

BOARD OF SELECTMEN
MEETING MINUTES
Monday, July 20, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2020 SEP 30 PM 5: 05

TOWN CLERK

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 took place without any public present but made every effort to ensure the public could adequately access the proceedings in real time.

This meeting was broadcast live on Groveland Public Access, Channel 9, as well as through Zoom. There was no one on the Zoom call.

ATTENDANCE: Chair Michael Wood, Selectmen Bill O'Neil, Kathleen Kastrinelis, Edward Watson, Jason Naves

ALSO PRESENT: Denise Dembkoski, Finance Director

CALL MEETING TO ORDER: Chair Wood called the meeting to order at 4:30 pm.

APPROVE WARRANTS:

PW # 21-03 \$ 156,347.54

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve warrant PW # 21-03 in the amount of \$ 156,347.54. Voted: 5-0-0.

PW# Adjustment \$ 880.00

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve warrant PW# Adjustment in the amount of \$ 880.00. Voted: 5-0-0.

BW# 21-00 \$ 942,844.79

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve warrant BW# 21-00 in the amount of \$ 942,844.79. Voted: 5-0-0.

21-00 Bills Warrant Breakdown:

Annual Retirement Appropriation:	\$ 880,245.00
Annual Police & Fire Injured On Duty:	\$ 24,300.00
Annual Financial Software Costs:	\$ 20,635.03
Annual Public Relations Cost:	\$ 9,588.00
Other:	\$ 8,076.76

BW # 21-03 \$ 1,421,773.33

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve warrant BW # 21-03 in the amount of \$ 1,421,773.33. Voted: 5-0-0.

21-03 Bills Warrant Breakdown:

Town:	\$ 98,238.07
Water/Sewer:	\$ 24,971.24
Payroll Withholding:	\$ 5,556.58
Light Bills:	\$ 303,895.35
Grants & Revolving:	\$ 26,900.82
Chapter 90:	\$ 41,355.86
Pentucket Assessment:	\$ 920,855.41

APPOINTMENTS:

Appointment of Anita Wright to the Council on Aging through June 30, 2022 to fill the vacancy left by resignation.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to appoint Anita Wright to the Council on Aging through June 30, 2022 to fill the vacancy left by resignation. Voted: 5-0-0.

Re-Appointment of William Formosi to the Conservation Commission through June 30, 2023.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to re-appoint William Formosi to the Conservation Commission through June 30, 2023. 5-0-0.

Re-Appointment of Brian Connell to the Elm Square Committee through June 30, 2021.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to re-appoint Brian Connell to the Elm Square Committee through June 30, 2021. Voted: 5-0-0.

Re-Appointment of Jim Bogiages to the Planning Board through the next annual election.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to re-appoint Jim Bogiages to the Planning Board through the next annual election. Voted: 5-0-0.

Re-Appointment of Jeremy Lapon to the Water and Sewer Commissioners through the next annual election.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to re-appoint Jeremy Lapon to the Water and Sewer Commissioners through the next annual election. Voted: 5-0-0.

Selectman O'Neil noted that many people did not want to run for the elected seat but chose re-appointment instead and wondered if there should be a conversation regarding appointing some of these positions versus having elected seats. Selectman Watson thought it might just be this year because it was difficult to gather signatures due to COVID 19 and would like to see how it plays out next year.

Appointment of Stephen Bombard, Salisbury, MA to the position of Highway Senior

Operator/Driver/Laborer effective July 21, 2020. The position has a starting base rate of \$26.21/hour.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to appoint Stephen Bombard, Salisbury, MA to the position of Highway Senior Operator/Driver/Laborer effective July 21, 2020. The position has a starting base rate of \$26.21/hour. Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- COVID-19 Discussion

- Any updates, discussion items

Claire Walsh, Public Health Nurse was present and addressed the Board and reported that there are two new cases. Chair Wood and Ms. Walsh visited one of the schools this morning to see some of the plans for re-opening the schools; it will be challenging. The Board discussed the State testing and reporting data. The Town website includes a COVID section that includes important links. Ms. Walsh stated that wearing a mask is particularly effective and important; this protects everyone. Selectman Kastrinelis asked about putting signs up at the parks to advise people to wear masks as a reminder that the virus is still out there, and she wondered if the basketball court should be closed again due to being a high risk activity or at least put signs advising that it is such. Selectman O'Neil explained that he reached out to Renny Carroll regarding signs and felt the town has been proactive with the baseball and softball fields. Selectman Watson felt that no number of signs is going to stop people, they should already know the risks and does not see a need for any additional signs. Selectman Naves agreed that there should be signs at the basketball courts and at the playground. Ms. Walsh asked if there was a PA system at the fields and suggested an announcement be made regarding wearing masks at the start of each game.

- Yard Sales

Ms. Demboski asked if the town was going to allow tag sales the Town Clerk has been getting inquiries. Ms. Walsh did not think they were safe. The Board did not feel ready to allow yard sales yet.

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

- Finance Director Transition

Jim Scanlon, Finance Board Chair was present and addressed the Board and asked for three things.

1. The Finance Board met in early July and discussed concerns that Ms. Dembkoski is leaving and noted that she does a lot more than just the duties on the job description, specifically in the area of procurement. He is proposing that the Town find the money to pay Ms. Dembkoski for Fridays to fill the gap until someone else can be put in place. Chair Wood worried about over taxing Ms. Dembkoski and asking her to do more than she should be. Ms. Dembkoski is okay with doing this and comfortable working with both towns starting in September.

A motion was moved by Selectman Kastrinelis and seconded by Selectman that Ms. Dembkoski to work starting Friday September 4th, September 11th, September 18th and to roll out the vacation as needed to take up the rest of her accrued time. Voted: 5-0-0.

2. Mr. Scanlon thought there also needs to be a point person in place for 10 hours per week.

3. Asked who would be reviewing candidates for the Interim position.

- Screening Committee:

Ms. Dembkoski reported that a Public Body cannot review resumes, they need a screening committee, members of the BOS can be on there. Chair Wood and Selectman Naves volunteered to be on the Committee.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to form a Screening Committee consisting of two members of the BOS, one member of the Finance Committee, one town employee and one citizen at large and the charge will be to screen potential candidates to fill the vacant Finance Director job and put forth qualified candidates to the BOS. Voted: 5-0-0.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis that Selectman Wood and Selectman Naves become the permanent BOS members for the newly established Screening Committee. Voted: 4-0-1. Selectman Wood abstained.

Selectman Watson recommended sending an email out to Town employees to see who is interested in serving. The Select Board will hold a short meeting next week if they have a list of interested parties in place by Thursday. The Board discussed having someone come in 10-15 hours per week to help out with website maintenance, agendas, meeting packets, etc. Ms. Dembkoski recommended incrementally using reserve funds to fund the position.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to request the Finance Board to release \$5,000 from the reserve funds for the purpose of funding an Administrative Coordinator position temporarily until Town Meeting. Voted: 5-0-0.

- Mike Dempsey on behalf of the Conservation Commission regarding land donations for the following properties:

- 7.4 acres on Wood Street
- 2 acres on Seven Star

Mr. Dempsey was present and addressed the Board. Chair Wood asked why the Conservation Commission voted to accept the land and then deeds were issued and sent to the BOS to be accepted when the BOS had not voted to accept the land first. Mr. Dempsey noted that the attorneys in both cases jumped the gun and that no one had told anyone to file this with the Registry of Deeds and issue the deeds. Ms. Dembkoski has already notified the Assessors Office not to change the deed and make them exempt from taxes under the town owned properties. Town Counsel recommended that if the BOS decides to accept the donations, they can record a deed acceptance because the deed was filed before the acceptance. If the BOS chooses not to accept the donations, they will file the disclaimer of acceptance that says we do not want them and will have to redo the deed to show the land is not in the Towns name.

Counsel can handle either option. Chair Wood asked Mr. Dempsey why the Town would want the land and asked Ms. Dembkoski why the Town would not want the land. Mr. Dempsey explained that the Commission gets several land donation offers each year and the Commission has three criteria to see why and how to accept: 1. Need to be open space parcels that protect wetland resources; 2. Parcels with low annual tax valuations; 3. Should abut current conservation land or land that fits with our trail plans or current Groveland open space and recreation plan priorities. Mr. Dempsey described the properties and why the Conservation Commission voted to accept these and believe that both parcels will enhance the land inventories and provide some additional trail options for residents. Ms. Dembkoski stated that it makes sense to accept these properties.

A motion was moved by Selectman and seconded by Selectman to accept both parcels, 7.4 acres on Wood Street and 2 acres on Seven Star contingent on verification that taxes are current, there are no environmental issues and that on the 7.4 acres on Wood Street that there is also a clear title report. Voted: 5-0-0.

Ms. Dembkoski will reach out to Counsel to start the title report.

- **Perry Park follow-up**

Ms. Dembkoski reached out to the Highway, Police and Building Inspector and reviewed their findings. Sam went out there several times to knock on doors, but no one answered the doors. The Police Chief said he can put notices on the vehicles but felt the BOS should issue a Cease and Desist Order. Renny Carroll did not find any impacts to drainage in that area. Everyone agreed that this is Town owned land.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to issue a Cease and Desist Parking Order in the newer parking area and identify the Perry Park parking area temporarily. Voted: 5-0-0.

All vehicles will be notified that they can park in the back-stop area.

- **Liaisons**

Selectman Kastrinelis asked about Liaison assignments. Ms. Dembkoski reported that the last time this was reviewed was 2015. Ms. Dembkoski will prepare a list of assignments for the Board to review at the next meeting.

- Request for one or two members to be designated to attend a virtual Elm Square Committee meeting on July 23, 2020 (7pm). They will be discussing an update on the MDI Parking Management Plan for the Square, as sort of a kickoff meeting. But they are also going to be discussing the Shared Streets Grant that we would like to apply for (deadline at the end of the month) as part of that effort for immediate/temporary solutions to traffic calming, additional parking spaces and enhanced pedestrian connections. It would be beneficial to have BOS representation.

Selectman Naves and Kastrinelis both volunteered.

A motion was moved by Selectman O'Neil and seconded by Selectman to designate Selectman Naves and Selectman Kastrinelis to attend a virtual Elm Square Committee meeting on July 23, 2020 (7pm) where they will discuss a number of issues. Voted: 5-0-0.

VOTES OF THE BOARD:

- Accept the retirement of Debra Webster, Assessing Office Manager, effective September 10, 2020.

A motion was moved by Selectman Watson and seconded by Selectman Naves to accept the retirement of Debra Webster, Assessing Office Manager, effective September 10, 2020.

Voted: 5-0-0.

- Vote to sign the Roadway layout of Homestead Lane, as approved by Town Meeting

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to sign the Roadway layout of Homestead Lane, as approved by Town Meeting on June 22, 2020.

Voted: 5-0-0.

FINANCE DIRECTOR:

Ms. Dembkoski reported that paving will be taking place and detours will be in place. There will be information on the website. Selectman Kastrinelis would like to see a list of paving projects for the year.

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CORRESPONDENCE:

- FY20 CARES Act Payment
- Selectmen Kastrinelis and Naves recap of site visits with Mike Dempsey

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to adjourn the meeting at 6:45 pm. Voted: 5-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 3, 2020 at 4:30 P.M.