



APPROVED JULY 17, 2023

BOARD OF SELECTMEN
Meeting Minutes
Monday, May 22, 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: Chair Daniel MacDonald, Selectmen Ed Watson, Mark Parenteau, Jason Naves, Kathleen Kastrinelis.
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER AT 6:30PM: Chair MacDonald opened the meeting 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 # 23-47 \$ 182,192.99

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW # 23-47 in the amount of \$ 182,192.99. Voted: 5-0.

BW# 23-47 \$ 901,184.86

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW# 23-47 in the amount of \$ 901,184.86. Voted: 5-0.

APPROVAL OF THE MINUTES:

1. Board of Selectmen Meeting Minutes April 24, 2023

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Board of Selectmen Meeting Minutes April 24, 2023. Voted: 5-0.

2. Board of Selectmen Meeting Minutes April 10, 2023

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve the Board of Selectmen Meeting Minutes April 10, 2023. Voted: 4-0-1.
Selectman Parenteau abstained.

APPOINTMENTS OF THE BOARD:

3. Appointment of Donna Arnold, Pinewood Lane Groveland, to the position of Office Manager in the Water and Sewer Department for 37.5 hours/week at a rate of \$34.67/hour contingent upon a successful CORI.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Donna Arnold, Pinewood Lane Groveland, to the position of Office Manager in the Water and Sewer Department for 37.5 hours/week at a rate of \$34.67/hour contingent upon a successful CORI beginning June 12, 2023. Voted: 5-0.

4. Appointment of Tyler Evans of Crane Neck Street West Newbury, to the position of Seasonal Cemetery Groundskeeper at a rate of \$17/hour effected May 23, 2023. The position is non-benefit eligible. Appointment subject to a successful CORI.
Selectman Kastrinelis recused herself.

A motion was moved by Selectman Naves and seconded by Selectman Watson to appoint Tyler Evans of Crane Neck Street West Newbury, to the position of Seasonal Cemetery Groundskeeper at a rate of \$17/hour effected May 23, 2023. The position is non-benefit eligible. Appointment subject to a successful CORI. Voted: 4-0. Selectman Kastrinelis recused.

VOTES OF THE BOARD

5. Approve One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 16th Veasey Memorial Park from 6PM to 9:30PM.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 16th Veasey Memorial Park from 6PM to 9:30PM. Voted: 5-0.

6. Approve One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 17th Veasey Memorial Park from 6PM to 9:30PM.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to approve the One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 17th Veasey Memorial Park from 6PM to 9:30PM. Voted: 5-0.

7. Review and approval of BAN results

TA Oldham explained that this is on here for review only.

8. Vote for the application of surplus bond proceeds, from a project which is complete and for which no further financial liability remains, to debt service.

TA Oldham explained that the 2017 water project on Main Street and Gardner; it is completed, and the project came in under and in order to use those surplus funds for future debt obligations, the BOS needs an official vote on this.

A motion was moved by Chair MacDonald and seconded by Selectman Naves in accordance with provisions of MGL Chapter 44 Section 20 the sum of \$18,927.83 presenting the aggregate amount of surplus funds borrowed for the water mains project in 2017 which project is complete and for which no further financial liability remains, is hereby transferred to the debt service account to pay principle of and interest on indebtedness of the town. We confirm that the total amount remaining unexpended for the water mains project is not in excess of \$50,000 as required by MGL Chapter 44, Section 20. The votes were taken at a meeting open to the public, no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting which agenda included the adoption of the above votes was filed with the Town Clerk a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building where the office of the Town Clerk is located for 48 hours prior to the meeting and remained so posted during the meeting, that no deliberations and decisions in connection with the sale of bonds took place in executive session all in accordance MGL 30A Section 18-25 as amended. Voted: 5-0.

9. Approve and ratify the contract for Police Chief Jeffrey Gillen for July 1, 2023 through June 30, 2026:

Chair MacDonald provided an overview of the contract – this is a public record available for review.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve and ratify the contract for Police Chief Jeffrey Gillen for July 1, 2023 through June 30, 2026. Voted: 5-0

DISCUSSION & POSSIBLE VOTE:

10. Economic Development Committee Discussion, *William Dunn & Town Administrator*
Bill Dunn was present and addressed the Board to discuss establishing an Economic Development Committee. Mr. Dunn noted the recent override and the need to look at different ways to offset the budget with business development. Mr. Dunn asked that the Board consider adding the Economic Development Committee.
Chair MacDonald asked if there is already a committee and TA Oldham explained that there was the Elm Square Committee; TA Oldham is in support of this request and would be willing to help Mr. Dunn get this going. Selectman Watson noted the need for infrastructure (which costs money) in place in order to further develop. Selectman Kastrinelis liked the idea and noted there is a Town Planner and studies are already in the works.
Chair MacDonald asked if Mr. Dunn had a committee makeup and a committee charge in mind. Mr. Dunn responded he wanted to see how the Board felt about this tonight and was not looking for a decision tonight. TA Oldham brought ideas for a charge for the committee and shared them with the Board; the TA and the Town Planner would be involved with this process serving in an administrative capacity. Selectman Naves felt collaboration between Town Departments and Boards/Committees will be key moving forward with this. Selectman Kastrinelis and Chair MacDonald agreed that the TA should bring back a committee charge and committee makeup to a future meeting and take it from there.
11. Temporary Extension of Hours for 4 Sewall Street: Quarry Project, *William Daley*
TA Oldham noted that she received an email before this meeting, and this was requested to be withdrawn – no discussion needed.
12. Pines Recreation Dog Park Hours, Access Gate and Permit Discussion, *Town Administrator*
TA Oldham added this to the agenda for open discussion. There have been concerns from the public; there are no specific hours set for the Dog Park and people are calling and asking about permitting and what is the decision on the gate. Selectman Naves noted initially the time was discussed to be about 6:00 am – 9:00 pm and currently there are no specific hours but in recent conversations with the Chief of Police they are looking towards changing this to 6:00 am - 8:00 pm. The Board agreed with the hours; Selectman Watson felt dusk was more appropriate – Selectman Kastrinelis responded that some people may not be home from work yet and felt 8:00 pm would allow people an opportunity to get home from work and get the dogs to the park. A sign will be added to the gate, and this will allow the police to be comfortable enforcing this.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to set the hours for the Dog Park as 6:00 am – 8:00 pm. Voted: 5-0.

Selectman Naves discussed options for permitting – perhaps an annual fee and a “tag”. It appears that the additional work burden would fall on the responsibility of the Town Clerk’s Office who licenses dogs. TA Oldham will follow up with Town Counsel regarding adding responsibilities to the Town Clerk’s Office. The Board will determine the logistics after the discussion with Town Counsel. Selectman Watson asked about out of town users of the dog park; they do not license their dog in Groveland and asked how this will work – perhaps charge a higher fee for non-residents. Selectman Naves cautioned making it too prohibitive. Selectman Watson didn’t think

this was fair to put this onto the Town Clerk's Office which is already very busy; Chair MacDonald asked about paying for this online – TA Oldham responded yes, but someone needs to mail out the tag; who will manage the day to day. Chair MacDonald would like to hear from the Town Clerk and asked Selectman Naves to come up with a plan for the next meeting.

13. Discuss goals for Board of Selectmen, *Selectman Kastrinelis*:

Selectman Kastrinelis asked for this agenda item; is the Board open to discussing setting goals for the BOS – trash and solar contracts, Washington Park and Chapter 70 for example – these are things that impact the budget. Chair MacDonald suggested reaching out to the State Representative and inviting them to a BOS meeting to discuss the Chapter 70 formula; Selectman Kastrinelis is working on figuring out the formula and seeing the impacts. Selectman Kastrinelis asked if the other Board members had any ideas. Selectman Watson agreed with inviting the legislative delegation to a BOS meeting to let them know we need money and support for the schools; other towns are receiving money for wants not needs.

14. Upcoming Annual appointments to Town Boards & Committees – No votes will be taken, discussion only.

TA Oldham put together a list of all of the Board/Committee members as well as the number of seats on each committee. There are some committees that are no longer needed and there are some members who have already notified the Town that they do not wish to continue.

The Board of Assessors has a vacancy – this is an elected position. Selectman Kastrinelis felt the BOA vacancy is critical and asked for a short description of the position. Chair MacDonald suggested posting this.

Chair MacDonald suggested TA Oldham reach out to the rest of the board/committee members, thank them for their service and let them know their term is expiring and ask them if there is still interest in serving. Selectman Kastrinelis suggested it would be nice to have TA Oldham reach out via email to just the board/committee chairs and ask them to reach out to their groups and find out the level of interest. All other vacancies will be listed on the website. Thank you, letters will be mailed out to those, no longer interested in serving.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported there have been questions regarding Article 35 from the Town Meeting, there was some confusion and TA Oldham clarified that there was a misunderstanding and we do not need to have the money on hand, it will be written off and impact certified free cash. Selectman Kastrinelis noted this variance happened more than ten years ago, the current financial team has done an exemplary job and the process to rectify the problem was very transparent. Chair MacDonald added this needed to be done and maintaining and reconciling the books regularly is very important.

Publicly recognized Cemetery Superintendent Chuck Desrosiers received his Hoisting 2A and 1C license and Justin Bird on the Highway Department who received his 4G Hoisting License – it is great to see them obtaining the additional licenses to better aid their departments.

Held the first public listening session 150 Center Street last week and there will be another public listening session in July and it will be a hybrid meeting. This is part of grant received last year.

The Salem Street Dam is getting worse – a sinkhole has formed in the sidewalk – the need for repairs is imminent. Working with the State delegation to try and get some funding earmarked; also, actively searching for grants. The cost is expected to be around \$500,000 (to repair) and will only get more expensive the longer we wait. Chair MacDonald asked about having this on a Capital Plan; TA Oldham

responded that we are planning to move in that direction for many of our infrastructure projects, but that won't help us now.

Applying for an under-utilized grant for 46 Washington Street.

Applied for an MVP grant for Johnsons Creek Watershed.

Collins Center review of HR policies has been finalized. TA Oldham is reviewing the draft and will bring this back to the BOS.

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 Watson: Memorial Day Service, Thursday night, 6:30 pm at the Fire Station.
Grand opening for the rail trail on May 25th at 10:00 am.

Selectman Kastrinelis: Congratulations to all the graduates and their families.

Selectman Naves: Thanked Highway Dept. for their work at the Pines and getting the Boat Ramp in.

Chair MacDonald: Memorial Day Parade and services, May 29th - 10:00 am.

OLD OR UNFINISHED BUSINESS:

- Selectman Parenteau asked about the water bubblers at Bagnall – TA Oldham responded that information went out and she is waiting for proposals to come in.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- Selectman Kastrinelis asked about holding the BOS summer meetings to an earlier time.

CORRESPONDENCE:

15. Board of Selectmen Executive Session Meeting Minutes May 8, 2023

ADJOURNMENT:

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

The next regularly scheduled meeting of the Board of Selectmen will be Monday, June 5, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram

23-47 BILLS WARRANT BREAKDOWN:

Town:	\$ 436,453.70
W/S:	\$ 166,311.71
Payroll Withholding:	\$ 27,713.34
Health Insurance:	\$
Whittier Assessment:	\$

Light Bills:	\$ 234,349.43
Grants & Revolving:	\$ 36,356.68
Chapter 90:	\$
Pentucket Assessment:	\$
Essex Tech Assessment:	\$
Capital	

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