

BOARD OF SELECTMEN
MEETING MINUTES
Monday, August 3, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 FEB -9 PM 12:06

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.

CALL MEETING TO ORDER: Chair Wood called the meeting to order at 4:30 pm.

PRESENT: Chair Michael Wood, Selectmen Bill O'Neil, Kathleen Kastrinelis, Ed Watson and Jason Naves.

ALSO PRESENT: Denise Dembkoski, Finance Director

APPROVE WARRANTS:

PW # 21-05 \$ 170,733.78

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW #21-05 in the amount of \$ 170,733.78. Voted: 5-0-0.

BW # 21-05 \$ 1,617,842.43

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant BW #21-05 in the amount of \$ 1,617,842.43. Voted: 5-0-0.

21-05 Bills Warrant Breakdown:

Town:	\$ 261,237.62
Water/Sewer:	\$ 43,663.03
Payroll Withholding:	\$ 52,876.57
Light Bills:	\$ 130,497.55
Grants & Revolving:	\$ 18,206.25
Pentucket Assessment:	\$ 920,855.41
Whittier Assessment:	\$ 190,506.00

APPOINTMENTS:

Re-Appointment of Bette Gorski to the Elm Square Committee through June 30, 2021

A motion was moved by Selectman Watson and seconded by Selectman Naves to re-appoint Bette Gorski to the Elm Square Committee through June 30, 2021. Voted: 5-0-0.

Re-Appointment of Greg Stark to the Elm Square Committee through June 30, 2021

A motion was moved by Selectman Watson and seconded by Selectman Naves to re-appoint Greg Stark to the Elm Square Committee through June 30, 2021. Voted: 5-0-0.

Selectman O'Neil asked where things were at with this Committee. Ms. Dembkoski reviewed and explained the final report is due March of 2021, the Committee had not met much due to COVID and did not have enough members but have worked on getting new members and plan to begin meeting again.

Appointment of Kathy Kastrinelis to the Elm Square Committee through June 30, 2021

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to appoint Kathy Kastrinelis to the Elm Square Committee through June 30, 2021. Voted: 5-0-0.

Appointment of Kathryn Worden of Groveland to the position of Administrative Coordinator effective August 4, 2020. The position is at a rate of \$19/hour for 12 – 16 hours/week.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to appoint Kathryn Worden of Groveland to the position of Administrative Coordinator effective August 4, 2020. Voted: 5-0-0.

Ms. Dembkoski reported that the hours for now will be Tuesday, Wednesday and Thursday and Mondays as needed for BOS meetings. The schedule may change depending on how quickly a replacement will be hired for Ms. Dembkoski.

Appointment of Michele Beegan of West Newbury to the position of Treasury/Collections Clerk effective August 4, 2020. The position is at a rate of \$19/hour for 16 hours/week.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Michele Beegan of West Newbury to the position of Treasury/Collections Clerk effective August 4, 2020. The position is at a rate of \$19/hour for 16 hours/week. Voted: 5-0-0.

Selectman Watson asked for clarification of her relevant background and Ms. Dembkoski provided an overview.

Selectman O'Neil expressed concern about current relevant experience.

Selectman Kastrinelis noted that she has pursued education, is ambitious and would be a good choice.

DISCUSSION & POSSIBLE VOTE:

- COVID-19 Discussion

- Any updates, discussion items

Claire Walsh, Public Health Nurse and Deborah Kadar-Hull, Chair, BOH were present and addressed the Board. There are no quarantines, and it has been quiet with no new cases for two weeks. Groups of people gathering are still of concern.

- Yard Sales – Currently not allowed.

Ms. Walsh felt it is difficult to control crowds at yard sales.

Chair Wood felt people are used to the safety protocols and would be cautious.

Selectman Watson noted that other communities are holding them and there does not appear to be any issues and felt with proper signage it can be safely done.

Ms. Dembkoski expressed concern about contact tracing.

Selectman Kastrinelis preferred to wait on this and err on the side of caution. Selectman Naves agreed.

Selectman O'Neil wondered how busy Groveland is for tag sales. Ms. Dembkoski did not have information to provide but did not think it was a large number.

Chair Wood suggested giving two weeks to evaluate how great the need is and discuss at the next meeting. Selectman O'Neil agreed and noted this will also give additional time to see where the state is trending as far as COVID case numbers.

- Public opening of Town Buildings

- Review Fridays & Evening Hours:

Ms. Dembkoski talked about accommodating employees with health reasons and/or small children because schools are going to be working on different schedules and may be operating remotely. The Board agreed and will be flexible and allow employees to continue working remotely for health reasons and/or child care.

Ms. Dembkoski reported that there have been few problems with employees not available on Fridays. The Board had no issues with remaining closed on Fridays for now.

- Department Head Office Hours:

Currently there is no uniform policy in place. The Board is expecting offices will be open in some capacity after Labor Day and would like to know how each Department Head plans to do so. The Board would like departments to start having employees begin coming back into their offices or be available for a minimum of 4 hours.

Selectman O'Neil would like to have the Department Heads submit plans for re-opening in writing to the BOS for the next meeting; the plan should include hours that employees will be in the office and available to the public to call in and not have to leave a message or an email.

It will be left up to the Department Heads to determine what the 4 hours of work will be for their department.

Ms. Dembkoski will notify Departments to submit their plans for the next BOS meeting and will add that once the buildings re-open the expectation will be that hours will return to previous hours. Selectman Kastrinelis added she would like to see department heads be available on Monday nights.

- In-person meetings: Ms. Dembkoski noted that this has not changed and will not change until at least Phase 4; Phase 4 will not happen until a vaccine is readily available.

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

The Superintendent is holding a Zoom meeting, this coming Wednesday. There is a survey available for people to answer questions in advance. The framework of the re-opening should be known by the next BOS meeting.

- COVID Grant Funds

Selectman Kastrinelis would like information about using COVID Grant Funds on cleaning the buildings and if COVID funds would have to go towards Bagnell School; Ms. Dembkoski stated she understands the regional schools received their own buckets of COVID money. Any significant work that needs to be done in multiple town buildings would likely need a procurement.

- Social Media Discussion

Selectman O'Neil asked to table this discussion until the next time in order to have time to review the extensive multi-page document.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to table this discussion until August 31st. Voted: 5-0-0.

- Assessing Manager job posting

Ms. Dembkoski noted that Debbie Webster is retiring. Questions came up after the Town Meeting about the Assessor's Office and Town Counsel provided some documents that she requested from him. The Board of Assessors has a right to oversee the Assessing Manager position if the Assistant Assessor is considered to be a department head; this position is not currently but the Board of Assessors could take a vote to have the job overseen by the Finance Director, it does not need a vote of Town Meeting.

- Review job description

Ms. Dembkoski provided some recommendations. The hours are proposed to be Monday – Thursday; 32 hours with Monday hours including the night time hours and full days Tuesday – Thursday.

- Review hours and rate of pay

Ms. Dembkoski provided a proposed range of \$27.05 - \$32.00 per hour.

The Board agreed with the proposed job description and rate of pay. Ms. Dembkoski will get the job posted and ask for an official vote at a future meeting of the Board of Assessors to have oversight of the Assessing Manager position be by the Finance Director.

- Appointment of the Town Government Study Committee

- Candidates are:

- Joe D'Amore
 - Paula Burke
 - Bette Gorski – verbal request
 - John Christopher
 - Andrew Cox
 - John Osborne
 - Mike Dempsey

Selectman Kastrinelis recommended appointing the top five names. Selectman O'Neil would like to hear the position of all of the candidates; he knows Mr. D'Amores stand on this because he has come before the BOS about this issue, but no one else. Selectman Naves, Chair Wood and Selectman Watson were comfortable with all seven candidates.

A motion was moved by Selectman Watson and seconded by Selectman Naves to appoint all seven members to the Town Government Study Committee. 4-1-0. Selectman O'Neil voted against.

VOTES OF THE BOARD:

- Accept the resignation of Steven Bombard, Highway Laborer effective July 26, 2020

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to accept the resignation of Steven Bombard, Highway Laborer effective July 26, 2020. Voted: 5-0-0.

- Approve and Sign the Warrant for the 2020 State Primary

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve and sign the Warrant for the 2020 State Primary. Voted: 5-0-0.

Per Ms. Dembkoski, logistics are being worked out for the Primary and the Presidential Election.

Additional help will be coming on board to help with mail in ballots and safety precautions will be in place for in person voting.

- Approve and Sign the \$5,000 Reserve Fund Transfer Request to fund the Administrator Coordinator position

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve and sign the \$5,000 Reserve Fund Transfer Request to fund the Administrator Coordinator position. Voted: 5-0-0.

- Authorize the Chair to sign the River Pines Paving Project Environmental Review

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to authorize Chair Wood to sign the River Pines Paving Project Environmental Review. Voted: 4-0-1. Chair Wood abstained.

- Declare old Boat Ramp docks as surplus

The Board Ramp docks were removed today. A boater offered to take them, and it would cost the town between \$600 - \$1,000 to properly dispose of them so the recommendation is to declare them surplus and donate them to the boater. Selectman Watson noted that he looked at them today and they are no good.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to declare old Boat Ramp docks as surplus. Voted: 5-0-0.

FINANCE DIRECTOR'S TIME:

- Comcast reached out and they believe the most recent proposal negotiated by Town Counsel will be accepted. The Board should be hearing something soon from Town Counsel.
- Steve the Facilities Coordinator will be on vacation the week of August 17th; Ms. Dembkoski asked how the Board would like to handle this. Chair Wood asked about hiring somebody and the Board discussed finding an outside company or perhaps reaching out to the custodian at the school if there is interest. Pines will have to be closed without someone available to clean. Chair Wood and Selectman Naves both offered to clean there once a day if no one was available.

SELECTMEN'S TIME & REPORTS:

Chair Wood: Noted that this is Ms. Dembkoski's last meeting and thanked her for everything she has done for Groveland, him personally while he has been on this Board and this Board; he thanked her for her excellent work ethic, and her knowledge will be missed.

Selectman O'Neil: Ms. Dembkoski has become a mentor, a friend, an ally, and a colleague. He owes her a lot and he wished her the best of luck.

Selectman Watson: Selectman Watson asked for a congratulations to go out to the Fire and Police Department, Highway and the electric company for a job well done with the storm ten days ago. Also, asked for a note to the electric company to find out how much money has been saved by changing to the LED lights.

Selectman Naves: Thanked Ms. Dembkoski for all of her help in the short period of time he worked with her.

Selectman Kastrinelis: Thanked Ms. Dembkoski for getting the town into a really good spot.

OLD OR UNFINISHED BUSINESS: none

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: none

CORRESPONDENCE:

- Minutes from May 4, 2020
- Minutes from July 27, 2020
- Letter from the Building Inspector regarding 81A Seven Star Road
- E-Mail from Liz Jones, Treasurer of the Friends of the Library
- Minutes from April 13, 2020
- Minutes from May 11, 2020
- Minutes from June 8, 2020
- Minutes from June 29, 2020
- Minutes from July 6, 2020
- Minutes from July 20, 2020
- Comparison of 14-day COVID Positivity rates

6:00 P.M.

EXECUTIVE SESSION:

In accordance with M.G.L. c. 30A, §21(a)(1), the Board will meet in executive session to discuss an employee's recent drug test results and the lapse of their Commercial Driver's License as it relates to their position with the Town.

ADJOURNMENT:

A motion was moved by Selectman and Kastrinelis seconded by Selectman O'Neil to adjourn the open meeting and enter into Executive Session at 6:00 pm.

Roll call vote: Wood; aye, O'Neil; aye, Watson; aye, Kastrinelis; aye, Naves; aye.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 17, 2020.

Respectfully submitted,

Katherine T. Ingram

