

**BOARD OF SELECTMEN
MEETING MINUTES
Monday, March 2, 2020
Central Fire Station Meeting Room
181 Main St, Groveland, MA 01834**

TOWN OF GROVELAND

2020 APR -8 PM 3: 06

TOWN CLERK
RECEIVED/POSTED

ATTENDANCE: Chair Bill Dunn, Selectmen Bill O'Neil, Kathleen Kastrinelis
ABSENT: Selectmen Michael Wood, Ed Watson
ALSO PRESENT: Denise Dembkoski, Finance Director

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 # 20-35 \$ 146,478.62

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve Warrant PW # 20-35 in the amount of \$146,478.62. Voted: 3-0-0.

BW # 20-35 \$ 466,650.07

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to approve Warrant BW # 20-35 in the amount of \$466,650.07. Voted: 3-0-0.

20-35 Bills Warrant Breakdown:

Town:	\$ 40,631.66
Water/Sewer:	\$ 10,227.86
Payroll Withholding:	\$ 34,846.51
Light Bills:	\$ 355,676.37
Grants & Revolving:	\$ 25,267.67

7:00 P.M.

PUBLIC HEARING:

In accordance with MGL Chapter 82, Sections 21 & 22, the Board of Selectmen will hold a public hearing on the proposed road layout of Homestead Lane. Per the petition of Dehullu Homes as prepared by William G. Hold, PLS.

Rebecca Oldham, Town Planner, was present and addressed the Board. Ms. Oldham reported that this is a formal process and the Planning Board already held a hearing on this and recommended favorable action on this development. Renny Carroll, Highway Superintendent was present and stated that the road layout meets standards. This will go to Town Meeting for acceptance as well.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to accept the proposed road layout of Homestead Lane, per the petition of Dehullu Homes. Voted: 3-0-0.

APPROVE MINUTES:

- Minutes from February 3, 2020

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil, who was absent from the meeting but invoked the Rule of Necessity to approve the minutes from February 3, 2020. Voted: 3-0-0.

DISCUSSION & POSSIBLE VOTE:

- **Parking Clerk position**
Ms. Dembkoski explained the proposed change to the Board. The idea is to appoint the Finance Director as the Parking Clerk, this will be an unpaid duty. Parking tickets will be handled by the Treasurer/Collector Office versus being handled by an outside vendor. This will not result in much more additional work for the office but should make a more efficient process for the public.
 - **Appointment of Parking Clerk**
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to appoint the Finance Director to the position of Parking Clerk. Voted: 3-0-0.
- **Meet with Jeff Gillen, Police Chief regarding utilizing grant funding for the purchase of a pickup truck**
Chief Gillen was present and addressed the Board and explained that there was a request about a year ago for a pickup truck. Chief Gillen was looking into funding and has found a creative way to find the money to pay for it through three Grant Funding sources and will not have to go through Capital Improvement. The vehicle will be used for a variety of things such as emergency management and firearms trainings, etc. Chief Gillen asked the Board for their blessing before he moved forward. The Board had questions which Chief Gillen answered. The Board members expressed support.
- **Meet with the Board of Health to discuss FY21 budget request and salary merit increase request for Lori Bentsen**
Joan Searl, Chair of the Board of Health was present and addressed the Board. Ms. Searl explained that Lori Bentsen has not received a merit raise in the 20 years that she has worked for the Town and she goes above and beyond and ends up working additional hours. Selectman Kastrinelis explained that Ms. Bentsen has received COLA increases and feels that many employees go above and beyond but there is nothing in place to offer merit increases. The Board asked for the Board of Health to demonstrate what exactly the above and beyond duties are in order to better understand the request.
- **Renny Carroll, Highway Superintendent to discuss the following:**
Mr. Carroll was present and addressed the Board.
 - **Yard Waste permits**
Looking to invoke permits as a way to offset costs. The fee will likely be \$25.00 yearly to start with. The sticker will make it easier when people are coming in to drop off their yard waste; currently their ID's are checked to verify residency. There is also a plan to create usable compost for residents to use and this permit revenue will offset some of the cost of that program. Selectman O'Neil didn't like the idea of a fee, he saw it as another tax and would rather see a charge for the compost. Selectman Kastrinelis supported this initiative.
 - **Adopt a Spot**
Mr. Carroll distributed a draft handout to the Board. He is hoping to get some businesses in Town to participate in beautifying the Town, by adopting one of the 9 or 10 islands that have been identified. Highway will manage this program. Businesses can put up a sign on the island, the Town will not provide the signs.
A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to accept the Adopt an Island program as presented. Voted: 3-0-0.
 - **Street Sweeper**
Mr. Carroll handed out a breakdown of the Sweeper; this is tied to the Capital Improvement Plan. Mr. Carroll provided costs from last year; about \$18,000. This will allow the Town to sweep a couple of times and more readily clean up the leaves. This will be a shared sweeper with Georgetown, if Georgetown approves as well. Ms. Dembkoski will talk to Town Counsel about this because she stated this would have to go to Town Meeting and Town Meeting is only able to authorize up to a certain dollar amount. Ms. Dembkoski asked the Board if they were okay with increasing the Capital Plan which was approved at \$15,000 to reflect new cost will be

up to \$25,000 for five to seven years; she will increase the request accordingly after she talks with Town Counsel.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to table this until the Warrant is finalized. Voted: 3-0-0.

- **FY21 Budget request - Salary merit increase request**

Selectman Kastrinelis repeated the fact that the town does not have a merit increase mechanism in place. Chair Dunn asked what has changed in the position that warrants a change in salary. Mr. Carroll explained the things that he feels have changed in his position to warrant the merit increase. Selectman O'Neil expressed his concern that taxpayers call him stating they do not know how to get in touch of with Mr. Carroll; Mr. Carroll disagreed and noted that his phone number and email are available and he spends a significant amount of time in the office or is out in the field, but can still be reached.

Selectman O'Neil addressed the FY2021 Budget request; snow and ice is being increased and Ms. Dembkoski stated that she would rather not see an increase for this year because we are not allowed to decrease this line item once it has been increased. Chapter 90 money for this year is increased slightly this year to \$219,000 but there is a lot of work that needs to be done to the roads so more money is needed for roads. Selectman O'Neil asked about the increase to the gas line item, Mr. Carroll explained that this was the first time that we had this line item, the number was estimated and will not be sufficient so additional money is being requested for FY21; Ms. Dembkoski recommended adding additional funds but not doubling the line item.

- **FY21 Budget Discussion & Town Meeting Article Discussion**

Ms. Dembkoski reported that she will have a draft Warrant for the next meeting. She has a number for the school budget which is \$9,577,507 (2.83 increase). Superintendent Justin Bartholomew was present and addressed the Board; he discussed his frustration with the lack of proper funding from the State. Ms. Dembkoski reported that Health Insurance through the GIC is going up about 7%.

VOTES OF THE BOARD:

- **Close the 2020 Special and Annual Town Meeting Warrants**

Ms. Dembkoski reminded the Board that they have set a special meeting for April 6th to vote on and sign the Warrant for posting. This formal vote tonight will close the Warrant so no departments can add anything to the Warrant.

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to close the 2020 Special and Annual Town Meeting Warrants. Voted: 3-0-0.

- **Authorize Chair Dunn to delegate the duty of responsible entity for environmental reviews at the Groveland Housing Authority to Selectman Watson**

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to table this until Selectman Watson is in attendance. Voted: 3-0-0.

- **Accept the resignation of Laurie LeBlanc as a Registrar**

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to accept the resignation of Laurie LeBlanc as a Registrar. Voted: 3-0-0.

FINANCE DIRECTOR'S TIME:

Ms. Dembkoski reported:

1. Reminded the Board that there is an Executive Session scheduled for Contract Negotiations on March 9th and confirmed the meeting will start at 6:00 pm.
2. Reminded residents that the last day to obtain nomination papers for the Annual Town Election will be Thursday, March 12th at 5:00 pm and the deadline to return the papers is Monday, March 16th at 5:00 pm.

3. The last date to register to vote for the Annual Town Meeting and the Annual Town Election will be Tuesday, April 7th.
4. There is a clerical vacancy in the Treasurer Office, 16 hours per week and Ms. Dembkoski will be posting the job tomorrow.

SELECTMEN'S TIME & REPORTS:

Selectman Kastrinelis discussed the upcoming retirement in the Assessor's Office and recommended folding this position into the Finance Department so that when a new person is brought in, they will have support rather than being a one-person office. This is an opportunity to maybe discuss some cross training of duties for this position. This will require a Town Meeting vote as well as approval by the Legislature. Ms. Dembkoski will bring draft language for the next meeting and put a place holder on the Warrant.

Selectman O'Neil reported that the Recreation Department will be meeting tomorrow night. The High School meeting was postponed for a week. Encouraged residents to run for the open elected and appointed positions. Chair Dunn reported that the Washington Street building has been cleaned out and is ready for storage. Ms. Dembkoski reported on a letter she received from EPA regarding the Washington Street, Valley Screw property; there will be an upcoming site visit. Senator Tarr is still trying to help.

OLD OR UNFINISHED BUSINESS: None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING: None.

CORRESPONDENCE:

- Letter to Groveland Municipal Light Department from the Finance Board looking for a small increase in the Payment in Lieu of Taxes.
- Minutes from February 18, 2020

ADJOURNMENT:

A motion was moved by Selectman O'Neil and seconded by Selectman Kastrinelis to adjourn the meeting at 9:19 pm. Voted: 3-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, March 16, 2020 at 6:30 P.M.

Respectfully submitted,

Katherine T. Ingram

***Approved on March 30, 2020 by a vote of 4-0-1 with Selectman Wood abstaining ***