

*Approved Minutes  
BOS meeting 8.2.2021  
Unanimous Vote*

BOARD OF SELECTMEN  
MEETING MINUTES  
Monday, January 4, 2021  
Groveland Fire Station Meeting Room  
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND

2021 AUG -4 PM 12:12

**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 will be 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>

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

**ALSO PRESENT:** Kevin, Paicos, Interim Finance Director

**CALL MEETING TO ORDER:** Chair Wood called the meeting to order at 5:00 pm. A member of the public attempted to join the meeting via Zoom but could not be heard by the Board.

**APPROVE WARRANTS:**

PW # 21-27 \$193,876.92

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW # 21-27 in the amount of \$193,876.92. Voted: 5-0-0.

BW # 21-27 \$1,325,357.79

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant BW # 21-27 in the amount of \$1,325,357.79. Voted: 5-0-0.

**21-27 Bills Warrant Breakdown:**

Town:	\$ 96,103.07
W/S:	\$ 40,934.99
Payroll Withholding:	\$ 34,860.05
Health Insurance:	\$
Light Bills:	\$ 227,189.09
Grants & Revolving:	\$ 5,415.18
Chapter 90:	\$
Pentucket Assessment:	\$ 920,855.41
Whittier Assessment:	\$
Capital:	\$
Debt:	\$

**APPROVE MINUTES:**

- Approval of Minutes from August 3rd, 2020  
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve Minutes from August 3, 2020. Voted: 5-0-0.
- Approval of Minutes from August 17, 2020  
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve the Minutes from August 17, 2020. Voted: 5-0-0.
- Approval of Minutes from August 31, 2020  
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve the Minutes from August 31, 2020. Voted: 5-0-0.
- Approval of Minutes from September 14, 2020  
A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve the Minutes from September 14, 2020. Voted: 5-0-0.

- Approval of Minutes from September 28<sup>th</sup>, 2020

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve the Minutes from September 28, 2020. Voted: 5-0-0.

Chair Wood noted that Kathryn sent an email that she had also received October and November minutes to be approved at the next meeting.

#### **APPOINTMENTS:**

- None

#### **DISCUSSION & POSSIBLE VOTE:**

- COVID Discussion:

Claire Walsh, Public Health Nurse was present and addressed the Board. Numbers are rising and Groveland continues to be in red. Numbers at Bagnall School are rising, and Ms. Walsh expressed concerns about communication with cases at Bagnall School. Chair Wood encouraged finding a better way to communicate this information going forward. Ms. Walsh reviewed the process she goes through when working with residents who have tested positive. According to Ms. Walsh, it has been difficult to determine exactly where many of the adults have been exposed. Deborah Kadar-Hull, Chair BOH noted that the BOH has just hired a second contact tracer and she will be getting started asap; both tracers will be up to ten hours. Chair Wood asked if two contract tracers will be enough to which Ms. Walsh responded she was a bit concerned. Mr. Paicos raised concerns about financing additional contact tracers and the lack of funding to do so. After discussing the importance of this work being done, Mr. Paicos suggested keeping two tracers at 10 hours each for the next two months and at the end of February determine if anything further is needed; at that point hopefully we will have a better picture of what funds may be remaining from the COVID grants. Mr. Paicos will work on contracts for the two tracers through February 28th. Ms. Walsh encouraged everyone to review the CDC guidelines for the most current information. Ms. Kadar-Hull noted that there is currently a vacancy on the BOH. Fire Chief Robert Valentine was present and noted that the Fire Fighters and Police are getting their vaccines next week and the State has approved EMT basics to be trained to give the vaccine for their town if needed if the town schedules vaccine clinics.

- Finance Director tasks:

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to table the Finance Directors tasks until a more appropriate time. Voted: 5-0-0.

#### **VOTES OF THE BOARD:**

- Approval for a Free Little Library Display at the Pines:

Selectman Kastrinelis noted that she has not followed up but needs to know where the location of this should be. Selectman O'Neil thought under the Gazebo, so it was protected from the weather and it is also centrally located in the higher traffic area. Selectman Kastrinelis will report back to the Board.

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to approve a Free Little Library Display at the Pines pending final location approval. Voted: 5-0-0.

- Town's by-laws regarding the hiring of a Treasurer vs. Assistant Treasurer:

Mr. Paicos stated that there is a vacancy and there is a temp person who is partially trained in the office, but a Treasurer is really needed. The immediate needs of getting payroll and bills paid are being met but there are delays in reconciling bank accounts and other important tasks. An advertisement went out and a couple of resumes were received. Mr. Paicos became aware that the draft bylaw from the study committee says the new Town Administrator would exercise the authority in the Chief Financial Officer Bylaw; this would be extremely hard to find someone with all of the qualifications needed. After seeing this draft bylaw, Mr. Paicos pulled the ad and recommended specific actions: a.) realizing this is the case and pull the ad – this is done. b.) notify the study committee that they have a provision that is not workable and let them know that the bylaw should be amended to eliminate in the Town Administrator Bylaw, the reference to the General Bylaw and the Chief Financial Officer; so the TA would become just the TA, the HR Director, and the Procurement Officer. c.) In regard to the Chief Financial Officer Special Legislation Bylaw – that town meeting be asked to petition the legislator to repeal that provision which will eliminate the Chief Financial Officer and then allow the town to hire a combined position of Treasurer/Collector. d.) the Town could perhaps hire an Interim contracted person to act as Treasurer/Collector which is not in violation of the bylaw; this person would perform 95% of the duties and Mr. Paicos would still hold the title.

Chair Wood noted that we do not want to violate the bylaw. Selectman Kastrinelis was concerned with Mr. Paicos attempting to change the town government and felt that we just need these critical financial tasks; she would like to stick with bylaw as it is and hire an Assistant Treasurer/Collector to do the job with the existing job description. Selectman O'Neil agrees with hiring a contracted person to be the Assistant Treasurer/Collector; it offers the greatest flexibility. Selectman Naves agreed with Selectman O'Neil. Chair Wood also liked the contracted person but wants to make sure this does not violate any rules or bylaws. On a recommendation by Chair Wood, Mr. Paicos will begin looking for someone and will share information with the Board before hiring someone. Selectman Kastrinelis felt that the town needed to hire an Assistant T/C no matter which way the TA position goes. Mr. Paicos will contact Town Counsel to make sure that this is okay and ask Town Counsel to email the Board his findings. Mr. Paicos reminded the Board that the Finance Director position has the authority to hire for this position per a town bylaw.

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to move forward with finding a Contractor to perform the duties of the Collector/Treasurer office with the understanding that we are in full compliance with all the State, Federal and local laws that we are obliged to comply with. Voted: 4-0-1. Selectman Kastrinelis voted against.

- Assigning Board Members to the interview panel regarding a new Treasurer/Collector  
For now this will not be necessary since a contracted person will be sought to fill the position.
- Creation of Economic Development, Planning, Conservation Department

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to table the Creation of Economic Development, Planning, Conservation Department discussion until such time that more information is available. Voted: 5-0-0.

#### **FINANCE DIRECTOR'S TIME:**

**Mr. Paicos reported:** EMS personnel will not be tested since the vaccine is coming soon. The PD boiler broker and is in the process of being repaired. The FY22 budget instructions have been issued and he held a Department Head Meeting today to discuss the instructions.

#### **SELECTMEN'S TIME & REPORTS:**

**Chair Wood:** Asked if the Board would like to consider moving meetings to strictly Zoom only and not in person.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- None.

#### **CORRESPONDENCE:**

- Planning Board – Atwood Estates Correspondence:

#### **ADJOURNMENT:**

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to adjourn the meeting at 7:29 pm.  
Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, January 19, 2021.

*Respectfully submitted,*

*Katherine T. Ingram*