

Approved Minutes  
BOS meeting 5.10.2021  
Unanimous Vote

BOARD OF SELECTMEN  
MEETING MINUTES  
Monday, April 12, 2021  
Groveland Town Hall Meeting Room  
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND  
2021 JUL 14 PM 1:37

**Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place. This meeting of the Board of Selectmen will take place without any public present, but we will make every effort to ensure the public can adequately access the proceedings in real time.**

This meeting was broadcast live on Groveland Public Access, Channel 9, as well as through Zoom. To join the Zoom Meeting, visit: <https://us02web.zoom.us/j/9231328711>

Members of the public are asked to send written comments to [kworden@grovelandma.com](mailto:kworden@grovelandma.com) or submit questions through the Zoom chat window.

**PRESENT:** Chair Wood, Selectmen Watson, Kastrinelis, Naves and O'Neil.

**ALSO PRESENT:** Kevin Paicos, Interim Finance Director, Katheryn Worden, Administrative Coordinator.  
Ruth Rivard, Finance Committee

**CALL MEETING TO ORDER:** Chair Wood called the meeting to order at 5:31 pm.

**PUBLIC COMMENT:** None.

**APPROVE WARRANTS:**

PW # 21-41 \$160,095.09

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW#21-41 in the amount of \$160,095.09. Voted: 5-0-0.

Selectman Kastrinelis asked if this warrant causes any deficient in the Finance Department and Mr. Paicos responded he did not think so yet, but he is waiting on the bill for the contractor services and was not prepared to talk about this tonight but will work on this for the next meeting.

BW # 21-41 \$165,046.67

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant BW # 21-41 in the amount of \$165,046.67. Voted 5-0-0.

**21-41 Bills Warrant Breakdown:**

Town:	\$ 80,785.47
W/S:	\$ 30,399.90
Payroll Withholding:	\$ 5,062.88
Health Insurance:	\$
Light Bills:	\$ 30,391.03
Grants & Revolving:	\$ 18,407.39
Chapter 90:	\$
Pentucket Assessment:	\$
Whittier Assessment:	\$
Capital:	\$
Debt:	\$
Grants:	\$
Wastewater Haverhill	\$

**APPROVE MINUTES:** None.

**APPOINTMENTS:** None.

## DISCUSSION & POSSIBLE VOTE:

- Request of Employees to roll over more than 10 days of vacation time from FY21 due to inability of use during COVID:

Selectman O'Neil wondered who the employees were and if they were deemed essential and that this was imposed on them. Mr. Paicos responded that this was because people had nowhere to go and did not use their time. Ms. Worden researched the minutes to find the vote that was taken last year. The vote last year was reviewed.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to allow all employees to carry over any unused vacation time provided that it is used by June 30, 2022 with the caveat that if an employee chooses to leave or retire before September 30, 2021 only ten days of carry over may be brought back and if the employees chooses to leave or retire on or after October 1, 2021 the employee would not be eligible to buy back any of FY21 carry over.

Voted: 5-0-0.

- Finance Director Priorities:

Mr. Paicos updated the Board on what he deemed his priorities for the immediate future now that the ATM Warrant is completed but wanted guidance from the Board.

- Writing motions for the ATM and the Finance Plan for the ATM.
- Review the variance report.
- Develop a plan to fund using the three options available.
- Police, Water and Sewer and Highway negotiations.
- Property Casualty/Workers Comp. Procurement.
- Town Report – who does what for the report.
- Trash Contract – this has not been assigned to Mr. Paicos. Trash contracts are the responsibility of the Board of Health under Chapter 111, so Mr. Paicos asked if the Board wanted him to work on this. Historically the Chief Procurement Officer did this work. Chair Wood recommended asking for a one-year extension and threaten to bid this if they do not agree. Mr. Paicos will pursue this and talk to Board of Health. The contract is proposed to increase significantly.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to request a one-year extension on the contract otherwise we will entertain going out to bid.

Voted: 5-0-0.

Selectman Kastrinelis wanted to be clear that getting the Town finances on track is her priority along with working on the ATM and felt that some of these other projects should wait until ATM is over and would like Mr. Paicos to keep the critical tasks going. Selectman O'Neil was frustrated that this large increase was not discussed in more detail at the last meeting when the Board went through each line item and asked Mr. Paicos to send him the proposed contract ASAP. Selectman Kastrinelis asked if this number should be updated now instead of waiting for Town Meeting and the Board discussed increasing the line item for Trash/Recycling to include a 20-25% increase.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to increase the Trash and Recycling line item to \$700,000. Voted: 5-0-0.

Selectman Watson asked if the tipping fees had also gone up and Mr. Paicos responded yes, though he did not have figures in front of him. Mr. Paicos offered to invite a representative to come to a BOS meeting to answer questions.

There was discussion regarding the remaining surplus money after last week's meeting. Mr. Paicos had a lesser amount than what the Board had. Selectman O'Neil reviewed the numbers he came up with and asked what revenue number Mr. Paicos had and Selectman O'Neil agreed with the number. It was determined that other non-appropriated expenses that total \$228,365 that do not get voted at Town Meeting were not in this budget. Now there is not as high of a surplus as originally thought and the vote on Trash/Recycling will cause the budget to go over by about \$80,000; Mr. Paicos noted the dynamic budget we have right now, many things are still

changing and will continue to so, but he see if he can work it out after this meeting. Ms. Rivard expressed the need to stay disciplined and carefully consider everything. Mr. Paicos talked about the overlay account and outstanding taxes. Selectman Kastrinelis talked about her research on outstanding taxes since the last meeting and found that liens are on all of the properties and of the \$652,000 owed half the money is interest and 1/3<sup>rd</sup> has to do with Valley Screw; she felt that Groveland is in line and stated that there has been sound management. Chair Wood asked if the Town could offer the unions a one-year contract with a 2% COLA to get us through this year with the understanding that these conversations will take place well in advance of April next year when the Town will have a better picture of where we are financially. Mr. Paicos responded that this would be reasonable. Selectman O'Neil wanted to make sure the unions understand that this has nothing to do with finances but rather currently having an Interim Finance Director and hopefully next year we will have a permanent person on board.

- Items to be completed / discussed before ATM:  
This was discussed during the other agenda items.
- Job Postings going forward:  
Mr. Paicos will take the Treasurer posting that was used last time and send it to Chair Wood and Vice-Chair O'Neil to review and comment and then get it posted.
- Summer Program update:  
Chair Wood mentioned that someone has asked about a discount that was offered last year and if this would be available again this year. Matt Castonguay joined the meeting virtually and explained there have been scholarships for either reduced or free tuition the past three years for those that qualify, and he has already talked to this person and sent the information as well as to a couple of other families that requested the paperwork. Sixty campers are currently registered for summer programs according to Mr. Castonguay.
- BOH and BOS field approval process:  
Chair Wood stated that he felt the SB could take on approval of field use going forward so people will know where in Town to go for this. Selectman O'Neil will take the lead on this and will work on applications with Katheryn Worden.

**OLD BUSINESS:** None.

**VOTES OF THE BOARD:**

- Operating Budget for FY22  
Selectman Kastrinelis shared an email from a resident who was concerned about the Town Accountant salary and sent along a benchmark 42 town survey database and shared that the average salary was \$73,274 and agreed that the salary that was set is on the high side. Selectman Kastrinelis noted that the number the FC is recommending of \$83,382 is a good idea and still above the benchmark; this number also includes additional hours equaling a \$5,568 difference between the BOS and the FC recommendation.  
A motion was moved by Chair Wood and seconded by Selectman Kastrinelis to have a discussion on the \$88,950 that was voted on at the last meeting. Voted: 5-0-0.  
Mr. Paicos cautioned the Board that the survey he and the Accountant did are in the budget book and he has not seen the survey being discussed right now. Selectman Kastrinelis stated that her recommendation is coming from the research that the Finance Committee did. Chair Wood felt this was already voted on and this could be discussed on the Town Meeting floor.
- Annual Town Warrant for FY22  
Mr. Paicos reported that there are twelve or thirteen articles that the Board has not taken positions on yet and wanted to run through them.
  - Article #3: Authorize supplemental appropriations: \$60,000 transfer for Fire Department budget: Mr. Paicos does not think this will have to happen but will have a final answer on this tomorrow and he asked if the Board wanted to support this tonight; the Board did not wish to vote on this until there is an answer.

- Article #23: This is routine, and it is to set the spending limits on the revolving accounts.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action on Article #23 with an amendment. Voted: 5-0-0.
- Article #24: This is routine, it is for PEG Access which was established last year, and this allows for continuation.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action on Article #24. Voted: 5-0-0.

---

- Article #25: This is the water budget which has to be voted separately (not part of the Omnibus) because it is an Enterprise Fund.
- Article #26: This is the sewer budget.  
A motion was moved by Selectman O'Neil and seconded by Selectman for favorable action on Articles # 25 and #26. Voted: 5-0-0.
- Article #27: Establish a SAFER Grant Stabilization Fund. This article provides \$50,000 to set up a stabilization fund for the full-time firefighters in preparation for the day when the grant will be done, and the salaries will have to be funded. Mr. Paicos does not know where the \$50,000 will be coming from. Selectman O'Neil asked if this was just to set up the reserve account not necessarily to fund this. Setting this up will put the voters on notice that this is coming. Mr. Paicos will remove the dollar amount, and this will simply establish the fund.  
A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis for favorable action on Article #27 with no sum of money written. Voted: 5-0-0.
- Article #28: Funds for Codification of General By-laws, this was recommended by the Planning Board Director and the Building Inspector. The proposal is for \$3,900 and a \$900 maintenance fee for a total of \$4,990.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action on Article #28. Voted: 5-0-0.
- Article #29: Consultant to provide a wage and classification study at a cost of \$9,800. Chair Wood felt this should wait until the new Town Administrator is on Board. Selectman Naves supported this. Selectman Kastrinelis would like to have the new Town Administrator work on this and Selectman O'Neil agreed. Selectman Kastrinelis recommended removing this from the warrant. Selectman Watson felt this was long overdue because every time someone is hired, the same discussion takes place that we do not know if the pay is correct, and he wanted to know if we are paying our employees the right amount of money. Ms. Rivard felt this was important but that it is owed to a future Town Administrator to work on this.  
A motion was moved by Selectman Naves and seconded by Selectman Watson to move favorable on Article #29. Voted: 2-3-0. Motion fails; Kastrinelis, Wood and O'Neil voted against.
- Article #31: Appropriate a sum of money to hire a Tax Title Attorney to collect the overdue taxes. The Treasurer has a legal right on their own to hire a Tax Title Attorney. Selectman Kastrinelis was not in favor of this, she would rather see what could be done in house and Selectman Naves agreed. Selectman Watson supported this and felt it was time to move this along. Selectman O'Neil did not feel this was worth \$40,000 and felt the letters could be sent in house for a lesser amount. Mr. Paicos responded that the money is recouped when collected.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to remove Article #31 from the Warrant. Voted: 5-0-0.
- Article #32: Appropriate \$49,000 from Water Enterprise for a 1-ton truck.
- Article #33: Appropriate \$21,000 from Sewer Enterprise for a 1-ton truck.
- Article #34: Appropriate \$11,600 from Water Enterprise for updating the Emergency Response Plan.  
A motion was moved by Selectman O'Neil and seconded by Selectman Naves for favorable action on Articles #32, #33 and #34. Voted: 5-0-0.

- Article #35: Authorization to sell bonds to replace Union/Chestnut Street Water Mains at a cost of \$360,000. This comes from Water and Sewer.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis for favorable action on Article #35. Voted: 5-0-0.

Ms. Rivard asked if Article #30 (COA Van) should mention the fact that we are proposing funding the amount that will not be covered by the grant, we do not know the amount if anything from the grant but felt the voters may be more receptive to this, Mr. Paicos agreed that was a good idea and will update.

---

- **Opening of Town Hall:**

Selectman Watson would like to start the process to open the Town Hall; he considers this very inconvenient to the public and noted many other businesses are opening.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to look into opening Town Hall. Voted: 4-1-0. Chair Wood voted against.

Mr. Paicos reported that Town Halls are beginning to open on a limited basis, some by appointment and everyone is starting to talk about re-opening, and he recommended setting up a committee to start the conversation. Selectman Kastrinelis offered to help with this.

Ms. Rivard felt it would be better to bring people directly into offices versus meeting them in the lobby.

**FINANCE DIRECTOR'S TIME:**

Mr. Paicos apologized for crossing the line a couple of times during the last meeting. He strives to be professional and gets upset because he cares and did not mean to be disrespectful.

**SELECTMEN'S TIME & REPORTS:**

**Selectman Kastrinelis:** Hearing about the death of the Police Officer in Washington DC, she praised the Groveland Police Department for all of their work during this pandemic.

**Selectman Watson:** reminded everyone that April 22<sup>nd</sup> is Earth Day and asked people to pick up trash.

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

**CORRESPONDENCE:**

- Resignation from Sergei Franson as the Library Assistant effective April 8, 2021
- 11 Pond Street Inspectional Services Letter dated 3/30/21
- Resignation memo from Inspectional Services for Gerry Veins, Groveland Plumbing/Gas inspector effective 4/6/21

**ADJOURNMENT:**

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to adjourn the meeting at 8:55 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, April 26, 2021.

*Respectfully submitted,*

*Katherine T. Ingram*