

BOARD OF SELECTMEN
MEETING MINUTES
Monday, March 16, 2020
Groveland Town Hall
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2020 APR 29 PM 12:34
TOWN CLERK
RECEIVED/POSTED

ATTENDANCE: Acting Chair Ed Watson, Bill O'Neil, Kathleen Kastrinelis, Michael Wood

ABSENT: Selectmen Bill Dunn

ALSO PRESENT: Denise Dembkoski, Finance Director

CALL MEETING TO ORDER: Acting Chair Watson 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.

APPROVE WARRANTS:

PW # 20-37 \$ 171,840.51

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to approve Warrant PW # 20-37 in the amount of \$171,840.51. Voted: 4-0-0.

BW # 20-37 \$ 1,320,651.39

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to approve Warrant BW # 20-37 in the amount of \$ 1,320,651.39. Voted: 4-0-0.

20-37 Bills Warrant Breakdown:

Town:	\$ 123,208.63
Water/Sewer:	\$ 58,617.20
Payroll Withholding:	\$ 21,562.76
Health Insurance:	\$ 38,025.27
Light Bills:	\$ 119,708.41
Grants & Revolving:	\$ 27,630.37
Pentucket Assessment:	\$ 822,041.75
Whittier Assessment:	\$ 109,857.00

APPROVE MINUTES:

- Minutes from February 18, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the Minutes from February 18, 2020 Voted: 3-0-1, Selectman Wood abstained.

APPOINTMENTS:

Appointment of Heather Torres, 8 Briscoe Road, Groveland, to the position of part-time Water/Sewer Administrative Assistant effective March 23, 2020. The position is up to 19 hours/week at a starting rate of \$18/hour.

Ms. Torres was present and introduced herself to the Board.

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to appoint Heather Torres, 8 Briscoe Road, Groveland, to the position of part-time Water/Sewer Administrative Assistant effective March 23, 2020. The position is up to 19 hours/week at a starting rate of \$18/hour. Voted: 4-0-0.

Appointment of Paul DeCoste, of Kingston, NH, to the position of Reserve Patrol Officer for a probationary period effective March 16, 2020 through June 30, 2020.

Acting Chair Watson noted that the Board received a written recommendation from the Police Chief.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Wood to appoint Paul DeCoste, of Kingston, NH, to the position of Reserve Patrol Officer for a probationary period effective March 16, 2020 through June 30, 2020. Voted: 4-0-0.

DISCUSSION & POSSIBLE VOTE:

- **COVID-19 (Coronavirus) Discussion**

Ms. Dembkoski recommended that the Town Offices be closed to the Public starting tomorrow morning. Groveland is one of the few towns that is still open, and the public is still coming in. In addition Ms. Dembkoski sent out an email to Boards and Committees to postpone or cancel all non-essential meetings. The Planning Board has a meeting for a Public Hearing scheduled for this Thursday, they will open the meeting to postpone the meeting. Ms. Dembkoski is looking at online forums to find another way to hold public meetings. This meeting has a message at the bottom of the screen encouraging people to email in questions, the Board has limited the people in attendance tonight and is practicing social distancing. She urged the Board to keep in mind elections that are coming up; the State has pending legislation allowing the election dates to be postponed. Ms. Dembkoski recommends staying the course and planning for the April Town Meeting but asked to keep in mind that may need to change. Ms. Dembkoski asked for a vote tonight to close parks and playgrounds. Currently there are no cases in Town and the BOH continues to monitor the situation. Selectman Wood noted that he has seen kids at the playground and urged the public to take this issue seriously before things get worse. Selectman O'Neil noted how difficult it is for a vast majority of people to have their freedom to come and go taken away; Selectman O'Neil expressed his concern for the Annual Town Meeting and he asked everyone to check on their friends and families and to think of others in need when going to the stores. Selectman O'Neil felt closing the Town Hall is a good idea and necessary. Selectman Kastrinelis asked about the advisory memo that came from Kopelman and Paige and read the memo and suggested the Board take the recommendation in the memo and Declare a State of Emergency in Groveland; this will provide the Board of Selectman better authority to close buildings and parks. Selectman Wood added that all the usual things are still available online. Ms. Dembkoski will send out a CODERED call tomorrow to inform the public and will post a notice on the website tonight. There is COVID 19 information on the town website. The Board discussed the potential for future Board meetings taking place virtually; open meeting laws have been loosened to allow remote participation without a quorum.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Wood to declare a State of Emergency in the Town of Groveland, striking the BOH until they take a vote and this will include the closure of all Town common recreational facilities until further notice and Town buildings to the Public starting at 8:00 am on March 17th; offices will remain staffed and staff will be available via email and phone call. Voted: 4-0-0.

- **Mike Dempsey to present the FY21 Community Preservation Recommendations**

Mr. Dempsey was present and addressed the Board.

There are seven proposed projects that have been reviewed and approved by the Community Preservation Committee. The total amount is \$600,877, one of the projects may increase at the next meeting. The Town received 54.3 % in matching funds from the State (24th highest in the State). Mr. Dempsey reviewed each one of the projects with the Board. Four of the projects will be utilizing Recreation CP funds and two will be utilizing Historic CP funds. Mr. Dempsey recommended adding these proposals to the Annual Town Meeting Warrant.

- Jason Naves, from the Dog Park Committee to provide an update to the Board
 - Meeting with Police Chief, Fire Chief, and Water/Sewer Department

Mr. Naves, 150 Main Street was present and addressed the Board. The meeting with Chief Valentine went well, he reviewed and supported the project. Chief Gillian was concerned with safety and liked the parking area right across from the park but the Chief asked about lights. The Chief would like to make sure that all the dogs be registered that visit the park. Mr. Naves attended the Water/Sewer Commissioners meeting to share the plans; there was concerns with blocking their gates – the plans include plenty of parking; Mr. Naves was added to the next meeting and was informed that there are plans to add another well and they are not sure where it will end up, so the area at the Pines may not be available.
- Discussion on the request from the Housing Authority to delegate the duty of responsible entity for environmental reviews at the Groveland Housing Authority to Selectman Watson

This subject was tabled from the last meeting. There was a form filled out incorrectly that was sent to HUD and was signed by Selectman Watson who was not authorized to do so. Selectman Watson stated that he spoke to someone at HUD and understood that he had authority to sign the document. Ms. Dembkoski spoke to someone at HUD and was informed that the Housing Authority may be losing federal grants either way regardless of whether or not this Board votes on this tonight and it doesn't have anything to do with the Board of Selectmen. Selectman O'Neil wanted to know if there is money involved and if the Board of Selectmen is the cause of this. Ms. Dembkoski replied that there is a likely impact on grants and that is a result of issues with the Housing Authority. Selectman Kastrinelis was not comfortable signing this tonight without making sure this is being done correctly; she would also like to request all the emails that have been exchanged on this subject. The Board will invite the Executive Director of the Housing Authority to attend a future SB meeting to discuss this subject. The Board will send an email to Mr. Cusick at HUD to ask for clarification on what is needed to move this document forward.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Wood that the Board of Selectman make a request to Ryan Cusick from HUD for a copy of all communications with the anyone in the Town of Groveland regarding the Environmental Assessment Checklist. Voted: 4-0-0.

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to discuss this issue in a future Executive Session at the Boards earliest convenience. Voted: 3-1-0. Mr. Watson voted against.
- FY21 Budget Discussion & Town Meeting Article Discussion
 - Discuss increase for non-contractual employees

Ms. Dembkoski recommended tabling this.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to table the FY21 Budget Discussion & Town Meeting Article Discussion to a more appropriate meeting. Voted: 4-0-0.

VOTES OF THE BOARD:

- Approve Jeff & Maria's Special Event Common Victualler's License for the following dates:
 - Wednesday, July 22, 2020 from 10pm to 3am
 - Wednesday, August 19, 2020 from 10pm to 2am

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to approve Jeff & Maria's Special Event Common Victualler's License for Wednesday, July 22, 2020 from 10pm to 3am and Wednesday, August 19, 2020 from 10pm to 2am contingent upon the removal of the Declaration of Emergency. Voted: 4-0-0.
- Ratification of the Police Chief's contract for July 1, 2020 through June 30, 2023

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to ratify the Police Chief's contract for July 1, 2020 through June 30, 2023. Voted: 4-0-0.

- Ratification of the Finance Director's contract for July 1, 2020 through June 30, 2023

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to ratify the Finance Director's contract for July 1, 2020 through June 30, 2023. Voted: 4-0-0.

- Accept the resignation of Steven Collins, from the Highway Department.

According to Ms. Dembkoski this has been rescinded for the time being.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to table the resignation of Steven Collins, from the Highway Department. Voted: 4-0-0.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported:

One clarification she heard from the Police Department during this meeting and they are requesting an exemption to the closing of the lobby of the Police Station, they feel it should remain open.

A motion was moved by Selectman Wood and seconded by Selectman O'Neil to exempt the Police Station lobby from the previous declaration. Voted: 4-0-0.

SELECTMEN'S TIME & REPORTS:

Selectman Kastrinelis: commended the Finance team for the positive Audit Report and asked if some of the recommendations in the report could be addressed during this time of being closed to the public.

Selectman O'Neil: the Rec. Committee had a meeting last Thursday, they voted to replace the batting cage at the Pines and also discussed how we can broaden our horizons and involve more of the town citizens. The High School Building Committee was postponed last week.

Selectman Wood: On March 5th attended a meeting to discuss a couple of avenues that could be available to the Town regarding the Valley Screw property.

OLD OR UNFINISHED BUSINESS:

Selectman O'Neil: asked Ms. Dembkoski about the cable contract who responded that we are waiting for the counter contract.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

CORRESPONDENCE:

- Executive Session Minutes from March 9, 2020
- Letter from Chief Valentine regarding a grant the department was awarded for a Gear Washer/Extractor
- Documentation from Lori Bentsen, BOH Administrative Assistant to defend salary increase request
- FY2019 Audit Reports
 - Basic Financial Statements
 - Management Letter
- Minutes from March 2, 2020.

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Wood to adjourn the meeting at 9:04 pm. Voted: 4-0-0.

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

Respectfully submitted,

Katherine T. Ingram

****Unanimously Approved on April 13, 2020 ****