



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Monday, October 24, 2022**  
*Groveland Public Safety Building*  
*181 Main Street, Groveland, MA 01834*

This meeting will be in-person and also be broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

*Microsoft Teams meeting*

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**6:30 P.M.**

**CALL MEETING TO ORDER**

**PUBLIC COMMENT**

**APPROVE WARRANTS:**

*PW # 23-17*

*BW# 23-17*

**APPROVAL OF THE MINUTES**

- 1) August 22, 2022, Board of Selectmen Executive Session Meeting Minutes
- 2) August 15, 2022, Board of Selectmen Meeting Minutes
- 3) September 12, 2022, Board of Selectmen Meeting Minutes
- 4) September 26, 2022, Board of Selectmen Meeting Minutes

**APPOINTMENTS OF THE BOARD**

- 5) Appointment of Justin Doucette 21 Sylvan Street, Groveland to the position of Library Page with the Langley Adams Library effective October 25, 2022. The position is for 5-9 hours per week at a rate of \$14.25/hour.
- 6) Appointment of William O'Neil, 45 Elm Park, Groveland to the position of Finance Board member, effective October 24, 2022. Said appointment is through June 30, 2023

**VOTES OF THE BOARD**

- 7) 2022 Warrant for State Election

**DISCUSSION & POSSIBLE VOTE**

- 8) Fiscal Year 2024 Budget Schedule
- 9) Municipal Vehicle Surplus / MunicipiBid
- 10) Pines Recreation Area Irrigation Well

TOWN OF GROVELAND  
2022 OCT 20 PM 1:39  
TOWN CLERK  
RECEIVED/POSTED

**TOWN ADMINISTRATOR'S TIME**

**SELECTMEN'S TIME & REPORTS**

**OLD OR UNFINISHED BUSINESS**

11) Board of Selectmen Policies and Procedures

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

**CORRESPONDENCE**

**ADJOURNMENT:** *The next regularly scheduled meeting of the Board of Selectmen will be Monday, November 7, 2022, at 6:30PM.*

**23-17 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	<i>\$</i>
<i>W/S:</i>	<i>\$</i>
<i>Payroll Withholding:</i>	<i>\$</i>
<i>Health Insurance:</i>	<i>\$</i>
<i>Light Bills:</i>	<i>\$</i>
<i>Grants &amp; Revolving:</i>	<i>\$</i>
<i>Chapter 90:</i>	<i>\$</i>
<i>Pentucket Assessment:</i>	<i>\$</i>
<i>Whittier Assessment:</i>	<i>\$</i>
<i>Capital:</i>	<i>\$</i>

SPECIAL MEETING  
BOARD OF SELECTMEN  
EXECUTIVE SESSION MINUTES  
Monday, August 22, 2022

Attendance: Ed Watson (Chairman)  
Jason Naves Vice-Chairman  
Kathleen Kastrinelis  
Daniel MacDonald  
Mark Parenteau

Visitors: Rebecca Oldham, Town Administrator  
Brian Maser, K-P Law (attending on phone)

Meeting convened in open session at 6:30 p.m.

Chairman Watson: Motion to enter into Executive Session at 6:30 p.m. pursuant to M.G.L. c. 30A, §21 (a) (1): To review a complaint against a town employee (Votes may be taken).

Second by Jason Naves.

Chairman Watson: Roll Call Vote

Jason: Yes

Kathleen: Yes

Dan: Yes

Mark: Yes

Ed: Yes

Chairman Watson: The purpose of this executive session is to come up with a response to a possible complaint submitted to the Board of Selectmen on July 18, 2022. Chairman Watson stated that he had several concerns/questions regarding this possible complaint:

- 1) When did the COA convene a meeting to come up with this document?
- 2) When did the COA take a vote on this?
- 3) The agendas for the COA do not show an executive session which would be required to vote and submit any complaint. Where is an agenda that shows an executive session?

Chairman Watson recognized K-P Attorney Brian Maser to provide advice on these questions.

Attorney Brian Maser: There are several possibilities. If the COA is submitting a complaint, the COA would have needed to vote on the complaint at a properly posted meeting and this would need to have been done in executive session. If this did not happen, then COA had an improper meeting or the complaint was never before the COA and never acted on by the COA. The validity of the complaint is a matter of record. The BOS has several options:

- 1) The BOS can vote to close the matter.
- 2) The BOS can decide to take more action on the matter.
- 3) The BOS can vote to dismiss the complaint as it was not voted by the COA and so, is not properly before the BOS.

Chairman Watson recognized Dan MacDonald.

Dan posed the question that if the complaint is not properly before us, should we just dismiss it? Dismiss it summarily?

Attorney Maser responded that if that's how the majority of the board feels then they can vote to dismiss.

The BOS continued discussion on whether or not the complaint was properly before the BOS and what would be in the best interests of the town. Dan expressed concern that if the BOS got into the merits of the complaint, it would be prejudicial on the employee. Dan was concerned that this would set up a problem on the Town side for the improper handling of this issue.

Attorney Maser: Does Kathy want to say something?

Kathy: I have researched all the records available to me including minutes, emails and transcripts of taped BOS meetings and can find no evidence that the COA held a meeting on the issue presented and no evidence that the COA took a vote on this issue nor had an executive session on this issue. I have a document to support my research.

Chairman Watson: If we take no action because it (the complaint) was not properly voted, can it be resubmitted?

Kathy: Based on the information that I've reviewed; can we dismiss this?

Dan: I make a motion to dismiss the complaint as it is not properly before the BOS.

Jason: Second

Chairman Watson: Roll Call Vote

Jason: Yes

Kathleen: Yes

Dan: Yes

Mark: Yes

Ed: Yes

Dan: Motion to adjourn executive session at 6:40 p.m.

Jason: Second

Chairman Watson: Roll Call Vote

Jason: Yes

Kathleen: Yes

Dan: Yes

Mark: Yes

Ed: Yes

Kathy: Motion to adjourn open session.

Jason: Second

Vote: Unanimous

Executive Session Minutes respectfully submitted by Kathleen Kastrinelis



## **BOARD OF SELECTMEN**

### **Meeting Minutes**

**Monday, August 15, 2022**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Zoom virtual meeting software for remote access.

**PRESENT:** Chair Ed Watson, Selectmen Dan MacDonald, Mark Parenteau, Jason Naves, Kathleen Kastrinelis.

Rebecca Oldham, Town Administrator

**CALL MEETING TO ORDER:** Chair Watson called the meeting to order at 6:30 pm.

#### **PUBLIC COMMENT:**

#### **APPROVE WARRANTS:**

PW # 23-07 \$208,438.61

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-07 in the amount of \$208,438.61. Voted: 5-0.

BW# 23-07 \$519,874.94

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-07 in the amount of \$519,874.94. Voted: 5-0.

#### **23-07 BILLS WARRANT BREAKDOWN:**

Town:	\$162,647.94
W/S:	\$ 13,256.19
Payroll Withholding:	\$ 35,961.31
Light Bills:	\$225,582.67
Grants & Revolving:	\$ 82,426.83

#### **APPROVE MINUTES:**

1) July 5, 2022, Meeting Minutes:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the July 5, 2022, Meeting Minutes. Voted: 5-0.

2) July 18, 2022, Meeting Minutes:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the July 18, 2022, Meeting Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

3) November 4, 2021, Executive Session Minutes:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the November 4, 2021, Executive Session Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

4) November 9, 2021, Executive Session Minutes:

A motion was moved by Selectman Naves and seconded by Selectman to approve the November 9, 2021, Executive Session Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

- 5) November 15, 2021, Executive Session Minutes:  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the November 15, 2021, Executive Session Minutes. Voted: 3-0-2. Selectmen Parenteau and MacDonald abstained.
- 6) November 22, 2021, Executive Session Minutes  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the November 22, 2021, Executive Session Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

#### **APPOINTMENTS OF THE BOARD:**

- 1) Appointment of Bill O'Neil of 45 Elm Park Groveland to the Finance Board as the alternate member effective August 15, 2022, until June 23, 2023.  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis who amended the motion to appoint Bill O'Neil of 45 Elm Park, Groveland to the Recreation Committee effective August 15, 2022, until June 23, 2023, and as an alternate to the Finance Board effective August 15, 2022, until June 23, 2023. Voted: 3-2.  
Selectman Kastrinelis explained that she missed the last meeting where the motion failed to appoint Bill O'Neil to the Recreation Committee, and it is her understanding that the Recreation Committee needs another member.

Chair Watson spoke against appointing Bill O'Neil to both of these, because when he votes he votes in the best interest of the Town. Selectman Kastrinelis asked for an explanation for voting against to which Chair Watson reiterated that he felt it was in the best interest of the Town, personalities aside.

- 2) Appointment of Danielle Albright 41 Taylor River Estates Hampton NH to the position of Economic Development Planning and Conservation Administrative Assistance effective July 29, 2022. This is a 10hr/week position at a rate of \$21/hr.  
Mike Dempsey, Conservation Chair was present and addressed the Board. Two and a half years ago Conservation was consolidated with other departments including Planning and Economic Development for efficiency purposes because there is a lot of inter-communication between those departments. Currently, there is one time person doing all of the work and previously there was an eighteen-hour position that is currently vacant. The Citizens voted to approve this part-time position and felt they were being "cheated" and urged the Board to approve this.  
Chris Goodwin, Chair of the Zoning Board was present and addressed the Board to support of the position.  
Stephanie Bartelt, Conservation Commission was present and addressed the Board in support of the position and spoke in favor of aiding Annie Schindler.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Danielle Albright 41 Taylor River Estates Hampton NH to the position of Economic Development Planning and Conservation Administrative Assistance effective July 29, 2022. This is a 10hr/week position at a rate of \$21/hr. Voted: 4-1. Selectman MacDonald voted against.

Selectman MacDonald asked what the need for a new position was for when last year there were many budget limitations and concerns; he encouraged a hiring freeze until things are stabilized. Selectman Kastrinelis explained that this was duly brought through the budget process and through Town Meeting. Selectman MacDonald responded that if he does not like something, he speaks up; it is not his duty to simply rubber stamp things. Chair Watson noted that Danielle also works in the Treasurer's Office and felt other departments could use the help, and this would boost her up to a benefited position and he was not sure they could sustain this. Selectman

Kastrinelis clarified that this person is already a 30 hour a week benefitted employee, there would be no additional benefit cost.

- 3) Appointment of Bergen Daley of 202 Country Cub Way Ipswich to the position of Youth Services Librarian at the Langley Adams Library effective August 23, 2022. This is a full-time position at 37 hours/week at a rate of \$21.47/hour.

Chair Watson noted there was a letter of recommendation from the Library Director.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Bergen Daley of 202 Country Cub Way Ipswich to the position of Youth Services Librarian at the Langley Adams Library effective August 23, 2022. This is a full-time position at 37 hours/week at a rate of \$21.47/hour. Voted: 5-0.

#### **VOTES:**

- 4) Special Event Permit: North Shore Cyclist Inc., Ray Best, Bike Ride and Picnic on September 25th from 8AM to 2PM at the Pines Recreation Area.

TA Oldham explained that this was already voted on at the last meeting, but the date has been changed. Selectman Parenteau asked if the Board could charge for cleaning up the restrooms and trash. The Board discussed charging \$50.00.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve the Special Event Permit: North Shore Cyclist Inc., Ray Best, Bike Ride and Picnic on September 25th from 8AM to 2PM at the Pines Recreation Area and add a \$50.00 User Fee to offset the cost of cleaning up restrooms and trash. Voted: 4-1.

Selectman MacDonald voted against.

- 5) Accept the resignation of Amanda Fisher as the COA Director effective August 19, 2022.

Chair Watson noted that there is a letter of resignation in the packet.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to accept the resignation of Amanda Fisher as the COA Director effective August 19, 2022.

Voted: 5-0.

- 6) Accept the resignation of Brett Carlson as a cable technician effective August 20, 2022.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to accept the resignation of Brett Carlson as a cable technician effective August 20, 2022.

Voted: 5-0.

#### **DISCUSSION & POSSIBLE VOTE:**

- 7) Water and Sewer Union request to discuss premium pay update:

Chair Watson noted there was letter from the Water and Sewer workers.

Matt, Water and Sewer spoke to the Board and asked for the Board to approve the ARPA Federal Funding for COVID; the request is for \$6,000, \$2,000 for each employee and the Police and Fire have already received bonuses. Selectman Kastrinelis wanted to see updated information of what has been allocated so far. Selectman Parenteau spoke in favor of taking care of their employees and it is only \$6,000. TA Oldham explained that bonuses based on hours worked would equate to \$5,600. The Board will add this to the next agenda.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to table the Water and Sewer Union request to discuss premium pay. Voted: 5-0.

- 8) State Election discussion- Chapter 92 of the Acts of 2022 known as the Votes Act of 2022
- Police Officer Assignments  
Town Clerk, Beth Cunniff was present and addressed the Board; she reached out to the Police Chief, and he was comfortable using Constables.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau that in compliance with Chapter 92 of the Acts of 2022, known as the Votes Act of 2022, that Constables will be assigned to work at the polling location both inside and outside for the September 6<sup>th</sup>, State Primary Election. Voted: 5-0.
- 9) Town Counsel RFP:  
TA Oldham asked for direction from the Board; there have been discussions on looking elsewhere for legal services. Selectman MacDonald would like to see if a smaller firm might be willing to work on a retainer and felt it does not hurt to bid on this. TA Oldham stated there currently is no contract with KP.  
A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to authorize TA Oldham to post an RFP for Town legal services. Voted:5-0.
- 10) Town Water Ban Discussion:  
Chair Watson reported that he has been receiving feedback regarding Town water use and the Town setting the example and conserving water. Selectman MacDonald asked how this is measured. Selectman Kastrinelis supported using the wells to water the fields unless the Water Superintendent recommends against this. The Board will have the Water Superintendent at the next meeting to discuss.  
Colin, Water Superintendent showed up at the end of the meeting to address the Town Water Ban. He cautioned against banning well-owners from using water because the town bylaw does not address this. The groundwater levels are extremely low right now. Groveland has not had a water ban for quite a while; but there is no end in sight for this drought. The fine is \$50.00 per day and the Town would have to take them to court to collect it. Warning letters have been issued.

#### **TOWN ADMINISTRATOR'S TIME:**

**TA Oldham reported:** the Fairy House Festival will be back at Veasey park on September 17<sup>th</sup> and 18<sup>th</sup> and alerted the Board to a situation at 150 Center St. - The Cricket League had their permit revoked because they again cut the lock and did not comply with rules for the facilities, they brought in. The League was notified that the permit was revoked, and they showed up and played anyway. Police were called and they were allowed to finish the game but were told they could not return.

#### **SELECTMEN'S TIME & REPORTS:**

Selectman Kastrinelis thanked TA Oldham for getting the rain barrels.

Selectman MacDonald will be attending the Pentucket Building Committee Meeting tomorrow.

#### **OLD OR UNFINISHED BUSINESS:** None.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

Groveland Congregational Church: Special Event Permit for an annual yard sale on September 10, 2022, between 7:00 am – 2:00 pm. This will be on the agenda next time for a formal vote, but they would like to be able to begin to advertise.

A motion was moved by Chair Watson and seconded by Selectman Parenteau to allow advertising for the event on September 10, 2022. Voted: 5-0.



Anita Wright, COA was present and addressed the Board regarding a COA salary discussion that was supposed to be on the agenda.

Anita explained that the COA has the funding right now through December; this is COA funding, and it is appropriate to use grant money towards salary. Another grant is expected but not guaranteed.

Selectman Kastrinelis felt this discussion was improper because it was not on the agenda. Anita felt the COA did not need the vote of the BOS.

Sarah McGrath, Vice Chair of the Finance Board was present and addressed the Board and expressed concern that if the grant money does not come in will the Town be on the hook and would like to hear from Town Council.

TA Oldham reminded the Board that Town Council recommended waiting until the grant comes in, in order not to open the Town to Liability.

Selectman MacDonald noted guidance would be necessary from Town Council and a follow up meeting with the COA Board.

**CORRESPONDENCE:**

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting. Voted: 5-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 29, 2022, at 6:30PM.

*Respectfully submitted,*

*Katherine T. Ingram*



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, September 12, 2022**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

**PRESENT:** Chair Ed Watson, Selectmen Dan MacDonald, Mark Parenteau, Jason Naves, Kathleen Kastrinelis  
Rebecca Oldham, Town Administrator

**CALL MEETING TO ORDER:** Chair Watson called the meeting to order at 6:30 pm.

**PUBLIC COMMENT:** None.

#### **APPROVE WARRANTS:**

PW # 23-11 \$186,064.34

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-11 in the amount of \$186,064.34. Voted: 5-0.

BW# 23-11 \$1,675,739.35

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-11 in the amount of \$1,675,739.35. Voted: 5-0.

#### **23-11 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	\$ 106,179.68
<i>W/S:</i>	\$ 10,675.29
<i>Annual Town Meeting Transfers</i>	\$
<i>Payroll Withholding:</i>	\$ 5,388.33
<i>Health Insurance:</i>	\$
<i>Light Bills:</i>	\$ 422,992.95
<i>Grants &amp; Revolving:</i>	\$ 97,863.18
<i>Chapter 90:</i>	\$
<i>OPEB Appropriation – Transfer In</i>	\$ (85,000.00)
<i>OPEB Appropriation – Transfer Out</i>	\$ 85,000.00
<i>Pentucket Assessment:</i>	\$ 1,032,639.92
<i>Whittier Assessment:</i>	\$
<i>Capital:</i>	

#### **APPROVAL OF THE MINUTES:**

Executive Session Meeting Minutes for February 15, 2022

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Executive Session Meeting Minutes for February 15, 2022: 4-0-1. Selectman Parenteau abstained.

Executive Session Meeting Minutes for February 28, 2022

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Executive Session Meeting Minutes for February 28, 2022. Voted: 4-0-1. Selectman Parenteau abstained.

Executive Session Meeting Minutes for March 14, 2022

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Executive Session Meeting Minutes for March 14, 2022. Voted: 4-0-1. Selectman Parenteau abstained.

Executive Session Meeting Minutes for March 28, 2022

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Executive Session Meeting Minutes for March 28, 2022. Voted: 4-0-1. Selectman Parenteau abstained.

Executive Session Meeting Minutes for May 19, 2022

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Executive Session Meeting Minutes for May 19, 2022, with amendments. Voted: 4-0-1. Chair Watson abstained.

Meeting Minutes for August 1, 2022

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Meeting Minutes for August 1, 2022. Voted: 4-0-1. Selectman Kastrinelis abstained.

#### **APPOINTMENTS OF THE BOARD:**

- None.

#### **DISCUSSION & POSSIBLE VOTE:**

- 1) One-Day Liquor License: Jamie Mangiameli for an event on October 15, 2022, from 3:30PM to 9:30PM.

Chair Watson noted that paperwork was in order.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One-Day Liquor License: Jamie Mangiameli for an event on October 15, 2022, from 3:30PM to 9:30PM. Voted: 5-0-0.

- 2) One-Day Liquor License: Marlain DeJesus and Juan Garcia for an event on October 22, 2022, at 3:30PM to 10PM.

Chair Watson noted that paperwork was in order.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One-Day Liquor License: Marlain DeJesus and Juan Garcia for an event on October 22, 2022, at 3:30PM to 10PM. Voted: 5-0-0.

- 3) ARPA Project Discussion

- PRSD Bagnall School - Plumbing Evaluation

TA Oldham requested that this item be added to the next agenda as the information just came in today and there was not sufficient time to review prior to this meeting.

- Premium Pay for Water and Sewer Union

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to table this until the next meeting. Voted: 5-0-0.

- 4) Field Use Application Form Revision and Fee Update:

TA Oldham presented a draft for the Board to review. Selectman Kastrinelis inquired about charging a user fee for use of the bathrooms; there have been occasions where the bathrooms have been left a mess and maintenance staff have to clean it up. Selectman Naves and Selectman Parenteau felt everyone should not be punished for a few people who make a mess. Selectman Parenteau suggested adding language to the application. Selectman MacDonald was in favor of keeping the public bathrooms open. Renny Carroll, Highway Superintendent joined the meeting virtually and suggested adding signage letting people know there is 24-hour surveillance with the hope this will deter damage.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Field Use Application Form Revision and Fee Update as presented tonight. Voted: 4-1. Selectman MacDonald voted against.

- 5) Special Event Permit/Property Use Application Form Revision and Fee Update:

TA Oldham provided a draft copy. Renny Carroll spoke in favor and explained that this will hold people responsible for using the field; the Town spends a lot of time, money and resources to maintain and clean up. Selectman MacDonald asked if there was an application before. TA Oldham responded there was, but it lacked specific information and there was always questions and confusion. This is only used for Town owned land and public ways. Selectman MacDonald felt the SB should have discretion over applications and did not want this to be one size fits all. Chair Watson did not feel this should be used for a group of kids going down to play ball. Selectman MacDonald was concerned with having the FEIN number on a public document; TA Oldham responded that this could be removed. Selectman Kastrinelis like the form and suggested beginning to use it and

if things need to be modified the Board can revisit. TA Oldham removed the FEIN number from the form and added roadways (public).

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Special Event Permit/Property Use Application and Form Revision and Update as amended to remove the FEIN number and add roadway. Voted: 4-1. Selectman MacDonald voted against.

6) Board of Selectmen Policies and Procedures:

TA Oldham has consolidated the existing policies and procedures that she could locate with approved or amended dates included. There was no vote necessary. Selectman MacDonald asked if the Board had been following the policies and spent time reviewing. Selectman Kastrinelis noted that the policies and procedures are not comprehensive compared to other towns.

7) Discussion of Shared Streets Grant for Elm Square Mural:

Chair Watson was not in favor of the bright artwork and noted there have been a lot of comments on this and residents wondered who approved this; the BOS never voted on this. TA Oldham responded that the mural is part of the Shared Streets Grant the Town was awarded by Mass Dot and the artwork is temporary and was meant to serve as a traffic calming mechanism. TA Oldham has heard both negative and positive feedback. Selectman Kastrinelis has seen the area and has witnessed it slowing people down in that area. Selectman Naves explained that it is a good thing it is making the area safer for pedestrians. Selectman MacDonald asked what the Abutters thought; TA Oldham responded that abutters were notified, participated in the process and were supportive of the project.

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: Thanked Lisa Chandler and the Groveland Day Committee for their work on the Groveland Day and 5k. The Fairy Festival is at Veasey Memorial Park on September 17<sup>th</sup> and 18<sup>th</sup>.

**SELECTMEN'S TIME & REPORTS**

Selectman Kastrinelis: talked about the many changes in town and recommended people volunteer.

Selectman Naves: the 19<sup>th</sup> Annual Pines Speedway Reunion will be held on October 1<sup>st</sup>. Praised the Fire and Police Department for all that they do.

Selectman MacDonald: talked about increasing voter participation at elections and wondered if it was time to move the town elections to November where there will be better turnout. Despite what the President says he is not a threat to democracy.

Selectman Watson: noted violations to the water ban and asked for statistics from the Water Dept.

**OLD OR UNFINISHED BUSINESS:**

- None.

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- None

**CORRESPONDENCE**

- Flyer for the 19<sup>th</sup> Annual Pines Speedway Reunion on October 1, 2022
- Paperwork from the Town Accountant on town finance information.

**ADJOURNMENT:**

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to adjourn the meeting. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, September 26, 2022, at 6:30 PM.

*Respectfully submitted,  
Katherine T. Ingram*

*Groveland Board of Selectmen Meeting  
Monday, September 12, 2022 at 6:30PM  
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## **BOARD OF SELECTMEN**

### **Meeting Minutes**

**Monday, September 26, 2022**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

**PRESENT:** Chair Ed Watson, Selectmen Dan MacDonald, Mark Parenteau, Jason Naves, Kathleen Kastrinelis.  
Rebecca Oldham, Town Administrator

**CALL MEETING TO ORDER:** Chair Watson called the meeting to order at 6:30 pm.

#### **PUBLIC COMMENT:**

1. Inga Burger, 5 Pinewood Lane was present and addressed the Board regarding BOS Policies and Procedures. Inga encouraged a review and update of the BOS Policies and Procedure to create a more comprehensive and complete document; Inga felt this would be beneficial to the BOS, other town boards and to the community.
2. Dianne Plantamura, Mill Street was present and addressed the Board regarding BOS Policies and Procedures. Diane would like to see Policies and Procedures created to assist not only this Board but other Boards as well as future board members.
3. Elizabeth Greenhagen, 28 Seven Star Road was present and addressed the Board to expand on what the two previous speakers said. Elizabeth encouraged the BOS to create Policies and Procedures to provide transparency to the work of the Board. Policies and procedures will provide a clear understanding of how the Board operates and what guidelines they are following which would give a positive and professional impression to the people of Groveland.

#### **APPROVE WARRANTS:**

PW # 23-13 \$202,655.03

*A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW# 23-13 in the amount of \$202,655.03. Voted: 5-0.*

BW# 23-13 \$864,769.50

*A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW# 23-13 in the amount of \$864,769.50. Voted: 5-0.*

#### **23-13 BILLS WARRANT BREAKDOWN:**

Town:	\$ 315,850.55
W/S:	\$ 63,908.86
Payroll Withholding:	\$ 31,262.22
Light Bills:	\$ 420,046.00
Grants & Revolving:	\$ 33,701.87

#### **APPROVAL OF THE MINUTES**

- None

## **APPOINTMENTS OF THE BOARD:**

- None

## **VOTES OF THE BOARD:**

- 1) Accept the resignation of Anita Wright from the Council on Aging  
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to accept the resignation of Anita Wright from the Council on Aging effective September 1, 2022. Voted: 5-0.
- 2) Accept the resignation of Peter Danforth as a Senior Laborer/Operator from the Highway Department  
A motion was moved by Selectman Naves and seconded by Selectman Parenteau to accept the resignation of Peter Danforth as a Senior Laborer/Operator from the Highway Department effective September 30, 2022. Voted: 5-0.

Selectman Parenteau commented on what a loss this is for the Town and noted that something needs to be done; the Town keeps losing good employees.

Selectman Kastrinelis asked if the Board would allow the Town Administrator to do an exit interview when employees leave to gather information on why people are leaving. Chair Watson responded that this was an excellent idea. TA Oldham will follow up.

## **DISCUSSION & POSSIBLE VOTE:**

- 3) State Election Discussion - Election Schedule and Constable Vote:  
Paperwork was in the packet from the Town Clerk. Chair Watson read the recommendation for hours for the upcoming In Person Early Voting and the request for the BOS to vote to accept reduced hours for the first week of In Person Early Voting for the November 8, 2022, election. Participation was low in the State Primary.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to approve the schedule for In Person Early Voting ahead of the November 8, 2022, election as presented.  
Voted: 5-0.

Town Clerk, Elizabeth Cunniff joined the meeting and explained the Early Voting hours to the Board. Selectman Kastrinelis asked for clarification regarding the hours and about the budget to pay for this; Town Clerk Cunniff responded that there is not enough money in the budget; this was recently voted on by the Legislature. Town Clerk Cunniff did not have a total cost at this time. There are enough poll workers according to Town Clerk Cunniff. Selectman MacDonald was frustrated with the Town having to pay for another unfunded mandate.

Sarah McGrath, 427 Main Street was present and addressed the Board. Sarah clarified that the Finance Board is not solely responsible for the budget that is put forth; it goes to the BOS and to the Town Administrator; if anyone at that time did not think this budget was sufficient, that was the time to speak up or at Town Meeting.

Constables:

Chair Watson read the recommendation by Town Clerk Cunniff that the Board appoint a sufficient number of constables for each polling location but not less than one per precinct.

A motion was moved by Chair Watson and seconded by Selectman Naves to appoint constables as recommended by the Town Clerk. Voted: 5-0.

Selectman MacDonald asked if Constables are required during In Person Early Voting and was informed no by Town Clerk Cunniff.

- 4) ARPA Project Discussion

- PRSD Bagnall School - Plumbing Evaluation

TA Oldham reviewed the updated evaluation with the Board. This was revised based on suggestions from Selectman MacDonald and Selectman Parenteau at previous meetings. The new quote is \$85,997 compared to the previous quote of \$414,000 for the entire re-piping of the entire school. This will provide clean, safe drinking water. Selectman Kastrinelis expressed concern that

there are items that will still need to be addressed in the future. Selectman MacDonald would like to save the money and feels this will accomplish providing clean, safe drinking water; asked if this project would go out to bid and TA Oldham replied yes. Selectman Kastrinelis asked if a separate list could be provided to show what was not in this proposal.

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to accept the proposal and put it out to bid for \$85,000. Voted: 5-0.

5) Premium Pay for Water and Sewer Union:

Selectman Parenteau spoke in support of this; earlier tonight we accepted the resignation of an employee at the Highway Department due to not taking care of workers; this request is fair and deserved. TA Oldham asked about the formula to be used. Selectman Naves stood by what he initially stated that once this was given to the Fire Department and the Police Department, they should have given it to all employees. Selectman Kastrinelis agreed with Selectman Naves and felt that before this went any further it should include all of the rest of the Town Employees. TA Oldham reported that the Town did receive another round of ARPA funding. Selectman MacDonald stood by what he said once a final cost was known for Bagnall School – if there was money left, he would support this; the workers deserve this, and he supported what was initially requested (\$2,000 each).

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to approve \$2,000 each for three employees for a total of \$6,000. Voted: 3-2. Selectman Kastrinelis and Selectman Naves voted against.

Selectman Kastrinelis felt that Selectman Parenteau should not vote on this because he was a member of the Water and Sewer Department during the pandemic. Selectman Parenteau waived receiving any money. Selectman MacDonald felt the waiver resolves the issue of recusal, to which Selectman Naves agreed.

6) Water Enforcement During Drought:

Chair Watson had asked for a list of residents that have not complied with the water restriction. Colin Stokes, Water Superintendent was present and addressed the Board. Colin did research and the town bylaw makes the water ban more difficult to enforce versus if the Town used the MGL which gives the Board the authority to set rates, enforce, etc. The bylaw requires the Town to take them to court which costs money and is not worth the towns resources and effort. Colin noted that eighty-four warnings were issued – most people are complying. Recent rain has helped, another couple of feet of rain is needed – the levels are still pretty low. Colin would like to propose a change in the bylaw. DEP has model bylaws that could be used.

7) Water Treatment Facility Discussion:

Selectman MacDonald asked for this to be added to the agenda because residents in town have had clean water issues. TA noted that Groveland recently received a \$15,000 earmark to continue planning work on a Water Treatment Facility; initial investigative work has already taken place with other grant monies that were awarded. Initial estimates are in the \$20,000,000 range.

8) Pentucket School Budget:

Selectman MacDonald asked for this to be added to the agenda because he is concerned that there may be another Prop. 2 ½ request coming and would like to be prepared. Selectman Kastrinelis spoke to the Regional Agreement. Ruth Rivard, Finance Board was present and addressed the Board to discuss what the process is; Ruth encouraged anyone concerned to reach out to the Groveland School Committee members.

9) Recording of Board/Committee Meetings

Selectman MacDonald asked for this to be added to the agenda because he would like a policy that requires all Board/Committee Meetings to be recorded. Selectman MacDonald asked for the law on this. TA Oldham responded that the Attorney General has ruled that if someone shows up at a meeting and announces they are recording, they cannot be prevented from recording the meeting. Selectman MacDonald stated that he heard that this happened with a Board. Jason DeJesus, Cable Access was present

and addressed the Board to confirm that he arrived at a meeting to set up to record a meeting and he was prevented from doing so. Selectman MacDonald wanted to ensure this never happened again and apologized to Jason DeJesus. Meetings are not required to be recorded; however, they cannot be prohibited from doing so if they want to according to Selectman MacDonald. Chair Watson felt all meetings should be held in this building and recorded for transparency.

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported:

1. Boston Sound Systems Solutions have rolled out the new computers at Town Hall and will be going to the Police Station next.
2. The municipal fiber project is semi-completed; thank you to the light department for their help.
3. An email will be going out regarding FY24 Capital Requests and will be due November 1<sup>st</sup> and will be reviewed in early November.
4. Preliminary Free Cash numbers are looking favorable.

**SELECTMEN'S TIME & REPORTS:**

Chair Watson: reminded everyone that the Pine Speedway Reunion is this weekend.

**OLD OR UNFINISHED BUSINESS:**

Selectman Kastrinelis would like to discuss Policies and Procedures on the next agenda so the BOS can lead the way on decorum and rules of conduct.

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:** None.

**CORRESPONDENCE:**

- Letter from the Police Chief regarding a grant that was received.

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 8:00 pm. Voted: 5-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, October 10, 2022, at 6:30PM.

*Respectfully submitted,  
Katherine T. Ingram*



Groveland Board of Selectmen  
183 Main Street  
Groveland, MA 01834

October 18, 2022

Dear Board of Selectmen,

I am writing to you to recommend Justin Doucette for the position of Library Page at Langley-Adams Library. The position is \$14.25 an hour and 5-9 hours per week.

Justin has been a volunteer for us multiple times. He volunteered when he was in eighth grade, and now as a senior. During both of these times, I have noticed that he is mature and takes direction well. He has learned library tasks and odd jobs quickly. Additionally, Justin already knows how to shelve materials (books, etc.), which is a large part of the page job.

As I said, Justin is mature and incredibly smart. He will represent the Town well, and I trust that he will approach our patrons and citizens with understanding and kindness at the circulation desk. I am thrilled that Justin has accepted this position; I know that he will be fantastic as a Library Page.

Thank you for your consideration.

Sincerely,

Darcy Lepore, Library Director

Justin R. Doucette  
21 Sylvan St  
Groveland, MA 01834  
(978) 872-7292  
Jrdoucette42@gmail.com

3 October 2022

185 Main St  
Groveland, MA 01834  
(978) 372-1732  
Apply@grovelandma.com

To whomever it may concern,

The Langley Adams Library has played a major role in my development; from early childhood to my late teens, the library served as a foundation for my love of reading and education. Now, as a senior at Pentucket Regional Middle High School, I am a member of both the German National Honor Society and National Honor Society, the last of which I am a member of the Governance Council and Tutoring Council. With that, I am interested in joining the Langley Adams Library as a Library Page because I enjoy working in an environment surrounded by like-minded individuals, as well as spending time completing meticulous tasks, such as shelving books and assisting with other odd-jobs.

I am confident that my lengthy experience as a volunteer to the Langley Adams Library will be an asset to the organization on a part-time scale, as I already understand how the library functions, as well as have an intermediate understanding of the tasks that I will be asked to perform on a daily basis. Not only am I able to complete shelving and make arts-and-crafts kits for youths, but I also have experience with labeling incoming books, setting up bulletin boards, and communicating with library-attendees about the location of various sources of media provided by the library.

Working as a member of the Langley Adams Library has been an aspiration of mine since my initial time volunteering during the eighth grade. That being said, I would like to thank you for your time and consideration, and greatly look forward to further correspondence regarding this position.

Sincerely,

Justin Doucette

# Justin Doucette

High School Student

21 Sylvan Street  
Groveland MA, 01834  
(978) 872 - 7292  
jrdoucette42@gmail.com

## EXPERIENCE

### **Babysitting, Groveland MA— *Family Babysitter***

February 2020 - April 2020

Provided a safe environment for young and special needs children alongside encouraging curiosity and development through interactive forms of entertainment

### **Loretta, Newburyport MA— *Busser***

July 2021 - August 2021

Enabled waitresses to efficiently serve guests by quickly flipping tables, shining silverware, and filling water pitchers when busy

Fulfilled small requests from guests, such as clearing and refilling drinks, to allow waitresses to dedicate more time toward taking meal orders and new guests

### **West Newbury HOP, West Newbury MA— *Head Driver***

September 2021 - Current

Implemented numerous cleanliness-practices to ensure the wellbeing of the restaurant staff along with the customers

Provided training to other employees to ensure an undisturbed, fast-paced movement of production

Ensured customers across Merrimac, Haverhill, Newburyport, West Newbury, and Groveland received quality food from the comfort of their homes

Enabled the restaurant to have an increased output by opening delivery options to consumers

## EDUCATION

### **Pentucket High School, West Newbury MA**

September 2019- Current

Secured various academic awards and maintained an above 4.0 GPA meanwhile taking various Advanced Placement courses

## SKILLS

Customer Service

Attention to Detail

Ability to Multitask

Punctual

Restaurant Experience

## AWARDS

**National Honor Society** A highly selective group of students with exceptional grades and willingness to give back to the community

**German National Honor Society** A highly selective group of students who have displayed a willingness to engage in German language and culture and possess viable skills in German communication

**Academic Excellence Awards in English, Mathematics, Biology, and German Language**

**Top 10% of the Pentucket 2023 Class**

## LANGUAGES

English, German

**COMMONWEALTH OF MASSACHUSETTS  
WILLIAM FRANCIS GALVIN  
SECRETARY OF THE COMMONWEALTH**

**WARRANT FOR 2022 STATE ELECTION**

**SS.**

To the Constables of the City/Town of Groveland

**GREETINGS:**

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said city or town who are qualified to vote in Elections to vote at:

Pre

Ward O/Precinct One and Precinct Two  
(insert ward/precinct numbers)

Town Hall 183 Main Street  
(insert polling locations)

On **TUESDAY, THE EIGHTH DAY OF NOVEMBER, 2022**, from 7:00 A.M. to 8:00 P.M. for the following purpose:

To cast their votes in the State Election for the candidates for the following offices:

GOVERNOR and LIEUTENANT GOVERNOR.....	FOR THIS COMMONWEALTH
ATTORNEY GENERAL.....	FOR THIS COMMONWEALTH
SECRETARY OF STATE.....	FOR THIS COMMONWEALTH
TREASURER.....	FOR THIS COMMONWEALTH
AUDITOR.....	FOR THIS COMMONWEALTH
REPRESENTATIVE IN CONGRESS.....	SIXTH DISTRICT
COUNCILLOR.....	FIFTH DISTRICT
SENATOR IN GENERAL COURT.....	FIRST ESSEX & MIDDLESEX DISTRICT
REPRESENTATIVE IN GENERAL COURT.....	FOURTEENTH ESSEX DISTRICT
DISTRICT ATTORNEY.....	EASTERN DISTRICT
SHERIFF.....	ESSEX COUNTY

**QUESTION 1: PROPOSED AMENDMENT TO THE CONSTITUTION**

Do you approve of the adoption of an amendment to the constitution summarized below, which was approved by the General Court in joint sessions of the two houses on June 12, 2019 (yeas 147 – nays 48); and again on June 9, 2021 (yeas 159 – nays 41)?

**SUMMARY**

This proposed constitutional amendment would establish an additional 4% state income tax on that portion of annual taxable income in excess of \$1 million. This income level would be adjusted annually, by the same method used for federal income-tax brackets, to reflect increases in the cost of living. Revenues from this tax would be used, subject to appropriation by the state Legislature, for public education, public colleges and universities; and for the repair and maintenance of roads, bridges, and public transportation. The proposed amendment would apply to tax years beginning on or after January 1, 2023.

**A YES VOTE** would amend the state Constitution to impose an additional 4% tax on that portion of incomes over one million dollars to be used, subject to appropriation by the state Legislature, on education and transportation.

**A NO VOTE** would make no change in the state Constitution relative to income tax.

## **QUESTION 2: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

### **SUMMARY**

This proposed law would direct the Commissioner of the Massachusetts Division of Insurance to approve or disapprove the rates of dental benefit plans and would require that a dental insurance carrier meet an annual aggregate medical loss ratio for its covered dental benefit plans of 83 percent. The medical loss ratio would measure the amount of premium dollars a dental insurance carrier spends on its members' dental expenses and quality improvements, as opposed to administrative expenses. If a carrier's annual aggregate medical loss ratio is less than 83 percent, the carrier would be required to refund the excess premiums to its covered individuals and groups. The proposed law would allow the Commissioner to waive or adjust the refunds only if it is determined that issuing refunds would result in financial impairment for the carrier.

The proposed law would apply to dental benefit plans regardless of whether they are issued directly by a carrier, through the connector, or through an intermediary. The proposed law would not apply to dental benefit plans issued, delivered, or renewed to a self-insured group or where the carrier is acting as a third-party administrator.

The proposed law would require the carriers offering dental benefit plans to submit information about their current and projected medical loss ratio, administrative expenses, and other financial information to the Commissioner. Each carrier would be required to submit an annual comprehensive financial statement to the Division of Insurance, itemized by market group size and line of business. A carrier that also provides administrative services to one or more self-insured groups would also be required to file an appendix to their annual financial statement with information about its self-insured business. The proposed law would impose a late penalty on a carrier that does not file its annual report on or before April 1.

The Division would be required to make the submitted data public, to issue an annual summary to certain legislative committees, and to exchange the data with the Health Policy Commission. The Commissioner would be required to adopt standards requiring the registration of persons or entities not otherwise licensed or registered by the Commissioner and criteria for the standardized reporting and uniform allocation methodologies among carriers.

The proposed law would allow the Commissioner to approve dental benefit policies for the purpose of being offered to individuals or groups. The Commissioner would be required to adopt regulations to determine eligibility criteria.

The proposed law would require carriers to file group product base rates and any changes to group rating factors that are to be effective on January 1 of each year on or before July 1 of the preceding year. The Commissioner would be required to disapprove any proposed changes to base rates that are excessive, inadequate, or unreasonable in relation to the benefits charged. The Commissioner would also be required to disapprove any change to group rating factors that is discriminatory or not actuarially sound.

The proposed law sets forth criteria that, if met, would require the Commissioner to presumptively disapprove a carrier's rate, including if the aggregate medical loss ratio for all dental benefit plans offered by a carrier is less than 83 percent.

The proposed law would establish procedures to be followed if a proposed rate is presumptively disapproved or if the Commissioner disapproves a rate.

The proposed law would require the Division to hold a hearing if a carrier reports a risk-based capital ratio on a combined entity basis that exceeds 700 percent in its annual report.

The proposed law would require the Commissioner to promulgate regulations consistent with its provisions by October 1, 2023. The proposed law would apply to all dental benefit plans issued, made effective, delivered, or renewed on or after January 1, 2024.

**A YES VOTE** would regulate dental insurance rates, including by requiring companies to spend at least 83% of premiums on member dental expenses and quality improvements instead of administrative expenses, and by making other changes to dental insurance regulations.

**A NO VOTE** would make no change in the law relative to the regulations that apply to dental insurance companies.

### **QUESTION 3: LAW PROPOSED BY INITIATIVE PETITION**

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 3, 2022?

#### **SUMMARY**

This proposed law would increase the statewide limits on the combined number of licenses for the sale of alcoholic beverages for off-premises consumption (including licenses for "all alcoholic beverages" and for "wines and malt beverages") that any one retailer could own or control: from 9 to 12 licenses in 2023; to 15 licenses in 2027; and to 18 licenses in 2031.

Beginning in 2023, the proposed law would set a maximum number of "all alcoholic beverages" licenses that any one retailer could own or control at 7 licenses unless a retailer currently holds more than 7 such licenses.

The proposed law would require retailers to conduct the sale of alcoholic beverages for off-premises consumption through face-to-face transactions and would prohibit automated or self-checkout sales of alcoholic beverages by such retailers.

The proposed law would alter the calculation of the fine that the Alcoholic Beverages Control Commission may accept in lieu of suspending any license issued under the State Liquor Control Act. The proposed law would modify the formula for calculating such fee from being based on the gross profits on the sale of alcoholic beverages to being based on the gross profits on all retail sales.

The proposed law would also add out-of-state motor vehicle licenses to the list of the forms of identification that any holder of a license issued under the State Liquor Control Act, or their agent or employee, may choose to reasonably rely on for proof of a person's identity and age.

**A YES VOTE** would increase the number of licenses a retailer could have for the sale of alcoholic beverages to be consumed off premises, limit the number of “all-alcoholic beverages” licenses that a retailer could acquire, restrict use of self-checkout, and require retailers to accept customers’ out-of-state identification.

**A NO VOTE** would make no change in the laws governing the retail sale of alcoholic beverages.

#### **QUESTION 4: REFERENDUM ON AN EXISTING LAW**

Do you approve of a law summarized below, which was approved by the House of Representatives and the Senate on May 26, 2022?

#### **SUMMARY**

This law allows Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a standard driver's license or learner's permit if they meet all the other qualifications for a standard license or learner's permit, including a road test and insurance, and provide proof of their identity, date of birth, and residency. The law provides that, when processing an application for such a license or learner's permit or motor vehicle registration, the registrar of motor vehicles may not ask about or create a record of the citizenship or immigration status of the applicant, except as otherwise required by law. This law does not allow people who cannot provide proof of lawful presence in the United States to obtain a REAL ID.

To prove identity and date of birth, the law requires an applicant to present at least two documents, one from each of the following categories: (1) a valid unexpired foreign passport or a valid unexpired Consular Identification document; and (2) a valid unexpired driver's license from any United States state or territory, an original or certified copy of a birth certificate, a valid unexpired foreign national identification card, a valid unexpired foreign driver's license, or a marriage certificate or divorce decree issued by any state or territory of the United States. One of the documents presented by an applicant must include a photograph and one must include a date of birth. Any documents not in English must be accompanied by a certified translation. The registrar may review any documents issued by another country to determine whether they may be used as proof of identity or date of birth.

The law requires that applicants for a driver's license or learner's permit shall attest, under the pains and penalties of perjury, that their license has not been suspended or revoked in any other state, country, or jurisdiction.

The law specifies that information provided by or relating to any applicant or license-holder will not be a public record and shall not be disclosed, except as required by federal law or as authorized by Attorney General regulations, and except for purposes of motor vehicle insurance.

The law directs the registrar of motor vehicles to make regulations regarding the documents required of United States citizens and others who provide proof of lawful presence with their license application.

The law also requires the registrar and the Secretary of the Commonwealth to establish procedures and regulations to ensure that an applicant for a standard driver's license or learner's permit who does not provide proof of lawful presence will not be automatically registered to vote.

The law takes effect on July 1, 2023.

**A YES VOTE** would keep in place the law, which would allow Massachusetts residents who cannot provide proof of lawful presence in the United States to obtain a driver's license or permit if they meet the other requirements for doing so.

**A NO VOTE** would repeal this law.

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this \_\_\_\_\_ day of \_\_\_\_\_, 2022.  
(month)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Council or Selectmen of: Groveland  
(City or Town)

In Person  
(Indicate method of service of warrant)

\_\_\_\_\_, 2022.  
Constable (month and day)



DATE	ITEM	DESCRIPTION
October 1, 2022	Department Capital Budget Template Issued	Departments to review, update five-year plan and current-year capital budget requests
November 1, 2022	Capital Improvement Requests Due	Capital Improvement Committee (BOS) meet to review, discuss and approve
November 21, 2022	Joint Board of Selectmen & Finance Committee Meeting	Discuss budget goals and guidance
November 28, 2022	FY2024 Budget Goals and Guidance Issued/ Request for Proposed Warrant Articles	Operating Budget Request Instructions sent to Departments
December 12, 2022 - December 14, 2022	Initial Budget Discussions with Town Administrator & Accountant	Initial conversation to discuss Department needs. Schedule: 12/12 Accountant 9AM; Treasurer/Collector 10AM; Assessing 11AM; Town Clerk 1PM; COA 2PM   12/13 Highway 9AM; BOH 10AM; Building 11AM; Municipal Building 2PM   12/14 Police 9AM; Fire 10AM
December 31, 2022	Departments Submit Budget Requests	Budget requests submitted via ClearGov
January 16, 2023	Final Preparation of DRAFT Town-Wide Budget	Finalize budget compiled based upon budget requests, administrative review, departmental feedback taking into account a balanced budget and financial policy requirements
January 18, 2023 - March 1, 2023	Finance Board Meetings Begin /Review of Finance Related Warrant Articles	Budget Reviews with all Departments - Schedule to be released separately
January 30, 2023	Budget Presentation	Joint Board of Selectmen & Finance Board Meeting
February 13, 2023	Initial Review of Proposed Warrant Articles	Board of Selectmen review of articles for recommendations to Town Meeting
February 27, 2023	Pentucket School FY2024 Budget Presentation	School Administration to make a joint presentation to the Board of Selectmen and Finance Board
March 8, 2023	Finance Board FY2024 Budget Recommendation	Final FY2024 budget review and adoption
March 13, 2023	Board of Selectmen FY2024 Budget Recommendation	Final FY2024 budget review and adoption
March 27, 2023	Finalize Annual Town Meeting Warrant	Board of Selectment review and approve warrant articles - Close Warrant
April 4, 2023	Budget and Annual Town Meeting Warrant Available to Residents	Warrant is posted and printed
April 24, 2023	Town Meeting	

SURPLUS ITEM	VIN	ESTIMATED VALUE
1988 Chevy Bucket Truck	1GBP7D1Y1JV115222	\$ 5,000.00
2001 Chevrolet Pickup	2GCEK19T911189210	\$ 500.00
1988 Mack Dump Truck	1M2P194C6JW001894	\$ 8,000.00
2007 Ford Explorer SUV	1FMEU73EX7UB77289	\$ 1,000.00
1991 KME Renegade Fire Pumper	1K9AF4288MN058323	\$ 5,000.00



TOWN of  
**GROVELAND**  
MASSACHUSETTS

# BOARD OF SELECTMEN POLICIES

Edited August 2022



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# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### APPOINTMENTS TO BOARDS & COMMITTEES

Policy Approved by BOS on September 6, 2016 with a unanimous vote.

Amended Policy Approved by BOS on October 17, 2016 with a unanimous vote

Amended Policy Approved by BOS on May 30, 2017 with a unanimous vote

At their meeting on September 6, 2016, the Board of Selectmen adopted standard procedures for appointments to non-salaried individual positions and to membership on appointed boards, committees, and commissions. The policy was then amended on October 3, 2016 and May 30, 2017. This policy reads as follows:

1. Eligibility: Only Groveland residents shall be eligible for appointment or for service on appointed boards, committees and commissions.
2. A member may hold the position of Chair for no longer than two consecutive years except for the time served filling the unexpired term of the previous Chair.
3. Attendance: Except for extraordinary circumstances, any person who has failed to attend fifty-one percent (51%) in any six-month time period or three consecutive scheduled meetings of a board, committee, or commission shall be considered to have resigned, and the Selectmen shall appoint a successor to serve the unexpired term. All boards and committees shall list their meeting attendance in their minutes.
4. Term of appointments: As earlier established, all appointments shall typically expire on June 30 of the year of expiration. Vacancies caused by resignation shall be filled immediately if more than three months remain in the unexpired term, and may be filled at the Selectmen's discretion if fewer than three months of the term remain.
5. The Selectmen shall make exceptions to these rules only under extraordinary circumstances.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### APPROVAL AND POSTING OF MINUTES

Policy Approved by BOS on August 11, 2014 with unanimous vote

Minutes are to be presented to the BOS for review at the meeting following the meeting that generated the minutes (subsequent session). A vote on the minutes will not occur until the next regular meeting. This will allow time for the board members to review minutes for accuracy. Once they are added to the agenda to vote on, modifications may be made, and the board can vote to approve the minutes with such modifications at that time.

Once approved, the minutes will be made available for public distribution, upon written request, in accordance with M.G.L. c.66, §10.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### ATTENDANCE AT PUBLIC MEETINGS BY BOARD OF SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

- Board members should notify in writing or open declaration at posted board meeting their interest to attend a future meeting. The primary reason to attend is to observe and increase familiarity or knowledge of issues and processes.
- The Chair retains discretion to approve or deny the request. The Chair will also request that meeting is posted if 2 or more members wish to attend and provide guidelines for restricting comment and participation under Open Meeting guidelines.
- Board members attending other meetings should make the disclaimer that they are not there representing the BOS and anything they say is their own opinion and not that of the Board.
- The board members shall report findings that are related to board business at a future meeting; two or more meeting cycles later to ensure that such dissemination of information occurs after the attended board and commission releases approved minutes. The attendance of the board member ultimately is to be placed on a future agenda item for discussion.
- A Selectman cannot request an agenda item be placed on a board or commission meeting unless it is a matter that is deliberated and voted on by the board of selectman and the requested board complies to the request
- A Selectman cannot direct public policy at the meeting and generally is not in standing to present, deliberate or participate in discussion. Exception is generally granted only if the Chair of the attended board or commission seeks an answer or offers the Selectman the opportunity to ask a question.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### BOARD AND COMMITTEE INVITATION TO MEET WITH SELECTMEN

Policy Approved by BOS on August 11, 2014 with unanimous vote

The Board of Selectmen will issue invitations in intervals of 90 days to individual boards and commissions so that in intervals of an estimated every 120 days the chairs and members who wish to attend can meet with the board of selectmen for the following purposes: (Meetings between BOS and each board and commission to occur approximately 3 times a year -or- every 120 days)

1. To participate in a public meeting and the invitee board/ commission provides a "courtesy report" to provide updates of matters pertaining to that board. These reports can be written informally without a standard other than they must comply with all applicable laws and town by laws for public disclosure and filing.
2. Such meetings are not in lieu of any contractual obligations required by a committee or board to provide formal reports; but are in addition too.
3. Such meetings cannot hold agenda items of a sensitive nature that would be fall under Executive Session rules.
4. The "Courtesy Reports" are to be forwarded to the secretary of the Board of Selectmen no less than 1 week prior to a posted meeting, allowing individual BOS members to read and study the document in advance of posted meeting and subsequent discussion
5. The submitted "Courtesy Reports" are effectively the agenda set by the invitee board and commission which is to be approved by the Chair of BOS as part of the process of approving agenda items for posted meetings.



# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### BOARD AND COMMITTEE USE OF TOWN COUNSEL

Policy Approved by BOS on August 11, 2014 with unanimous vote

If a board/committee or one of its members has a question(s) for town counsel, they are directed to send the question(s) to the Finance Director via their committee/board chair. The Chair of the Board of Selectmen shall decide if the request warrants inquiry with town counsel and will direct the Finance Director accordingly to make such inquiry when appropriate.

The chair of the board/committee making the request for himself or herself or on behalf of a board/committee member should provide contact information to the Finance Director to facilitate communication with the chair of the BOS and counsel as may be needed.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### DISPOSITION OF SURPLUS GOODS & EQUIPMENT VALUED AT LESS THAN \$10,000

Policy Approved by BOS on November 21, 2016 with a unanimous vote

1. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
2. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request the Board of Selectmen authorize the disposition of such surplus goods and equipment, then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, or C.
  - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  - B. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
  - C. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Board of Selectmen, and then may be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### MEMBERSHIP OF BOARDS AND COMMISSIONS BY SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

The board encourages participation of membership as needed in boards and commissions but with adherence to the following guidelines

- A Selectman may request to join a board or commission by providing a written request to the chair. This is followed by an agenda item, discussion, formal nomination by another board member and ultimately a vote of the board to deny or appoint.
- The appointment is aligned with all other appointments and re-appointments ( ie. Annual)
- A Selectman cannot Chair a board or commission with voting privileges. If he /she is chair the position must be ad hoc (without voting privileges). If this changes the voting configuration of the board, the board membership number is to be adjusted accordingly
- A Selectman can serve as an alternate member of a board or commission as needed
- A Selectman cannot join 2 boards that have overlapping jurisdictions and related areas of responsibilities

#### Examples

- Finance Committee and Capital Improvement Committee
- Zoning Board and Planning Board

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### RESIDENT/PUBLIC COMMENT

Policy Approved by BOS on February 9, 2015 with unanimous vote  
Amended on November 13, 2017 with a vote of 3-2-0

Resident/Public Comment is not a discussion, debate, or dialogue between or among citizens and the Board of Selectmen. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business. While the Board will not typically respond to citizen comments or questions posed at Resident/Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if s/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the Board of Selectmen, s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern the Resident/Public Comment participation at the Board of Selectmen meetings.

#### Resident/Public Comment

The Board of Selectmen will have a 15-minute Resident/Public Comment section at each meeting, which shall generally follow the opening of the meeting, according to the following guidelines:

M.G.L. c. 30A, § 20 state “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Board of Selectmen Chair, as presiding officer, will invite those speakers who follow the procedure specified below.

1. Anyone who wishes to participate in the RESIDENT/PUBLIC COMMENT portion of the Board of Selectmen Meetings must notify the Chair in writing prior to the start of the scheduled meeting, with the specific interest for wishing to speak. The Chair will then approve or re-direct the citizen / presenter.
2. Any person invited to speak must identify him or herself by name and address, prior to addressing the Board.
3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments.

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# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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4. The amount of time allocated for the session will be a maximum of 15 minutes.
5. The session will be held at the beginning of each regularly scheduled Board of Selectmen meeting.
6. Topics presented must be relevant to the business of the Board of Selectmen as a whole. Items addressed to individual members will not be allowed.
7. Discussion of individual personnel issues will be strictly prohibited.
8. Negative remarks or disparaging comments directed towards public employees will not be allowed and any such behavior will immediately terminate the discussion.
9. Votes by the Board will not be taken during Public Comment.
10. Responses to concerns will be made at the Chair's discretion.
11. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
12. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### REMOTE PARTICIPATION POLICY

This policy shall become effective on May 16, 2016

The Board of Selectmen authorizes remote participation for all appointed and elected Town Boards, Committees, and Commissions in accordance with the requirements of Massachusetts Open Meeting Law, M.G.L. c. 30A, § 20(d) and 940 CMR 29.00, section 29.10: Remote Participation, in the following manner. The Selectmen emphasize that pursuant to the requirements of the Remote Participation provisions of the Regulations issued by the Attorney General, a quorum of the public body, including the chair, or in the chair's absence the person authorized to chair the meeting, must be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d); and members of the public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D. Each board, committee, or commission member is permitted to utilize a maximum of five (5) remote participations per their specific term year.

#### **Reasons for Remote Participation:**

- Personal illness
- Personal disability
- Emergency
- Military service
- Geographic distance

#### **Approved Technology for Remote Participation**

The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. (Accommodation shall be made for any public body member who requires TTY service, video relay service, or other forms of adaptive telecommunications).

- Telephone, internet, or satellite enabled audio or video conference.
- Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
  - When video technology is in use, the remote participation shall be clearly visible to all persons present in the meeting location.
  - The Chair, or in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing

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# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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remote participation, but is encouraged, wherever possible, to suspend discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

The public body using remote participation may determine which of the foregoing acceptable methods will be used by its members.

#### **Procedure for Utilizing Remote Participation:**

- Step 1:** Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair, or in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.
- Step 2:** At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 20.10(5) for his or her remote participation. The chair's statement does not need to contain any detail about the reason for the member's remote participation. This information shall also be recorded in the minutes.
- Step 3:** All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- Step 4:** A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless the presence of that person is approved by a simple majority vote of the public body.
- Step 5:** When feasible, the chair or, in the chair's absence the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

The Board of Selectmen reserves the right to revoke Town Board remote participation at any time under 940 CMR 20.10(13).

This policy shall be reviewed within one year of implementation.

# TOWN OF GROVELAND

## BOARD OF SELECTMEN

### POLICIES

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#### VISITORS - CODE OF CONDUCT

Adopted by the Board of Selectmen on April 21, 2015

The Town of Groveland strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The Town maintains a zero tolerance policy toward workplace violence, including the threat of violence by the general public and/or anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Following this Code of Conduct is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises.

#### **Expected Conduct**

- AVOID CAUSING DISTURBANCES OR DISRUPTIONS
- SHOW RESPECT FOR OTHERS, BUILDING FACILITIES AND PERSONAL PROPERTY OF OTHERS
- USE COMMON COURTESY WHEN INTERACTING WITH OTHERS
- DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR
- ANY FORM OF VIOLENCE IS PROHIBITED
- SMOKING, DRINKING ALCOHOL OR APPEARING TO BE UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED

Repeated violations may result in permanent suspension of facility privileges