



APPROVED MONDAY, APRIL 24, 2023

## BOARD OF SELECTMEN

### Meeting Minutes

Monday, March 27, 2023

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 Zoom virtual meeting software for remote access.

Present: Acting Chair Jason Naves, Selectmen Kathleen Kastrinelis, Mark Parenteau, Daniel MacDonald  
Rebecca Oldham, Town Administrator

**CALL MEETING TO ORDER:** Acting Chair Naves 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 # 23-39 \$ 198,442.72

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve Warrant PW # 23-39 in the amount of \$ 198,442.72. Voted: 4-0. One absent

BW# 23-39 \$ 334,294.58

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-39 in the amount of \$ 334,294.58. Voted: 4-0. One absent.

**APPROVAL OF THE MINUTES:**

Board of Selectmen Executive Session Meeting Minutes October 20, 2022:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Board of Selectmen Executive Session Meeting Minutes for October 20, 2022. Voted: 4-0. One absent.

Board of Selectmen Meeting Minutes February 13, 2023

Board of Selectmen Meeting Minutes February 27, 2023

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Board of Selectmen for February 13, 2023, and February 27, 2023. Voted: 4-0. One absent.

**APPOINTMENTS OF THE BOARD:**

1. Appoint Sam Josilin to the position of Inspector of Animals effective May 1, 2023 until April 30, 2024.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint Sam Josilin to the position of Inspector of Animals effective May 1, 2023 until April 30, 2024. Voted: 4-0. One absent.

## **DISCUSSION & POSSIBLE VOTE:**

2. Knights of Columbus, Fred Hull, request to use Pines Recreation Area Utility Field #1 for an Easter Egg Hunt on April 1, 2023, from 8AM to 12PM:  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Knights of Columbus, Fred Hull, request to use Pines Recreation Area Utility Field #1 for an Easter Egg Hunt on April 1, 2023, from 8AM to 12PM. Voted: 4-0. One absent.
3. Pentucket Youth Soccer request to use the Shanahan Field from April 1, 2023, to June 30, 2023. During the week it is from 4-7 pm (for practices) and weekends 7am-7pm (for games):  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Pentucket Youth Soccer request to use the Shanahan Field from April 1, 2023, to June 30, 2023. During the week it is from 4-7 pm (for practices) and weekends 7am-7pm (for games).  
Voted: 4-0. One absent.
4. Request from Lauren Gill, 3 Oakland Terrace, to add a streetlight on Pole #23 on Salem Street at Oakland Terrace:  
Acting Chair Naves noted there is a letter of support from Kevin Snow in the packet.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the request from Lauren Gill, 3 Oakland Terrace, to add a streetlight on Pole #23 on Salem Street at Oakland Terrace. Voted: 4-0. One absent.
5. Vote to sign GHA 2023 Capital Funds Form:  
TA Oldham reported that this matter was tabled at the last meeting; there is more information in the packet. The BOS is required to sign off on this.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the request for GHA 2023 Capital Funds Form and authorize the Chairman to sign on behalf of the BOS. Voted: 4-0. One absent.
6. Request from the Police Chief to Renew Contract:  
Acting Chair Naves suggested the Board let TA Oldham work on this and bring it back to the BOS for review.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to authorize the Town Administrator to negotiate with the Police Chief to renew his contract. Voted: 4-0. One absent.
7. Town Administrator Evaluation:  
Selectman Kastrinelis compiled all of the information into one document; Acting Chair Naves thanked Selectman Kastrinelis for all the work it took. TA Oldham has the original.  
A motion was moved Selectman Kastrinelis and seconded by Selectman Parenteau to table the discussion on the Town Administrator Evaluation. Voted: 4-0. One absent.
8. FY24 Budget Discussion:  
TA Oldham reported that the budget before the Board tonight was voted on by the Finance Committee at their last meeting. Wage adjustments based on the Collins Study were added in. Selectman MacDonald asked about the \$74,000 increase in Fire Wages. TA Oldham responded that the increase is for the addition of the two full time fire fighters that were added as part of the SAFER Grant that the Town had received – the Town has to pay a portion of the salaries. Selectman MacDonald asked what is considered “unclassified budget” in the amount of \$894,000. TA Oldham responded it is for the Essex County Retirement contribution, the unemployment compensation, Medicare tax, OPEB Trust, Memorial Day Services, street lighting and Sealer of Weights & Measures. Selectman MacDonald asked if the tonnage is up and if the Rubbish Contract is increasing 5%. Acting Chair Naves explained that the BOS opted to do incremental increase over the course of the contract. Selectman MacDonald asked about the

reduction in Debt Service and asked why – no new debt has been added so the interest has decreased therefore decreasing the amount.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve \$23,046,806 in alignment with the Finance Board recommendation for the FY 2024 Omnibus Budget. Voted: 4-0. One absent.

Acting Chair Naves thanked the Finance Board for the work on this budget. Selectman Kastrinelis thanked the departments for meeting with the Finance Board.

9. 2023 Annual Town Meeting Warrant:

- Vote to close warrant:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to close the 2023 Annual Town Meeting Warrant. Voted: 4-0. One absent.

- Review Articles and make recommendations:

The Board reviewed the articles and voted on some of the articles. The others will wait for additional information to be presented.

Article 2:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable to authorize the petition for Chapter 90 Funds. Voted: 4-0. One absent.

Article 3:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable to accept MGL for Weights & Measures. Voted: 4-0. One absent.

Article 6:

A motion was moved by Selectman Kastrinelis and seconded by Selectman to recommend favorable to change the Board of Assessors from elected to appointed members. This will also have to be placed on an election ballot next year. Voted: 4-0. One absent.

Article 7:

Fire Chief Valentine was present and addressed the Board and spoke about Articles 7 & 8. This is for new lodging or boarding houses in town; they would be required to have sprinkler systems.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable to accept MGL c148 section 26h. Voted: 4-0. One absent.

Article 8:

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable action on Article 8. Voted: 4-0. One absent.

Article 9:

TA Oldham explained that this is to change the name of the Pines Maintenance Revolving Fund to be able to use the funds to care for all recreation facilities and to create a Conservation Revolving Fund Account and to increase spending amounts.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on Article 9. Voted: 4-0. One absent.

Article 10:

Monday Evening Hours – open until 7:00 pm (currently open until 8:00 pm). Residents don't really come in any later than 7:00 pm. The offices try to be flexible and accommodate when they can.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to recommend favorable action on Article 10. Voted: 4-0. One absent.

Article 11:

TA Oldham explained that we are asking to increase the Capital Improvement threshold from \$10,000 to \$20,000.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on Article 11 to amend the general bylaw to increase the Capital Improvement threshold to \$20,000. Voted: 4-0. One absent.

Article 12:

TA Oldham explained that this is for the Town Clerk – this is to consider treating Saturday as a holiday. Town Council has reviewed this and indicated it was in line with other towns are doing. Town Clerk Cuniff joined the meeting to explain that when elections fall on Tuesday the last day to register to vote ends up being a Saturday (ten days prior to the election). This will fall back to Friday. This only effects the Town Clerks office. This was recommended by the Sec. of State office.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable action on Article 12. Voted: 4-0. One absent.

Article 13 and 14:

Town Clerk Cuniff explained that this amends the General Law related to licensing dogs in kennel fees, increases the fees to license (\$10.00) and provides an exemption for Seniors (dog licenses).

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on Articles 13 and 14. Voted: 4-0. One absent.

Article 15:

Library Trustees – clarified language in bylaws, nothing substantial per TA Oldham.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action. Voted: 4-0. One absent.

Article 16:

TA Oldham explained that this will adopt the codified bylaws. This project has been ongoing. This will be a very helpful tool when researching bylaws (both current and past bylaws) and will serve as an important guide when trying to figure out why something was done a certain way due to the bylaw at the time.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on Article 16. Voted: 4-0. One absent.

Articles 17 – 20: Zoning Bylaws.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to table Articles 17-20. Voted: 4-0. One absent.

Articles 21-32 are Community Preservation Articles which have already been voted on by this Board.

Article 33:

Accept funds from the Municipal Electric Department.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to recommend favorable action on Article 33. Voted: 4-0. One absent.

Article 34:

Overlay Funds – transfer \$50,000.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable action on Article 34. Voted: 4-0. One absent.

Article 35:

Free Cash to OPEB account - \$85,000.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on Article 35. Voted: 4-0. One absent.

Article 36:

Gets rid of the variance that the Auditors recommended. The account is closed.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable action on Article 36. Voted: 4-0. One absent.

Article 37:

Discussion involving article numbers – there was a question on article numbers. TA Oldham noted article #'s are subject to change. No further article numbers were included in the following:

Cable PEG Access.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to recommend favorable action to appropriate funds for PEG Access – cable tv. Voted: 4-0. One absent.

Authorize Bond Premium for Center Street Land Purchase: this is the language we need in the Warrant to allow us to use the Bond Proceeds to pay down our debt per TA Oldham.

A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to recommend favorable to authorize bond premium for Center Street land purchase. Voted: 4-0. One absent.

Water and Sewer Articles for their budgets.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on the water and sewer articles for their budgets. Voted: 4-0. One absent.

Water and Sewer borrowing for well development. There will not be paid by taxpayers.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to recommend favorable action on the Water and Sewer borrowing article for well development. Voted: 4-0. One absent.

Budget:

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to recommend favorable action on both budget articles. Voted: 4-0. One absent.

School override:

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to table the School override vote. Voted: 4-0. One absent.

**VOTES OF THE BOARD:**

10. Accept the resignation for Joe D'Amore from the Government Study Committee and Town Bylaw Finishing Committee effective April 1, 2023:

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to Accept the resignation for Joe D'Amore from the Government Study Committee and Town Bylaw Finishing Committee effective April 1, 2023. Voted: 4-0. One absent.

Selectmen Kastrinelis and Naves both thanked Joe D'Amore for his work on this.

11. Accept the Disclosure of Terry Grim as a Special Employee under G.L. c. 268A, Section 20 (d)  
A motion was moved by Selectman Kastrinelis and seconded by Selectman MacDonald to Accept the Disclosure of Terry Grim as a Special Employee under G.L. c. 268A, Section 20 (d).

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: met with the duly elected District Attorney and public safety officials and also participated in the Hazard Mitigation kick off meeting. Working on the budget and creating a specific page on the website with information regarding warrant articles and will work with the Town Clerk to link the information to the Town Clerk page. The Server is moving to the room where other equipment is stored, channels 9 and 22 will be off air for a few days but meetings will be recorded, just not televised live.

**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 MacDonald: encouraged voters to become informed about the upcoming budget and town meeting and come prepared to vote.

**OLD OR UNFINISHED BUSINESS:** None.

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

**CORRESPONDENCE**

National Grid letter regarding upcoming Vegetation Maintenance  
Voter Petitioned Articles for the 2023 Annual Town Meeting  
Resignation Letter of Shawn Cass

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 8:02 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, April 10, 2023, at 6:30PM.

*Respectfully submitted,*

*Katherine T. Ingram*

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Monday, March 27, 2023 at 6:30PM  
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**23-39 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	\$ 87,254.36
<i>W/S:</i>	\$ 3,889.97
<i>Payroll Withholding:</i>	\$ 4,781.87
<i>Health Insurance:</i>	\$
<i>Light Bills:</i>	\$ 201,679.18
<i>Grants &amp; Revolving:</i>	\$ 36,689.20
<i>Chapter 90:</i>	\$
<i>Pentucket Assessment:</i>	\$
<i>Essex Tech Assessment:</i>	\$
<i>Whittier Assessment:</i>	\$
<i>Capital:</i>	\$