

BOARD OF SELECTMEN
MEETING MINUTES
Monday, August 17, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 FEB -9 PM 12:06

TOWN CLERK
RECEIVED / POSTED

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.

PRESENT: Chair Michael Wood, Selectman Ed Watson, Bill O'Neil, Kathleen Kastrinelis and Jason Naves.
ALSO PRESENT: Katheryn Worden

CALL MEETING TO ORDER – Chair Wood called the meeting to order at 4:30 pm. He welcomed Katheryn Worden to the meeting.

APPROVE WARRANTS:

PW # 21-07 \$162,335.48

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve Warrant PW # 21-07 in the amount of \$162,335.48. Voted: 5-0-0.

BW # 21-07 \$521,230.88

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve Warrant BW # 21-07 in the amount of \$521,230.88. Voted: 5-0-0.

21-07 Bills Warrant Breakdown:

Town:	\$ 177,855.44
W/S:	\$ 91,202.91
Payroll Withholding:	\$ 5,345.47
Health Insurance:	\$
Light Bills:	\$ 89,214.95
Grants & Revolving:	\$ 25,372.73
Chapter 90:	\$ 132,239.38
Pentucket Assessment:	\$
Whittier Assessment:	\$
Capital:	\$

APPROVE MINUTES:

- Minutes from April 13, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from April 13, 2020. Voted: 4-0-1. Selectman Naves abstained.
- Minutes from May 4, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from May 4, 2020. Voted: 4-0-1. Selectman Naves abstained.
- Minutes from May 11, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from May 11, 2020. Voted: 4-0-1. Selectman Naves abstained.
- Minutes from June 8, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from June 8, 2020. Voted: 4-0-1. Selectman Naves abstained.
- Minutes from June 29, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the minutes from June 29, 2020. Voted: 5-0-0.

- Minutes from July 6, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from July 6, 2020. Voted: 5-0-0.

- Minutes from July 20, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from July 20, 2020. Voted: 5-0-0.

- Minutes from July 27, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from July 27, 2020. Voted: 5-0-0.

APPOINTMENTS:

Appointment of Liz Zimmerman, 19 Pandora Drive, to the Groveland Day Committee through June 30, 2021.

A motion was made by Selectman Watson and seconded by Selectman Kastrinelis to appoint Liz Zimmerman, 19 Pandora Drive, to the Groveland Day Committee through June 30, 2021. Voted: 5-0-0.

Appointment of Sarah McGrath, 1 Rivers Edge, to the Finance Board through June 30, 2022.

A motion was made by Selectman O'Neil and seconded by Selectman Kastrinelis to appoint Sarah McGrath, 1 Rivers Edge, to the Finance Board through June 30, 2022. Voted: 5-0-0.

Appointment of Catherine Ouellette, 54 King St, to the Recreation Committee through June 30, 2021.

A motion was made by Selectman Kastrinelis and seconded by Selectman Naves to appoint Catherine Ouellette, 54 King St, to the Recreation Committee through June 30, 2021. Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- COVID Discussion

- Any updates, discussion items

Public Health Nurse, Claire Walsh, and Deborah Kadar-Hull, Chair, BOH were present and addressed the Board.

Numbers are down in Groveland, however, Ms. Walsh cautioned it is not time to let our guard down.

Selectman Kastrinelis requested the BOS consider creating a task force comprised of town employees to discuss safety and cleaning protocols for re-opening of offices and buildings. She reviewed COVID 19 funds and some buildings are prepared for employees to come back and some are not. She provided documents that include check lists and cleaning recommendations that will need to be followed when re-opening and she would like to have a united plan for health and safety procedures for all buildings and the health and wellbeing of all employees. The Board will review the documents and discuss at the next meeting.

- Yard Sales

- No requests have come in since the last meeting. Ms. Kadar-Hull reported that the BOH was not opposed to holding yard sales.

- School Re-Opening Plan (if any information/updates are available)

Plans had to be submitted by last Friday and are currently being reviewed by the Department of Education and the State. Schools developed their own plans; the state does not have one standard plan.

- Department Head Office Hours

Chair Wood noted that the Board did receive a listing of staffed hours as requested so those are available.

- Kellie Hebert, Candidate for Interim Finance Director

Ms. Hebert was present and addressed the Board.

Chair Wood provided a brief background of the interview process and introduced Ms. Hebert as a candidate that was brought forward to the BOS that meets the qualifications.

Selectman Kastrinelis asked Ms. Hebert if she was able to commit to the interim position. Ms. Hebert responded that she was willing and able to commit to this. Selectman Kastrinelis asked if Ms. Hebert could handle saying no to duties that might over extend her. Ms. Hebert responded that saying no is a challenge, but she would rather explain the challenges and offer another option or solution to the table.

Selectman O'Neil asked Ms. Hebert about her leadership and management style. Ms. Hebert responded that she feels this position is one that has to build relationships and she feels that her leadership and management style are intertwined. She stated that this position requires someone who can really sit down and work with the department heads; she likes frequent communication in person and using memos, clarifying expectations, and also communicating the goals of the BOS and implementing those goals. Ms. Hebert has extensive HR experience from when she worked in Lowell and Topsfield and stated she is very comfortable working with personnel. Selectman O'Neil asked what Ms. Hebert's biggest mistake was in 29 years of Municipal experience. Ms. Hebert responded that she sees herself as a problem solver and at times she might have jumped in to soon to offer a solution rather than let the other person find a solution, so she learned to at times take a step back. When asked about three words to describe herself Ms. Hebert responded, proactive, effective and a good communicator.

Selectman Watson asked about his concern about her lack of longevity at any position. Ms. Hebert explained that while it might appear that way, she has a career track record of being proactive and going in, doing well and being successful and being promoted very soon after, so she has served in some communities for a long period of time but in a few different roles. Selectman Watson also asked about grant writing experience. Ms. Hebert highlighted some of the numerous grants that she had worked on. Selectman Watson asked about Ms. Hebert's experience in Topsfield with the construction of the water treatment plant which Ms. Hebert noted on her resume. Ms. Hebert responded that she had a lot to do with the administration of it especially in the area of procurement after it had gone to Town Meeting.

Ms. Hebert did not have any questions; she thanked the BOS for the opportunity to come in and meet them.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to offer Kellie Hebert the position of Interim Finance Director, subject to successful contract negotiations. Voted: 5-0-0.

Selectman Kastrinelis thanked the selection committee for their work.

- Finance Director duties in Interim
 - Time-Off Request Approvals
Staff that do not report to a department head should notify Chair Wood so that Kathryn is not being overwhelmed with emails and redundant conversations.
 - Personnel Matters – Chair Wood should be notified.
 - Legal issues – All requests should be communicated through Chair Wood and he will talk to KP Law if necessary.
 - Other: Selectman Kastrinelis asked that any Capital purchases approved at Town Meeting and ones that were not specifically authorized by Town Meeting specifically under Cares Act Fund expenditures come through the BOS when necessary.
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil that Chairman Wood can use his discretion on Cares Act or Cable or other miscellaneous spending above \$100.00 that there might be a question on, and that he will use his discretion as to whether or not to let it go through and to tell the BOS at the next meeting or bring it to the Board for discussion. Voted: 5-0-0.

VOTES OF THE BOARD:

- Adopt a Grievance Procedure under the American with Disabilities Act
Selectman O'Neil reviewed the document and felt it was straight forward, concise and to the point and that this allowed the town to move forward and perhaps apply for grants. Selectman Watson agreed it was presented very nicely. Selectman Kastrinelis asked if Town Counsel had to review this.
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to adopt the Grievance Procedure under the American with Disabilities Act as presented by Mr. Sam Joslin subject to finding out from Mr. Joslin if this needs to be reviewed by Town Counsel. Voted: 5-0-0.

SELECTMEN'S TIME & REPORTS:

Chair Wood: Congratulated Eagle Scout Shane Potter; he repaired the bleachers at Washington Park. Thanked the Fire Department for responding to a dangerous four-alarm fire on Saturday night. Selectman Watson echoed the statements. Selectman O'Neil also agreed and extended the gratitude to include the Fire Departments from other communities that assisted.

OLD OR UNFINISHED BUSINESS:

Selectman Naves would like to see the Social Media policy on the next agenda. Chair Wood asked Katheryn to add this to the next agenda.

Selectman Kastrinelis requested two future agenda items: First moving forward the request for a memorial plaque at Washington Park and secondly a future agenda item for discussion about parking at Perry Park. Selectman O'Neil provided some information that he had regarding the memorial plaque; there is some work being done on this and more information will be provided once available

CORRESPONDENCE:

- Minutes from May 26, 2020
- Executive Session Minutes from August 3, 2020
- Executive Session Minutes from August 7, 2020
- Savings from LED Streetlights
- Follow-up on 81A Seven Star Road

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Watson to adjourn the meeting at 5:54 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 31, 2020.

Respectfully submitted,

Katherine T. Ingram