

**BOARD OF SELECTMEN
MEETING MINUTES
Monday, June 29, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834**

TOWN OF GROVELAND

2020 SEP 30 PM 5:06

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: Jim S and Christina Eckert

ATTENDANCE: Chair Michael Wood, Kathleen Kastrinelis, Edward Watson, Jason Naves

ABSENT: Selectman O'Neil

ALSO PRESENT: Denise Dembkoski, Finance Director

CALL MEETING TO ORDER: Chair Wood called the meeting to order at 4:31 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.

- Joe D'Amore was present and addressed the Board regarding creating the position of Town Administrator or Town Manager. He asked that the Board place him on a future agenda to discuss a PowerPoint presentation that he has produced on this subject. Chair Wood indicated that this will be on the July 6, 2020 agenda and felt it appropriate to hold off on any questions until then.

APPROVE MINUTES:

- Minutes from June 1, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve the Minutes from June 1, 2020. Voted: 3-0-1. Selectman Naves abstained.

APPOINTMENTS:

- Appointment of Maria Yagual of Amesbury, to the position of part-time Outreach Worker for the Council on Aging effective July 8, 2020. The position is for 14 hours/week with a starting rate of \$17.18/hour. The Board liked her resume and background.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Maria Yagual of Amesbury, to the position of part-time Outreach Worker for the Council on Aging effective July 8, 2020. The position is for 14 hours/week with a starting rate of \$17.18/hour. Voted: 4-0-0.

COVID-19 DISCUSSION:

- Any concerns, policies, or protocols with regards to the Coronavirus
Claire Walsh, Public Health Nurse reported that we are down to one house (2 residents) being quarantined.

- Finalize employee return plan

The Board had previously discussed July 6, 2020 as the day that employees would return to work, but the Town Hall will remain closed, employees could meet with residents outside by appointment. Chair Wood noted that there have been no complaints from the public about having to do things remotely and did not seem to think there was an urgency to open the Town Hall. There are some details to work out. Ms. Walsh stated that if one person tested positive in the building, the whole building would have to be closed. There will be a checklist that employees will self-certify that they feel okay before the start of each shift. The Board discussed taking temperatures and anyone with a temperature of 100 or higher should be sent home.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to allow town hall and library employees to return to work on July 6, 2020 pending childcare and office sharing issues that need to be worked out. Voted: 4-0-0.

DISCUSSION & POSSIBLE VOTE:

- Annual Appointments
 - Employee Reappointments – Ms. Demboski reported that the list in front of the Board is the most up to date from today. Ms. Demboski asked Selectman Watson if he was still interested on serving as the Board of Selectman Representative on the Cable Advisory Committee and he declined. Selectman Watson recommended that Mike Wood be the representative instead. Selectman Naves agreed to stay on the Open Space and Trails Committee. Ms. Demboski noted that 2 emails have been sent out and asked how to proceed. Selectman Watson asked that a letter be sent out to anyone that did not respond to the two emails that were sent. Selectman Kastrinelis volunteered to write a letter to those who did not respond. The Board will give them until the end of the month to respond.
 - Board and Committee Appointments:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint everyone that said yes, noting that Selectman Watson said no, and the blanks will get letters. Voted: 4-0-0.
 - Police Department Appointments:

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve the Police Department Appointments on the list as presented. Voted: 4-0-0.
- Appointment of Temporary Town Clerk for 106 King Street Project

Ms. Demboski provided background. During a Planning Board meeting Beth Cunniff, the Town Clerks husband submitted a project for 106 King Street and someone questioned through a complaint that Ms. Cunniff should not be involved since she signs off on any appeals, so Ms. Cunniff talked to State Ethics who recommended in writing that the BOS vote in a Temporary Town Clerk for the 106 King Street Project. Ms. Cunniff has recommended Kaitlyn, the Assistant Treasurer/Collector be voted in as Temporary Clerk.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to appoint Kaitlyn Gilbert to be appointed as Temporary Clerk as provided in MGL Section 41, Section 13 for the 106 King Street project. Voted: 4-0-0.
- Review of Town Meeting

Selectman Kastrinelis questioned if in hindsight the meeting should have been held outside and if they should have held off on some articles until the fall. She noted that communication was an issue and it made it difficult to hear. Ms. Demboski reported that equipment was working fine earlier in the day when it was tested.
- Finance Director Resignation
 - Accept resignation effective October 9, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to accept the resignation of Denise Demboski as Finance Director effective October 9, 2020. Voted: 4-0-0.

- Review/amend job description as needed
Chair Wood suggested reviewing a job description and other documents that everyone has received and continue this conversation to the next meeting because he felt this conversation will require much more time to discuss. Ms. Dembkoski will only be in the office until August 13th and she reviewed some of her recommendations. Ms. Kastrinelis expressed her preference to hire an Interim Finance Director. The Board will wait to discuss further until the next meeting when all members are present.
- Discussion on other duties handled
Ms. Dembkoski does much more than a Finance Director typically handles, and it was not clear what a potential Interim Finance Director would be responsible for. Selectman Watson noted that according to the documents the BOS has received that shows the majority of Board of Selectmen in other Towns have an Administrative Assistant and felt that could help relieve some of the clerical duties that the current Finance Director has been doing. The Board will wait to discuss further until the next meeting when all members are present.
- Board of Selectmen Liaisons
This will wait until a future agenda when all members are present.
- BOS Member participation on the School Health and Safety Protocol Return Team
 - Looking for one member to participate
 Ms. Dembkoski reported that Bagnell School is the only school left that is looking for a Select Board representative. The Middle and High School are filled. Chair Wood offered to participate this Wednesday.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to authorize Mike Wood be the appointee for the BOS on the Bagnell School Health and Safety Protocol Return Team. Voted: 3-0-1. Chair Wood abstained.

VOTES OF THE BOARD:

- Accept the retirement of Patricia Rogers, Water/Sewer Office Manager, effective August 28, 2020
Selectman Watson noted that she did a great job.
A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to accept the retirement of Patricia Rogers, Water/Sewer Office Manager, effective August 28, 2020.
Voted: 4-0-0.
- Accept the resignation of Ronald Mertens from the Council on Aging effective June 29, 2020
Selectman Watson noted that he was a great volunteer.
A motion was moved by Selectman Watson and seconded by Selectman Naves to accept the resignation of Ronald Mertens from the Council on Aging effective June 29, 2020.
Voted: 4-0-0.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported: The Pines bathrooms will be closed Wednesday, July 1st through July 5th. The custodian will be on vacation and per state guidelines the bathrooms have to be cleaned daily so there is no one available to clean the bathrooms.

SELECTMEN'S TIME & REPORTS:

Selectman Watson: We can do better with the sound system at town meeting and all meetings for that matter; it might be time to invest in wireless microphones. The Town yard seems to be working well and asked about opening it up on Wednesdays.

Selectman Kastrinelis: Reviewed an email with information regarding gas leak data in each community in the state and requested the link be put on the Town website. Ms. Dembkoski will look at it and add the link to the website. Selectman Watson followed up with a request to have an agenda item to discuss the gas company properly repairing their trenches; the Board will talk to Renny Carroll, Highway Superintendent to see if he has any information.

Selectman Wood: Spoke with Senator Tarr regarding the Valley Screw Building this appears to be ongoing; they also talked about taxable income decrease that the State will be dealing with going forward, talked about impacts of 40 B projects in Town and in surrounding towns.

OLD OR UNFINISHED BUSINESS:

Selectman Kastrinelis asked if it were okay with the Board if she could spec out what it would take to restore the Mill Pond Recreation area to a passive recreation area. There were no objections.

CORRESPONDENCE:

- Fire Department FY21 Re-Appointment Roster
- Minutes from June 11, 2020
- Minutes from June 22, 2020
- Executive Session Minutes from June 24, 2020

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to adjourn the meeting at 6:10 pm. Voted: 4-0-0.

Respectfully submitted,

Katherine T. Ingram

The next regularly scheduled meeting of the Board of Selectmen will be Monday, July 6, 2020 at 6:30 P.M.