

*Approved Minutes
BOS meeting 8.2.2021
Unanimous Vote*

**BOARD OF SELECTMEN
MEETING MINUTES
Monday, March 29, 2021
Groveland Town Hall Meeting Room
183 Main St, Groveland, MA 01834**

TOWN OF GROVELAND

2021 AUG -4 PM 12:12

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 will take place without any public present, but we will make every effort to ensure the public can adequately access the proceedings in real time.

This meeting was 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 or submit questions through the Zoom chat window.

PRESENT: Chair Wood, Selectmen Naves, Watson, Kastrinelis, O'Neil.

ALSO PRESENT: Kevin Paicos, Interim Finance Director.

CALL MEETING TO ORDER: Chair Wood called the Open Session to order at 5:32 pm.

PUBLIC COMMENT: None.

APPROVE WARRANTS:

PW # 21-39 \$172,576.09

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve warrant #PW # 21-39 in the amount of \$172,576.09. Voted: 5-0-0.

BW # 21-39 \$1,423,131.42

A motion was moved by Naves and seconded by Selectman O'Neil to approve warrant # BW # 21-39 in the amount of \$1,423,131.42. Voted: 5-0-0.

21-39 Bills Warrant Breakdown:

Town:	\$ 19,947.97
W/S:	\$ 5,813.00
Payroll Withholding:	\$ 35,252.20
Health Insurance:	\$
Light Bills:	\$ 311,146.47
Grants & Revolving:	\$ 15,812.37
Chapter 90:	\$
Pentucket Assessment:	\$ 920,855.41
Whittier Assessment:	\$ 114,304.00
Capital:	\$
Debt:	\$
Grants:	\$
Wastewater Haverhill	\$

APPROVE MINUTES: None.

APPOINTMENTS: None.

DISCUSSION & POSSIBLE VOTE:

- Approval of Jeff & Maria's Ice Cream Common Victuallar License
Jeff Boragine was present and addressed the Board. Chair Wood expressed concern that the deadline had expired to submit this, but the business opened anyways without the license; Chair Wood also shared an email from Mr. Boragine. Mr. Boragine explained that he tried to go into Town Hall and take

care of this, but Town Hall was closed, he called and did not receive a call back until three days later, he was frustrated and did not understand what had changed and he has always opened on March 21st. Mr. Paicos admitted that Mr. Boragine had attempted to obtain the license, but Mass. General Law is clear that this license is necessary to open, and Mr. Paicos recommended a small fine be imposed for opening without the proper license. Selectman O'Neil did not want to fine anyone instead he asked Mr. Boragine to call him personally in the future if there are issues and he will try to help.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve the Common Victuallar License for Jeff & Maria's Ice Cream Common. Voted: 4-0-1. Chair Wood abstained.

The Board signed the license and issued it to Mr. Boragine.

- Town Government Study Committee

Joe D'Amore was present and addressed the Board. He congratulated the Board on deciding to move forward with warrant articles to hire a Town Administrator. He responded to a concern that Selectman Watson brought up regarding having a non-binding ballot question asking whether or not the voters want a Town Administrator; this is not a requirement and Mr. D'Amore did not feel that this would be wise but will support the Board if they wish to do so. Selectman Watson explained that he felt the vote should be put off another year due to COVID and the likely lack of voters at Town Meeting; he also was concerned the salary would not be enough at \$105,000. Chair Wood agreed the salary was low and felt the salary should be \$120,000 - \$125,000. Ruth Rivard, Finance Committee was present and addressed the Board regarding the salary and noted the salary is in the budget at \$120,000. Mr. D'Amore reviewed the proposed financial team which will include five positions and the total cost estimates which will cost an additional 1.51% of our total operating budget. Ms. Rivard felt this was an acceptable increase. Mr. D'Amore noted the pool of candidates will be slim due to limited qualified candidates; many experienced people are leaving the system, the intermediate people are moving up and there is a lack of new people starting out and gaining experience. Mr. Paicos commented on the proposed salaries. Chair Wood will ask Town Counsel to review the material that has been submitted. Mr. D'Amore asked for the Board to let the Government Study Committee know what their role will be at Town Meeting.

- Budget Discussion

Board of Health:

Deborah Kadar-Hull was present and addressed the Board. Chair Wood asked about the Health Agent increase which was a big jump. Ms. Kadar-Hull noted the salary was too low to hire someone qualified; Public Health has also noticed there are not a lot of qualified candidates out there. The expense line is increasing and there was an error on the department spreadsheet and is a larger increase than originally thought and had to be updated. Mr. Paicos expressed concern about the lack of a standardized pay plan. Selectman Watson asked about fees generated by the Health Agent but there was no break down available. The BOS did not have to vote this budget separately.

Operational Budget:

Ruth Rivard, Finance Committee noted at least ten discrepancies between the approved FY21 budget and what was being presented on the FY22 request spreadsheet. Mr. Paicos noted that the official approved numbers from the Town Clerk are entered into the Accounting program. There appeared to be encumbered monies included which likely caused the variance. Ms. Rivard did not feel the encumbered numbers should be included with the approved budget because it causes confusion. Chair Wood asked about scheduling a special BOS meeting next week after verifying the numbers. Mr. Paicos offered to go through each line with the Town Accountant to verify the numbers. Ms. Rivard offered to meet with Mr. Paicos and the Town Accountant and agreed it would be a good idea to hold a special high level budget meeting to discuss this further. The Board will schedule a meeting for next Monday. Ms. Rivard felt that the Town should make as few changes to the budget and the bottom line as possible, until the new Town Administrator is on Board; the town has been careful, conservative, and responsible with their budget and have initiated stabilization funding and Ms. Rivard would like to see the town stay the course and make changes gradually after thoughtful consideration. The Board discussed the increase to legal fees; Mr. Paicos noted there is an increase in the hourly rate. The Board reviewed the Finance

Department budget and Selectman Naves suggested increasing the TA salary to \$120,000 and the Board and Ms. Rivard agreed on that number. Selectman O'Neil reviewed his concerns; he wondered about the Administrative Assistant hours, he thought the increase in hours was temporary and noted that the minutes clerk was removed even though he thought the Board agreed to keep this in the budget; he also expressed concern with the 35% increase in salary for the Town Accountant; Tree Warden went up by 10%, road machinery expense went up 20%; there were no hard numbers for the rubbish contract; cemetery wages increased 22%; Ms. Rivard noted that Finance met with the Cemetery Commission and two or three years ago that salary had already increased and she recommended only a 2% increase. Chair Wood noted there was homework to be done and hopefully the Board could come to an agreement on Monday. Mr. Paicos requested that the Capital Budget be approved at the Special Meeting on Monday as well. Ms. Rivard offered to see if the Finance Committee is available to hold a joint meeting on Monday.

- Town Meeting Planning Discussion

Mr. Paicos shared the seating chart that was used last year with the Board. There will be 3-foot distancing between seating this year per the new guidelines. The BOS will be on the stage. The BOS agreed to use the set up according to the chart attached to the minutes.

- Finance Department Contractor/appointment of Treasurer Collector

Mr. Paicos gave the Board a memo breaking down regarding current funding for the department and what it would cost to continue with the contracted person through June 30th at a cost of \$2,500 per week. Mr. Paicos was looking for a way to terminate the contract while we wait for the repeal of the Finance Director Bylaw and he feels the Town can advertise for a Treasurer Collector this week and then continue the interview process with the intent to have this person in place by July 1st as long as Town Meeting approves the repeal. If Town Meeting rejects the repeal, the interview process would stop.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to post the Treasurer/Collector position. Voted: 5-0-0.

- Comcast Agreement

Chair Wood noted that KP Law has been communicating with Comcast, we are at an impasse and KP Law sent three options for the Board to consider. Selectman O'Neil asked what this negotiation was costing the Town and there were no details, but Mr. Paicos will get back to the Board on this.

A motion was moved by Selectman O'Neil and seconded by Naves to choose Option A. Voted: 5-0-0.

- Review the Zoning Board articles bylaw changes

Rebecca Oldham, Town Planner joined the meeting remotely and reviewed the proposed changes to the Zoning Bylaws. The Planning Board held a Public Hearing on March 2nd and made a favorable recommendation on these proposed changes. Sam Joslin, Building Inspector joined the meeting remotely and reviewed the amendments in 50-6.1 and 50.7.1. Ms. Oldham reviewed the other three.

- Amend Section 50-6.1: Floodplain Overlay District, to comply with new federal mandates.
- Amend Section 50.7.1: Accessory Apartments.
- Amend Section 50-10.2: Conservation Subdivision Design (CSD), concerning sewer connections.
- Amend Section 50-4.5: Site Plan Approval, and related Bylaw sections, to establish new applicability thresholds, clarify minor site plan approval, and amend the waiver process.
- Add a new Section 50-10.4 to allow for Common Driveways by special permit in all zoning districts; and add a common driveway definition to Section 50-2.1.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to adopt the five proposed amendments to the Zoning Bylaws as suggested by Rebecca Oldham, town Planner and Sam Joslin, Building Inspector. Voted: 5-0-0.

- Elm Square report of Findings and moving forward with downtown revitalization

Greg Stark and Mike Dempsey, members of the Elm Square Committee were present and addressed the Board. Mr. Stark gave a brief overview as to what the Committee has been working on. Mike Dempsey

spoke regarding five strategies that are being proposed to improve Elm Square, help businesses grow and benefit the residents by making the area more inviting. Many of the solutions are relatively simple fixes and will not require extensive construction. It is being recommended that the BOS support these strategies. Rebecca Oldham, Town Planner joined the meeting remotely and formally supported reinstating this committee and charging them with the revitalization of the town center and continuing to explore ways to improve the area so businesses can thrive.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to endorse the five strategies for improving Elm Square parking as detailed in the submitted report prepared and presented under the DHCD Grant in January 2021 and charge the committee to continue to work on these strategies. Voted: 5-0-0.

- **Field Use**

- **Pentucket Youth Football**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the use of the utility field by Pentucket Youth Football. Voted: 5-0-0.

- **Building Inspectors Fee Increase**

Sam Joslin joined the meeting remotely and explained the fee adjustments. He is trying to bring his salary up to a comparable rate and not impact the towns budget so a portion of expenses and salaries and wages can be paid through the fee adjustment. Currently Groveland charges less fees than most other surrounding communities.

A motion was moved by Selectman Naves and seconded Selectman O'Neil to change the Permit Fee Schedule as requested by Sam Joslin. Voted: 5-0-0.

- **Field Use Fee**

Selectman O'Neil discussed his proposal to charge groups a fee for using the field. He is proposing that the fee would be \$25.00 per event; if the group consists of town residents, then the fees can be waived; if the groups consist of non-residents, they would be charged a fee. A permit may be permitted for one time use or a series of events. Depending on the demand, \$25.00 is the baseline to start and can be increased if there is a lot of demand.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to allow a group consisting of 55% or more Pentucket members to pay no fee to use the field, otherwise groups will pay a fee of \$25.00 per event. Voted: 5-0-0.

OLD BUSINESS: None.

VOTES OF THE BOARD:

- Operating Budget for FY22

FINANCE DIRECTOR'S TIME:

Mr. Paicos asked for the phone number of the Town Moderator. The League of Women Voters want to use this room for their meeting and as long as there was no conflict, the Board had no issues with this.

SELECTMEN'S TIME & REPORTS: None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

Mr. Paicos explained that this invoice was late and did not make it into the Bills Payable Warrant and the service expired today. The amount is for \$1,200 which is an annual fee and is for the live-streaming service.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve the bill for Cable Cast Community Media in the amount of \$1,200. Voted: 5-0-0.

CORRESPONDENCE:

- Letter Dated 3/17/2021 from Pentucket Regional School District regarding Groveland assessment FY22

ADJOURNMENT:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to adjourn the meeting at 9:12 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, April 12, 2021.

Respectfully submitted,

