



BOARD OF SELECTMEN

Meeting Agenda

Monday, January 30, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting will be in-person and also be broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

Join Zoom Meeting

<https://zoom.us/j/94389400361?pwd=SUhKekFJTHZreWNONzVETFljOFFTQT09>

Meeting ID: 943 8940 0361

Passcode: 744119

One tap mobile

+13052241968,,94389400361#,,, *744119# US

+13092053325..94389400361#,,, *744119# US

6:30 P.M.

CALL MEETING TO ORDER

PUBLIC HEARING

6:30PM:

Notice is hereby given to the Town of Groveland Residents that a public hearing is scheduled for MONDAY January 30, 2023, at 6:30pm before the Board of Selectmen on the issue of the Votes Act of 2022. To determine if the board will act on the Vote by Mail and Early in Person Voting for the Local Election, May 1, 2023. The Board of Selectmen, upon hearing a review of the Votes Act of 2022 by the Town Clerk and receipt of the proposed schedule for Early in Person Voting, voted by the Board of Registrars will decide whether to enact the local options.

PUBLIC COMMENT *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.*

APPROVE WARRANTS:

PW # 23-31 §

BW# 23-31 §

APPROVAL OF THE MINUTES

APPOINTMENTS OF THE BOARD

1. Review appointment of the COA Director and consider for endorsement

DISCUSSION & POSSIBLE VOTE

2. Request for creation of Revolving Account for Town Celebration - Tracy Gilford

TOWN OF GROVELAND
2023 JAN 26 PM 1:09
TOWN CLERK
RECEIVED/POSTED

3. Review Town Administrator Performance Evaluation Form – Selectman Kastrinelis
4. Additional information request for Pentucket Regional School District – Selectman MacDonald
 - Teachers' compensation
 - Spending on secondary education vs primary education
5. Official Town Seal vs. Logo - Selectman Watson

VOTES OF THE BOARD

TOWN ADMINISTRATOR'S TIME

SELECTMEN'S TIME & REPORTS *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

OLD OR UNFINISHED BUSINESS

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

6. Board of Selectmen Meeting Minutes December 19, 2022
7. Invitation to the Memorial Service for the Four Chaplains from the American Legion

ADJOURNMENT: *The next regularly scheduled meeting of the Board of Selectmen will be Monday, February 13, 2023, at 6:30PM.*

23-31 BILLS WARRANT BREAKDOWN:

Town:	\$
W/S:	\$
Payroll Withholding:	\$
Health Insurance:	\$
Light Bills:	\$
Grants & Revolving:	\$
Chapter 90:	\$
Pentucket Assessment:	\$
Essex Tech Assessment:	\$
Whittier Assessment:	\$
Capital:	\$

Rebecca Oldham

From: Elizabeth Cunniff
Sent: Thursday, January 26, 2023 9:34 AM
To: Ed Watson; Rebecca Oldham
Cc: Assistant Clerk; Elizabeth Cunniff
Subject: Public Hearing for January 30, 2023

Dear Ed and Rebecca,

Good morning, please accept and consider the recommendation of the Board of Registrars when taking a vote after the public hearing scheduled for January 30, 2023.

The Board of Registrars met on December 27, 2022 to discuss a make a recommendation for the Board of Selectmen if the board votes to offer in person early voting for the Town of Groveland's local election scheduled for May 1, 2023. In accordance with the Votes Act, Chapter 92 of the Acts of 2022, the Board of Registrars recommends the following schedule for early in person voting; only if the Board of Selectmen vote to offer.

Saturday, April 22, 2023, 9:00 am to 3:00 pm

Monday, April 24, 2023, 12:00 pm to 6:00 pm

Thursday, April 27, 2023, 9:00 am to 3:30 pm

Thank you for your time and consideration

Very truly yours,

Elizabeth Cunniff
Town Clerk
Town of Groveland
183 Main Street
Groveland, MA 01834
978-556-7221



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[Follow us on Twitter](#)

Open Meeting Notices must be submitted to the Town Clerk's office at least 1 /2 hour prior to the close of business which is 3:30 PM. Open Meeting Notices sent **AFTER 4 PM on a Thursday will **NOT** be posted/ time stamped until the following Monday. Please take note of Monday holidays. Thank you 😊**

ELECTION	LOCATION	VOTER REGISTRATION DEADLINE	IN-PERSON EARLY VOTING	LAST DAY TO REQUEST VOTE BY MAIL BALLOT

SHAWN CASS



My servant leadership style, passion for people and lead-by-example mindset has guided my 16+ year career. I have developed a reputation as someone who builds and leads successful teams and one who takes my work personally. I enjoy helping others thrive and have been told it shows in my work. My experience includes:

- Executive Leadership
- Budget Management
- Multi-Channel Marketing
- Senior Center Operations
- Health and Wellness Programming
- Meal Preparation and Delivery
- Transportation Coordination
- Outreach and Assistance
- Volunteer and Community Engagement

CONTACT

- 📞 | 978.853.7155
- ✉ | shawnmichaelcass@gmail.com
- 🏠 | 6 Burnside Ln. Merrimac, MA 01860

VOLUNTEER

MERRIMAC HOUSING AUTHORITY

Board Member
January 2022 – Present
Elected May 2022 to a 2-year term

MERRIMAC COA / SENIOR CENTER

Board Member – Starting October 2022

AWARDS

EXCELLENCE IN LEADERSHIP AWARD

Bank of America | Charlotte, NC | 2007, 2016

SIX SIGMA GREENBELT

Bank of America | Charlotte, NC | 2007

EXPERIENCE

HR BUSINESS MANAGEMENT

Santander | April 2022 – August 2022

- Led research and reporting to support the staffing process, including analysis of performance vs. peers, gathering trends, and outlining financial impacts of staffing plans

PROGRAM COORDINATOR

TOWN OF MERRIMAC COA | August 2021 – April 2022

- Second-in-command responsible for a staff of 8 and all aspects of daily programming and building operations which included the re-opening of the center impacted by the pandemic
- Managed both the municipal and gift budgets which included responsibility for all accounts payable and vendor management activities
- Partnered with departments and community groups to help drive awareness, resources available, and services offered (including the onsite BOH Nurse, Outreach Coordinator, Transportation Coordinator and Nutrition Program)
- Led ongoing training and development for staff including the implementation of MySeniorCenter and expanded functionality to facilitate the coordination of meal delivery program consisting of 25-40 meals daily
- Led the development and execution of 30+ events monthly which included hospitality, education and health and wellness programming, COVID-19 vaccination, and flu clinics

SVP CONSUMER MARKETING

BANK OF AMERICA | March 2014 – February 2020

- Led a team of 12+ responsible for developing B2B and B2C marketing support for across four major business lines: Home Loans, Small Business, Consumer Card, and Deposits
- Managed a \$8M+ marketing budget responsible for all marketing and events including over 800 marketing assets and 1,000 events nationally (national conferences, regional events, and local event kits) to drive sales
- Developed multiple engagement vehicles leveraging marketing champions and roadshows to reach over 4,000 sellers and increased adoption nationally from 36% to above 90%
- Launched journey marketing and redesigned specialist websites which increased website activation rates from 17% to 91% and increased marketing-driven traffic to sites from 27% to over 76% and maintained YoY
- Led student banking and affinity card co-brand marketing with responsibility for up to 22% of all debit accounts and up to 10% of credit card accounts
- Focused on coaching and development and increased associate sat from 59% to 91% within the first 2 years
- Optimized channels and achieved double-digit increases across performance metrics for 5 consecutive years while saving \$2.3M

SHAWN CASS



CONTACT

- 📞 | 978.853.7155
- ✉ | shawnmichaelcass@gmail.com
- 🏠 | 6 Burnside Ln. Merrimac, MA 01860

EXPERIENCE (continued)

SVP OUTREACH & COMMUNITY ENGAGEMENT MARKETING

BANK OF AMERICA | May 2010 – March 2014

- Led a team of 3 FTEs responsible for all outreach marketing to reach customers in need of financial assistance as a result of the economic recession
- Managed a \$10M budget and developed and executed a fully integrated campaign and segmentation strategy to optimize reach which increased traffic to events and assistance centers by 33% which enabled assistance to over 30K customers
- Created a content strategy to reach for-profit and nonprofit agencies, influencers, and community organizations which increased engagement at events and branches by 24%

VP INTEGRATED CAMPAIGN MANAGEMENT

BANK OF AMERICA | April 2009 – May 2010

- Led all internal and external engagement efforts supporting integrated campaigns for mortgage business
- Partnered with sales and other marketing teams to ensure channel fit
- Developed and launched home loans value propositions for partner marketing and expanded marketing support

AVP MORTGAGE MARKETING

BANK OF AMERICA | January 2006 – April 2009

- Led a team of 2 FTE and 12 contractors responsible for \$3M budget and expanding local and regional business development initiatives nationwide
- Managed end-to-end execution of 300+ (hospitality, sporting and custom) events yearly
- Member of "customer day one" sales support team and developed brand training subsequently rolled out nationwide and personally conducted 37 of 180+ in-person training sessions to legacy teammates

BUSINESS SUPPORT MANAGER

BANK OF AMERICA | February 2004 – January 2006

- Responsible for administrative support and marketing operations for multiple sales regions with 27+ account executives throughout the east coast.
- Led onboarding of account teams and new brokers including broker sign up and credit approval process
- Created and implemented a business development program for the wholesale mortgage division that was subsequently rolled out nationwide.

Board of Selectmen Member: _____

(Please print your first and last name on the line above)

Please rate the Town Administrator in each of the items of his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent; and 5 as Distinguished.

A. **Relationship with the Board of Selectmen**

1. Keeps the Board members informed on the issues, needs, and significant incidents of the Town departments.

1 2 3 4 5

2. Offers professional advice on issues requiring BOS action with appropriate recommendations.

1 2 3 4 5

3. Open to direction and suggestions by the Board members.

1 2 3 4 5

4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations.

1 2 3 4 5

COMMENTS:

B. Town Administration

1. Executes efficiently all provisions of the Massachusetts General Laws that are in his/her purview.

1 2 3 4 5

2. Monitors the condition and maintains town facilities as financial conditions allow.

1 2 3 4 5

3. Supervises procurement/central purchasing for greatest savings.

1 2 3 4 5

4. Oversees the preparation and presentation of the Town Warrant.

1 2 3 4 5

5. Maintains strong working relationships Groveland's Legislative representatives at the State and Federal level.

1 2 3 4 5

6. Maintains strong working relationships with neighboring towns and, in particular, those towns that comprise the Pentucket Regional School District.

1 2 3 4 5

COMMENTS:

C. Budget and Finance

1. Prepares and presents the Annual Budget and Capital Outlay program.

1	2	3	4	5
---	---	---	---	---

2. Works closely with the department heads to prepare annual budgets.

1	2	3	4	5
---	---	---	---	---

3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests.

1	2	3	4	5
---	---	---	---	---

4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town.

1	2	3	4	5
---	---	---	---	---

COMMENTS:

D. Community Relations

1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner.

1 2 3 4 5

2. Works with local business owners and appropriate town departments to promote industrial and commercial growth as identified in the Groveland Master Plan.

1 2 3 4 5

COMMENTS:

[illegible]

27

Town of Auburn, Massachusetts

Julie A. Jacobson
Town Manager



Board of Selectmen

Doreen M. Goodrich, Chair
Tristan J. Laliberte, Vice Chair
Daniel S. Carpenter
Lionel R. Berthiaume
Scott C. Wrenn

April 5, 2021

Julie Jacobson, Town Manager
Town of Auburn
102 Central Street
Auburn, MA 01501

Dear Julie,

I am pleased to provide you with a summary of your evaluation by the Board of Selectmen. As you know, board members were to submit their completed evaluations with any written comments to me so that I could prepare a summary, cumulative scores and a final overall score. All members will provide comments at the public meeting.

Again, I would like to acknowledge and thank you for the level of depth and detail in your self-evaluation. The additional information was especially useful and will become part of the record. This certainly was of assistance to me, and I would assume all board members, in completing the evaluation. The evaluation was based on the approved Evaluation Form and three additional Town Manager Goals. The average Board of Selectmen score for the Evaluation Form was 4.73 and ranged from 3.0 to a perfect 5.0 and the average score for the three goals was 4.73 and ranged from 3 to a perfect 5.0. Individual Selectmen's scores were: Chair Goodrich – 5; Vice Chair Laliberte – 5; Mr. Carpenter – 3.61, Mr. Berthiaume – 5 and Mr. Wrenn – 5, for a range of 3.61 to a high of a perfect 5.0.

Julie, I am pleased to share with you an overall performance review score of 4.73. The public evaluation has been scheduled for the April 12, 2021 meeting. I am sure I speak for the entire board when saying I look forward to this meeting so all members can publicly acknowledge your hard work and dedication. Congratulations on your excellent review and thank you for your dedication to the Town of Auburn. I look forward to working with you as we continue moving in a positive direction for the entire town.

Best Regards,

Doreen M. Goodrich, Chair

bmv
TL

**Town Manager
Performance Evaluation**

OVERALL

Categories	Cumulative Performance Evaluation	Goals	Score
Selectman			
Goodrich	5	5	5
Selectman			
LaLiberte	5	5	5
Selectman			
Carpenter	3.88	3.33	3.61
Selectman			
Bertiaume	5	5	5
Selectman			
Wrenn	5	5	5

4.78 4.67 4.73

OVERALL PERFORMANCE REVIEW SCORE (ALL CATEGORIES): 4.73

CUMULATIVE
Town Manager
Performance Evaluation Form

Categories	A-Relationship with Board of Selectmen	B- Town Administration	C - Budget and Finance	D - Community Relations	Score
Selectman					
Goodrich	5	5	5	5	5
Selectman					
LaLiberte	5	5	5	5	5
Selectman					
Carpenter	3.75	4	4.25	3.5	3.88
Selectman					
Berthiaume	5	5	5	5	5
Selectman					
Wrenn	5	5	5	5	5

OVERALL PERFORMANCE REVIEW SCORE (ALL CATEGORIES):

4.73

DML
TL

DMV
TL

**CUMULATIVE
Town Manager
Performance Evaluation**

THREE GOALS

GOALS	I	II	III
SELECTMAN	5	5	5
Goodrich			(5)
SELECTMAN	5	5	5
Laliberte			(5)
SELECTMAN	5	5	5
Berthiaume			(5)
SELECTMAN	4	3	3
Carpenter			(3.33)
SELECTMAN			
Wrenn	5	5	5 (5)

OVERALL PERFORMANCE REVIEW SCORE (ALL CATEGORIES): 4.67

Doreen Goodrich

Town of Auburn

Town Manager Evaluation

Please rate the Manager in each of the items in his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished.

A. Relationship with the Board of Selectmen

- | | | | | | |
|--|---|---|---|---|---|
| 1. Keeps Board members informed on the issues, needs, and significant incidents of the Town departments. | 1 | 2 | 3 | 4 | 5 |
| 2. Offers professional advice on the issues requiring BOS action with appropriate recommendations. | 1 | 2 | 3 | 4 | 5 |
| 3. Open to direction and suggestions by the Board members. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

B. Town Administration

- | | | | | | |
|--|---|---|---|---|---|
| 1. Executes efficiently all the provisions of the General Laws, of the Town Charter, votes of Town Meeting and votes of the BOS that are in her purview. | 1 | 2 | 3 | 4 | 5 |
| 2. Monitors the condition and maintains town facilities as financial conditions allow. | 1 | 2 | 3 | 4 | 5 |
| 3. Supervises procurement/central purchasing for greatest savings. | 1 | 2 | 3 | 4 | 5 |
| 4. Oversees the preparation and presentation of the Town Warrant. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains strong working relationships with Auburn's Legislative representatives at the state and federal level. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Doreen Goodnick

C. Budget and Finance

- | | | | | | |
|---|---|---|---|---|---|
| 1. Prepares and presents the Annual Budget and capital outlay program. | 1 | 2 | 3 | 4 | 5 |
| 2. Works closely with the department heads to prepare annual budgets. | 1 | 2 | 3 | 4 | 5 |
| 3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests. | 1 | 2 | 3 | 4 | 5 |
| 4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

D. Community Relations

- | | | | | | |
|---|---|---|---|---|---|
| 1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Works with local business owners and appropriate town departments to promote industrial and commercial growth. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

After careful reflection on this past year and after thoughtful consideration of each component of our formal evaluation, I have decided to rate the Town Manager's performance as "Distinguished" in all categories. This is not something I approach lightly: I have the highest standards and expectations for those given the opportunity to hold leadership or managerial roles within our community. While facing a Global Pandemic we have heard new terms like "unchartered territory", the new normal, quarantine, essential worker, hybrid model and more. Mrs. Jacobson, while ensuring she followed each and every Executive Order issued by the Governor, led our town through one of the most challenging years a municipal leader could face. She did this with care and compassion but also strength and professionalism while dealing with a wide range of issues. Mrs. Jacobson guided each and every Board and Commission through the challenges of remote meetings while still meeting the needs of every resident concern, applicant and hearing requirements. She faced HIPPA, personnel, union challenges, resident frustration and of course Public Health concerns and safety, head on and worked to address each stumbling block she faced. I truly believe the extensive work and long hours that went on behind the scenes by the Town Manager and her team to keep everyone safe and the town operational will never be known by all. As we have learned over the last 10 years Mrs. Jacobson never takes the credit for herself and is the first to recognize her leadership team and their staff.

As Mrs. Jacobson knows, I have provided an evaluation for the 9 years she has been evaluated since being hired as the town's first town manager 10 years ago. Rather than going through each item on the evaluation form for this past year I have decided to highlight some of the key comments in each category I have made over the past nine years.

Relationship with Board:

*I have found Ms. Jacobson to be professional, polite, responsive, inclusive, helpful, and engaging as Town Manager in her dealings with me and with this board.

bmj

*Throughout the year I have brought resident concerns to the Town Manager, which she has taken the time to investigate, address, and respond to in a courteous and professional manner

* Her reports are regular and thorough, and as a Selectman, I have not found us wanting for information from the Manager. Her manner in doing so remains respectful and friendly.

Town Administration

* Ms. Jacobson has a clear understanding of the town's charter, the town's by-laws, regulations and policies, Massachusetts General Law, Open Meeting Law and the State Ethics regulations

* The extremely positive reputation the Town of Auburn has earned because of Ms. Jacobson's professionalism is extraordinary. Our Town Manager is highly respected around the Commonwealth, and widely sought after for her advice and guidance by other municipal leaders.

*In her role as Chief Procurement Officer, Ms. Jacobson seeks to procure materials, supplies and equipment through the most cost effective means under the state procurement laws. She also continues to develop and implement various green initiatives

Budget and Finance

* Of course the highlight of the Manager's performance in this category, in addition to a source of pride for our town that will have a real impact in terms of reduced borrowing costs in the future, is the town's bond rating upgrade to Aa2 received from Moody's Investor Services.

* Ms. Jacobson's leadership has resulted in the town increasing its reserves, as well as addressing pension and healthcare liabilities

* There is no denying the Town of Auburn is in strong fiscal condition. Working with CFO Ed Kazanozich , the Town Manager is able to look at the "Big Picture " and long range financial stability.

bm8

Community Relations:

*Ms Jacobson is responsive to resident inquiries. She makes herself available for appointments with residents to address their concerns. The quarterly newsletter, Code Red and Public Service announcements are all used to inform the public when needed.

*Residents appreciate Ms Jacobson's attendance at town sponsored events such as summer concerts, Independence Day celebrations, Annual tree lighting and other events. This gives residents an opportunity to interact with Ms. Jacobson in a less formal setting.

* It is rare in municipal government that positive feedback even outweighs negative feedback, which is a simple reflection of our human tendency to comment mostly on what needs to be fixed. But the opinions expressed to me of our Manager this year have been universally positive.

GOALS:

*We can mark "completed." These goals were an enormous undertaking and done while still meeting the ongoing operations and administration of town government.

*Ms. Jacobson met these goals, complex as they may be, head on. I encourage all to review the detailed process and attachments in the report provided to see just what an undertaking these were.

*Ms. Jacobson is constantly setting new goals, pushing herself to achieve them; never someone to rest on her laurels, she is skillfully and adeptly anticipating the next challenges that Auburn will have to tackle, and getting right down to work, inspiring our whole team of municipal employees right behind her.

bm8

In closing:

It has been my honor and pleasure to serve on the Select Board for the past 12 years. I'm often asked about votes I have taken over these years. Tonight, I can say unequivocally that the vote I am most proud of was on January 10, 2011 when I voted yes to appoint Mrs. Jacobson as the towns first Town Manager. I remember former Chairman Hicks announcing at our January 31, 2011 meeting that Mrs. Jacobson had been sworn in that morning. There was no honeymoon period as Mrs. Jacobson was off and running with her vision for the Town of Auburn under our new Town Charter. On April 4, 2011 she presented her Reorganization Plan to the BOS and received unanimous support. On May 19 the plan became effective and implementation of the plan began. She has never looked back, never slowed down since that January meeting. Every action, decision, contact and contract has been made with the best interest of the Town of Auburn in mind.

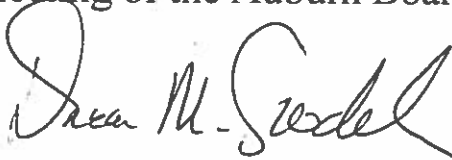
I want to thank my fellow board members who I have worked with over the years, who have recognized Mrs. Jacobson's distinguished work and made positive contributions to her growth and development. In their praise of Mrs. Jacobson's work can be heard pride in our community, and recognition of how far we've come.

I am pleased to have had the opportunity to grow into my role as a Selectman almost along with Mrs. Jacobson. I have had a unique perspective in writing her evaluation this year, as I have been contemplating my time in municipal government, and reflecting on all the positive change we have seen. As this is my final evaluation of Mrs. Jacobson, I will indulge in one previous comment I'd made in a prior year as my final word on our Town Manager:

dm8

It is clear to me that what is emanating from the Manager is more than just hard work; it's a positive, can-do attitude that is permeating throughout the town. In Ms. Jacobson, we have more than a Manager; we have a leader. Only a true leader can inspire a community in quite the way that she has.

Respectfully submitted at the April 12, 2021
Meeting of the Auburn Board of Selectmen,

A handwritten signature in cursive script, appearing to read "Doreen M. Goodrich". The signature is written in dark ink and is positioned above the printed name.

Doreen M. Goodrich
Chairman

DMS

Evaluator:

Doreen Goodrich

2020 Town Manager Goals

	5	4	3	2	1
1. ADA Transition Plan	X				
2. Mary D. Stone Property Transfer	X				
3. Auburn Street Reconstruction Project	X				

Optional Comments (Additional pages may be attached):

As per my past practice
I will be providing
verbal comments on the
night of evaluation. I will
provide a printed copy of
my comments for the record.

Board of Selectmen Member Tristan LaLiberte

Town of Auburn

Town Manager Evaluation

Please rate the Manager in each of the items in his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished.

A. Relationship with the Board of Selectmen

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Keeps Board members informed on the issues, needs, and significant incidents of the Town departments. | 1 | 2 | 3 | 4 | (5) |
| 2. Offers professional advice on the issues requiring BOS action with appropriate recommendations. | 1 | 2 | 3 | 4 | (5) |
| 3. Open to direction and suggestions by the Board members. | 1 | 2 | 3 | 4 | (5) |
| 4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations. | 1 | 2 | 3 | 4 | (5) |

COMMENTS:

B. Town Administration

- | | | | | | |
|--|---|---|---|---|-----|
| 1. Executes efficiently all the provisions of the General Laws, of the Town Charter, votes of Town Meeting and votes of the BOS that are in her purview. | 1 | 2 | 3 | 4 | (5) |
| 2. Monitors the condition and maintains town facilities as financial conditions allow. | 1 | 2 | 3 | 4 | (5) |
| 3. Supervises procurement/central purchasing for greatest savings. | 1 | 2 | 3 | 4 | (5) |
| 4. Oversees the preparation and presentation of the Town Warrant. | 1 | 2 | 3 | 4 | (5) |
| 5. Maintains strong working relationships with Auburn's Legislative representatives at the state and federal level. | 1 | 2 | 3 | 4 | (5) |

COMMENTS:

We don't really see much of The Town Managers involvement with our legislators. ~~as~~ I know our Town Manager has a great relationship with them but if we didn't talk outside of official meetings / correspondence I think this might be harder to tell this year outside of our covid response.

Tristan LaLiberte

C. Budget and Finance

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Prepares and presents the Annual Budget and capital outlay program. | 1 | 2 | 3 | 4 | (5) |
| 2. Works closely with the department heads to prepare annual budgets. | 1 | 2 | 3 | 4 | (5) |
| 3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests. | 1 | 2 | 3 | 4 | (5) |
| 4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town. | 1 | 2 | 3 | 4 | (5) |

COMMENTS:

I am in awe at how often we receive grant funds.

D. Community Relations

- | | | | | | |
|---|---|---|---|---|-----|
| 1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner. | 1 | 2 | 3 | 4 | (5) |
| 2. Works with local business owners and appropriate town departments to promote industrial and commercial growth. | 1 | 2 | 3 | 4 | (5) |

COMMENTS:

These have both been particularly difficult this year. The Tom Mingers handling of both have been exemplary despite the challenges presented by the pandemic. ~~Patricia~~

Evaluator: Tristan LaLiberte

2020 Town Manager Goals

	5	4	3	2	1
1. ADA Transition Plan	✓				
2. Mary D. Stone Property Transfer	✓				
3. Auburn Street Reconstruction Project	✓				

Optional Comments (Additional pages may be attached):

Board of Selectmen Member Carpenter

Town of Auburn

Town Manager Evaluation

Please rate the Manager in each of the items in his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished.

A. Relationship with the Board of Selectmen

- | | | | | | |
|--|---|---|---|---|---|
| 1. Keeps Board members informed on the issues, needs, and significant incidents of the Town departments. | 1 | 2 | 3 | 4 | 5 |
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| 3. Open to direction and suggestions by the Board members. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

B. Town Administration

- | | | | | | |
|--|---|---|---|---|---|
| 1. Executes efficiently all the provisions of the General Laws, of the Town Charter, votes of Town Meeting and votes of the BOS that are in her purview. | 1 | 2 | 3 | 4 | 5 |
| 2. Monitors the condition and maintains town facilities as financial conditions allow. | 1 | 2 | 3 | 4 | 5 |
| 3. Supervises procurement/central purchasing for greatest savings. | 1 | 2 | 3 | 4 | 5 |
| 4. Oversees the preparation and presentation of the Town Warrant. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains strong working relationships with Auburn's Legislative representatives at the state and federal level. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

(gus3) Score is based on limited information and feedback

C. Budget and Finance

- | | | | | | |
|---|---|---|---|---|---|
| 1. Prepares and presents the Annual Budget and capital outlay program. | 1 | 2 | 3 | 4 | 5 |
| 2. Works closely with the department heads to prepare annual budgets. | 1 | 2 | 3 | 4 | 5 |
| 3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests. | 1 | 2 | 3 | 4 | 5 |
| 4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

D. Community Relations

- | | | | | | |
|---|---|---|---|---|---|
| 1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Works with local business owners and appropriate town departments to promote industrial and commercial growth. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

(ques 1) Based on limited feedback. Julie most often resolves issues brought to her.

Evaluator: Carpenter

2020 Town Manager Goals

	5	4	3	2	1
1. ADA Transition Plan		X			
2. Mary D. Stone Property Transfer			X		
3. Auburn Street Reconstruction Project			X		

Optional Comments (Additional pages may be attached):

I would like to thank all
staff members for their efforts
throughout this year.

Julie has worked under difficult
circumstances and coordinated efforts
to address our ongoing health situation
with poise.

2. Board of Selectmen Member Leonel

Town of Auburn

Town Manager Evaluation

Please rate the Manager in each of the items in his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished.

A. Relationship with the Board of Selectmen

- | | | | | | |
|--|---|---|---|---|---|
| 1. Keeps Board members informed on the issues, needs, and significant incidents of the Town departments. | 1 | 2 | 3 | 4 | 5 |
| 2. Offers professional advice on the issues requiring BOS action with appropriate recommendations. | 1 | 2 | 3 | 4 | 5 |
| 3. Open to direction and suggestions by the Board members. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

B. Town Administration

- | | | | | | |
|--|---|---|---|---|---|
| 1. Executes efficiently all the provisions of the General Laws, of the Town Charter, votes of Town Meeting and votes of the BOS that are in her purview. | 1 | 2 | 3 | 4 | 5 |
| 2. Monitors the condition and maintains town facilities as financial conditions allow. | 1 | 2 | 3 | 4 | 5 |
| 3. Supervises procurement/central purchasing for greatest savings. | 1 | 2 | 3 | 4 | 5 |
| 4. Oversees the preparation and presentation of the Town Warrant. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains strong working relationships with Auburn's Legislative representatives at the state and federal level. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Lionel

C. Budget and Finance

- | | | | | | |
|---|---|---|---|---|---|
| 1. Prepares and presents the Annual Budget and capital outlay program. | 1 | 2 | 3 | 4 | 5 |
| 2. Works closely with the department heads to prepare annual budgets. | 1 | 2 | 3 | 4 | 5 |
| 3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests. | 1 | 2 | 3 | 4 | 5 |
| 4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

D. Community Relations

- | | | | | | |
|---|---|---|---|---|---|
| 1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Works with local business owners and appropriate town departments to promote industrial and commercial growth. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Evaluator: Lionel

2020 Town Manager Goals

	5	4	3	2	1
1. ADA Transition Plan	5				
2. Mary D. Stone Property Transfer	5				
3. Auburn Street Reconstruction Project	5				

Optional Comments (Additional pages may be attached):

I WILL BE MAKING A VERBAL STATEMENT AT OUR
BOARD MEETING TO BE SUBMITTED AT THAT TIME
FOR PERMANENT RECORD.

Lionel Butcher

Town of Auburn

Town Manager Evaluation

Please rate the Manager in each of the items in his/her responsibility categories on a scale ranging from 1 to 5, with 1 indicating Unsatisfactory; 2 as Needs Improvement; 3 as Satisfactory; 4 as Excellent and 5 as Distinguished.

A. Relationship with the Board of Selectmen

- | | | | | | |
|--|---|---|---|---|---|
| 1. Keeps Board members informed on the issues, needs, and significant incidents of the Town departments. | 1 | 2 | 3 | 4 | 5 |
| 2. Offers professional advice on the issues requiring BOS action with appropriate recommendations. | 1 | 2 | 3 | 4 | 5 |
| 3. Open to direction and suggestions by the Board members. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides liaison to Town Counsel and Labor Counsel to protect the town and drive efficient use of legal funding appropriations. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Reserved for April 30, 2021 BOS meeting

B. Town Administration

- | | | | | | |
|--|---|---|---|---|---|
| 1. Executes efficiently all the provisions of the General Laws, of the Town Charter, votes of Town Meeting and votes of the BOS that are in her purview. | 1 | 2 | 3 | 4 | 5 |
| 2. Monitors the condition and maintains town facilities as financial conditions allow. | 1 | 2 | 3 | 4 | 5 |
| 3. Supervises procurement/central purchasing for greatest savings. | 1 | 2 | 3 | 4 | 5 |
| 4. Oversees the preparation and presentation of the Town Warrant. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains strong working relationships with Auburn's Legislative representatives at the state and federal level. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Reserved for Apr. 30, 2021 BOS meeting

Scott C. Lenny, Esq.

C. Budget and Finance

- | | | | | | |
|---|---|---|---|---|---|
| 1. Prepares and presents the Annual Budget and capital outlay program. | 1 | 2 | 3 | 4 | 5 |
| 2. Works closely with the department heads to prepare annual budgets. | 1 | 2 | 3 | 4 | 5 |
| 3. Works with department heads throughout the year to evaluate and prioritize departmental needs and financial requests. | 1 | 2 | 3 | 4 | 5 |
| 4. Aggressively pursues available state and federal grant monies in support of the capital and operational needs of the town. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Reserved for Apr. 30, 2021 BOS meeting

D. Community Relations

- | | | | | | |
|---|---|---|---|---|---|
| 1. Interacts positively with the public, responding to questions and requests in a timely, constructive manner. | 1 | 2 | 3 | 4 | 5 |
| 2. Works with local business owners and appropriate town departments to promote industrial and commercial growth. | 1 | 2 | 3 | 4 | 5 |

COMMENTS:

Reserved for Apr. 30, 2021 BOS meeting

Evaluator: Scott C. Wynn For

2020 Town Manager Goals

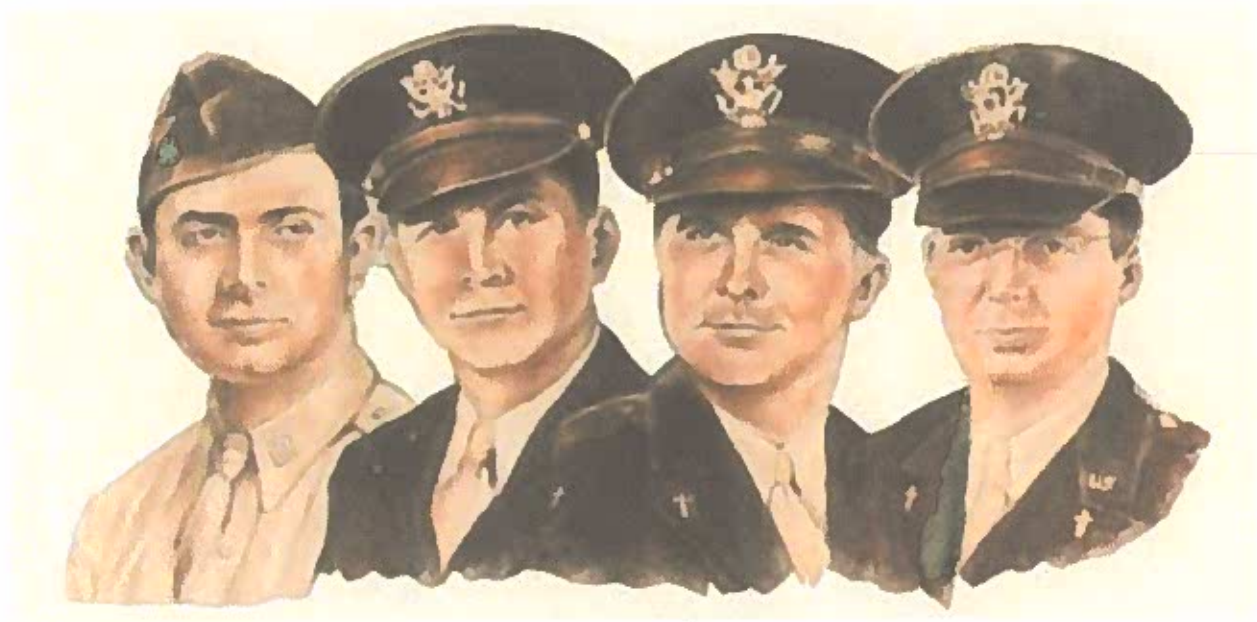
	5	4	3	2	1
1. ADA Transition Plan	✓				
2. Mary D. Stone Property Transfer	✓				
3. Auburn Street Reconstruction Project	✓				

Optional Comments (Additional pages may be attached):



**Groveland Congressional Church
4 King St., Groveland, MA.
SUNDAY FEBRUARY 5th, 2023 1:00 PM
ALL ARE WELCOME TO ATTEND THIS
SERVICE
FOR THE FOUR CHAPLAINS**

**MEMORIAL SERVICE FOR THE
FOUR CHAPLAINS
Hosted by Nathan M. Webster Post 248, Groveland**



**Groveland Congressional Church
4 King St., Groveland, MA.
SUNDAY FEBRUARY 5th, 2023 1:00 PM
ALL ARE WELCOME TO ATTEND THIS
SERVICE
FOR THE FOUR CHAPLAINS**

**MEMORIAL SERVICE FOR THE
FOUR CHAPLAINS
Hosted by Nathan M. Webster Post 248, Groveland**



BOARD OF SELECTMEN

Meeting Minutes

Monday, December 19, 2022

Groveland Town Hall

183 Main Street, Groveland, MA 01834

This meeting was in-person and also broadcast live on Groveland Public Access, Channel 9, as well as through Microsoft Teams virtual meeting software for remote access.

PRESENT: Chair Ed Watson, Selectmen Daniel MacDonald, Mark Parenteau, Jason Naves, Kathleen Kastrinelis.
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER: Chair Watson called the meeting to order at 6:30 pm.

PUBLIC COMMENT: *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 # 23-25 \$176,346.19

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve Warrant PW #23-25 in the amount of \$176,346.19. Voted: 5-0.

BW# 23-25 \$572,941.40

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW# 23-25 in the amount of \$572,941.40. Voted: 5-0.

APPROVAL OF THE MINUTES:

- 1) November 7, 2022, Board of Selectmen Meeting Minutes:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the November 7, 2022, Board of Selectmen Meeting Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

- 2) November 21, 2022, Board of Selectmen Meeting Minutes:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the November 21, 2022, Board of Selectmen Meeting Minutes. Voted: 4-0-1. Selectman Parenteau abstained.

APPOINTMENTS OF THE BOARD:

- 3) Appointment of John Souza of 4 Patriot Lane Georgetown, to Senior Highway Laborer for the Groveland Highway Department. The position is for 40 hours per week at a rate of \$27.26/hour contingent upon a successful CORI.

Chair Watson noted the paperwork was in the packet. There is a recommendation by the Highway Superintendent.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint John Souza of 4 Patriot Lane Georgetown, to Senior Highway Laborer for the

Groveland Highway Department. The position is for 40 hours per week at a rate of \$27.26/hour contingent upon a successful CORI. Voted: 5-0.

DISCUSSION & POSSIBLE VOTE:

4) Presentation from Division of Local Service - Financial Management Assessment, Financial Indicators and Forecast:

Frank Gervasio and Zach Blake joined the meeting via Microsoft Teams and provided an overview of the Financial Indicators Analysis that was performed for Groveland. There were audio issues.

- These are the 7 high-level recommendations:

1. Provide a comprehensive review of the Town Bylaws. The Treasurer/Finance Director is still on the books and that should be brought in line with current Town Administrator model. It would be helpful to provide accountability and clarity around the role and responsibilities of the TA.
2. Financial policies.
3. Transition the Board of Assessors from an elected to appointed Board. Offer a stipend.
4. Implement a goal setting process for the BOS and Town Administrator. Long and short – term objectives.
5. Town Staff hold quarterly financial presentations.
6. Reactivate and consider reorganization of the towns Capital Planning Committee.
7. Consider part-time clerical staff to support department heads that are in some cases a one-person department especially the TA office.

Selectman MacDonald asked about the Board of Assessors; Frank responded that MA is finding it increasingly difficult to find people to fill the elected seats for this important technical function; the Assessing Managers needs the BOA's support.

Selectman Kastrinelis noted a vacant position on the Board of Assessors for about five years. Chair Watson asked if the BOA have to be certified to be an Assessor. Frank and Zach noted there are courses online for them to take.

Selectman MacDonald asked if the State Statute is adequate for the TA. Frank responded that Towns tend to modify the description. The most important thing surrounds the financial and budgeting responsibilities; this should be spelled out to provide total clarity. Selectman MacDonald noted the Town negotiated a contract with the TA which spelled out the terms and conditions and asked if this is sufficient. Frank responded without a bylaw over time things become less clear. The BOS will change, and the TA will change, and priorities may shift as well. Zach noted that the Bylaw would set a broad guardrail while the job description provides flexibility, and the negotiation of a contract should be working together; the Bylaw is not intended to work on its own these things should work in tandem with each other to help define the roles and responsibilities. The Bylaw does not to be at a micro level but more of a macro level. Selectman Naves asked how pivotal it is having a TA Bylaw in retaining and recruiting a TA. Frank responded that a Bylaw could be something a job seeker will be looking for to determine if this position is a "strong" vs. "weak" TA position.

- Financial:

A five-year financial forecast was forwarded to the BOS with a Financial Indicators Workbook. This is a base-line for Groveland to build off of.

5) Public Hearing for Voting Options and Transfer Request, Votes Act of 2022 - Town Clerk:

Beth Cunniff, Town Clerk was present and addressed the Board. The Board does not need to take any action if they agree with the State Law. Beth noted the Board can vote to have in person early voting and they can opt out of mail-in voting.

Selectman MacDonald expressed concerns with vote by mail. Clerk Cunniff explained that only one ballot can be counted per register voter. Selectman Naves asked if the signature is compared to the voter registration – and Town Clerk Cunniff responded that it is compared to the mail in application which is more current. There has not been any funding to pay for the cost of mail in voting. There would still be absentee voting available for those out of town, unable to come to the polls or because of religious beliefs. Mail in voting is essentially no excuse voting. There would need to be a public hearing at least 45 days prior to the election and a vote by the BOS to opt out. Unlike the State, the local level is not required to send out an application to all voters. The election turnout in November was higher than it was four years ago. Selectman Kastrinelis is in favor of allowing more people opportunities to vote and asked if we are ready to hold a Public Hearing – the Town Clerk provided information. Town Cunniff noted consistency for the voters would be a reason to offer the mail-in voting. Town Cunniff noted that there is a check and balance in place. Selectman Kastrinelis asked what the criteria would be for a Public Hearing. Selectman MacDonald asked if this could be brought to Town Meeting – Town Clerk Cunniff noted that is a great idea, but this would not be in time for this year. Selectman Naves felt this was the intent of a Public Hearing. Selectman Kastrinelis noted some of the people that vote by mail might not be able to come out to a Public Hearing. Selectman Naves responded that Zoom is an option and though he does not agree with Selectman MacDonald he feels mail in voting is safe but does agree with holding a Public Hearing – these are not our decisions to make this decision is for the voters to make. Selectman MacDonald would like to delegate the decision to the voters.

A motion was moved by Selectman MacDonald and seconded by Selectman Parenteau to schedule a Public Hearing to discuss mail-in ballot and the possibility of opting out.

Voted: 4-1. Selectman Kastrinelis voted against.

Inge Buerger, 5 Pinewood Lane was present and addressed the Board and stated she was shocked that this Board would even consider taking away the mail in vote option – this is nonsense – it has been proven that is not fraudulent.

Joe D'Amour was present and addressed the Board and suggested an online survey.

6) Town Administrator Bylaw – Joe D'Amore:

Joe D'Amore was present and addressed the Board and explained the reasons for having a TA Bylaw. The Bylaw would leave the BOS to Governance and enable (not empower) the TA to the day-to-day activities. Joe recommended an implementation team (Finishing Committee) consisting of two BOS members, Joe and the TA to work through the document that is in draft form. A standard needs to be set for future recruiting purposes.

Selectman Kastrinelis apologized for calling Selectman MacDonalds idea to disband the Government Study Committee stupid. Selectman Kastrinelis had a broader concern that DLS noted tonight and would like to review all the Towns Bylaws. Selectman MacDonald asked if Joe felt the BOS have too much power over the TA and Joe responded no it is not too much power but power in the wrong places. Selectman MacDonald asked about litigation. Joe responded that the TA could only make any decisions with the consent of the Board. Selectman MacDonald wants the BOS to retain the power and doesn't think the system is broken. Joe responded that the next Board might see things differently and that is concerning. Selectman MacDonald asked if Joe looked at the TA contract compared to the list Joe read tonight. Selectman MacDonald feels this might be premature, we are only six months into the new TA position. There is no target date until completion. Selectman Naves clarified that it has been

almost one year since the TA was hired. Chair Watson asked why not reduce the number of BOS members to three since the only duty listed is to hire a TA.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to put together a Finishing Committee with Selectman Naves, Selectman MacDonald, Joe and TA Oldham to study the Bylaw with an amendment to also look at the TA Contract. Voted: 4-0-1.

A motion was moved by Chair Watson and seconded by Selectman MacDonald to amend the motion to have the Finishing Committee also look at the TA Contract. Voted: 3-1-1.

Selectman Kastrinelis voted against, and Selectman Naves abstained.

Selectman Kastrinelis was concerned with the Committee picking the TA Contract apart and felt that a sub-quorum of this Board meeting to discuss the TA Contract is improper. Selectman MacDonald agreed with Selectman Kastrinelis on this. Selectman suggested Joe review the TA Contract, it is public record and then it should go to Town Counsel to see if it should wait. Selectman Kastrinelis asked for reports back to the BOS.

7) Fiscal Year 2024 Capital Improvement Plan:

TA Oldham presented the three scenarios that are proposed. This was tabled at a previous meeting. TA Oldham recommends scenario 2.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve Scenario 2 as presented. Voted: 5-0.

8) Update on the Collins Center Wage Classification and Compensation Study

TA Oldham followed up with the Collins Center; they have finished the job descriptions but not the Wage Classification.

VOTES OF THE BOARD:

9) Vote to approve and sign the following Liquor License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- *Rte. 97 Liquors – 908-D Salem St., Package Store All Alcohol*
- *Groveland Market – 1 Washington St., Package Store All Alcohol*
- *Gerry's Variety – 15 Elm Pk, Package Store All Alcohol*
- *Nichols Village – One Nichols Way – Club License*
- *Pub 97, 935 Salem St. – Restaurant License*
- *Tea Garden, 904 Salem St. – Restaurant License*
- *Cedardale Swim Club, 20 Bare Hill Rd. General on premise License*
- *Groveland Fairways, LLC, 156 Main St., General on premise License*

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the listed Liquor License Renewals contingent on receipt of the required paperwork. Voted: 5-0.

- *Nierod's, Inc., 192 Main St., Package Store All Alcohol*

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Liquor License Renewal for Nierod's, Inc., 192 Main St., Package Store All Alcohol contingent on receipt of required paperwork. Voted: 4-0-1.

10) Vote to approve and sign the Class II Used Car License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- Quick Service Transportation Corp., d/b/a Quick Auto Center, 737 Salem Street
- Greenwood Auto Body, Richard Alan Greenwood, 863 Salem Street
- Groveland Auto Repair and Sales, Inc., 944 Salem Street
- Auto Repairs Etc., 923 Salem Street

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Class II Car License Renewals contingent on receipt of all required paperwork. Voted: 5-0.

11) Vote to approve and sign the following Common Victualler License Renewals:

(vote to be contingent upon receipt of all required paperwork)

- Nichol's Village, One Nichol's Way
- Terry Clifford, T&B Clifford, d/b/a Pub 97, 935 Salm Street
- J & S Restaurant Corp, d/b/a Tea Garden Restaurant, 904 Salem Street
- Cedardale Swim & Tennis Club Groveland, Inc, 20 Bare Hill Road
- Robert Arakelian, d/b/a Groveland Fairways, 156 Main Street
- Ultimate Perk Coffee Co Inc, 921 Salem Street
- NexDine, LLC d/b/a NexDine at Chesterton Cafe, 860 Salem Street
- Riverside Pizza, Zehra Mirzai, 180 Main Street
- Pentucket Regional School District, 253 Main Street
- Conservation Commission, d/b/a Veasey Memorial Park, 201 Washington Street
- F & M Co, LLC, d/b/a Your Place and Ours, 8 Elm Park
- Pizza Grove, LLC, 990 Salem Street
- Jeff and Maria's Ice Cream & Food, 928 Salem Street

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the list of Common Victualler License Renewals contingent on receipt of all required paperwork. Voted: 5-0.

12) Accept the resignation of Robert Fitzgerald as part-time van driver for the Council on Aging effective December 15, 2022.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the resignation of Robert Fitzgerald as part-time van driver for the Council on Aging effective December 15, 2022. Voted: 5-0.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported:

- that the Fire Department has been awarded a \$15,000 grant for safety equipment.
- we received a \$32,000 grant from the Massachusetts Office on Disability for accessibility upgrades at Town Hall and the Public Safety Building.
- Lana Desrosier has been appointed as the School Committee Liasion. She will attend a future BOS meetings. This is an important step towards opening up the lines of communication between the BOS and the SC.
- the Fire Chief has let TA Oldham know that there will be blasting taking place at 150 Center Street in relation to the sewer construction project – 24-hour notice will be given. There will be a fire detail on sight.

SELECTMEN'S TIME & REPORTS *Time to be used to make statements, propose future agenda items, or congratulate residents/teams on accomplishments; this time should not be used to initiate a discussion.*

Selectman Kastrinelis: attended the Pentucket Jazz Café; wanted to take a moment to wish everyone a happy holiday.

Selectman MacDonald: attended the basketball game in the new gym, it was a good game; wished everyone a happy holiday.

Chair Watson: attended the Santa ride, it was a good show.

OLD OR UNFINISHED BUSINESS

- Selectman Kastrinelis noted that the 46 Washington St, survey has been put on hold.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

- December 5, 2022, Board of Selectmen Meeting Minutes

ADJOURNMENT:

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to adjourn the meeting. Voted: 5-0.

The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, January 3, 2022, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram

23-25 BILLS WARRANT BREAKDOWN:

Town:	\$ 212,493.49
W/S:	\$ 62,653.93
Payroll Withholding:	\$ 28,052.34
Health Insurance:	\$
Light Bills:	\$ 88,341.40
Grants & Revolving:	\$ 181,400.24
Chapter 90:	\$
Pentucket Assessment:	\$
Essex Tech Assessment:	\$
Whittier Assessment:	\$
Capital:	\$



Town of West Newbury Select Board

381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115
selectboard@wnewbury.org

January 11, 2023

The Hon. Bruce Tarr
Minority Leader Massachusetts Senate
State House, Room 308
Boston, MA 02133

Dear Senator Tarr,

It was great to see you at the West Newbury Holiday Tree Lighting. We know you attended a lot of them and we appreciated your presence at ours.

As the legislative season gets under way, we would request that you consider filing or signing on to any legislation that would address concerns facing regional school districts. The forthcoming fiscal year promises to be exceptionally difficult for the Pentucket Regional School District for the following reasons:

- There is expected to be a 14% cost increase for out of district special education tuition. This cannot be absorbed by regional and rural school districts. Please request an addition to the Circuit Breaker line item for funding to cover this huge increase in FY24.
- Statewide there is a critical shortage of special education staffing, including paraeducators, due to pay rates which districts are not able to increase. From PRSD's perspective, this is particularly relevant to being able to attract paraeducators in a general job market that pays well above the district's ability.
- There is likely to be a drop in low-income student enrollment count in the FY24 foundation budget, which could be the result of the second year of free lunch (families have little incentive to complete any financial paperwork for the district). That affects availability of Federal Title 1 funds to account for low-income students. It seems that, in the near term, the state may struggle

to find another more accurate means of calculating actual low-income student numbers. Perhaps it would be wise to revert to using pre-pandemic numbers until another measure is found.

- PRSD expects the regional transportation reimbursement percentage to drop to 70-75% range in FY24. This is supposed to be fully funded based on the original understanding when the district regionalized elementary schools. This is also a big issue and expense for Pentucket.
- With a new administration, there are no assurances as of yet to hold the regional transportation reimbursement line item harmless from cuts should 9C cuts be necessary in the future.

Any and all assistance in these matters would be most appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Wendy Reed Pentucket". The signature is fluid and cursive, with the first name "Wendy" being the most prominent.

West Newbury Select Board

David Archibald, Chair

Richard Parker

Wendy Reed