite from start to finish five days a week. Selectman MacDonald said if that is the situation, he needs to hear that the assistant director is responsible for the children in his absence and everybody knows that so there is no misunderstanding that he is not there. He said there is an information disclosure that is a concern to him but it can be addressed; Mr. Castonguay agreed. Selectman Watson said the only complaint he heard was when people were looking for him and didn't know his hours, how to reach him, etc.; maybe he could have specifics times to be on site. Mr. Castonguay said the parents were always able to reach him by email and he was very responsive during the day; the assistant director always knew when he was coming in. Mr. Castonguay would have no problem outlining a very specific schedule. Ms. Dembkoski will put together a job description for the next meeting in the event he will not be returning and the position can be posted.

Request to Host a Bonfire for the Pentucket Senior Celebration Event – Selectman Watson said the email proposed two sites; one at the Pines and one at Veasey Park. Specifics from the Fire Department, Highway Department and Police Department are needed as to what kind of materials they plan to burn, what supervision there will be, and who will be responsible for cleaning up. Ms. Dembkoski will respond to the email with the board's specific questions and suggest possibly having the location at Strawberry Fields.

Selectman Watson made a motion to table the Pentucket Senior Celebration Event for further information; Selectman Wood seconded; voted 5-0-0.

October Volunteer of the Month Discussion and Selection – Tracy Gilford and Shiloh Ellis were the nominees. After consideration of both, Shiloh Ellis will be recognized as Volunteer of the Month.

VOTES OF THE BOARD:

1. Selectman Watson made a motion to approve the October 3, 2016 Meeting Minutes; Selectman O’Neil seconded; voted 4-0-1 with Selectman Wood abstaining.
2. Selectman O’Neil made a motion to table to the next meeting the resignation of Matt Castonguay, Summer Program Director; Selectman Wood seconded; voted 5-0-0.
3. Selectman Watson made a motion to accept the Certificate of Achievement to Christian Frederick O’Connor for attaining the rank of Eagle Scout; Selectman Wood seconded; voted 5-0-0.

OLD BUSINESS (Unfinished Business):

Selectman Wood asked the status on the meeting with Trinity. Ms. Dembkoski is waiting on the Fire Chief’s availability.

Selectman Wood asked the status on meeting with the Deputy Police Chief to discuss his contract. Ms. Dembkoski has not heard back from all members on a date. His role will unofficially change on January 1st; his title and pay are not changing. The board should set some expectations during those six months. The board agreed to meet at 5PM on Monday, November 28th.

At the last meeting, Selectman O’Neil said it was stated that no additional insurance for the town was needed for Class 5 EMTs to carry and administer a greater number of drugs than they do today. Ms. Dembkoski said the public liability is covered under the insurance policy because we have a Police Department; it is more than adequate. For non-transport, the first call would go out to the Fire Department; if they believed transport would be involved, they would dispatch to Trinity. Chair Dunn said people want to know if the Fire Department would have to come before the BOS to become a transport ambulance or can they go ahead on their own. Selectman MacDonald said there are many hurdles that would have to be overcome before there could be a transporting ambulance in town, and the Fire Department cannot do it unilaterally.

Selectman O’Neil said after the last meeting about the Pines that there may be an engineering study somewhere. Ms. Dembkoski said there is a conceptual design plan; no engineering study. We need to figure out what the scope of the project will be; there are some concerns on the funding. She has the priority list from Recreation and wants to put together a scope of work. She was talking about putting the whole project together. If we hire an engineering company, they would take the conceptual drawings, build plans and put together a bid package to do the entire project. Chair Dunn thinks if we put it out to bid now, it could be years before we get to another phase of it and that number wouldn’t be good any longer. Ms. Dembkoski agreed and that is part of the problem; they have a list of what they want to accomplish with the CPA money but doesn’t think that will accomplish even half of it. We have to be more realistic with what we are putting out for an engineer to actually spec out for us. Chair Dunn thinks we should have an actual plan done and not put anything out to bid; we need a starting point. The conceptual plan cannot be used; it has been changed. Ms. Dembkoski said we need an engineer, but we need a well first and foremost before we can do anything with fields; we need an irrigation system. If Recreation is turning it over to this group, she said she and the Chair should put specs together like they did for Bagnall; we can’t touch the ground until we can water it. Recreation’s priority was the well, irrigation system, softball fields, utility

fields, and tennis courts. Ms. Dembkoski said we need someone to take the plan, build the fields, figure out the level grades, everything that is required, but she doesn't think we need an engineer to do the well and irrigation system. Chair Dunn said use an engineering firm to do the football, softball and tennis courts. Ask them to price it out individually so we know how much to request from CPA if needed. Selectman Watson said he doesn't know who designed the back of the Middle School at Pentucket, but they got that done in less time that we've been talking about this; find out who engineered that project and get them on board.

Selectman Watson asked if we are on schedule for November 15th for the sprinklers to be started at the Bagnall School; Chair Dunn said yes; it was graded last week, once the sprinklers are in they will be made ready for winter; the picnic tables will come in the spring; it will be raked out and seeded, and hopefully by the end of June/July they will be playing on it.

Selectman MacDonald asked for an update on the Veto. Ms. Dembkoski said they have been having complications with the sprinkler system that was spec'd by the Fire Department; it did not meet code because the room is too small. However, after much searching the GC has found a plumber who will install a system; the renovations are planning to start next week.

Selectman MacDonald asked about the School Committee seat. Ms. Dembkoski tried to have it on this agenda but the School Committee Chairman (Groveland Rep) could not make it and would have to push it off until the November 28th meeting; it has to be a joint appointment and joint interviews. There are 3 candidates currently; the cutoff for applicants is Wednesday, November 24th.

The company we are buying the firetruck from is not familiar with the process of going through the Houston-Galveston Area Council; she had to talk to the parent company and Houston-Galveston Area Council; last week she submitted a purchase order to Houston-Galveston; they were waiting for the specs of our specific truck from the parent company. Once we get the OK to go ahead from Houston-Galveston she will put together a standard contract; we are technically using their contract but we need our own. It will be sent to Rosenbauer to sign off and then we are good for delivery.

CORRESPONDENCE TO BE REVIEWED:

1. Minutes from October 17, 2016.
2. Letter from the Finance Committee regarding the Summer Program and Revolving accounts.
3. Letter of interest from Joe D'Amore to serve in the vacant School Committee seat until the election.
4. Email from Deputy Gillen regarding the police carrying Narcan – Chair Dunn said Selectwoman Gorski started this and it has become reality; kudos to her for what she has done.
5. Two letters from the Attorney General's Office regarding recent Open Meeting Law complaints.
6. Dept. of Telecommunications and Cable notice about November 2019 expiring Comcast license.

FINANCE DIRECTOR'S TIME: Items were covered earlier.

SELECTMEN'S TIME:

Selectman MacDonald commented that there were two complaints filed against the board for Open Meeting Law violations. The Attorney General's Office never received copies of the complaints from the complainants. He was upset because he felt they were false allegations. Those that accused never followed through. Ms. Dembkoski clarified that they still have time to do so.

Selectman O'Neil said on behalf of the Groveland Baseball League and himself he appreciated the Highway Department cutting the grass for the GBL Evaluations; it was very much appreciated.

A week from today is the National Election, please exercise your right to vote.

Selectman O'Neil talked about the DARE program. There is a tremendous epidemic with heroin, opioids, fentanyl. He spoke with Deputy Gillen about resurrecting the DARE program; we need to educate the kids at a young age before it's too late. Chair Dunn agreed. If we could find funding for the program, get volunteers, or put public service announcements on Groveland TV, that would help. Chair Dunn said the system is badly broken to even get them help when you bring them to the hospital; you can't get them into a detox because of the insurance companies. He feels we don't put money in the right places for veterans, elders, or drug and alcohol programs. Selectman O'Neil said more education is needed, including the doctors who are quick to prescribe.

The Pentucket Athletic Association is holding a raffle; tickets are \$20 and can be purchased from Bill O'Neil or online at PentucketAthleticAssn.org.

Selectman Watson said Saturday, November 5th from 6PM-9PM is the Wine and Art Festival at Veasey Park.

Ms. Dembkoski reminded the board that there is a Veterans Service on Friday, November 11th. She will re-send the notice to them and make sure information is posted on the website.

The Council on Aging is actively working on logistics of the structure for the Senior Center and will be before the board at some point with an update.

Selectman MacDonald thanked the Police Department for the invitation to the Harvest dinner he attended.

The Pumpkin Fest was a success. Chair Dunn thanked all the volunteers and businesses that made it such a success. It will be on Cable TV soon.

The next regular meeting will be held Monday, November 14, 2016 at 6:30 p.m.

Selectman Watson made a motion to adjourn; Selectman Wood seconded; voted 5-0-0. The meeting was adjourned at 8:24 p.m.

*** Unanimously Approved on November 28, 2016 ***