

BOARD OF SELECTMEN
MEETING MINUTES
Monday, December 9, 2019 – 6:30 PM
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND

2020 FEB 12 PM 4:15

ATTENDANCE: Chair Bill Dunn, Selectmen Bill O'Neil, Ed Watson, Kathleen Kastrielis

ABSENT: Michael Wood

ALSO PRESENT: Kaitlin Gilbert, Assistant Treasurer/Collector

TOWN CLERK
RECEIVED/POSTED

CALL MEETING TO ORDER: Chair Dunn called the meeting to order at 6:30 pm.

RESIDENT/PUBLIC COMMENTS: Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017. None.

APPROVE WARRANTS:

PW # 20-25 \$159,007.24

A motion was moved by Selectman Kastrielis and seconded by Selectman O'Neil to approve warrant PW # 20-25 in the amount of \$159,007.24. Voted: 4-0-0.

BW # 20-25 \$1,264,163.91

A motion was moved by Selectman Kastrielis and seconded by Selectman O'Neil to approve warrant BW # 20-25 in the amount of \$1,264,163.91. Voted: 4-0-0.

20-25 Bills Warrant Breakdown:

Town:	\$ 97,241.61
W/S:	\$ 44,179.97
Payroll Withholding:	\$ 50,987.66
Debt Payment :	\$ 58,881.25
Light Bills:	\$ 108,880.82
Grants & Revolving:	\$ 14,534.85
Chapter 90:	\$
Pentucket Assessment:	\$ 822,041.75
Essex N.S. Assessment:	\$ 67,416.00
Capital:	\$

APPROVE MINUTES:

Minutes from November 12, 2019

A motion was moved by Selectman O'Neil and seconded by Selectman Watson to approve the minutes from November 12, 2019 with one amendment. Voted: 4-0-0.

DISCUSSION & POSSIBLE VOTE:

- Welcome Fire Chief Robert Valentine to Groveland
Chief Valentine was present and addressed the Board. The Board welcomed him aboard. Chair Dunn noted that the Chief has bought a house in Town. The Board invited him to come back in about a month to provide an update. Chief Valentine again expressed his desire to communicate and keep the Board up to date with things at the Fire Department; he also discussed holding a future Open House to engage the public. Chief Valentine was asked about goals and he responded that he already had a meeting with his officers and will be having another meeting with the fire fighters to discuss goals and he expects to create a plan and will discuss the department goals when he comes back to update this Board.
- Town Manager, continued discussion
Selectman O'Neil stated that narrowing down the qualification such as minimum years' experience and education required would be the next logical step.
Selectman Watson reviewed sample job descriptions that were previously received and noted similar qualities that he felt are important such as a minimum 5 years' experience in public administration in a management position, a minimum bachelor's degree with a master's degree preferred along with strong leadership qualities, experience

with negotiations and collective bargaining agreements, conflict resolution, ability to direct Department Heads and ability to plan and direct subordinates.

Selectman Kastrielis would like to keep it simple and liked the masters' degree or equivalent with specialized knowledge component and also 5 years' minimum supervisory experience and management experience in local government.

Chair Dunn noted that he would like to see personnel management, computer literacy, negotiating and contract skills, Political Science Degree, minimum 5 years municipal experience, communication skills and financial background in local government.

The Board narrowed down their desired qualifications:

- o minimum 5 years' supervisory/management and accounting/finance experience
- o minimum bachelor's degree in public administration or business management with master's degree preferred
- o minimum 5 years' experience with contract negotiations, collective bargaining and personnel administration
- o 3-5 years' experience with public administration
- o computer literacy with preferred knowledge of Town systems.
- o experience with grant writing preparation in a management position
- o town government budgeting experience

Ms. Gilbert will compile a list of the above discussed items and bring it to the next meeting for review.

Selectman Kastrielis suggested creating a format to start creating the formal job description and begin to fill in the items that have been discussed up to this point. Ms. Gilbert will provide a sample copy of a current Town of Groveland job description along with the qualifications list to the next meeting for further discussion.

- Comcast renewal, continued discussion

Chair Dunn reported that the Public Hearing is the responsibility of the Board of Selectman and therefore a Public Hearing will be scheduled in January by Ms. Dembkoski and asked for available dates from the Board.

Selectman Kastrielis reported on her work with the business plan piece that she has been assisting the Cable Advisory Committee with. Selectman Watson suggested having an operational expenses line item added to the business plan to include the use of the office space. Selectman O'Neil asked where the supporting data came from and if she could share it with the Board and Ms. Kastrielis responded the data came from Chris and Ms. Dembkoski provided the salary and expense information; Selectman Kastrielis will add it to a folder and send it to Ms. Gilbert to share with the Board. Selectman Watson would like the data on any money that was used for items unrelated for cable.

Chair Dunn will talk with Town Counsel to ask the reasoning for a recommended 10-year contract and will also find out what operational expenses will consist of.

VOTES OF THE BOARD:

- Authorize a Board member to sign Payroll and Bill Warrants for warrant 20-25

This is due to the holidays.

A motion was moved by Selectman Kastrielis and seconded by Selectman Watson to authorize Chairman Dunn to sign Payroll and Bill Warrants for warrant 20-25. Voted: 4-0-0.

- Issue Amended 2019 Liquor License to Kunj LLC / Groveland Market, 1 Washington St

This is due to new owners.

A motion was moved by Selectman Watson and seconded by Selectman Kastrielis to amend the 2019 Liquor License to Kunj LLC / Groveland Market, 1 Washington St. Voted: 4-0-0.

- Vote to approve and sign the following Liquor License Renewals for 2020:

- 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 Watson and seconded by Selectman O'Neil to approve and sign the Liquor License Renewals for 2020 as read. Voted: 4-0-0.

- **Vote to approve and sign the Class II Used Car License Renewals for 2020:
(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
 - Cornerstone Motor Works, LLC, Daniel P. Nihan, 883 Salem Street

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve and sign the Class II Used Car License Renewals for 2020 as read contingent upon receipt of all required paperwork. Voted: 4-0-0.
- **Vote to approve and sign the following Common Victualler License Renewals for 2020:
(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

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve sign the Common Victualler License Renewals for 2020 as read contingent upon receipt of all required paperwork. Voted: 4-0-0.

The Board signed all licenses and permits.

FINANCE DIRECTOR'S TIME: None.

SELECTMEN'S TIME & REPORTS:

Selectman Kastrinelis asked about the plans to proceed with the five-year Capital Plan information that the Board received previously and requested this be on a future agenda for review. Chair Dunn would also like to see supporting documentation for requests for the upcoming budget year.

Chair Dunn will take care of Christmas decorations downtown since the previous company that did it no longer does it.

Selectman Watson: none.

Selectman O'Neil offered to help with the decorations. Asked if there would in fact be a meeting on December 23rd as indicated on the Agenda and Selectman Watson responded no and noted that was the purpose of having the Chair sign the Warrant; the next meeting will be January 6, 2020. Selectman O'Neil wished everyone happy holidays and thanked all of the employees of the Town for their hard work.

OLD OR UNFINISHED BUSINESS: None

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

The Board praised the Highway Department for the handling of the snow storm.

Chair Dunn thanked all of the Town employees and volunteers and wished everyone a happy and safe holiday season.

CORRESPONDENCE:

- Minutes from November 25, 2019

ADJOURNMENT:

A motion was moved by Chair Dunn and seconded by Selectman Watson to adjourn the meeting at 7:56 pm.

Voted: 4-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Monday, January 6, 2020 at 6:30 P.M.

***** Approved on February 3, 2020 by a vote of 3-0-1 with Selectman Wood abstaining *****

