

*Approved Minutes
BOS meeting 8.2.2021
Unanimous Vote*

BOARD OF SELECTMEN
MEETING MINUTES
Monday, May 10, 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

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 will be 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 were asked to send written comments to kworden@grovelandma.com or submit questions through the Zoom chat window.

PRESENT: Bill O'Neil, Jason Naves, Kathleen Kastrinelis, Ed Watson, Daniel MacDonald
ALSO PRESENT: Katheryn Worden, Administrative Coordinator

CALL MEETING TO ORDER: Acting Chair O'Neil called the meeting to order at 5:30 pm.

PUBLIC COMMENT: None.

APPROVE WARRANTS:

PW # 21-45 \$167,347.07

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant #21-45 in the amount of \$167,347.07. Voted: 5-0-0.

BW # 21-45 \$1,175,307.15

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #21-45 in the amount of \$1,175,307.15. Voted: 5-0-0.

21-45 Bills Warrant Breakdown:

Town:	\$117,763.09
W/S:	\$ 22,326.68
Payroll Withholding:	\$ 43,633.97
Health Insurance:	\$
Light Bills:	\$ 47,646.90
Grants & Revolving:	\$
Chapter 90:	\$
Pentucket Assessment:	\$920,855.41
Whittier Assessment:	\$
Capital:	\$
Debt:	\$
Grants:	\$ 23,081.10
Wastewater Haverhill	\$

APPROVE MINUTES:

- Approval of BOS minutes of April 12, 2021

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the BOS Minutes from April 12, 2021. Voted: 4-1-0. Selectman MacDonald abstained.

- Approval of BOS Executive Session Minutes of April 26, 2021 (the posted agenda incorrectly noted this as April 26, 2020)

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the BOS Executive Session Minutes from April 26, 2021. Voted:

Selectman Watson questioned whether or not Kevin Paicos was at the meeting. The minutes do not state he was there, and Selectman Watson stated he could not vote to approve defective minutes. Kathryn Worden will review the Zoom tape. Selectman MacDonald asked if these minutes would be released, and Selectman Watson noted they have to be approved for release.

A motion was moved by Selectman Watson and seconded by Selectman O'Neil to table the approval of the BOS Executive Session Minutes of April 26, 2021. Voted: 5-0-0.

- Approval of BOS Minutes of April 26, 2021 (the posted agenda incorrectly noted this as April 26, 2020).

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the BOS Minutes of April 26, 2021. Voted: 5-0-0.

APPOINTMENTS:

- Appointment of Israel Tricoche of Haverhill MA to the Part time seasonal groundskeeper position at the Riverview Cemetery for \$13.50/hour up to 19 hours per week effective May 11, 2021.

A motion was moved by Selectman Watson and seconded by Selectman O'Neil to appoint Israel Tricoche of Haverhill MA to the Part time seasonal groundskeeper position at the Riverview Cemetery for \$13.50/hour up to 19 hours per week effective May 11, 2021. Voted: 5-0-0.

DISCUSSION & POSSIBLE VOTE:

- Voting of Chair and Vice Chair:

Chair:

A motion was moved by Selectman Kastrinelis to appoint Selectman O'Neil as Chair of the BOS. Without a second, the motion failed.

A motion was moved by Selectman MacDonald and seconded by Selectman Naves to appoint Selectman Watson as Chair of the BOS. Voted: 3-1-1. Selectman Kastrinelis abstained and Selectman O'Neil voted against.

Selectman Naves noted he seconded Selectman Watson because of the suggested rotation schedule that he had reviewed, and thought was perfect. Selectman Watson agreed to accept the position.

Vice Chair:

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to appoint Selectman Kastrinelis as Vice Chair of the BOS. Voted: 5-0-0.

Newly appointed Chair Watson took over the meeting.

- Posting of the Treasurer/Collector position:

The Board would like to post the position, but members wanted to see a job description. Selectman Naves explained that this was important to get this job posted in order to save money on the expensive contract that the town now has. This will be a standard posting. Selectman Watson found it difficult to vote on something without having the job description in front of him. Selectman Naves noted this had been reviewed previously.

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

- Posting of the Town Administrator:

Selectman Naves noted that this was carried over and was put together by Kevin Paicos to put us in a position to get ahead of the Town Meeting vote and stabilize the departments at the Town Hall.

Selectman Kastrinelis agreed and thought this was proactive versus reactive.

A motion was moved by Selectman O'Neil and seconded by Selectman Naves to post the Town Administrator position ASAP to begin to gather resumes. Voted: 3-0-2. Selectman Watson and Selectman MacDonald voted against.

Selectman MacDonald was opposed to this and felt it was premature and that it sent the wrong message to the voters. Selectman Kastrinelis explained that depending on what happens at Town Meeting the town cannot hire a Finance Director and a Treasurer/Collector.

- Town Meeting items:

The Board briefly discussed the set up for the Town Meeting. Selectman Kastrinelis asked to discuss some of the concerns on the Warrant and money transfer amounts and asked to get these lined up. Chair Watson noted it was tough to discuss this without the Finance Committee present. These may end up being amendments on the Town Meeting floor. Selectman Naves recommended asking Kevin Paicos to provide some of the missing numbers. Selectman Kastrinelis created bullet points of the concerns or missing information and those questions will be provided to Mr. Paicos. There is a meeting scheduled before the Town Meeting and Mr. Paicos will be invited to that meeting to review the items, but he will not need to be at the Town Meeting.

- Consulting Treasurer/Collector Contract

Selectman Kastrinelis asked for this to be on the Agenda in order to ensure transparency with this contract. The Board reviewed a bill for the contracted services. There was a current bill, but nothing prior included prior to April 4th and the Board will request to see all of the invoices from the Town Accountant.

- Audit for FY'20

The Board received the paperwork from the Auditor. Michael Nelligan, CPA and Laura Stone, Audit Supervisor from Powers and Sullivan were present and joined the meeting to review the Financial Statements and the Management Letter. According to Mr. Nelligan, the Audit is done in two phases; Phase 1 was done in July 2020 and Phase 3 was done in December 2020; the audit was done remotely and went smoothly and there were no issues getting it done. There were no troubling internal control issues found. The Management letter held continued comments regarding internal fraud assessment and documentation of internal control reporting, and also includes two new comments; bank reconciliations need to be done for the online payment account and the vendor account, there is a discrepancy, but it does not appear to be a huge problem, nor does it raise a red flag, it could be a timing issue and may have already been reconciled. Bank accounts are reconciled on the Treasury side but not on the General Ledger side. According to Mr. Nelligan, the second comment is to manage the Tax Title; a steady Treasurer position needs to be maintained to handle this; it is not unusual for accounts to sit in Tax Title for a long time, but work should continue to be done; the total amount has crept up over the past few years, but the first step of putting these properties in Tax Title has already been done and there are about 30 properties which is manageable.

- Little Red School House Lease Renewal

Diane from the Groveland Garden Club was present and explained that this expired in December and nothing was done, and the Garden Club voted unanimously to ask to continue this. Kathryn will draw up an agreement.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to renew the five-year contract of the Little Red School House lease to the Garden Club for a five-year term at a rate of \$1.00 per year. Voted: 5-0-0.

- Little Red School House Bulk Head replacement

Diane noted that she spoke to Kevin Paicos and he was supposed to work on this, this has not been done, and the work cannot wait. Other work had previously been done, but the bulk head was ignored at the time. Renny Carroll, Highway joined the meeting via Zoom and noted he did get a quote from a local

contractor; supply costs are through the roof; the quote was shared with Kevin Paicos who never did anything with this, and Mr. Carroll did not know where the money was coming from to pay for this. The quote is in the amount of \$1,550 and Selectman Kastrinelis noted that there is currently several thousand dollars in the building repair and maintenance account which could be used for this since this is a town owned building.

A motion was moved by Selectman Naves and seconded by Selectman O'Neil to approve the work to be done to the bulk head at the Little Red School House per the quote of \$1,550.

Voted: 5-0-0.

Diane added that the Groveland Garden Club was unable to fund raise last year and it is one of the reasons that money cannot be allocated to repairs. If there is any COVID relief money available to them, the garden club would appreciate any help.

- Letter from the Assessor

Chair Watson read the letter.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the transfer to Overlay Surplus. Voted: 5-0-0.

- Stipend of \$250 per week to Nisha Burke effective 4/29/2021 for duties of the COA director until the position is filled.

Chair Watson noted there was a letter from the former COA Director. The money is not in the budget, the previous COA Director is still being paid through June 30th due to accrued time on the books.

Selectman MacDonald asked if this could be paid retroactively if this waits until Town Meeting.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to support and approve the stipend of \$250 per week to Nisha Burke effective 4/29/2021 for duties of the COA director until the position is filled contingent on a vote of support and approval of the Finance Committee to support the line-item transfer to fund it. Voted: 5-0-0.

- One day liquor license is requested by John and Patti Markuns for June 20, 2021 for a private event at Veasey Park

A motion was moved by Selectman O'Neil and seconded by Selectman MacDonald to approve the One-day liquor license for John and Patti Markuns for June 20, 2021 for a private event at Veasey Park contingent upon collection of the fee. Voted: 5-0-0.

- Conservation End of Year Transfers

The Board reviewed the transfer requests; Selectman Kastrinelis thought this is typically done with the Finance Committee. Selectman O'Neil read the transfer requests. Rebecca Oldham joined the meeting via Zoom and offered to respond to particular questions; she understands the monies must be expended by June 30th and explained that previously transfers were requested by Denise and she would compile one document and forward the requests to the Finance Committee for approval and then present this to the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil for favorable action on this request. Voted: 5-0-0.

OLD BUSINESS:

- COA Director Hiring Committee

Selectman Naves reviewed that the Committee met and went over resumes; there are interviews scheduled for tomorrow.

VOTES OF THE BOARD:

SELECTMEN'S TIME & REPORTS:

Selectman MacDonald: Thanked the voters who supported him and thanked Michael Wood for his six years of service on the Board.

Selectman Naves: Recognized Bagnell School for receiving a Safe Routes to School Award.

Selectman Kastrinelis: Thanked the Board members for the support of being Vice Chair and looks forward to working with the Board.

Selectman O'Neil: Noted the low turnout at the recent local election.

Selectman Watson: Asked what happened to the sign board out front.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

Selectman MacDonald:

1. Would like to see Town Hall opened for business and return to business as usual the same day as Town Meeting. The State is changing guidelines rapidly. Selectman Kastrinelis agreed that giving the employees a couple of weeks lead time is sufficient and noted that all of the safety protocols are in place to protect employees. Selectman Naves noted the COA needs protective barriers put in place and that should be considered. Chair Watson noted that he has been recommending that Town Hall open for a while.

A motion was moved by Selectman MacDonald and seconded by Selectman Watson to reopen Town Hall on the morning of the Town Meeting day contingent upon COA meeting state guidelines on safety protocols. Voted: 2-0-3

2. Noted that he reviewed the agreement with the Interim Finance Director. He asked if both the BOS and Interim Finance Director would be willing to discuss and rescind the employment settlement agreement. Selectman O'Neil did not feel comfortable discussing this in open session. Selectman MacDonald asked to set up an Executive Session to discuss this; he wanted to know what happened. Selectman Kastrinelis and Selectman Naves were not comfortable with this conversation at all and Selectman Kastrinelis noted that she would be in contact with Town Counsel to protect herself and her vote. Selectman Kastrinelis motioned to adjourn the meeting.

CORRESPONDENCE: None.

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to adjourn the meeting at 8:41 pm. Voted: 3-0-2.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, May 24, 2021.

Respectfully submitted,

Katherine T. Ingram