

*Approved Minutes  
BOS meeting 8.2.2021  
Unanimous Vote*

**BOARD OF SELECTMEN  
MEETING MINUTES  
Tuesday, June 22, 2021  
Groveland Town Hall Meeting Room  
183 Main St, Groveland, MA 01834**

TOWN OF GROVELAND  
2021 AUG -4 PM 12:13  
TOWN CLERK  
RECEIVED / POSTED

This meeting was in-person and 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>

Members of the public are asked to send written comments to [kworden@grovelandma.com](mailto:kworden@grovelandma.com) or submit questions through the Zoom chat window.

**PRESENT:** Chair Ed Watson, Selectman Kathleen Kastrinelis, Jason Naves, Bill O'Neil, and Dan MacDonald.

**CALL MEETING TO ORDER:** Chair Watson called the meeting to order at 6:00 pm.

**PUBLIC COMMENT:**

**APPROVE WARRANTS:**

PW # 21-51 \$182,168.73

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant PW # 21-51 in the amount of \$182,168.73. Voted: 4-0-0. One absent.

BW # 21-51 \$339,334.84

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant BW # 21-51 in the amount of \$339,334.84. Voted: 4-0-0. One absent.

**21-51 Bills Warrant Breakdown:**

Town:	\$117,662.67
W/S:	\$ 12,557.50
Payroll Withholding:	\$ 23,979.69
Health Insurance:	\$
Light Bills:	\$148,150.59
Grants & Revolving:	\$
Chapter 90:	\$ 3,910.00
Pentucket Assessment:	\$
Whittier Assessment:	\$
Capital:	\$
Debt:	\$
Grants:	\$ 33,074.39
Wastewater Haverhill	\$

**APPROVE MINUTES:**

- Approval of BOS minutes from May 18, 2021  
A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve the BOS minutes from May 18, 2021. Voted: 4-0-0. One absent.
- Approval of BOS Executive Session Minutes of April 26, 2021  
A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve the BOS Executive Session Minutes from April 26, 2021. Voted: 4-0-0. One absent.
- Approval of BOS Minutes of June 7, 2021

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve the BOS minutes from June 7, 2021. Voted: 4-0-0. One absent.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to advance the Citation presented to Chesterton for Community Covid Vaccination clinic. Voted: 4-0-0. One Absent.

#### **APPOINTMENTS:**

- Appointment of Alex LaFlash of Georgetown to the Part-time seasonal groundkeeper for the Highway Dept position effective 6/21/2021 for \$14/hr up to 19 hrs per week.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to appoint Alex LaFlash of Georgetown to the Part-time seasonal groundkeeper for the Highway Dept position effective 6/21/2021 for \$14/hour up to 19 hours per week. Voted: 4-0-0. One absent.

- Joe D'Amore to the Finance Board effective 7/1/2021

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to appoint Joe D'Amore to the Finance Board effective 7/1/2021.

Mr. D'Amore was present and addressed the Board; he thanked the Board and Ruth Rivard from the Finance Committee for the nomination. Mr. D'Amore declined the nomination because he would like to be on the Search Committee for the first Town Administrator and he will be involved with the Special Legislation Act. He will seek appointment to the Finance Committee after the Town Administrator is hired.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to table the appointment. Voted: 4-0-0. One absent.

- Appointment of Richard Danforth from the Alternate Inspector to the Groveland Plumbing/Gas Inspector effective 7/1/2021.

A motion was moved by Selectman O'Neil and seconded by Selectman to appoint Richard Danforth from the Alternate Inspector to the Groveland Plumbing/Gas Inspector effective 7/1/2021. Voted: 5-0-0.

The following were recommended by the Building Inspector Sam Joslin.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to approve the next three appointments all three as recommended by Sam Joslin. Robert Baldini as the Alternate Plumbing/Gas Inspector effective 7/1/2021, Gerry Downs as the 2<sup>nd</sup> Alternate Plumbing/Gas Inspector effective 7/1/2021 and Kevin Waddington as the Alternate Electrical Inspector effective 7/1/2021. Voted: 5-0-0.

- Appointment of Robert Baldini as the Alternate Plumbing/Gas Inspector effective 7/1/2021
- Appointment of Gerry Downs as the 2<sup>nd</sup> Alternate Plumbing/Gas Inspector effective 7/1/2021
- Appointment of Kevin Waddington as the Alternate Electrical Inspector effective 7/1/2021.

- Appointments of Summer Program Employees

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Town of Groveland 2021 Summer Program Employees as listed tonight on the sheet pending successful CORI checks; the BOS agreed to allow them to be hired with the understanding that they will have to sign off to agree to a CORI background check. (Selectman Kastrinelis read the names on the list.). Voted: 5-0-0.

Selectman O'Neil worried about timing issues, due to delays in CORI checks and the programs beginning in the next couple of weeks.

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

- Citation presented to Chesterton for Community Covid Vaccination clinic: This was moved up and discussed after the Minutes Approval and prior to Appointments. Selectman O'Neil read the citation. The Board thanked the representative.
- Discussion of the Pines and the Wells:

Selectman MacDonald asked to be brought up to speed with the fees at the Pines and information about the Wells.

Selectman O'Neil explained that there is currently no permit required if there is a team from Groveland. Non-residents are charged a flat fee of \$25.00 if the roster is made up of less than 55% of non Pentucket kids.

Selectman MacDonald felt the \$25.00 was pretty cheap. Selectman Naves recommended giving this time to see if it works and revisit this after a season or two. Chair Watson asked if a schedule could be posted so it is clear who has permission to use the field at a particular time. Selectman Kastrinelis recommended Selectman MacDonald research other towns and bring back what he finds; Selectman Kastrinelis also noted that the BOS should focus on the priorities in front of the Board.

Renny Carroll, Highway Superintendent joined the meeting via Zoom to discuss the Wells. These are used for irrigation of the fields, this is not drinking water. The well has collapsed into itself and is not recovering as it should. The estimate (no hard number) is around \$20,000-\$25,000. It would not be worth it to spend any more than that according to Mr. Carroll. Colin Stokes, Water and Sewer Superintendent joined the meeting via Zoom and stated that he has nothing to do with the irrigation wells and explained that the Water Dept. tried drilling three test wells for potable water and found it was not suitable. Selectman MacDonald asked Mr. Carroll to keep the Board posted.

- Discussion of back tax collection:

Selectman MacDonald asked if the Board was going to pursue back taxes or wait until someone new is hired; he felt time is of the essence. Selectman Kastrinelis reminded the Board that Sara Hunter, the Consultant said the demand letters were going out and legally bound actions are being taken. Selectman MacDonald would like to move forward with tax takings. Selectman Naves felt the consultant was already given permission at the last meeting to move forward and the demand letters are the first step in moving this forward. Selectman Kastrinelis and Selectman MacDonald offered to review the resumes that have come in for the Treasurer position.

- Discussion of Administrative Coordinators duties:

Chair Watson noted the list of duties keeps expanding and Ms. Worden does not have a lot of time. Selectman Kastrinelis noted the list is quite long and was due to the Interim phase they are in; Selectman Kastrinelis felt some things were duties to be completed by a Department Head, specifically being on-call all night and on weekends, checking Finance Director email, procurement, etc. Selectman Kastrinelis felt that the BOS should be handling procurement, personnel, contracts, and all things that require following the law in the absence of a Town Manager. Selectman Kastrinelis urged keeping within the budget that was just voted. Selectman MacDonald asked Kathryn what is or is not feasible to take off the list.

Ms. Worden addressed the Board and explained that she has been doing a lot more work than what she was hired to do and would like to be compensated for the level of work she is completing. Ms. Worden is assisting staff with excel and word or computer trouble shooting, and Selectman O'Neil asked how often this happens and Ms. Worden responded it varies. Selectman O'Neil did not feel Ms. Worden should be helping in the Finance Department, since they are fully staffed; Selectman O'Neil was concerned this list needed to be paired down in order to work in the allotted number of hours budgeted. Selectman O'Neil felt the Department Heads should be able to help their employees with technology; Ms. Worden reported she helps Department Heads with technology as well. Selectman Naves noted the Finance Department is not adequately staffed and the Board was aware of that and finds the biggest problem is Kathryn cannot say no and noted she needs to say no a lot more and agreed with Selectman O'Neil that Department Heads should be doing more of the research. Selectman O'Neil suggested more training and/or cross-training. Ms. Worden stated she was following suit with other departments that are receiving stipends to do additional duties. Selectman MacDonald suggested delegating things back to the departments that should not be on the list.

Selectman Kastrinelis suggested tasking Rebecca Oldham with the task of checking the Finance Director email and advising the other Department Heads that Kathryn is not the person to go to for everything. Selectman Kastrinelis drafted a resolution to send out to the Department Heads to clarify where things are at; she has heard that staff feel that there has not been any communication regarding expectations from the BOS. Selectman Kastrinelis suggested going directly to the Chair for agenda items. Chair Watson read the draft resolution.

Selectman MacDonald suggested asking Department Heads to exhaust all remedies before going to Kathryn or the Chair of the BOS.

Ms. Worden explained that a lot of the administration duties have fallen on her and Selectman Kastrinelis responded that Ms. Worden was hired to do administrative work and administration duties are at a much more complex level. Selectman Kastrinelis recommended not having Ms. Worden sit here at these meetings taking up a few hours when she could be in the office when the Town Hall is open and asked the Board to hold off on creating the Annual Town Report to free up some time.

Selectman O'Neil would like to see Ms. Worden taken out as the middle man and have the Department Heads be more accountable for their departments so they are the go-to person. Chair Watson stated the Board will take this under advisement. Ms. Worden asked if she would be provided a stipend for the additional responsibilities. Chair Watson stated that he will check with the Town Accountant to see if there is any money available to pay a stipend and this will be on the next agenda. Selectman Kastrinelis attempted to object but was not allowed to discuss this by the Chair who declared the conversation over.

- Trash Collection discussion of extra bag cost:

Trash is not being picked up according to Jim Stepanian, new member of the Board of Health who stepped up to address the Board; he asked what the BOS planned to do regarding this and asked why the trash collection did not go out to bid. Chair Watson suggested getting the representative before the BOS at the next meeting and Mr. Stepanian argued that was not soon enough. Selectman MacDonald urged caution and recommended documenting everything so that the BOS can address the issues with Waste Management.

- Summer Program Finalization Use of the Bagnall School:

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to allow the Groveland Summer Program to use the Bagnall School. Voted: 5-0-0.

- Annual Appointments of Town Employees:

Chair Groden read the names of each person being recommended for appointment to the Police Department.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint the Police Department employees as recommended on the list. Voted: 5-0-0.

Board of Registrars recommendation for re-appointment of Constables.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to reappoint Edward Reed and Dave Tuttle as Election Constables for the Town of Groveland. Voted: 5-0-0.

Sam Joslin, Building Inspector

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to appoint Sam Joslin as the Building Inspector. Voted: 5-0-0.

Chair Watson read a list of At-Will employee names that are appointed annually by the SB.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the list of town employees as read. Voted: 5-0-0.

- Annual Appointments of Committees and Boards

Chair Watson read the list of appointments:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the list as read and amended at this time excluding Conservation and Finance. Voted: 4-0-1.

Selectman O'Neil had a hard time approving this list and asked if there were letters of interest from all of these people and he was told there were not. Selectman Kastrinelis suggested appointing and waiting to see if they come in to be sworn in and at the end of July advertise the vacancies if they have not been sworn in. Selectman O'Neil cautioned that there might not end up being a quorum to hold a meeting.

Finance Committee:

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action on the names on the Finance Board as read. Voted: 5-0-0.

Conservation Commission:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves for appointment of Conservation Commission members who are up for re-appointment as read.

Voted: 4-0-1. Selectman MacDonald was opposed.

- Veasey park Liquor License, insurance & benefits:

Mike Dempsey and Vanessa were present and addressed the Board regarding having a Liquor License and the fees that are collected. Selectman MacDonald asked what be covered; Mr. Dempsey responded that the Friends of Veasey Park will hold the liquor license because the Town cannot issue themselves a liquor license. Vanessa noted that all profits made go into upgrades. Mr. Dempsey handed out a revenue projection; revenue is projected to be raised from rentals and liquor sales. Chair Watson felt this should be run by Town Counsel. Mr. Dempsey reported this is very preliminary right now. Selectman MacDonald asked for clarity about liability if something happens and wondered if a million dollars would be enough coverage and if there was exposure to the town.

- American Rescue Plan Act of 2021 (ARPA): Update on funding and potential projects
- Budgetary Transfers of line items
- Juneteenth holiday clarification
- Search Committee for the Town Administrator appointments
- Conservation restrictions for 150 Center Street
- Pavilion use for the Boys Scouts on 6/22/2021 from 6:30-8:00 pm

*Added* • Groveland Day Discussion

*Added* • Building Inspector Fee Increases

*Added* • Codify the General Bylaw

#### **OLD BUSINESS:**

#### **SELECTMENS TIME:**

#### **ITEMS NOT RESONABLY ANTICIPATED:**

#### **CORRESPONDENCE:**

- 6/11/2021 KP law copy of letter for Michael Marsh Community Path
- 6/8/2021 KP Law letter to Dan MacDonald election congratulations
- 6/8/2021 KP Law letter to Ed Watson election congratulations
- 6/7/2021 Letter from Xfinity regarding Sport networking

#### **ADJOURNMENT:**

The next regularly scheduled meeting of the Board of Selectmen will be **Tuesday, July 6, 2021.**