

*Approved Minutes
BOS meeting 8.2.2021
Unanimous Vote*

BOARD OF SELECTMEN
SPECIAL MEETING MINUTES
Wednesday, June 16, 2021
Groveland Town Hall Meeting Room
183 Main St, Groveland, MA 01834

TOWN OF GROVELAND
2021 AUG -4 PM 12:13

This was an In-person meeting, 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 Ed Watson, Selectmen Jason Naves, Kathleen Kastrinelis, Daniel MacDonald, Bill O'Neil

CALL MEETING TO ORDER: Chair Watson called the meeting to order at 5:00 pm.

PUBLIC COMMENT:

DISCUSSION & POSSIBLE VOTE:

- Discussion with Consulting Treasurer
Sara Hunter, Acting Consultant, Mass Munifin was present and addressed the Board. She provided an overview of the Treasury duties that she is providing. The cash book entries are up to date; turnovers are completed through May; accounts receivables are being worked on; bank statements are being worked on. Ms. Hunter has a goal of having the books closed by September 30th. Selectman Naves thanked Sara for the work being done. Ms. Hunter commended the town staff for their hard work and noted a concern regarding staff working additional hours and sensitive data being left out on the desks and asked the Board to consider setting aside time, perhaps an hour each day for Michele Beegan to work on things and suggested the middle or end of the day for this. Selectman Kastrinelis asked for a revenue report that would show where things are at; Ms. Hunter will work with Ellen, Town Accountant to provide a report. Ms. Hunter noted that she does not provide procurement services. Ms. Hunter strongly recommended hiring a Treasurer/Collector who has Municipal experience; she expects everything to be caught up to ensure a smooth transition.

Selectman MacDonald asked if there were any significant variances identified; Ms. Hunter noted a payroll and accounts receivable variance; this was also noted by the Auditor and she agreed this could be a timing issue and there are some voids that can be causing some of the variances. Once things are caught up, Ms. Hunter expects that things should be able to be reconciled monthly and recommended doing so. In regards to Tax Title, Ms. Hunter encouraged working on these this fall; she does not see the list expanding from year to year, but suggested communicating and working with residents to pay their back taxes and keep up with the current taxes.

Chair Watson asked about foreclosing on the largest Tax Title which is the Valley Screw Building. Ms. Hunter responded that would require consideration and conversations to find out all of the facts before making any decisions on that property.

- Juneteenth
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves that for this year the Juneteenth Holiday, the Town Hall will be closed on Monday. Voted: 5-0-0.

- Selectman O'Neil commented that the Groveland Day Committee asked if they could have five minutes on the next agenda. The Agenda has already been posted but will be added as an agenda item.

CORRESPONDENCE: None.

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman O'Neil to adjourn the meeting at 5:55 pm. Voted: 5-0-0.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, June 22, 2021.

Respectfully submitted,

Katherine T. Ingram