

BOARD OF SELECTMEN
MEETING MINUTES
Monday, December 21, 2020
Groveland Fire Station Meeting Room
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 FEB -8 AM 10:49

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 or submit questions through the Zoom chat window.

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

ALSO PRESENT: Kevin Paicos, Interim Finance Director

CALL MEETING TO ORDER: Chair Wood opened the meeting at 4:31.

PUBLIC COMMENT: Al Couillard tried to join the meeting via Zoom but there was no sound.

APPROVE WARRANTS:

PW # 21-25 \$169,552.53

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW#21-25 in the amount of \$169,552.53. Voted: 5-0-0.

BW # 21-25 \$554,942.92

A motion was moved by Selectman and seconded by Selectman to approve warrant PW#21-25 in the amount of \$554,942.92

21-25 Bills Warrant Breakdown:

Town:	\$ 140,760.10
W/S:	\$ 44,706.82
Payroll Withholding:	\$ 3,704.98
Health Insurance:	\$ 0
Light Bills:	\$ 318,376.28
Grants & Revolving:	\$ 38,069.74
Debt:	\$ 9,325.00
Chapter 90:	\$ 0
Pentucket Assessment:	\$ 0
Whittier Assessment:	\$ 0
Capital:	\$ 0

APPROVE MINUTES: None

APPOINTMENTS:

- Elaine Meuse of Groveland to the Langley Adams Library Board of Trustees effective 12/9/2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Elaine Meuse of Groveland to the Langley Adams Library Board of Trustees effective 12/9/2020.
Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- **COVID Discussion**
Deborah Kadar-Hull, BOH Chair, joined the meeting via Zoom and Claire Walsh, Public Health Nurse was present and addressed the Board. There are currently 20 active cases. Selectman Kastrinelis inquired about the vaccine and how the information will flow. Ms. Walsh received notice from the State that they were looking for sights to set up and give the shots; perhaps sights for collaborating with other communities. She is waiting for further information and expects that will be forthcoming. Selectman Watson asked about the BOH offering testing for town residents, perhaps using Cares Act Funding. Mr. Paicos thought during the reconciliation period the town might be able to set something up with remaining funds; plans are taking place for vaccine distribution, but details have not been finalized. Selectman Naves noted that it sounds like vaccines are not expected to be widely available for a while yet. Selectman O'Neil asked about how the contact tracing is going and Ms. Walsh responded it is going well.
- **Light Dept discussion**
Chair Wood explained that due to cost increases by Comcast and Xfinity and no competition in town the Light Department was asked whether or not they could provide internet service in town. Kevin Snow, General Manager/First Class Lineman was present and addressed the Board. He explained that he researched this by reaching out to other Municipal Light Departments. There are not many Light Departments that do this because there is a high price tag involved with this and there is not a lot of return. A feasibility study could be done for specific details.
- **FY22 Revenue Expense Forecast**
Mr. Paicos presented an illustration to show what the projected revenue will be for FY22; it compares hypothetical expenditures to revenues. The purpose is to identify any problems before they emerge. According to Mr. Paicos, the good news is that there really does not appear to be any major problems. The Budget message will go out in the next few days to the Department Heads who are already working on their budgets. Level service budgets will be encouraged.
- **Massachusetts Downtown Initiative Grant**
Rebecca Oldham, Town Planner joined the meeting remotely to give the Board an update on the Massachusetts Downtown Initiative Grant that the Town received to explore the parking challenges at Elm Square the plan that is in the works to put together a parking management plan. Amelia Casey from Santic joined the meeting remotely and reviewed the Elm Square Parking Plan. Data was collected in 2019. The Elm Square Committee, Town staff and Elm Square business and landowners were involved with this process. Recommendations for adding parking and traffic calming measures were reviewed with the Board.
- **Clarification of Town Hall access and Keys issued.**
Chair Wood noted that it appears that there are more people that have keys then should have them. Mr. Paicos explained what he was able to find out about who should have keys to the building. Katheryn is working on tracking down all of the keys. Selectman Kastrinelis recommended not having any meetings at the Town Hall. Mr. Paicos recommended not doing this and the other Board members agreed.
A motion was moved by Selectman Kastrinelis and seconded by Naves to encourage digital meetings until the numbers are not as high in Groveland. Voted: 1-4-0. Chair Wood, Selectmen O'Neil, Watson, and Naves voted against; motion failed.
- **Xmas Eve/New Year's Eve hours:**
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to close town facilities all day on Xmas Eve, December 24th and all day on New Year's Eve, December 31st. Voted: 5-0-0.
- **BOS liaisons to Town Hall Dept Heads**
Chair Wood received requests from Board members and there was some overlap. The Board determined which departments they would be the liaison to.

VOTES OF THE BOARD:

- **Increase hours for Administrative Coordinator**

Mr. Paicos submitted a memo to the Board in which he noted that things have gotten busier for him because it is a busy time of year and considers Katheryn his right hand and is keeping his head above water. He understands and respects that there is a budget to follow but feels strongly this increase is justified. 6 extra hours will cost \$114.00 additional per week. Selectman O'Neil expressed concerns with the math, and he reviewed his notes from an August 27th Board meeting; he noted the hours that have been spread out amongst various employees that are being paid stipends. In August Katheryn was working 12 hours and her hours were increased to 17 hours and were then subsequently increased to 19 hours. Selectman O'Neil reminded Mr. Paicos that he told the Board that he could do this job in only 3 days a week and wondered what happened. Mr. Paicos responded that two weeks ago, the full-time Interim Treasurer/Collector left which has increased his workload and he cannot be the full-time Treasurer/Collector and the Finance Director as well. A new person is being hired for that job. Selectman Kastrinelis noted that they did not ask the Interim Finance Director to do a study on this, Town Meeting did not authorize this position in the budget and the Board had a transition plan and that included the Administrative Coordinator who was hired to help ease the transition for the Board and Selectman Kastrinelis cannot see adding hours and benefits for this. Selectman Naves noted that Denise Dembkoski took on the role of two full-time positions and felt the hours are necessary. Selectman Watson felt the job description for Interim Finance Director did not include being paid to do clerical duties and he supports this request for increased hours. Chair Wood was concerned about benefit eligibility and agreed with Selectman Kastrinelis about the budget and Town Meeting not approving this. Chair Wood thought Katheryn was hired to help Denise Dembkoski and the BOS and he believes what has happened is that Katheryn has become a catch all and felt there should be a refocus and that there could be a better plan for the hours for both Mr. Paicos and Katheryn so that there is no overlap. Chair Wood volunteered to come in and help out if necessary, to help mitigate the workload. Mr. Paicos felt things should be okay for the next couple of weeks, but things will amp up in January due to the budget and he will come back in January with a more thorough analysis.

FINANCE DIRECTOR'S TIME:

Mr. Paicos reported: The tax rate is set, and the rate is \$14.72. The Treasurer/Collector position will be posted tomorrow.

SELECTMEN'S TIME & REPORTS:

Chair Wood: Joe D'Amour Government Study asked for guidance in rolling the information out to the employees. The Board agreed that Mr. D'Amour could move forward with this.

Selectman Naves: sat in on a Water Dept. meeting where they discussed doing a feasibility study for a Water Treatment Plant.

Selectman O'Neil: the High School and Middle School project is going well, and we are on schedule and on budget, no contingency monies have been spent. Recognized police, fire, and EMTs for their incredible work, he thanked doctors, nurses, teachers, grocery store workers, the BOH and the people who pick up the trash.

Selectman Kastrinelis: echoed Selectman O'Neil's statements.

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

CORRESPONDENCE: None.

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to adjourn the meeting at 7:42 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, January 4, 2021.

Respectfully submitted,

Katherine T. Ingram

