

Groveland Board of Selectmen
Meeting Minutes
November 21, 2016

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

Absent: Selectman Daniel MacDonald

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#17-19 in the amount of \$155,940.05; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve DW#17-17A in the amount of \$28,182.56; Selectman Watson seconded; all voted in favor; warrant approved.

Selectman Wood made a motion to approve BW#17-19 in the amount of \$251,158.34; Selectman Watson seconded; all voted in favor; warrant approved.

APPOINTMENTS:

Selectman Watson made a motion to appoint Michael Wood to the position of Alternate Zoning Board of Appeals member effective November 1, 2016 through December 31, 2016; Selectman O'Neil seconded; voted 3-0-1.

Selectman Wood made a motion to appoint Anne C. Powell to the position of Library Assistant for up to 18.5 hours/week effective November 15, 2016 pending a successful CORI certification; Selectman Watson seconded; voted 4-0-0.

RECOGNITION:

Shiloh Ellis was recognized and commended by the board for his outstanding dedication in volunteerism in his efforts to raise money for homeless children. Mr. Ellis is also collecting goods (toiletries) for active members of the Marines. Donations can be dropped off at 4 Georgia Street; a collection box may also be put in the lobby of town hall. Mr. Ellis' email address can be found on the town website.

DISCUSSION AND POSSIBLE VOTE:

Sergeant MacDonald (to discuss cell phones and 911 calls) – Sergeant MacDonald said currently a vast majority of calls placed by cell phones within Essex County are answered by the Essex County Regional Dispatch Center in Middleton. The Mass State Police used to handle the calls. Regional Dispatch answers, asks where is your emergency, confirms the address and the callback phone number, and transfers the call directly to the Police Department. They answer the phone, reconfirm the where and the phone number and start asking questions (the nature of the call). Essex Regional Dispatch remains on the phone, they have a policy that they do not do any “blind transfers” (where they transfer the call and forget it). They stay on the line to make sure we are getting the same information as they received. If it is a call requiring the Police, the Police get dispatched. If it requires the Fire Department, we do a simulcast (where the call is

broadcast over the police and fire frequencies) so everyone gets the same message at the same time. If it is a medical call, before the simulcast takes place, we transfer the call to Trinity ambulance, they do emergency medical dispatch. A Trinity employee answers the phone, confirms with us very quickly the same name and telephone number. Sometimes it can be a little frustrating for the caller because they have to repeat the same information three times. If needed, the Trinity employee gives medical instructions over the phone. While that is going on, it is simulcast over the police and fire frequencies. Chair Dunn asked the timeline. Sergeant MacDonald said 94% of the calls, if it is a medical call, the message is out within two minutes. The transfer from Essex Regional Dispatch to us is a matter of seconds. They have a good quality assurance program. If a call takes too long to transfer over a certain amount of time, they review the call to see why. Ms. Dembkoski asked if there is an auto accident and they don't know where they are, is there a way to tell where someone is with a cell phone? Sergeant MacDonald said a good amount of cell phones now come in with the precise location on the 911 system, but there are some that just give a cell tower location. For most motor vehicle accidents, they will get calls from people other than those involved (witnesses) and give locations if needed. Selectman Watson asked if people can opt out of the reverse 911; Sergeant MacDonald said yes. There is a link on the website. For those who do not have access to the web, they can contact Ms. Dembkoski and she can remove them from the system. They can also call the Police Department. Ms. Dembkoski said there are two ways to put out calls, one is a notification; one is an emergency. When it goes out as an emergency, it will continue to call until someone answers or gets a machine. When it is a notification, it retries only once; it all depends on what type of call is being sent out.

Follow-Up (discussion regarding the request for a bonfire for the Pentucket Senior Celebration Event) – Ms. Dembkoski followed up with Rob Webster. They would like to use Strawberry Fields for the location. They will notify the neighbors. Volunteers would clean up after the event. They will speak with the Fire Department for recommendations on what they can burn. They have been working with Steve Merrill to find the proper size of the materials to be used. The Fire Department will be there to help set up, monitor and extinguish the fire. They reached out to Chief Lay initially who supported it. Ms. Dembkoski will have them fill out a Property Use Permit which will have the contact information and more specific details of the event. Selectman O'Neil made a motion to accept the request for a bonfire for the Pentucket Senior Celebration Event contingent with the permit being successfully executed by Mr. Webster; Selectman Watson seconded. Selectman Watson asked about liability insurance; Ms. Dembkoski was not sure if they have any other affiliation other than the student group; she will find out who is running the event. Voted 4-0-0.

Follow-Up (Bagnall School Summer Program and response from Matt Castonguay regarding the board's request for him to reconsider his resignation) – Mr. Castonguay provided a letter in response to the board's request for him to reconsider his resignation. It clearly identifies what he would be responsible for, when he would be on site, and what is expected of him so there is no question on what he is handling or when. He is anxious to continue on as long as everyone is comfortable with what is expected of him. Selectman O'Neil made a motion to accept Matt Castonguay's return to the Groveland Summer Program effective immediately contingent upon his proposal; Selectman Wood seconded; voted 4-0-0.

VOTES OF THE BOARD:

1. Selectman Watson made a motion to approve the October 17, 2016 Meeting Minutes; Selectman Wood seconded; voted 4-0-0.
2. Surplus Goods and Equipment valued at less than \$10,000 Policy – Ms. Dembkoski said one of the policies we are required to have is a disposition of surplus goods, in accordance with Chapter 30B. Over \$10,000 there is a defined process per M.G.L. Chapter 30B; under \$10,000 it is up to the town, provided there is a defined policy. She prepared the policy based on several communities that states that if the surplus has no resale value or salvage value that it can be disposed of at the least cost to the town. If it is determined to have some resale or salvage value of less than \$10,000, we first reach out

to the departments to see if they have a use for it, otherwise there are three options how to properly dispose of it. (1) solicit bids from at least two companies that deal with such property, maintaining a written record of who bids were solicited from, (2) advertise the surplus property for sale on our website or an internet site that offers properties for sale, (3) auction the surplus goods on Municibid (a municipal auction site). Anything over \$10,000 must declared surplus and follow the procedures set forth in Chapter 30B.

Selectman Watson referring to #2, said there is nothing listed that states it must go out to departments heads to notify them of the surplus material. Ms. Dembkoski said before they come to this board to declare it surplus, they are supposed to see if any other department has interest in it. Selectman Watson thinks it should be added that the BOS should be notified in writing that they have surplus equipment. He wants to see everything as a checks and balances. He thinks the BOS should look at it and determine if it has any value since the BOS is responsible for town equipment. Selectman O’Neil would like to see a dollar value associated with it so the Selectmen would not have to spend time and energy inspecting every item. Selectman Watson said he is not looking for the Selectmen to voice their opinion as to whether it should be thrown out, but we should know what the departments are getting rid of (a note of what is being gotten rid of and the value).

Richard York (7 Abbott Circle) asked if that was micro-managing. He said departments heads are hired to do their jobs and you don’t trust them and want to see what they are throwing away? Selectman Watson said he is looking at it is that the ultimate responsibility for town equipment is the BOS and how do we know what the department has for equipment. We should know what they are throwing away. It’s not micro-managing; it’s doing our job as Selectmen. Selectman Watson said he would like to see an inventory of every department. Mr. York said if you are appointing people to be in charge of different departments, then request that from them and get that information. He thinks it’s a waste of the BOS resources and time.

Chair Dunn asked how do you determine the value. Selectman Watson thinks we should know what it is. Selectman Wood felt there should be a dollar value associated it; there is no need to know about disposing of keyboards, pencils, etc. Ms. Dembkoski said anything with value must come before the board as part of this policy; it is only if there is no resale value or salvage value. If it has a value, we have to try to get money for it. The policy does state that if there is any resale value less than \$10,000 it has to come before this board. She suggested sending a memo along with the policy asking them for an honest estimate of your equipment before you throw it away. Selectman O’Neil made a motion to accept the policy as set forth in the disposition of surplus goods and equipment valued at less than \$10,000 by the Town of Groveland and send it to all departments for immediate implementation; Selectman Wood seconded; voted 4-0-0.

3. Declare the 1981 Mac 75’ Baker Aerialscope Ladder Trust as surplus with an estimated value of \$3,500 – Chair Dunn would like it to be a minimum bid of \$3,500 or no dollar value at all. Ms. Dembkoski said there should be minimum bid so the bidding doesn’t start low. She suggested using Municibid. Selectman Wood asked what happens if no one bids. Ms. Dembkoski said Option A could be used (solicit bids from at least two companies that deal with such property). Selectman Wood made a motion to declare the 1981 Mac 75’ Baker Aerialscope Ladder Trust as surplus with an estimated value of \$3,500; Selectman Watson seconded; voted 4-0-0.

OLD BUSINESS (Unfinished Business):

Selectman O’Neil asked the status with the library bonding and trusts issue. Ms. Dembkoski said Barbara Gauvin was bonded. With regard to the trusts, they were to provide an update after their last meeting but they cancelled it. The next meeting is scheduled for December 7th. Selectman Wood said we keep waiting; they can’t keep dragging it out. The original communication began in July. Selectman O’Neil said some

of these things need a finality to them. Ms. Dembkoski does not know why the trusts that Town Counsel identified that should be under the possession of the town have not been turned over. She will have Ms. Murphy send them a letter. Chair Dunn wants to know why they have not given over the trusts Town Counsel said to, and where are they in the process of working on the ones they told him personally they are working on. Their response is needed by our meeting next Monday.

Selectman O'Neil asked if Ms. Dembkoski had any contact with the Rec Committee about bringing their funds into compliance; she has not. The issue is that there is no funding mechanism to spend the Recreation money. In order to take the money back, a revolving account needs to be created so we can expend it; otherwise any money that comes in will go to general receipts; it will require town meeting.

Selectman O'Neil said the flags at Elm Park are at half-staff. Ms. Dembkoski said there is no half-staff notification that she is aware of; notification comes from the Governor's office. She will take care of it.

Selectman O'Neil asked if a letter with the board's support for the students petitioning the state for the bridge renaming could be put together. Ms. Dembkoski will take care of it.

Selectman O'Neil asked if the boat ramp project has been started. Chair Dunn said it has been started and the in-water work will be done by Wednesday. They are on time and under budget. It is moving in the right direction.

Selectman O'Neil asked the status of the Veto. Ms. Dembkoski said they working on it. They are expecting to have a final sign off December 7 or 8th. They are ahead of schedule.

Selectman O'Neil asked status of Governors Road and the water works. Chair Dunn will contact the Water Department for an update.

Chair Dunn spoke with Ms. Dembkoski about the land sales. She is working with Town Counsel to make sure everything the board articulated in executive session is covered in the RFP. It could possibly be ready for the December 12th meeting.

Chair Dunn received a call regarding the Pines project. The civil design group had done some grading plans and were ready to be picked up. Ms. Dembkoski spoke with Phil Henry, Groveland resident, who worked for civil design. He was also working with Mike Houghton. He did an as-built plan, but only for Softball Field B. They did not look at the utility field or anything else. She is meeting with Mr. Henry next week to find out what he has done, the timeline, what needs to be done, and what they can help us with. If we are going to do this we need to get the well and irrigation, and then get the fields completed. At the last meeting the question came up about engineering behind the middle school. The Pentucket High School paid \$120K for engineering work (design, site evaluation, estimates, bidding and project management). Chair Dunn said the engineering cost for Georgetown who is in the process of building a water park, skateboard park, and softball field will be approximately \$150K; these projects are going to cost a lot of money upfront in expenditures. Ms. Dembkoski reached out to several surrounding communities to see what they procured for public parks in the past. North Andover recently re-did McEvoy Park; the bid package was 383 pages, that's how specific these documents get with what's required to build fields, etc. We need someone with the expertise to know what we need. She will have more information after meeting with Mr. Henry.

Chair Dunn received a letter from a woman wanting to volunteer on the Whittier Regional School Committee. Ms. Dembkoski said the BOS does not make that appointment. Chair Dunn asked that a letter be sent to her to let her know. The Pentucket School Committee makes the appointments to Whittier. Pentucket's practice is to appoint one of their own sitting School Committee members to serve as the Whittier School Committee member. When that started a few years ago, the then BOS had some concerns

with that because they felt the Whittier rep was not representing Groveland's interest, they were representing the School Department's interest. Three candidates will be interviewed on Monday, November 28th. Selectman Watson asked if there was a list of which communities have independent Whittier representatives and which have School Committee members that are appointed by the School Committee. Ms. Dembkoski said when she asked the School Committee about that, they claimed that most towns are now picking one of their own School Committee members; she will confirm that.

Selectman O'Neil asked the status on the meeting with Trinity. Ms. Dembkoski said the first meeting was with herself, Selectman Wood, the Police Chief, Deputy Chief, Fire Chief and the President of Trinity (John Chemaly). They cleared up some of the questions surrounding Trinity and their role in the Class 5 EMS. There were some questions Trinity could not answer because they came from either CMRs or legislation he was not sure of. His understanding was not the same as the Fire Department's understanding; he recommended contacting John Brickett, head of NorthEast EMS for the state. We are meeting with him next Monday to answer the final questions and will report back. Trinity had no issues. They now understand what the town's position is; it was made clear at that meeting that the town is not looking to have a full-time ambulance or become a transport ambulance. We are strictly looking for a non-transport license. Selectman Wood said they are very accommodating. Ms. Dembkoski asked if we could get an ambulance in town more often or closer to town and would there be any associated costs. Mr. Chemaly said he would see what he could do; it is a matter of reallocating resources. If he can add more resources to this area, he will do that.

CORRESPONDENCE TO BE REVIEWED:

1. Minutes from November 1, 2016.
2. Letter from Taylor Balletto regarding his resignation from the EMS Division and leave of absence from the Groveland Fire Department.
3. Letter and resume from Emily Dwyer, candidate for School Committee.
4. Letter from the Groveland Dispatchers, NEPBA Local 113 regarding request to be on the BOS Agenda.
5. Email from the Water & Sewer Superintendent regarding temporary office assistance needed. Ms. Dembkoski said the Office Manager will be going out on medical leave for an estimated time of six weeks. In the past, we have posted positions and a time period to apply. She is recommending not to do that because this is only a temporary position. Reaching out through the municipal listserv email, there are three candidates with municipal experience and who are familiar with Water Department business. If this board agrees, the Water Department would like to recommend at the next meeting one of those candidates to fill in on a temporary basis.
6. Washington Hall Lease (in preparation of lease renewal discussion scheduled for November 28, 2016). The lease does not have to be finalized at the next meeting, but the board should read through it and make a list for discussion of anything they may want included or removed. Chair Dunn asked if there were any expenses associated with it. Ms. Dembkoski said they only pay to insure the building. The Historical Society is responsible to insure the contents of the building, but she has not seen an insurance policy from them and does not know if they have insurance on the contents.
7. Letter from the Attorney General's Office regarding the Heather Meninger Open Meeting Complaint.
8. Annual Operational Report from Whittier Regional Vocational Technical High School.

9. Information packet from Elevated Access Center (a Medical Cannabis Wellness Provider).

FINANCE DIRECTOR'S TIME:

The Municipal Modernization Act went into effect November 7, 2016. One of the changes that will positively impact the Town of Groveland is the revolving funds. Revolving funds expenditures are capped at 1% of the tax levy (\$130K that we can spend in the revolving fund). As of the next fiscal year, that cap will be gone. The town will have to put in place a bylaw that addresses what a normal annual article would address on revolving funds. Each year the board would have to authorize the spending cap at town meeting. The board can also extend the cap; it allows a lot of flexibility.

Selectman Watson asked when the budget packages are sent to the department heads. Ms. Dembkoski sends them out around December 1st and asks for them to be submitted back to her by the end of December. The Finance Board will come before the board Monday for an update on where things stand and some of the policies they are putting in place. She said that all union and non-union employee contracts will expire June 30th. Cost of living increases will need to be negotiated; all budget requests that come in will not have the cost of living included until the contracts are fully negotiated and executed.

SELECTMEN'S TIME:

Chair Dunn has received complaints concerning the morale in the town hall. Selectman O'Neil read a letter on the complaint. Ms. Dembkoski will have Ms. Murphy send a copy of the Employee Code of Conduct Policy along with a letter to all employees. The board asked that employees please respect one another.

Chair Dunn asked and received agreement from the board to close the Town Hall at 2PM on Wednesday, November 23rd, and an email sent to all employees and volunteers wishing them a Happy Thanksgiving. The library will also be included.

Selectman Watson said the costs associated with early voting was in excess of \$10K for some cities and towns. Anne Brodie, Groveland's Town Clerk, managed to run it at no additional cost using the dedicated volunteers. A congratulatory letter will be sent to her and the volunteers.

The next regular meeting will be held Monday, November 28, 2016 at 6:30 p.m.

Selectman Wood made a motion to adjourn; Selectman Watson seconded; voted 4-0-0. The meeting was adjourned at 8:09 p.m.

*** Approved on a vote of 4-0-1, with Selectman MacDonald abstaining on January 9, 2017 ***