

BOARD OF SELECTMEN
MEETING MINUTES
Monday, July 6, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2020 SEP 30 PM 5:05
TOWN CLERK
RECEIVED/POSTED

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 every effort was made 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. Participants on Zoom were: Christina Eckert

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 # 20-53 \$ 155,287.64

A motion was moved by Selectman O'Neil and seconded by Selectman Watson to approve PW #20-53 in the amount of \$ 155,287.64. Voted: 5-0-0.

BW # 20-53 \$ 113,675.19

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve BW #20-53 in the amount of \$ 113,675.19. Voted: 45-0-0.

20-53 Bills Warrant Breakdown:

Town:	\$ 60,655.87
Water/Sewer:	\$ 1,858.23
Payroll Withholding:	\$ 33,382.16
Light Bills:	\$ 1,668.75
Grants & Revolving:	\$ 19,110.18

PW # 21-01 \$ 31,172.99

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve PW #21-01 in the amount of \$ 31,172.99. Voted: 5-0-0.

BW # 21-01 \$ 154,666.92

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve BW #21-01 in the amount of \$ 154,666.92. Voted: 5-0-0.

21-01 Bills Warrant Breakdown:

Town:	\$ 9,041.01
Water/Sewer:	\$ 29,637.93
Payroll Withholding:	\$ 1,193.65
Light Bills:	\$ 114,233.96
Grants & Revolving:	\$ 560.37

APPROVE MINUTES:

- Minutes from June 11, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from June 11, 2020. Voted: 4-0-1. Selectman Watson abstained.
- Minutes from June 22, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the minutes from June 22, 2020. Voted: 5-0-0.
- Executive Session Minutes from June 24, 2020
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Executive Session Minutes from June 24, 2020. Vote: 4-0-1. Selectman Watson abstained.

DISCUSSION & POSSIBLE VOTE:

- Town Manager Discussion
Joe D'Amore was present and addressed the Board with options for the Town to consider when moving forward with the creation of a Town Manager position and possible steps to accomplish that. He discussed the rationale for having a professional Town Manager. He praised and thanked Denise Dembkoski for her work as the Finance Director but cautioned that some of the work she does (by no fault of her own) may be beyond the scope of a Finance Director. The recommendation is for the BOS to create an Ad Hoc Town Government Study Committee and provide a special charge but felt that this should not include anyone from the Board of Selectman. There will be a study, a survey of voters online, informational meetings, a Town Meeting vote, Special Legislation will be filed and then this can be placed on a Town ballot as a non-binding question. He recommended reaching out and interviewing other Town Managers/Administrators for their input on their experience with this process. Chair Wood noted that a survey was done in the last couple of years that among other things showed that voters did support a Town Manager position. Selectman O'Neil asked how long this might take and Mr. D'Amore responded that a draft report could be presented at 30 and 60 days and felt that a final report in 90 days was not unreasonable. Selectman Kastrinelis liked the idea of taking the vote to Town Meeting and the ballot as well but wanted clarification on the non-binding question. Ms. Dembkoski reported that Town Counsel has advised that there cannot be a binding ballot question for Special Legislation. Selectman Kastrinelis wanted to know if the Town Meeting vote could be contingent based on the ballot result. Selectman Watson asked if part of the charge of the Ad Hoc Committee would be to look at the support staff that might be needed and what that would cost if this were to move forward. Mr. D'Amore agreed that staffing would need to be reviewed. An alternate method would be establishing an elected Charter Commission to complete research within 18 months. There is either a Home Rule Charter (elected Charter Commission) or a Special Act Charter (appointed Charter Commission). Charter information will be included in the report of the Ad Hoc Committee.
The BOS liked what was presented and thanked Mr. D'Amore for the information.
- Direction of the Town
The Board discussed moving forward with creating an Ad Hoc Committee. Selectman Kastrinelis advised being clear on the charge of the Committee.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to form a Town Government Study Committee of 5-9 members to evaluate and advise on the Town Manager position and present to the BOS duties, anticipated cost and the cost of any additional ancillary positions that may be needed. Voted: 5-0-0.
- Finance Director job description & job posting
Chair Wood asked if everyone had a chance to review the information that was presented. Selectman Kastrinelis noted that there will not be a Finance Director after August 13th and she suggested an Interim Finance Director while the newly formed Town Government Study Committee begins their work. Mainly responsibilities will include budget oversight, procurement, and personnel. An Interim Finance Director would likely be needed for 12-18 months. MRI Consulting has reached out to Ms. Dembkoski

and offered their assistance; Chair Wood will reach out to talk to them about options and cost. The Board will offer salary based on qualifications and experience.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to advertise the position as described for a full time Interim Finance Director with understanding that the Town is moving forward with hiring a Town Manager, that the salary be commensurate with experience and qualifications, posted on MMA for a minimum of thirty days and preference given to resumes received within the first thirty days. Voted: 5-0-0.

- **Perry Park discussion**

Ms. Dembkoski reminded the Board this was first received in May and explained that this is where people are parking and reported that she spoke with the Highway Superintendent, the Building Inspector, and the Town Planner. Ms. Dembkoski recommended having the police place flyers on cars to let people know they are parking on Town property, and they should find alternative parking. The Board discussed various options for addressing this issue.

A motion was moved by Selectman O'Neil and seconded by Selectman Watson to take the first step and send the Building Inspector, Sam Joslin to speak with property owners to inform them that they are trespassing on Town land and have Chief Gillan issue warnings to the violators over the next two weeks. Voted: 5-0-0.

VOTES OF THE BOARD:

- **Fiscal 2020 Year-End Transfers**

Ms. Dembkoski noted that these should take care of remaining deficits to finish the year.

A motion was moved by Selectman O'Neil and seconded by Selectman Watson to approve the General Fund transfers in the amount of \$ 3,546.00 as laid out on the document.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported that Groveland Day for 2020 has been cancelled.

SELECTMEN'S TIME & REPORTS:

Selectman Watson: asked when the Town Hall would be open on Friday mornings. Ms. Dembkoski noted that this was discussed last meeting and staff would not be in on Fridays and Monday nights until full operations were resumed.

Selectman O'Neil: apologized for missing the last meeting. Apologized to all of the people that visited the Pines over the long weekend and could not access the bathrooms and felt that we need to do a better job of having a back-up person when people take time off. Expressed his disappointment with the turnout for the Local Election and urged voters to vote at the next election. Asked if games (baseball, softball, etc.) would be allowed to take place now that Phase 3 has begun. Thanked the public and the essential workers for keeping Groveland safe and running during this pandemic.

Selectman Kastrinelis: noted that the Town has done an amazing job during this pandemic and she is proud of the Town. Will meet with Mike Dempsey to view the Mill Pond Recreation area.

Chair Wood: sat in on the School Reopening Committee. Tasks will be reviewed.

OLD OR UNFINISHED BUSINESS: None.

CORRESPONDENCE:

- **Veasey Park Quarterly Report – May 2020**

ADJOURNMENT:

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to adjourn the meeting at 6:44 pm. Voted: 5-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Monday, July 20, 2020 at 4:30 pm.