

BOARD OF SELECTMEN  
EXECUTIVE SESSION MEETING MINUTES  
*December 11, 2017 5:30 p.m.*  
*Groveland Town Hall*  
*183 Main St, Groveland, MA 01834*

Attendance: Chairman Michael Wood, Vice Chair Lisa Dube-Carpenter, Selectmen Ed Watson, Bill Dunn and Bill O'Neil

Also Present: Administrative Assistant Cassandra Murphy, Auditor Kyle Warne from Powers and Sullivan, LLC, Cemetery Commissioners Raymond "Rock" Dower, Michael Kastrinelis and Chair Debra Stewart

Chairman Wood called the meeting to order at 5:36 p.m. and asked for a motion to enter into executive session pursuant to M.G.L. c. 30A, §21 (a) (2) for the purpose of discussing complaints or charges against a public officer or to discuss the discipline of a public officer.

Vice Chair Dube-Carpenter made a motion to enter into executive session. Selectman Watson seconded and the Board approved entering executive session after a roll call vote. Dunn – Yes, Wood – Yes, Dube-Carpenter – Yes, Watson – Yes.

The Board decided to begin with an overview of the issues the Cemetery Commission has been having involving finances not being properly handled. Town Auditor Kyle Warne explained that Denise Demboski, Town Finance Director, brought to his attention that there were some problems with checks not being turned over to the finance department. He then made recommendations for proper handling of money by reiterating the Finance Director's position on the turnover of funds and not accepting money at the cemetery office.

Selectman O'Neil joined the meeting at 5:42 p.m. Selectman Wood asked what the next steps are and how do we move forward from here? What is the process that is going to take place? It was confirmed that the superintendent Frank Bryan has resigned and no longer works for the town. Mr. Dower clarified that the cemetery office has no internet and no Wi-Fi so they cannot use the new software that was purchased. He also would like to utilize current town hall employees to help with the cemetery paperwork.

A document referred to as the Operating Procedures Manual was passed around the table. Ms. Murphy asked Ms. Stewart if the Finance Director had a copy of this as well, and Ms. Stewart claimed she sent her one already. Selectmen Dunn believes the commission needs a knowledgeable person working at the cemetery. He described what happened years ago when he was serving on the commission. He does not think \$39,000 for a full time superintendent is enough to pay someone for the qualifications needed to do that job, and an overtime line item needs to be added in again. Selectman Watson agreed and stated someone should look back at old town meeting warrants to see what this position used to be paid years ago.

Chairman Wood asked who is in charge at the cemetery now? The Commission answered that currently the Commission is. Chairman Wood also wanted to know if the current part-time help

(Robert Polizzotti) could handle the cemetery business in the interim? The Commission answered yes for labor, probably no for the office work.

Vice Chair Dube-Carpenter would like to the commission to do some research and a comparison of towns of similar size to Groveland done about how the cemetery is typically handled and how much a cemetery superintendent gets paid. She also wants the Operations Manual to include how burials are handled, as well as a job description for the superintendent position.

The Board asked the Commission to find out if Mr. Polizzotti is willing or able to work more hours. The Commission claimed he does not need any town benefits such as health insurance or retirement, so they were wondering if he could get paid more money, they agreed to ask him, then return to the Board with his answer. It was also agreed that the Commission will handle the administrative work for the cemetery office for now, and will find out if Mr. Polizzotti can handle any of it. In addition, they will clarify what payments are still missing, as well as which lots have been sold and find the deeds.

Selectmen Dunn made a motion to end the Executive Session and adjourn the meeting at 6:28 p.m. Chairman Wood seconded and the motion passed on a roll call vote.  
Dunn – Yes, Wood – Yes, Dube-Carpenter – Yes, Watson – Yes, O’Neil – Yes.

*True Attest:*  
*Cassandra Murphy*  
*Administrative Assistant*

\*\*\* Unanimously Approved on February 5, 2018 \*\*\*