



*Approved December 19, 2022*

**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**Monday, November 21, 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 Kathleen Kastrinelis, Daniel MacDonald and Mark Parenteau.

Rebecca Oldham, Town Administrator

**Absent:** Selectman Jason Naves

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

**PUBLIC COMMENT:** *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

- Joe D'Amore, 9 Cherry Tree Lane, Groveland.  
Joe D'Amore was present and addressed the Board to ask for a meeting in January or February to discuss the proposed Bylaw that was discussed back in 2021. Joe provided copies of the Bylaw.

**APPROVE WARRANTS:**

PW # 23-21 \$202,251.51

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve Warrant PW #23-21 in the amount of \$202,251.51. Voted: 4-0. One absent.

BW# 23-21 \$497,968.40

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to approve Warrant BW# 23-21 in the amount of \$497,968.40. Voted: 4-0. One absent.

**APPROVAL OF THE MINUTES:**

- 1) May 4, 2022, Board of Selectmen Meeting Minutes  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from May 4, 2022. Voted: 4-0. One absent.
- 2) June 15, 2022, Board of Selectmen Meeting Minutes  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from June 15, 2022. Voted: 3-0-1. Selectman MacDonald abstained. One absent.
- 3) October 11, 2022, Board of Selectmen Meeting Minutes:  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from October 11, 2022. Voted: 4-0.
- 4) October 24, 2022, Board of Selectmen Meeting Minutes:  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the BOS Meeting Minutes from October 24, 2022. Voted: 3-0-1. Selectman MacDonald abstained. One absent.

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

- 5) Appointment of Deborah Stephenson, of 34 Balch Ave Groveland, as a member of the Council on Aging effective November 21, 2022.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Deborah Stephenson, of 34 Balch Ave Groveland, as a member of the Council on Aging effective November 21, 2022. Voted: 4-0. One absent.
- 6) Appointment of Barbara Sanborn of 15 Parker Road Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Barbara Sanborn of 15 Parker Road Groveland, as a member of the Council on Aging effective November 21, 2022. Voted: 4-0. One absent.
- 7) Appointment of Linda Brown of, 4 Burget Street Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Linda Brown of, 4 Burget Street Groveland, as a member of the Council on Aging effective November 21, 2022 – June 30, 2023. Voted: 4-0. One absent.

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

- 8) Joint Discussion with the Finance Board:  
Ruth Rivard, Finance Board Chair was present and addressed the Board. The Finance Board does not have a quorum. TA Oldham explained that what was in the packet in front of the Board tonight.
  - Fiscal Year 2024: Review of Budget Goals: TA Oldham wanted to verify with the BOS that these are the current and relevant goals as these are the goals that will be forwarded to the Departments. These are the same statement of goals that the Town has used for several years.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Statement of Goals as written. Voted: 4-0. One absent.  
Selectman MacDonald was not in favor of voting on this without a quorum of the Finance Board present. Ruth Rivard, personally encouraged the BOS to move this forward – the Finance Board met and discussed this Statement of Goals but did not take a formal vote because they were going to attend tonight’s meeting; the next meeting of the Finance Board is not until December 21<sup>st</sup>. Selectman Kastrinelis felt this needed to move forward in order to meet the timeframes for setting the budget and so that the budget letters could go out on time. The budget letter is scheduled to go out to Departments this Friday according to TA Oldham. Selectman MacDonald opted to support this, however, asked for a formal vote of the Finance Board at their next meeting.
  - Financial Policies:  
Selectman MacDonald discussed the section that addresses Structure in Terms of Debt; Selectman MacDonald thinks it is a worthy endeavor to pay the debt down as quickly as possible, but, in this current environment, thinks that we should look at the existing debt and what the interest rates are and if they are fixed rates; if there is a 1% or 2% interest rate in this inflationary period does it make sense to prepay low interest debt obligations, if we need money it could end up costing significantly more. Selectman MacDonald suggested we look at that and consider not having a rigid policy to pay the debt down 50% within 10 years; having a long-term outlook on debt and the structure of debt could save money in the short run but significantly more in the long run. Selectman Kastrinelis reminded the Board that the Auditors have asked for Financial Policies for years and this is the step in the right direction; encouraged the Board to continue to work through this; this is a lengthy document. Selectman MacDonald suggested that some of the words “shall” be changed to “may” in the document; this will allow flexibility. This will be on the next meeting agenda.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to table the Financial Policies in order for the BOS to review the entire document.

Voted: 4-0. One absent.

- Pentucket Regional School Agreement

Chair Watson noted that Selectman Naves had done a lot of work reviewing this. Selectman Kastrinelis has been working through it and would like time to further review the assessment and capital aspects. Selectman MacDonald asked if we could look at why the elementary schools are not controlled by the town; could there be savings? This will come back to a future BOS meeting.

9) Council on Aging Director Search Committee:

Chair Watson read a letter from the COA which stated:

The Chair of the COA will appoint a special committee for up to seven members to help select a new COA Director. The committee shall be comprised of one or more members who will be from the COA Board, the Town Administrator, and additional COA community participants, the Chair will be a member of the COA Board; the task will be to review and apply approved town personnel practices & procedures, establish a time table and meeting schedule, review existing job postings, seek funding for posting, one additional online search engine, accept applications and review qualifications, participate in the interview process, bring one or more candidates forward to the COA Board for approval. COA Board encourages COA community participants. Chair Watson noted that the COA Board has also requested one member from the BOS be on the committee. Selectman Naves attended the COA Board meeting and was asked to be on the committee, and he is willing to do so, with a vote from the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to appoint Jason Naves to the COA Director Search Committee.

Voted: 4-0. One absent.

10) Groveland Housing Authority Environmental Review

Chair Watson noted the paperwork is in the packet from the Housing and Urban Development.

TA Oldham, explained the document; this is for Capital Improvements and there is a specific process to accomplish this work.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to authorize Chair Ed Watson to sign on behalf of the BOS on the work that the Housing Authority wants to proceed forward with. Voted: 4-0. One absent.

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

TA Oldham reported:

- Attended the Superintendent luncheon on Friday and briefed the Board on the discussion that took place. Information is in the packet for the BOS to review at their convenience.
- The Town received a Community Compact IT Grant in the amount of \$26,000 to develop a strategic plan for our future IT investments.
- The First Annual Santa visit will take place from 11:00 am – 5:00 pm on December 4<sup>th</sup> at the Fire Station.

**SELECTMEN'S TIME & REPORTS:** *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

**Selectman Kastrinelis:** Attended the acapella night at the new Pentucket Auditorium.

## **OLD OR UNFINISHED BUSINESS:**

11) Elm Park – Arborist review of the Elm Trees- Selectman Parenteau:

Selectman Parenteau would like to see the trees maintained so we do not lose them. According to the survey that was done, there is quite a bit of damage to the trees; they have not been properly maintained. Chair Watson, suggested inviting the Tree Warden and Highway Superintendent into a BOS meeting to provide a recommendation. The Tree Warden budget is too small to cover the work needed. Selectman Parenteau would like to see a management plan in place for the trees. Selectman Kastrinelis asked if there is any possibility of using CPC Funds – the trees are in a historic park – this will be investigated.

12) Board of Selectmen Policies and Procedures – Selectman Kastrinelis:

Selectman Kastrinelis asked if the Board would like to use the State generic template to create a template style policy so it could be a Code of Conduct for all boards including the BOS. Selectman Kastrinelis offered to work with Selectman Naves and bring something new back for the Board to review. Selectman Kastrinelis feels it is important to have guidelines in place. Selectman MacDonald does not think we need to add anymore red tape. Selectman MacDonald and Selectman Kastrinelis will work together on drafting policies and procedures.

13) Legal Counsel Request for Proposals - Selectman MacDonald:

Selectman MacDonald reviewed a draft RFP that was provided by TA Oldham and had questions regarding the RFP process. TA Oldham explained the process. The RFP has to be detailed under Procurement Law. TA Oldham believes that legal services are exempt under Procurement Laws. TA Oldham had previously discussed the option of using different Attorneys/Firms depending on the issue; this would not require an RFP. TA Oldham recommended not going through the RFP process. Selectman MacDonald would like to pursue the process TA Oldham has recommended.

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

## **CORRESPONDENCE:**

14) DLS Management Review: Materials for review at the December 5, 2022, meeting.

## **ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 7:53 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 5, 2022, at 6:30PM.

*Respectfully submitted,*

*Katherine T. Ingram*

## **23-21 BILLS WARRANT BREAKDOWN:**

Town:	\$ 193,797.62
W/S:	\$ 63,658.61
Payroll Withholding:	\$ 27,682.92
Health Insurance:	\$
Light Bills:	\$ 197,999.79
Grants & Revolving:	\$ 14,829.46
Chapter 90:	\$
Pentucket Assessment:	\$
Whittier Assessment:	\$
Capital:	\$

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