

**BOARD OF SELECTMEN  
MEETING MINUTES  
Monday, July 8, 2019  
Groveland Town Hall  
183 Main St, Groveland, MA 01834**

2019 AUG -7 AM 10:19

TOWN CLERK  
RECEIVED/POSTED

**ATTENDANCE:** Chair William Dunn, Selectmen Michael Wood, Bill O’Neil, Ed Watson and Kathleen Kastrinelis

**ALSO PRESENT:** Finance Director, Denise Demboski

**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 # 19-53 \$ 136,805.28

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant PW # 19-53 in the amount of \$ 136,805.28. Voted 5-0-0.

PW # 20-01 \$ 57,428.90

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant PW # 20-01 in the amount of \$ 57,428.90. Voted 5-0-0.

BW # 19-53 \$ 198,908.19

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant BW # 19-53 in the amount of \$ 198,908.19. Voted 5-0-0.

BW # 19-53-2 \$ 28,679.47

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant BW # 19-53-2 in the amount of \$ 28,679.47. Voted 5-0-0.

BW # 20-00 \$ 1,134,515.81

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant BW # 20-00 in the amount of \$ 1,134,515.81. Voted 5-0-0.

BW # 20-01 \$ 31,850.56

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve warrant BW # 20-01 in the amount of \$ 31,850.56. Voted 5-0-0.

**20-00 Bills Warrant Breakdown:**

Town:	\$ 58,781.58
W/S:	\$ 2,388.00
Payroll Withholding:	\$ 2,378.00
Town Meeting Transfers:	\$ 224,970.00
W/S Debt Payment:	\$ 31,650.00
Grants & Revolving:	\$ 1,785.23
FY20 Retirement Appropriation:	\$ 812,563.00

**19-53 Bills Warrant Breakdown:**

Town:	\$ 74,461.89
W/S:	\$ 2,054.35
Payroll Withholding:	\$
Chapter 90:	\$ 7,905.75
Light Bills:	\$ 120.64
Grants & Revolving:	\$ 58,688.88
W/S Capital:	\$ 55,676.67

**20-01 Bills Warrant Breakdown:**

Town:	\$ 37,619.16
W/S:	\$ 158.35
Payroll Withholding:	\$ 438.13
Light Bills:	\$ 116,285.61
Grants & Revolving:	\$ 2,349.31
Town Meeting Transfers:	\$ -125,000.00

**APPROVE MINUTES:** None

**APPOINTMENTS:**

Appointment of Colin Stokes, 7 Cannon Hill Road Ext., Groveland, to the position of Water & Sewer Superintendent effective July 12, 2019. This 40 hour/week exempt position has a starting salary of \$78,000.

Ms. Dembkoski explained the process for the hiring of this position. Mr. Stokes was present and addressed the Board.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to appoint Colin Stokes, 7 Cannon Hill Road Ext., Groveland, to the position of Water & Sewer Superintendent effective July 12, 2019. This 40 hour/week exempt position has a starting salary of \$78,000. Voted 5-0-0.

Appointment of Caitlin Guilfoil, 4 Cannon Hill Road Ext., Groveland, to the Recreation Committee through June 30, 2020.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to appoint Caitlin Guilfoil, 4 Cannon Hill Road Ext., Groveland, to the Recreation Committee through June 30, 2020. Voted 5-0-0.

**DISCUSSION & POSSIBLE VOTE:**

- Annual Appointments, continued from previous meeting  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to appoint all of those who responded yes when asked if they still wished to serve. Voted 5-0-0. Selectman O'Neil abstained on the appointment of Jean O'Neil.
  - Beth Cunniff, Town Clerk to discuss new voting machines  
Ms. Cunniff was present and addressed the Board. Money was appropriated at Town Meeting to purchase new machines and Ms. Cunniff recommended the ImageCast machines.
    - Vote to start using the machines and to discontinue use of old equipment  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson in accordance with MGL Ch. 54 Section 34 on July 8, 2019 to discontinue the use of the existing voting tabulating machines and start using the ImageCast Precinct ICP machines on August 1, 2019 as funding was approved at the Annual Town Meeting to purchase these machines in FY20. Voted 5-0-0.
- Ms. Cunniff certified the Board of Selectman signatures and will send this into the State.
- Personnel Advisory Board to continue discussions on the Personnel Policy  
Ms. Dembkoski reported that there is no longer a full personnel advisory board, there are only two remaining members who were present tonight. If there is any work that needs to be done, there will need to be new members appointed in order to have a quorum. The latest version was created February 14, 2019. There are concerns with PTO and the Board would like to see the chart that was previously presented along with a recommendation from Ms. Dembkoski.  
Personnel Advisory Board members Lynne Stanton and Stan Tusinski addressed the Board and responded to some of the questions that Board members had.
  - 4 Lindsay Way – Right of First Refusal  
Ms. Dembkoski explained that because it is a 40B project the town has the Right of First Refusal and recommended declining the Right of First Refusal.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to refuse their Right of First Refusal on 4 Lindsay Way. Voted 5-0-0.

- Pines Fees and usage discussion  
Ms. Dembkoski reached out to the Pentucket team and they do not expect to use it any additional time while construction is taking place. Chair Dunn inquired about the total cost for the year; Ms. Dembkoski responded that she didn't have a total cost since costs are currently paid from various accounts. There was concern that since there are a lot of things covered by volunteers that if a fee is instituted there may be a decrease in volunteering. From the discussion tonight the Board is aware that there are teams that are not from Groveland using the fields and there were questions about proper insurance and the fact that they are not paying anything to use the fields. The Board discussed passing fees onto teams and charging out of town teams a higher fee. The Board will try to get a handle on who is using the field. Ms. Dembkoski will send out an email seeking clarification on who is using the fields.
- Cricket Club proposal  
The Board briefly discussed and will invite them to the next meeting to do a presentation.
- Fiscal 2019 Year-end Transfers  
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the transfer of \$50,135 from the accounts listed on the summary and transfer to each of their respective accounts which are also listed on the summary and also totaling \$50,135 to close out FY2019. Voted 5-0-0.

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

- Approval of the Fire Department surplus list  
A motion was moved by Selectman Watson and seconded by Selectman O'Neil to declare 25 Scott 4.5 self-contained breathing apparatus, 8 30-minute air bottles and 1 HP Office Jet 7210 printer as surplus. Voted 5-0-0.

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

**Selectman Wood:** Waiting for feedback from Senator Tarr's Office regarding State EPA on Valley Screw Building.

**Selectman Dunn:** Signs were put up at the Pines and there are additional signs that have been ordered.

**Selectman Kastrinelis:** From the last meeting; Asked what the Highway Superintendent is working on this year and she would like a short-term list vs. a long-term list. Chair Dunn would like to send an email asking for Remy Carroll to come before the Board again and send a list to the Board in advance of the meeting describing what his plans are for this year.

#### **OLD OR UNFINISHED BUSINESS:**

**Selectman Wood:** Asked if there was any response from Counsel regarding any lawsuits. Ms. Dembkoski will look into next week. Asked for an agenda item in the future to discuss CPA; fund balances, the percentage households are paying, how much the state is contributing and the process to reduce the rates.

**Selectman O'Neil:** Recognized the efforts of Groveland Fire, Police and emergency personnel to assist an umpire that was hurt this past weekend.

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

**Ms. Dembkoski:** ZBA still needs four members to hear the application for the proposed drive through window on Salem Street. The meeting is on Wednesday at 7:30 pm. Selectman O'Neil offered to attend unless the fourth member shows up. Ms. Dembkoski will request that Rebecca Oldham send any pertinent information to Selectman O'Neil so he can be prepared.

A motion was moved by Selectman Wood and seconded by Selectman Watson to appoint Selectman O'Neil to the Zoning Board of Appeals. Voted 5-0-0.

**FINANCE DIRECTOR'S TIME:** None.

**CORRESPONDENCE:**

- Article recognizing two Groveland Boy Scouts, who saved two men's lives in Maine
- Former Administrative Assistant's job description, original Finance Director's job description, and Finance Director's job description, as amended in April 2015.
- Minutes from June 10, 2019
- Minutes from June 24, 2019
- MassHousing Project Eligibility/Site Approval for The Quarry at Groveland
- Signed bill authorizing Joseph Santapaola's extension on the fire department
- Fire Department FY20 Appointments & Hourly Rates

**ADJOURNMENT:**

A motion was moved by Selectman Wood and seconded by Selectman Kastrinelis to adjourn the meeting at 8:55 pm. Voted 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, July 22, 2019 at 6:30 P.M.

*Respectfully submitted,*

*Katherine T. Ingram*

\*\*\* Unanimously Approved on August 5, 2019 \*\*\*