

BOARD OF SELECTMEN
MEETING MINUTES
Monday, December 7, 2020
Groveland Fire Station Meeting Room
181 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 JAN 26 PM 1:00

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, Kathleen Kastrinelis, Jason Naves, Ed Watson, Bill O'Neil

ALSO PRESENT: Kevin Paicos, Interim Finance Director

CALL MEETING TO ORDER: Chair Wood called the meeting to order at 4:32 pm.

PUBLIC COMMENT:

Joe D'Amour, 9 Cherry Tree Lane joined the meeting via Zoom and noted the difficulty getting new volunteers on Boards and Committees and talked in support of rotating the position of Chair of the BOS and encouraged the Board to bring back that tradition.

APPROVE WARRANTS:

PW # 21-23 \$166,234.89

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW #21-23 in the amount of \$166,234.89. Voted: 5-0-0.

BW # 21-23 \$1,277,899.36

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant BW # 21-23 in the amount of \$1,277,899.36. Voted: 5-0-0.

21-23 Bills Warrant Breakdown:

Town:	\$ 84,922.86
W/S:	\$ 15,051.94
Payroll Withholding:	\$ 34,763.42
Health Insurance:	\$ 0
Light Bills:	\$ 98,653.46
Grants & Revolving:	\$ 34,110.27
Chapter 90:	\$ 0
Essex / North Shore	
Agricultural Assessment:	\$ 89,542.00
Pentucket Assessment:	\$ 920,855.41
Whittier Assessment:	\$ 0
Capital:	\$ 0

APPROVE MINUTES: None.

[illegible]

- Cornerstone Motor Works, LLC, Daniel P. Nihan, 883 Salem Street

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve sign the Class II Used Car License Renewals for 2021, contingent upon receipt of all required paperwork. Voted: 5-0-0.

- Vote to approve and sign the following Common Victualler License Renewals for 2021:
(vote to be contingent upon receipt of all required paperwork)

- Nichol's Village, One Nichol's Way
- Terry Clifford, T&B Clifford, d/b/a Pub 97, 935 Salm Street
- J & S Restaurant Corp, d/b/a Tea Garden Restaurant, 904 Salem Street
- Cedardale Swim & Tennis Club Groveland, Inc, 20 Bare Hill Road
- Robert Arakelian, d/b/a Groveland Fairways, 156 Main Street
- Ultimate Perk Coffee Co Inc, 921 Salem Street
- NexDine, LLC d/b/a NexDine at Chesterton Cafe, 860 Salem Street
- Riverside Pizza, LLC, 180 Main Street
- Pentucket Regional School District, 253 Main Street
- Conservation Commission, d/b/a Veasey Memorial Park, 201 Washington Street
- F & M Co, LLC, d/b/a Your Place and Ours, 8 Elm Park
- Pizza Grove, LLC, 990 Salem Street
- ~~Jeff and Maria's Ice Cream & Food, 928 Salem Street~~; paperwork was not returned.

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve the Common Victualler License Renewals for 2021, contingent upon receipt of all required paperwork. Voted: 5-0-0.

VOTES OF THE BOARD:

- Stipend to Sam Joslin, Building Inspector for added duties

Kevin Paicos reviewed a memo that could be used as a template for future stipend discussions and explained that Mr. Joslin has assumed additional duties that Denise Dembkoski formerly handled. The Board can not authorize a pay increase without money to fund it and so Mr. Paicos recommended an additional \$175.00 per week stipend for the additional duties and that the BOS support this beginning January 4, 2021 and ending May 7, 2021. Selectman O'Neil felt others were getting the stipend for additional duties and that it made sense to compensate Mr. Joslin. Selectman Kastrinelis asked what the additional duties would be and what would the structure of this look like and Chair Wood responded that it seemed appropriate that building related issues go directly to Mr. Joslin where they previously went to the Finance Director first. Selectman Watson agreed that Mr. Joslin should be compensated.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve a \$175.00 per week stipend for Sam Joslin, Building Inspector for the additional duties and responsibilities he has assumed in the absence of the Finance Director beginning January 4, 2021 and ending on May 7, 2021 for a total expenditure of \$3,150.00. Voted: 5-0-0.

- Increased hours for Administrative Coordinator

Kevin Paicos explained that since this position is new no one really knew how much time this job would take, and it has become evident that 19 hours is not enough hours; there is too much work that needs to be done. This is hourly, non-exempt position and must be paid for time worked. Mr. Paicos was not prepared tonight to make a recommendation on this yet, he would like to analyze this for another month. A short-term solution could be to increase the hours to 25 hours per week. Mr. Paicos has directed Ms. Worden to contact him before going over her current 19 hours allowed in the budget and will likely have to put controls in place for the hours she is not in the office. The Board discussed that prior to Denise Dembkoski assuming these duties, there was a full-time administrative position for the Board and according to Selectman Kastrinelis that position did not work for the Finance Director. Chair Wood explained that the new position was hired to assist the Board, not the Finance Director or other staff members and felt that the Finance Directors hours and Ms. Worden's hours should not be on the same schedule in the office. Selectman O'Neil asked who was using up all of Ms. Worden's hours and wondered if she should did not need to attend the BOS meetings now that Mr. Paicos is here.

APPOINTMENTS:

- Lieutenant Dave Evans of West Newbury to Full time fireman of the Groveland Fire Dept effective 1/1/2021, start date of 1/4/2021 at a Pay rate of \$27.88/hour, \$57,990.40 annually.
- Firefighter Jefferey Dalton of Groveland to Full time fireman of the Groveland Fire Dept effective 1/1/2021, start date of 1/4/2021 at a Pay rate of \$26.44/hour, \$54,995.20 annually.

Robert Valentine, Fire Chief, Lieutenant Dave Evans, and Firefighter Jefferey Dalton were present to address the Board. A Strong Fire Chief is able to appoint these positions, but this was an opportunity to ask questions since this is a new process in Groveland. Mr. Valentine reviewed the interview process; these positions are being funded through the SAFER Grant which is a 3-year grant to pay salaries and benefits. 9 applicants were interviewed. There will be a small swearing in ceremony at the beginning of the year.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action to appoint Firefighter Jefferey Dalton of Groveland to Full time fireman of the Groveland Fire Dept effective 1/1/2020, start date of 1/4/2020 at a Pay rate of \$26.44/hour, \$54,995.20 annually and to appoint Lieutenant Dave Evans of West Newbury to Full time fireman of the Groveland Fire Dept effective 1/1/2021, start date of 1/4/2021 at a Pay rate of \$27.88/hour, \$57,990.40 annually. Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- COVID Discussion:
Claire Walsh, Public Health Nurse was present and addressed the Board. There are 25 active cases. Case numbers are on the rise in the State as expected. The nurse has been hired to track the schools and that has been a big help to keep things straight.

Bonnie Murray joined the meeting and discussed basketball at Pentucket. There was discussion regarding necessary sanitization processes. It is expected that the State will be providing updated safety guidelines soon. The BOH will have to make the decision not the BOS. Selectman Kastrinelis would like to see more information and to see this more organized. Selectman Watson did not see this taking place safely but defers to the recommendation of the BOH. Selectman O'Neil asked whether practice games would be allowed, and it was explained that cleaning protocols would still need to take place.

- Vote to approve and sign the following Liquor License Renewals for 2021:
 - Rte. 97 Liquors – 908-D Salem St., Package Store All Alcohol
 - Kunj LLC / Groveland Market – 1 Washington St., Package Store All Alcohol
 - Gerry's Variety – 15 Elm Pk, Package Store -Wine & Malt License
 - Nierod's, Inc., 192 Main St., Package Store All Alcohol
 - Nichols Village – One Nichols Way – Club License
 - Pub 97, 935 Salem St. – Restaurant License
 - Tea Garden, 904 Salem St. – Restaurant License
 - Cedardale Swim Club, 20 Bare Hill Rd. General on premise License
 - Groveland Fairways, LLC, 156 Main St., General on premise License

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves for renewal and approval of Liquor License Renewals for 2021 as shown on the agenda. Voted: 5-0-0.

- Vote to approve and sign the Class II Used Car License Renewals for 2021:
(vote to be contingent upon receipt of all required paperwork)
 - South Salem St. Corp, d/b/a Price-Rite Automotive, 737 Salem Street
 - Greenwood Auto Body, Richard Alan Greenwood, 863 Salem Street
 - Groveland Auto Repair and Sales, Inc., 944 Salem Street
 - Fast Lane Motors, LLC, 923 Salem Street

- Appointment of Michele Beegan to Assistant Treasurer/Collector effective 12/15/2020 thru 1/28/2021 at a pay rate of \$27.05/hour.

Mr. Paicos reviewed the plan: the Clerk steps up to the Assistant position and increases her to 30 hours and the Assistant rate; she is currently being trained. The current Assistant will work 19 hours a week; the stipend will continue; she will be still be bonded until January 1st and there is money in the budget to cover this until January 1st. Mr. Paicos is not currently bonded but is waiting for the paperwork.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to elevate the Treasurers Clerk to Assistant Treasurer/Collector and to appoint Michele Beegan to Assistant Treasurer/Collector effective 12/15/2020 thru 1/28/2021 at a pay rate of \$27.05. Voted: 5-0-0.

- Information regarding rotating the BOS Chair:

Selectman Kastrinelis provided information on this and asked the Board to take this under consideration.

- Resignation of Kathleen Franson from the Zoning Board of Appeals effective 12/7/2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to accept the resignation of Kathleen Franson from the Zoning Board of Appeals effective 12/7/2020.

Voted: 5-0-00

- Resignation of Kaitlin Gilbert, Assistant Treasurer/Collector as of 12/11/2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the Resignation of Kaitlin Gilbert, Assistant Treasurer/Collector as of 12/11/2020. Voted: 5-0-0.

- Resignation of Rosemary Decie as the Conservation Agent effective 11/19/2020.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the Resignation of Rosemary Decie as the Conservation Agent effective 11/19/2020. Voted: 5-0-0.

CORRESPONDENCE:

- ZBA Application 2019-3: 4 Sewall Street - The Quarry at Groveland

- Stanton Grant – Dog Park

The initial grant for \$25,000 was received and Selectman Naves thanked Rebecca Oldham for her assistance with this. Selectman O'Neil recognized Mike Dempsey for his contribution as well.

- Ecode 360 Platform for recodification of Town Zoning Bylaw
- Comcast rate changes
- Stephanie Bartlett Disclosure for 104 King Street
- Gym use request for Bagnell and Middle school

FINANCE DIRECTORS TIME:

Mr. Paicos reported that the revenue forecast is expected to be a 10% cut in unrestricted local aide, not Chapter 70 and would like advice from the Board on how they plan to proceed. Selectman Kastrinelis would like Mr. Paicos to submit his recommendations and the Board will go from there.

SELECTMEN TIME AND REPORTS: None.

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to adjourn the meeting at 8:35 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, December 21, 2020.

Respectfully submitted,

Katherine T. Ingram

Mr. Paicos was not aware that the position was hired to assist the Board but noted that the Finance Director could also use clerical help. Chair Wood explained to Mr. Paicos that the BOS hired him to handle the financial responsibilities. Mr. Paicos responded that the job description that he received expects him to do many things beyond a Finance Director position including many administrative functions. Selectman O'Neil asked about the cost of benefits of the Administrative Coordinator position if hours increase. Chair Wood would like to reallocate the duties first to see if the increased hours are necessary. Selectman O'Neil felt that without a thorough analysis this is uncertain as to whether or not an adjustment is warranted and would prefer to wait for the recommendation.

A motion was moved by Selectman Watson and seconded by Selectman Naves to increase the hours of the Administrative Coordinator from 19 to 25 hours a week to assist the Interim Finance Director. Voted: no vote was taken.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to table this discussion until the next meeting. Voted: 5-0-0.

- Clarification of duties for the Interim Finance Director/Personnel Director

Mr. Paicos is looking for clarification on what priorities the Board would like him to focus on. Mr. Paicos has read the contract, the job description, and minutes of the BOS which in his opinion conflict with what is being asked of him and feels like he is constantly being told he is doing the wrong thing. Selectman Kastrinelis noted that the Board was aware that Ms. Demboski was doing duties that should not have been handled by the Finance Director but did not feel Mr. Paicos should have to do the same. Chair Wood noted that the Board is willing to remove some of the duties from Mr. Paicos plate so that he is not stretched too thin, he recognizes that everyone will have to roll up their sleeves to get things done. Chair Wood identified the budget, the warrants, the tax rate, and anything else finance related as priorities for Mr. Paicos to work on for January, February, and March. Chair Wood noted that there used to be liaisons and felt this could be something worth bringing back in order to alleviate the workload on Mr. Paicos. Chair Wood felt that the Human Resource portion be handed over to someone like the Police Chief; the Board agreed that that would work, and Chair Wood will follow up with him. Selectman O'Neil stated that he never envisioned that the Board was hiring an Interim Denise and all the things she did, only the Finance Director piece of the job. He felt things have been working smoothly since Denise left full-time and was still working part-time until Mr. Paicos was hired, but he does see now how things were confusing. Mr. Paicos asked what the Board would like to cut out of the job description; he considered himself a professional in these areas and asked if the Board was prepared or trained to assume some of these duties. Mr. Paicos reported that the Department Heads do not know who is in charge and he also wanted to know how to keep the communication straight between the employees, the Interim Finance Director, and the BOS. Selectman Kastrinelis agreed with the possibility of liaison assignments and felt the tax rate was a priority right now and Mr. Paicos should focus on that.

- Clarification of Town Hall access and Keys issued – this will be discussed at the next meeting.

- Purchase of election Equipment for the Clerk's office

Beth Cuniff, Town Clerk was present and addressed the Board.

A CTCL election grant was received in the amount of \$5,000. Ms. Cuniff would like to purchase an additional tabulator and she would also like to purchase electronic Poll Pads. The equipment can be used for this, but the annual maintenance fees around \$900 which will have to be absorbed by the Town and that is why she is here tonight. The budget will not increase this year. The Board supported the plans.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to give the Town Clerk approval for the purchase of the additional election equipment as described in the memo from the Town Clerk dated December 3, 2020. Voted: 5-0-0.