

## Groveland Water & Sewer Commissioners Meeting

May 11, 2015

Attending: Jack Willett, James Sheehan, Richard Danforth  
Superintendent: Thomas Cusick Jr.  
Visitor: Denise Dembkoski, Finance Director

Jack Willett motioned to accept the minutes of April 13, 2015, seconded by Richard Danforth the motion. All were in favor.

### Nelson Street

Tom Cusick reported that Brad had completed all that was asked of him. He installed the well that was required. The only thing that needs be done is send him a bill for the crew's inspectional work.

### Homestead Lane

Tom Cusick stated that this plan is from 2006 and he was not sure if the plan needed to be revisited by the Planning Board again. Also there is an easement for water and sewer coming from Francis Ave. Pat Rogers needs to find out if this has been recorded. This project is a five lot subdivision. Tom has made some comments on the plan such as tapping sleeves and valves. The fire flows are terrible on King Street that is one of the worse pipes in town. Richard Danforth would like to know about Francis Ave water flow. Tom would like to know if this subdivision will be on the low side or the high system of the water. No one from this project attended the meeting.

### Personnel By-law – Denise Dembkoski

Denise was asked to come to the Board's meeting regarding what she would like to see in the Personnel By-law update by Pat Rogers, Office Manager.

Denise stated that there was some confusion of Tom's vacation time. She had letters to Selectmen, Gorski regarding his vacation and a response from town council stating that the Commissioners could not make personnel policies. Also the department has made increases in salary due to more licensing. Denise felt that the department needs to incorporate a policy within the personnel by-law for this department. Denise stated the selectmen will not give the water department anything more than any other department's town employee. Denise would like to get all the policy that are effect. Some of the items should be clothing allowances and the amounts, call time, on call pay etc. Tom Cusick did ask what about changes to things such as the clothing allowances an increase due to a cost of living. Denise stated that would have to be approved by the Selectmen.

Denise stated that the problem was that the Administrative Assistant did not have the authority to do these thing, now Denise is the Personnel Director, she does have that

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authority to update everything. When someone get hired they will be given a personnel manual to have that is accurate. Tom Cusick's extra vacation week, Denise discussed changing this in the Personnel by-law by years of total service for Department Heads. Denise explained that over the years the department should have gone to the Selectmen they should have approved these policies, and she is not sure if they had.

Tom asked about changes such as the clothing allowances the price going up because of the cost of living. Denise stated these items would have to go through the Selectmen. Denise stated that there is no pay scale or anyone. Jim Sheehan felt that it's hard to do an addendum because he not sure to what Denise stated that the department should start with the clothing allowances, comp time, call time, pay scale and incentives all the extras that the department gets should be included. Thing such as vacation, sick and personal time should not be. Jim Sheehan asked about the time frame. Denise stated that whatever the department is operating under should be included. The Department should give this information to the Denise and she will put this into the Personnel By-law then from this point there will be an addendum.

#### Salary Increase

Denise stated that the Selectmen didn't agree with the salary adjustment for Tom, not because of Tom himself it was because the Board should have requested to do in front of the Selectmen to discuss this before.

#### Applicants for Laborer

Tom Cusick stated he would like to let the Board know that there are no applicants that are completely qualify. The posting was closed this past Friday. Tom would like to start the interview process as soon as possible. Tom will be doing the interviewing process by himself. Tom will talk to Denise regarding this situation. The Board will also interview the applicants and then Denise will be in on the final decision.

The next meeting will be June 1, 2015

The meeting adjourned at 6:30 PM

Respectfully submitted,  
Pat Rogers