

*Approved Minutes
BOS meeting 8.2.2021
Unanimous Vote*

BOARD OF SELECTMEN
MEETING MINUTES
Tuesday, July 19, 2021
Groveland Town Hall Meeting Room
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 AUG -4 PM 12:14
TOWN CLERK
RECEIVED/POSTED

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Zoom.

Members of the public were asked to send written comments to kworden@grovelandma.com or submit questions through the Zoom chat window.

PRESENT: Chair Ed Watson, Selectmen Kathleen Kastrinelis, Naves, MacDonald.
Katheryn Worden, Administrative Coordinator

ABSENT: Selectman Bill O'Neil

CALL MEETING TO ORDER: Chair Watson called the meeting to order.

PUBLIC COMMENT:

Joe D'Amour, 9 Cherry Tree Lane was present and addressed the Board and thanked the Board for the opportunity to speak. Joe stated that he watched the Select Board meeting of July 6, 2021, and between one hour and 15 minutes and one hour and eighteen minutes he saw something that he felt was inappropriate and that was the use of the gavel by the Chair. Joe wanted to provide solutions and felt it was a good idea for the BOS to pay attention to a few specific parts of Robert Rules. Joe stated that decorum and professional attire are needed.

Ruth Rivard, 6 Berrywood Lane was present and addressed the Board to read a prepared statement. Ruth briefly explained the role of the Finance Board. Ruth noted that she had not engaged in the unproductive banter and disagreements that have taken place, particularly this past year. After the July 6, 2021, BOS meeting Ruth felt compelled to speak up for herself and asked for the record to clearly state that she did not make the comments that Select Chair Watson spoke of. Ruth stated she did not refer to employees as the Chair falsely quoted her as saying the "little women who are working at the town hall" nor did she ever say that they are "lucky to have a job." The April 5th meeting recording and the minutes reflect no such comments and Ruth felt the accusation was unfounded, irresponsible and plain confusing and felt that these falsehoods by the BOS Chair were meant to block her from volunteer opportunities for the town. Ruth assured everyone that she is using her educational background and experience to make the very best recommendations in collaboration with the Finance Board for the town. Ruth stated she expects falsehoods and misrepresentations of her efforts and that of her reputation to stop immediately. Ruth thanked the Board for their time and respectfully asked that this statement be on file with the July 6, 2021, BOS Meeting Minutes.

APPROVE WARRANTS:

22-03PW \$191,595.53

A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve Warrant #PW 22-03 in the amount of \$191,595.53. Voted: 4-0-0.

22-03BW \$1,467,337.11

A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve Warrant #BW 22-03 in the amount of \$1,467,337.11. Voted: 4-0-0.

22-03BW sup \$11,365.99

Selectman Kastrinelis asked if this was the warrant that the Board signed prior to this meeting. Katheryn Worden noted that was a different Warrant that is listed under Discussion + Possible Vote.

A motion was moved by Selectman Naves and seconded by Selectman MacDonald to approve Supplemental Warrant # BW 22-03 in the amount of \$11,365.99. Voted: 4-0-0.

22-03 Bills Warrant Breakdown:

Town:	\$ 115,651.18
W/S:	\$ 42,609.62
Payroll Withholding:	\$ 29,370.56
Health Insurance:	\$
Light Bills:	\$ 243,071.89
Grants & Revolving:	\$
Chapter 90:	\$
Pentucket Assessment:	\$1,017,752.33
Whittier Assessment:	\$
Capital:	\$
Debt:	\$
Grants:	\$ 30,247.52
Wastewater Haverhill	\$

22-03 Supplemental Bills Warrant Breakdown:

Town:	\$ 2,130.37
W/S:	\$ 208.60
Payroll Withholding:	\$
Health Insurance:	\$
Light Bills:	\$ 427.02
Grants & Revolving:	\$ 8,600.00
Chapter 90:	\$
Pentucket Assessment:	\$
Whittier Assessment:	\$
Capital:	\$
Debt:	\$
Grants:	\$
Wastewater Haverhill	\$

APPROVAL OF MINUTES:

- Approval of Minutes from BOS meeting January 2, 2021
- Approval of Minutes from BOS meeting January 19, 2021
- Approval of Minutes from BOS meeting March 15, 2021
- Approval of Minutes from BOS meeting April 5, 2021
- Approval of Minutes from BOS meeting April 15, 2021
- Approval of Minutes from BOS meeting May 7, 2021
- Approval of Minutes from BOS meeting May 10, 2021
- Approval of Minutes from BOS meeting June 16, 2021
- Approval of Minutes from BOS meeting June 22, 2021
- Approval of Minutes from BOS meeting June 29, 2021
- Approval of Minutes from BOS meeting July 6, 2021

Selectman Kastrinelis stated that she had had not had time to review these and would appreciate that these be tabled until the next meeting.

A motion as moved by Selectman Kastrinelis and seconded by Selectman Naves to table the approval of minutes until the next meeting. Voted: 4-0-0.

APPOINTMENTS:

- Appointment of Shauna Gray of Groveland to the position of Assistant Town Clerk effective August 9, 2021, for \$21/hour for 10 hours per week.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Shauna Gray of Groveland to the position of Assistant Town Clerk effective August 9, 2021, for \$21/hour for 10 hours per week. Voted: 4-0-0.

DISCUSSION & POSSIBLE VOTE:

Selectman Kastrinelis requested to move up the Waste Management Contract. There were no objections.

- **Waste Management contract**

Chair Watson asked if people would have to buy approved trash bags or a barrel or if any bag will be picked up even if it is not an approved one. Selectman Kastrinelis explained that the Town Attorney reviewed the contract and clarified a few things. It was noted that Groveland is the only Town that Waste Management services that allows four barrels. If the Board opts to reduce the number of barrels, a notification will need to go out to the public. The goal is to reduce the amount of trash in order to control costs. The Board would like Roy from Waste Management to answer Chair Watson's question and the Board will also ask how many bags equal a barrel. The Board of Health chose purple overflow bags, and the cost will be \$2.50, part of which Groveland will retain to help defray costs. Selectman MacDonald wanted to find out from Town Counsel if it was too late to go out to bid.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to approve the edits as presented from KP Attorney and send this to Waste Management representative, Roy and add the additional question, what is the equivalent of four barrels in terms of bags. Voted: 4-0-0.

- **Town Administrator Search Committee comments and requests (Consultant review)**

Joe D'Amour addressed the Board and explained there was one meeting of the TA Search Committee. Joe noted that the bylaw is silent on the power of the Search Committee to interview candidates and requested the Board vote to charge the Search Committee with interviews. Another concern was liability, and an idea that came up was to hire a consulting firm to help with the TA search. Town Counsel will be consulted to find out if the Search Committee can conduct the interviews. Joe asked if one of the Search Committee members could have access to the digital resumes and asked this to be added as a charge for the Committee.

- **Administrative Coordinators additional duties and Stipend request**

Kathryn Worden addressed the Board. Due to the absence of a Finance Director Kathryn has taken on additional duties and is requesting a \$300 per week stipend. Kathryn reviewed the additional duties. The stipend is expected to be temporary until a TA is hired. Selectman Kastrinelis felt that some of the additional duties should be handled by the BOS and felt this list was not reasonable to expect one person to achieve and needed to be better defined.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to send this to a sub-quorum of this Board to sit down with the Administrative Coordinator to discuss this list down to a manageable list and come back with a solid recommendation. Voted: 4-0-0.

A motion was moved by Chair Watson and seconded by Selectman MacDonald to amend the motion to add the stipend of \$300 per week until the sub-committee could come up with duties and responsibilities that someone else could take this on. Voted: 3-1-0. Kastrinelis voted against.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to amend the motion to include that the BOS will receive an updated report of activities from the Finance Director email inbox and decisions will be made by the BOS. The sub-committee will complete its work on this issue no later than thirty days. Voted: 3-1-0. Watson voted against.

The main motion as amended: the \$300 per week stipend will be paid for thirty days until the sub-committee comes back with a recommendation and the BOS will receive an updated report

of activities from the Finance Director email inbox and decisions will be made by the BOS.

Voted: 4-0-0.

- Assistant Treasurer/Collector approval to carry over unused three personal days for the reason of: inability to take any time off due to the volume of work in that department for many months. (Carry over is 6 months).

Selectman Kastrinelis asked what the personal bylaws say about this.

A motion was moved by Selectman MacDonald and seconded by Selectman Naves to approve the carry-over of three unused personal days for the Assistant Treasurer/Collector. Voted: 4-0-0.

- Approval of a Clerk for 10 hours every ~~other~~ week to help out in the Treasurer's office
Chair Watson read a memo from the Finance Board in support of this and transferring \$3,000 in funds to cover this. Selectman Kastrinelis asked for the reserve transfer form. Ruth Rivard, Finance Board stepped forward and noted that the Finance Board voted in support of this and will need to have a formal vote on this.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to transfer \$3,000 from the reserve fund to the Collector Clerk line. Voted: 4-0-0.

- Article to the State House for Finance Director Repeal Discussion

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to table this. Voted: 4-0-0.

- Zero Waste Bag Discussion – already discussed above.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the zero-waste bag program, at a cost to the public of \$2.50 per bag, handled through the Board of Health and the bag color is purple. Voted: 4-0-0.

- Approval of One Day Liquor License for Emily Parent and Randy Henrickson for a Private event at Veasey Park on August 21, 2021.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One Day Liquor License for Emily Parent and Randy Henrickson for a Private event at Veasey Park on August 21, 2021. Voted: 4-0-0.

- Approval of One Day Liquor License for Elana Bachman for a Private event at Veasey Park on August 28, 2021

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One Day Liquor License for Elana Bachman for a Private event at Veasey Park on August 28, 2021. Voted: 4-0-0.

- Notice to Public of approved Warrant: 21-54BW\$134,404.24 on 6/30/2021:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant # BW 21-54 in the amount of \$134,404.24. Voted: 4-0-0.

- Stone Wall has been dismantled on a Scenic Road (111 King Street). (Pictures enclosed) Vote to send letter to resident informing of Public Hearing and Notice of Approval before Stone walls and Trees can be removed. This request came from the Planning Board. The wall was removed in violation of the scenic bylaws. Selectman MacDonald asked for further information and asked that the BOS send a letter asking the resident to come to the next BOS meeting to explain.

A motion was moved by Selectman MacDonald and seconded by Selectman Watson to have the Planning Board send a letter to the resident stating the allegations and invite them to come to a BOS meeting for an explanation before deciding how to proceed. Voted: 4-0-0.

- Interim Town Management discussion:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to table this discussion. Voted: 4-0-0.

- Approval of 6 – 8 Flag Football Promotions signs to be placed around Town for Seacoast Youth Flag Football:

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to approve 6 – 8 Flag Football Promotion signs to be placed around Town for Seacoast Youth Flag Football with the stipulation that they be removed when finished. Voted: 4-0-0.

- Approval of reshuffling of the CARES Act responsibilities and Stipend to be shared between the Accountant and the Director of Economic Development
Ellen Petrillo, Town Accountant joined the meeting. Ellen currently receives a \$300 per week stipend for helping in the Treasurer's Office and monitoring the CARES Act Grant and Ellen has recommended the stipend be reduced to \$200 and that Rebecca Oldham receive a \$100 per week stipend for helping out. Rebecca Oldham joined the meeting and was happy to help.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve reshuffling of the CARES Act responsibilities and Stipend to be shared between the Ellen, Town Accountant and the Rebecca, Director of Economic Development. Voted: 4-0-0.

Selectman Kastrinelis explained that she did some research and believes that Ellen should be paid overtime out of the grant funds because this is management of a grant and is in addition to regular job duties. Ellen felt this would have to start now, not going backwards. The hours would have to be outside of the regular schedule.

OLD BUSINESS:

Selectman Kastrinelis: asked Rebecca Oldham the status of the DOT document that was discussed at the last meeting. Rebecca explained what happened and noted that the document has been updated and Chair Watson will have to sign the document. Asked if the Garden Club submitted a bill in the amount of \$220 for the planting and mulching this year. Under appointments no parking clerk was appointed and without an appointment it would be the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Selectman MacDonald be the Interim Parking Clerk. Voted: 3-0-1. MacDonald abstained.

SELECTMENS TIME:

Selectmen Naves and MacDonald volunteered to be on the committee to discuss the Administrative Coordinators job duties.

ITEMS NOT RESONABLY ANTICIPATED:

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to appoint Selectman Naves to the sub-quorum committee to review the Administrative Coordinator's job duties. Voted: 3-0-1. Naves abstained.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Selectman MacDonald to the sub-quorum committee to review the Administrative Coordinator's job duties. Voted: 3-0-1. MacDonald abstained.

Selectman MacDonald asked Selectman Kastrinelis to share her list of items she felt did not belong under the Administrative Coordinator's job duties.

CORRESPONDENCE:

- Email from David Scher of 1 Abbott Street regarding lack of Trash pickup for 2 weeks.
- Email from Steven Girard regarding destroyed garbage barrels

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to adjourn the meeting at 8:52 pm.

The next special meeting for the Board of Selectmen will be **Tuesday, July 20, 2021**. The next regularly scheduled meeting of the Board of Selectmen will be **Monday, August 2, 2021**.

Respectfully submitted,

