



BOARD OF SELECTMEN
Meeting Agenda
Monday, April 24, 2023
Bagnall Elementary School
253 School Street, Groveland, MA 01834

CALL MEETING TO ORDER AT 6:30PM

APPROVE WARRANTS:

PW # 23-43 \$

BW# 23-43 \$

APPROVAL OF THE MINUTES

Board of Selectmen Meeting Minutes March 13, 2023

Board of Selectmen Meeting Minutes March 27, 2023

VOTES OF THE BOARD

1. Vote to approve either constables or police presence during 2023 elections, Town Clerk

DISCUSSION & POSSIBLE VOTE

2. Approve Special Event Permit submitted by Andi Hannula on behalf of the Groveland Boy Scout Troop 87 to use Perry Park on May6th from 8:15AM to 1:30PM for their annual recycling event.
3. Discuss 2023 Annual Town Meeting Articles with Town Counsel

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

Resignation of Shawn Cass as the Council on Aging Director

ADJOURNMENT: *The next regularly scheduled meeting of the Board of Selectmen will be Monday, May 8, 2023, at 6:00PM.*

23-43 BILLS WARRANT BREAKDOWN:

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

TOWN OF GROVELAND
2023 APR 20 PM 1:01
TOWN CLERK
RECEIVED/POSTED



BOARD OF SELECTMEN

Meeting Minutes

Monday, March 13, 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.
Rebecca Oldham, Town Administrator
Selectman MacDonald arrived at approximately 7:10 pm.

Absent: Selectmen Ed Watson

CALL MEETING TO ORDER AT 6:30PM – 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 # 23-37 \$ 189,647.28

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-37 in the amount of \$ 189,647.28. Voted: 3-0. Two absent.

BW# 23-37 \$ 586,918.57

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-37 in the amount of \$ 586,918.57. Voted: 3-0. Two absent.

APPROVAL OF THE MINUTES:

Board of Selectmen Meeting Minutes January 3, 2023

Board of Selectmen Meeting Minutes January 17, 2023

Board of Selectmen Meeting Minutes January 30, 2023

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Board of Selectmen Meeting Minutes from January 3, 2023, January 17, 2023, and January 30, 2023. Voted: 3-0. Two absent.

APPOINTMENTS OF THE BOARD:

1. Appoint John Gray of 90 School Street to the Historic Commission effective March 13, 2023, to June 30, 2023.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to appoint John Gray of 90 School Street to the Historic Commission effective March 13, 2023, to June 30, 2023. Voted: 3-0. Two absent.

DISCUSSION & POSSIBLE VOTE:

2. Request from Jeff and Maria's Food and Ice Cream for to extend the hours of operation for one night in July and one night in August by four (4) hours, from 10 PM to 2 AM, to host an "All - Nighter" Event:

TA Oldham noted that exact dates are not known at this time. Another vote will not be needed.

The Zoning Board has already voted on this for three years, this is an annual vote by the BOS.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Request from Jeff and Maria's Food and Ice Cream for to extend the hours of operation for one night in July and one night in August by four (4) hours, from 10 PM to 2 AM, to host an "All - Nighter" Event for 2023. Voted: 3-0. Two absent.

3. Request to add a streetlight on Main Street across from the entrance at Pentucket Middle/High School, Pole 149:

TA Oldham, noted this was a request by Kevin Snow, General Manager at Groveland Electric.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the Request to add a streetlight on Main Street across from the entrance at Pentucket Middle/High School, Pole 149. Voted: 3-0. Two absent.

4. Vote to sign GHA 2023 Capital Funds Form

TA Oldham noted that the Groveland Housing Authority requested that the Town sign off on this form. Selectman Kastrinelis requested further information.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to table the vote to sign the GHA 2023 Capital Funds Form. Voted: 3-0. Two absent.

5. Presentation from Powers and Sullivan, LLC. FY2022 Reports:

Michael Nelligan and Laura Stone were present and addressed the Board to review the FY2022 Annual Audit. Michael stated that the Audit went very smoothly this year. The "books" are in good shape. This was one of the best audits that Powers and Sullivan, LLC has completed for the Town of Groveland.

6. FY24 Budget Discussion:

TA Oldham briefly reviewed the budget. An override of about \$1.2 million dollars is being proposed.

The Board took a five-minute recess to wait for Selectman MacDonald to be in attendance.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to take a five-minute recess. Voted: 3-0. Two absent.

Selectman MacDonald joined the meeting at approximately 7:10 pm.

Ruth Rivard and Sarah McGrath from the Finance Board were present and addressed the Board. Ruth explained the process that the Finance Board went through; they met with the School and the strain on the budget for the school has nothing to do with the new High School. The override includes fair wage adjustments for employees based on the wage and classification study – this will be taking a proactive approach. Retaining employees is a priority.

Selectman Kastrinelis noted that Groveland has not had a successful General Override since 2007.

Selectman Parenteau noted that he worked for the town for ten years and left because of the pay. There are talented employees that work for the town now and we keep losing them – if we pay them a fair rate they might stay on.

Selectman MacDonald noted he considers it to be poor management practices when it comes to the school budget. The school has all the “bells and whistles”. The problem will continue year after year because they don’t have the courage to address the structural defects in the school district. They need to consolidate resources. Selectman MacDonald stated he is vehemently opposed to an override and does not feel the School Committee did everything they could and expressed his disappointment in the School Committee.

Selectman Kastrinelis noted it was not okay to “campaign” during this meeting.

Selectman MacDonald noted that he has an absolute right to express his opinion and encouraged Selectman Kastrinelis to call State Ethics if she feels he is breaking the law.

Ruth Rivard noted that the school has worked very hard this year to be open and transparent and gave information to the Finance Board to make informed decisions.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to place on the ballot the following question:

Shall the Town of Groveland be allowed to assess an additional \$1,250,000 in real estate and personal property taxes for the purpose of paying the Pentucket Regional School District annual assessment for the FY beginning July 1, 2023.
Yes or No. Voted: 4-0. One absent.

Selectman MacDonald asked for the cost of this if it passes for each household and for that information to be part of the ballot question and TA Oldham responded that it could not be added to the ballot but is available. This will go on the election ballot and will also go on the Town Meeting Warrant.

VOTES OF THE BOARD:

- None.

TOWN ADMINISTRATOR’S TIME:

TA Oldham reported: In the process of drafting the Warrant. Asked the Board to consider closing the Warrant at their next meeting.

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: Explained the reason for being late to the meeting; he was attending a sports banquet at the school for his son.

OLD OR UNFINISHED BUSINESS:

- Selectman Kastrinelis asked if Selectman MacDonald had the evaluation for the TA done and Selectman MacDonald responded no. Today was the deadline noted Acting Chair Naves.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

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

*Groveland Board of Selectmen Meeting
Monday, March 13, 2023 at 6:30PM
Page 3 of 4*

- Board of Selectmen Meeting Minutes February 13, 2023
- Board of Selectmen Meeting Minutes February 27, 2023

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 8:00 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, March 27, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram

23-37 BILLS WARRANT BREAKDOWN:

<i>Town:</i>	<i>\$ 139,302.89</i>
<i>W/S:</i>	<i>\$ 12,467.95</i>
<i>Payroll Withholding:</i>	<i>\$ 31,717.43</i>
<i>Health Insurance:</i>	<i>\$</i>
<i>Light Bills:</i>	<i>\$ 178,783.27</i>
<i>Grants & Revolving:</i>	<i>\$ 107,361.03</i>
<i>Chapter 90:</i>	<i>\$</i>
<i>Pentucket Assessment:</i>	<i>\$</i>
<i>Essex Tech Assessment:</i>	<i>\$</i>
<i>Whittier Assessment:</i>	<i>\$ 117,286.00</i>
<i>Capital:</i>	<i>\$</i>



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

*Groveland Board of Selectmen Meeting
Monday, March 27, 2023 at 6:30PM
Page 6 of 7*

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 & 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>	\$



TOWN OF GROVELAND Special Event Permit Application

Applicant and Sponsoring Organization Information

Name of Organization / Sponsor: Groveland Boy Scout Troop 87 Non-Profit ☒ Profit ☐

Applicant name: Andi Hannula Tax ID #: _____

Address: 4 King St (GCC) City: Groveland State: MA Zip: 01834

Daytime Phone: 518 275 7184 Evening Phone: _____ Cell Phone: _____

E Mail: Andi-hannula@gmail.com

Event Site Manager: Andi Hannula Cell Phone: 518 275 7184

Other Contact person/s: Amy Durkee Cell Phone: 978 979 0592

Special Event Information - Complete all data as required for event of any size.

Type of Event: ☐ Run/Walk ☐ Rally ☐ Parade ☐ Concert ☐ Carnival ☐ Filming ☐ Street Fair ☐ Festival
☐ Political Event ☐ Raffle ☐ Other (specify) _____

Event Title: Recycling Fundraiser

Event Date & Time(s): Saturday, May 6, 2023 Estimated Attendance: # _____

Open to the Public: ☒ Yes ☐ No Admission Fee: \$ _____

Requested Location: ☐ Pines Recreation Area
☐ Shanahan Field
☐ Washington Park
☐ Sidewalk (specify location(s)): _____
☐ Street (specify): _____
☒ Other (specify): Periy Park

Set Up Date/Time & Description: Sat May 6 8:15 am

Breakdown Date /Time & Description: Sat May 6 1:30 pm

The Boy Scouts will set up a few tables
+ pop-ups

We will have Northeast Recycling there
to take away all items collected

Event Details

Please indicate whether the following items pertain to your event.

YES/NO

☒ Food Concession and/or Food Preparation Area (s)

(If you intend to cook food in the event area)

Please specify method: ☐ Propane Gas ☐ Electric ☐ Charcoal ☐ Other: ☐

☒ Will you be applying for Beer & Wine License? (Liquor Liability & General Liability Certificate of Insurance naming Town of Groveland as additional insured required)

☒ First Aid Facility and Ambulance (s).

☒ Will you set up table(s) and/or chair(s)? How many? 2 tables

☒ Fencing, Barrier(s) and/or Barricade(s), Traffic Cones.

☒ Does your event require electricity? Source:

☒ Will you be holding a raffle at your event? Describe:

☒ Booth(s), Exhibit(s), Display(s) and/or Enclosure(s).

☒ Canopy (ies) and/or Tent(s). Please describe dimensions: 2 10x10 canopies

☒ Scaffolding, Bleacher(s), Platform(s), Grandstand(s) or related structure(s).

☒ Vehicle(s) and/or Trailer(s). notheast recycling has a truck used to collect all of the recycling

☒ Trash Container(s) and/or Dumpster(s) trash bag for collection

☒ Portable Toilet(s). If yes, please indicate the company providing units:

☒ Stage(s). Please indicate dimension:

☒ Entertainment. Please describe:

☒ Amusement Rides. Please list and describe:

☒ Inflatable Device(s).

☒ Banner(s) and/or Sign(s). small signs for pricing details

☒ Street Closure(s) Please list:

☒ Will the event be advertised? How? social media + word of mouth

Please note you cannot advertise your event before approval.

☒ Sponsorship/Vending or Promotional Activity? Please Describe:

☒ Amplified Sound. If yes please indicate Start Time: _____ and End Time _____

☒ Will your event have animals? If yes, specify:

☒ Will your event require lights? If so, specify hours:

Other Permits

Please note that all components of the event are subject to approval by the Board of Selectmen and may also require approval by and/or permit(s) from other Town agencies and departments. It is the responsibility of the applicant to secure all necessary Town of Groveland permits, and to submit payment required for permits.

Insurance Requirements

Evidence of Insurance will be required before final permit approval. Please provide a Certificate of insurance, which shows a minimum of \$1,000,000.00 in Commercial General Liability Insurance and a Policy Endorsement, which indemnifies and holds harmless the Town of Groveland, and all of its agencies and departments. Some events may require a higher limit of insurance. Permit holder must list the Town of Groveland as additional insured on their Certificate of Insurance. Each event is evaluated on its risk exposure. Any and all damages resulting from the event are the responsibility of the permittee and the permittee will work through designated staff to determine the most appropriate means for repair. The Town of Groveland is not responsible for any accidents or damages to persons or property resulting from the issuance of this permit.

Affidavit of Applicant

My signature below indicates that everything I have stated in this application is correct to the best of my knowledge. I have read, understand and agree to abide by the policies, rules and regulations of the Town of Groveland as they pertain to the requested usage. The permit, if granted, is not transferable and is revocable at any time at the absolute discretion of the Town of Groveland Board of Selectmen (or its designee). All programs and facilities of the Town of Groveland are open to all citizens regardless of race, sex, age, color, religion, national origin or disability.

Name of Applicant, (Please print):

Audi Hannula

Signature of Applicant:

Audi Hannula

Date:

4/14/2023

***The following is required by your organization to insure the safety and health of all participating in this event: Note: You do not need to contact the departments below if it is not required.**

YES NO

☐ ☒ Police Detail - estimated cost-\$ _____ per/day. Days Required _____ (Contact Police)

Comments: _____

☐ ☒ Fire / Ambulance Detail - estimated cost - \$ _____ per/day. Days Required _____ (Contact Fire)

Comments: _____

☐ ☒ Trash removal - \$ _____ per/day. Days required _____ (Contact: Health Office)

☐ ☒ Portable toilets - Number required _____ Fees paid directly to company of your choice. All toilets must be serviced each evening.

☐ ☒ Temporary Food Permit - (Contact Health Office)

☐ ☒ Raffle Permit/License - (Contact Selectmen's Office)

☐ ☒ Field Permit - (Contact Selectmen's Office)

☐ ☒ Pines Field Lights Permit - \$25.00 for each 1.5 hours of use (Contact Selectmen's Office)

Fire Dept. - 978-374-1922 Police Dept. - 978-521-1212 Health Dept. - 978-556-7210

Town Department Use Only Approvals and Notifications

Insurance Certificate Received: ☐ YES - Date: _____ ☐ NO

Board of Selectmen: Approved _____ Denied _____ Date: _____

Police Department: Approved _____ Denied _____ Date: _____

Fire Department: Approved _____ Denied _____ Date: _____

Health Department: Approved _____ Denied _____ Date: _____

*Groveland Police will be
on-site to do drug collection
↳ no longer needed*

Rebecca Oldham

From: Elizabeth Cunniff
Sent: Monday, April 3, 2023 1:21 PM
To: Rebecca Oldham
Subject: Board of Selectmen Meeting Agenda Item
Attachments: BOS Annual Vote of Police Officers at Elections.docx

Rebecca,
Please include the attached document for a vote at the next BOS meeting.
Annual vote required to approve either constables or police presence during elections.
This request is for the approval of constables, Ed Reed and David Tuttle.
Thank you.

Very truly yours,

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



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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
May 1, 2023	Groveland Town Hall	April 14, 2023		April 24 th 5:00 PM



RE: Election Police Detail

Dear Board of Selectmen:

Action is requested in response to the changes made to section 72 of MGL 54 which now charges the Select Board, rather than person in charge of the police force, with detailing a sufficient number of police officers or constables for each polling location I recommend the following action:

MOTION: Move to approve a sufficient number of constables, but not less than 1 per precinct, at the polling location at every election therein to preserve order and to protect the election officers and supervisors from any interference with their duties and to aid in enforcing the laws relating to elections, as required by Section 72 of MGL Chapter 54 which was changed in section 13 of Chapter 92 of the Acts of 2022. The Town Clerk will advise the Police Chief of the vote and update requirements of location and time the officers are needed if required.

A Yes vote will allow Constables to staff the polling location appropriately. A no vote would force the Select Board to designate the Police Chief as the authority to assign specific police officers according to scheduling and availability.

Thank you,

Elizabeth Cunniff

Town Clerk and Election Official

March 17, 2023

To: Rebecca Oldham

From: Shawn Cass Director, Council on Aging

CC: Laurel Puchalski, Council on Aging Board Chair

Dear Rebecca Oldham,

Please accept this formal written letter as my official notice of resignation. This letter services as my notice of resignation as of today's date, Friday, March 17, 2023. My last official day as Director, Council on Aging will be March, 31st, 2023 should you choose to accept it. Thank you for providing me with the opportunity to serve the town of Groveland in this important role.

Warm regards,

A handwritten signature in blue ink, appearing to read 'Shawn Cass', with a long horizontal flourish extending to the right.

Shawn Cass

Director, Council on Aging