



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Monday, May 22, 2023**  
*Groveland Town Hall*  
*183 Main Street, Groveland, MA 01834*

TOWN OF GROVELAND  
2023 MAY 18 AM 11:45  
TOWN CLERK  
RECEIVED/POSTED

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

*Join Zoom Meeting*

<https://zoom.us/j/93995174414?pwd=dnpQNjNmTVpOVHA0bWdUMHBMeFhvQT09>

Meeting ID: 939 9517 4414

Passcode: 948618One tap mobile

+13126266799,,97830520065#,,, \*948618# US (Chicago)

+16469313860,,97830520065#,,, \*948618# US

**6:30 P.M.**

**CALL MEETING TO ORDER AT 6:30PM**

**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 # 23-47 \$*

*BW# 23-47 \$*

**APPROVAL OF THE MINUTES**

1. Board of Selectmen Meeting Minutes April 24, 2023
2. Board of Selectmen Meeting Minutes April 10, 2023

**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.
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.

**VOTES OF THE BOARD**

5. Approve One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 16<sup>th</sup> Veasey Memorial Park from 6PM to 9:30PM.
6. Approve One-Day Liquor License Vanessa Lopez on behalf of the Friends of Veasey on June 17<sup>th</sup> Veasey Memorial Park from 6PM to 9:30PM.
7. Review and approval of BAN results
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.

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

#### **DISCUSSION & POSSIBLE VOTE**

10. Economic Development Committee Discussion, *William Dunn & Town Administrator*
11. Temporary Extension of Hours for 4 Sewall Street: Quarry Project, *William Daley*
12. Pines Recreation Dog Park Hours, Access Gate and Permit Discussion, *Town Administrator*
13. Discuss goals for Board of Selectmen, *Selectman Kastrinelis*
14. Upcoming Annual appointments to Town Boards & Committees – No votes will be taken, discussion only.

#### **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**

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

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

#### **23-47 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	<i>\$</i>	<i>Light Bills:</i>	<i>\$</i>
<i>W/S:</i>	<i>\$</i>	<i>Grants &amp; 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>			

Submitted by: *Chairman Daniel MacDonald &  
Town Administrator Rebecca Oldham*



## **BOARD OF SELECTMEN**

### **Meeting Minutes**

**Monday, April 10, 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 Ed Watson, Selectmen Kathleen Kastrinelis, Jason Naves, Selectman MacDonald.  
Rebecca Oldham, Town Administrator

**ABSENT:** Selectman Mark Parenteau

**CALL MEETING TO ORDER AT 5:00PM** – Chair Watson called the meeting to order at 5:00 pm.

#### **VOTES OF THE BOARD:**

1. 2023 Annual Town Meeting:

Article 1 – Snow & Ice - \$50,000:

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action. Voted: 3-0. Two Absent.

Article 4 – Easement for Uptack Culvert project (Mass Works Grant) – Raise & Appropriate.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action. Voted: 3-0. Two Absent.

Article 5 – Eminent Domain – 908 Salem Street (Mass Works Grant) – property owner donated the easement to the town.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action. Voted: 3-0. Two Absent.

Article 18 – Amend Zoning Bylaws - clarifies that the Building Inspector is the Enforcement Officer. Sam was present and addressed the Board to explain.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action. Voted: 3-0. Two Absent.

Article 19 – Amend Zoning Bylaws to add definition of farm – nonexempt.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action. Voted: 3-0. Two Absent.

Selectman MacDonald arrived at 5:16 pm.

Article 20 – amend Zoning Bylaws to delete and replace Section 50 -8.2a – Irregular shaped lots.

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

Article 37 – Transfer \$7,398.05 from Conversation Commission Fees Account to Conversation Expense Account for operating costs.

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

Article 45 – re-vote – an error was identified at the Finance Meeting on the Omnibus Budget.

The overall increase is 3 % over last year and there is \$2,000 left over.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to recommend favorable action \$21,803,462 as recommended for each line item in the Finance Board column in the Omnibus Budget. Voted: 4-0. One Absent.

Article 47 – Citizens Petition – vote to petition the General Court for Special Legislation to decrease the size of the BOS from five to three. TA Oldham noted this would also have to go to a ballot and requires a Home Rule Petition.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves for unfavorable recommendation. Voted: 3 – 1. One Absent. Chair Watson voted against.

- **Approve and Post Warrant**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to set the date of the Annual Town Meeting as April 24, 2023, at 7:00 pm at Bagnall Elementary School and to post the 2023 Annual Town Meeting Warrant. Voted: 4-0. One Absent.

**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 # 23-41 \$ 182,159.78

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant PW #23-41 in the amount of \$182,159.78. Voted 4 – 0. One absent.

BW# 23-41 \$ 1,384,973.33:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant BW # 23-41 in the amount of \$1,384,973.33. Voted 4 – 0. One absent.

**APPROVAL OF THE MINUTES:**

- *None.*

**APPOINTMENTS OF THE BOARD:**

- *None.*

**PUBLIC HEARING:**

**LIQUOR LICENSE TRANSFER HEARING:** The Groveland Board of Selectmen will hold a public hearing on Monday, April 10, 2023, at 6:30 P.M. at Town Hall, 183 Main Street, Groveland, MA on the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC d/b/a Pub 97, 935 Salem Street, Groveland, MA. Peter M. Carbone is the proposed Manager.

Description of premises: 935 Salem Street. Two Story Building with business on first floor. Approximately 3,888 square feet.

Chair Watson read the public hearing notice. Peter Carbone was present and addressed the Board. He is taking over the business.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to close the Public Hearing. Voted: 4 – 0. One Absent.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC

*Groveland Board of Selectmen Meeting  
Monday, April 10, 2023, at 5:00PM  
Page 2 of 5*

d/b/a Pub 97, 935 Salem Street, Groveland, MA. Peter M. Carbone is the proposed Manager.  
Voted 4 – 0. One absent.

#### **DISCUSSION & POSSIBLE VOTE:**

2. Approve Property Permit submitted by Erik Dentremont on behalf of the Charles River Wheelers to use Shanahan Field (turnaround only) for a cycling rest stop on May 13, 2023.  
Ed Cheng, President, Charles River Wheelers attended the meeting via Zoom and explained he request; this will be used as a rest stop for a club bike ride.  
A motion was moved by Selectman Kastrinelis and seconded by Chair Watson to approve Property Permit submitted by Erik Dentremont on behalf of the Charles River Wheelers to use Shanahan Field (turnaround only) for a cycling rest stop on May 13, 2023, and to provide portable bathrooms. Voted: 3 – 0. Two absent. Selectman Naves stepped away from the meeting.
3. Approve Property Use Permit submitted by Paula Figelski for the NorthShoreCyclist to use the Pines Recreation Area Utility Field Utility Filed #2 for a picnic on August 6, 2023. 8:00 am - 2:00 pm.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Property Use Permit submitted by Paula Figelski for the NorthShoreCyclist to use the Pines Recreation Area Utility Field Utility Filed #2 for a picnic on August 6, 2023. 8:00 am - 2:00 pm. Voted: 4-0. One Absent.
4. Approve Property Use Permit submitted by Megan Stephens for Ride to End ALZ New England for Elm Park for a cycling rest stop on June 3, 2023, from 8AM to 2PM.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Property Use Permit submitted by Megan Stephens for Ride to End ALZ New England for Elm Park for a cycling rest stop on June 3, 2023, from 8AM to 2PM. Voted: 4-0. One Absent.
5. Approve Field Use Permit submitted by Julie Wisniewski for Pentucket Lacrosse to use the Pines Recreation Area Utility Field #1 April 6, 2023, through June 8, 2023, on Thursdays from 5:30PM to 7PM.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Julie Wisniewski for Pentucket Lacrosse to use the Pines Recreation Area Utility Field #1 April 6, 2023, through June 8, 2023, on Thursdays from 5:30PM to 7PM. Voted: 4 – 0. One Absent.
6. Approve Field Use Permit submitted by Jeff Meisner for Pentucket Babe Ruth to use the Pines Recreation Area Baseball Field from April to June 2023.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Jeff Meisner for Pentucket Babe Ruth to use the Pines Recreation Area Baseball Field from April to June. Voted: 4 – 0. One Absent.
7. Approve Field Use Permit submitted by Dan Thorton for Pentucket Regional School District Varsity Team to use the Pines Recreation Area Baseball Field from April to May 2023.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Dan Thorton for Pentucket Regional School District Varsity Team to use the Pines Recreation Area Baseball Field from April to May 2023. Voted: 4 – 0. One Absent.
8. Approve Field Use Permit submitted by Karen Label for Pentucket Youth Softball to use the Pines Recreation Softball Field for April 10, 2023, to June 30, 2023.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Karen Label for Pentucket Youth Softball to use

the Pines Recreation Softball Field for April 10, 2023, to June 30, 2023. Voted: 4 – 0.  
One Absent.

9. Approve Special Event Permit submitted by Lisa Chandler for the Pines Recreation Area for Groveland Day September 9, 2023.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Special Event Permit submitted by Lisa Chandler for the Pines Recreation Area for Groveland Day September 9, 2023. Voted: 4 – 0. One Absent.

10. Approve a One-Day Liquor License for Katelyn Alcott at Veasey Memorial Park for a Wedding on May 28, 2023, from 5PM to 9PM. Paperwork is in order.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve a One-Day Liquor License for Katelyn Alcott at Veasey Memorial Park for a Wedding on May 28, 2023, from 5PM to 9PM. Voted: 4 – 0. One Absent.

11. Donation of Parcel ID: 52-003-A to the Conservation Commission, Mike Dempsey

Mike Dempsey, Conservation was present and addressed the Board. This abuts Veasey Park.

A motion was moved by Selectman Kastrinelis and seconded by Chair Watson to accept the Donation of Parcel ID: 52-003-A to the Conservation Commission. Voted: 3 – 0.

Two Absent. Selectman Naves stepped away from the meeting.

The Board took a short recess so that TA Oldham and Selectman Naves could return to the meeting.

12. Town Administrator Evaluation

TA Oldham agreed to discuss this in open session. Selectman Kastrinelis explained the process for this evaluation and read the summary. The rating is excellent in all areas.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to accept the summary as presented. Voted: 4 – 0. One Absent.

#### **TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: Town Meeting is on the 24<sup>th</sup> and the BOS will meet prior to the meeting at 6:30 pm.

**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 Naves thanked Selectman Kastrinelis for putting together the TA Evaluation summary.

Selectman Kastrinelis talked about adding signage identifying Washington Park when people are coming around the bend in the road. TA Oldham will discuss this with the Highway Superintendent.

#### **OLD OR UNFINISHED BUSINESS:**

- None.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

#### **CORRESPONDENCE**

Board of Selectmen Meeting Minutes March 13, 2023

Board of Selectmen Meeting Minutes March 27, 2023

Veasey Park Flea Market Flyer: April 29, 2023, from 8AM to 2PM

Historical Society French America War Presentation Flyer: April 12, 2023 at 7PM

Highway Department Resignation

Candidate Nights – April 27<sup>th</sup> at 7:00 pm

#### **ADJOURNMENT:**

*Groveland Board of Selectmen Meeting  
Monday, April 10, 2023, at 5:00PM  
Page 4 of 5*

A motion was moved by Selectman Naves and seconded by Selectman MacDonald to adjourn the meeting at 6:58 pm. Voted: 4 – 0. One Absent.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, April 24, 2023, at 6:00PM at the Bagnall Elementary School.*

***Respectfully submitted,***

***Katherine T. Ingram***

**23-41 BILLS WARRANT BREAKDOWN:**

Town:	\$ 102,592.40
W/S:	\$ 22,871.63
Payroll Withholding:	\$ 78,630.03
Health Insurance:	\$
Whittier Assessment:	\$
Capital:	

Light Bills:	\$ 98,762.93
Grants & Revolving:	\$ 49,476.42
Chapter 90:	\$
Pentucket Assessment:	\$ 1,032,639.92
Essex Tech Assessment:	\$



## **BOARD OF SELECTMEN**

### **Meeting Agenda**

**Monday, April 24, 2023**

*Bagnall Elementary School*

*253 School Street, Groveland, MA 01834*

**Present:** Acting Chair Jason Naves, Selectmen Kathleen Kastrinelis, Mark Parenteau,  
Town Administrator, Rebecca Oldham, Town Counsel, Adam Costa

**CALL MEETING TO ORDER:** Chair Watson called the meeting to order at 6:33 pm.

### **APPROVE WARRANTS:**

*PW # 23-43 \$ 200,402.53*

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve Warrant PW # 23-43 in the amount of \$ 200,402.53. Voted: 4-0. One absent

*BW# 23-43 \$ 868,342.60*

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-43 in the amount of \$ 868,342.60. Voted: 4-0. One absent.

### **APPROVAL OF THE MINUTES**

Board of Selectmen Meeting Minutes March 13, 2023

Board of Selectmen Meeting Minutes March 27, 2023

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

### **VOTES OF THE BOARD**

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

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

### **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.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Special Event Permit. Voted: 4-0. One absent.

3. Discuss 2023 Annual Town Meeting Articles with Town Counsel

The Board met Adam Costa with Mead, Talerman & Costa. Discussed process.

**TOWN ADMINISTRATOR'S TIME:** None.

**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.* None.

**OLD OR UNFINISHED BUSINESS:** None.



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

**CORRESPONDENCE**

Resignation of Shawn Cass as the Council on Aging Director

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to adjourn the meeting at 6:00 pm. Voted: 4-0. One absent.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, May 8, 2023, at 6:30PM.

*Respectfully submitted,*

*Rebecca Oldham*

**23-43 BILLS WARRANT BREAKDOWN:**

<i>Town:</i>	<i>\$ 61,159.90</i>
<i>W/S:</i>	<i>\$ 16,484.25</i>
<i>Payroll Withholding:</i>	<i>\$ 3,785.17</i>
<i>Health Insurance:</i>	<i>\$</i>
<i>Whittier Assessment:</i>	<i>\$</i>
<i>Capital:</i>	

<i>Light Bills:</i>	<i>\$ 541,302.27</i>
<i>Grants &amp; Revolving:</i>	<i>\$ 246,611.01</i>
<i>Chapter 90:</i>	<i>\$</i>
<i>Pentucket Assessment:</i>	<i>\$</i>
<i>Essex Tech Assessment:</i>	<i>\$</i>



# Town of Groveland

## Water and Sewer

23 School Street  
Groveland, MA 01834  
Phone: 978.556.7220

May 16, 2023

Dear Members of the Board of Selectmen,

I respectfully support the hiring of Donna Arnold to the position of Office Manager for the Water and Sewer Department.

I feel that Donna will be a great asset to the Town of Groveland given her work experience, which includes 7 years of municipal office work. Her knowledge and experience will help the Water and Sewer Department as we continue towards the goal of streamlining our tasks and improving the interface between all offices in Town Hall.

Respectfully submitted,

Colin Stokes

Superintendent

Groveland Water and Sewer

**Donna A. Arnold**  
[REDACTED]  
**Groveland, MA 01834**  
[REDACTED]  
[REDACTED]

**OBJECTIVE**

To secure a position that will allow me to build on my financial, administrative, and customer service skills.

**PROFESSIONAL  
EXPERIENCE**

05/16-Present

**City of Haverhill, Haverhill, MA**

*Treasury Account Clerk*

Processes bank reconciliations and assistant payroll coordinator for all city offices and departments. Daily bank deposits. Provides customer support in all aspects of tax collecting including Real Estate, Personal Property and Motor Vehicle.

7/09-05/16

**New England League of Middle Schools, N. Andover, MA**

*Business Services Coordinator/Bookkeeper*

Monitor customer and vendor invoicing, payables and collections AP/AR, bank reconciliations, Monthly summary reports  
Track Expenses, Entering Payroll (ADP), Journal entries, Budget Projections, Cash flow projections, Profit & Loss Analysis, Assists Auditor with month-end and year-end reporting and closing

6/95-7/03

**Ernst & Young LLP, Boston, MA**

*Financial Management Associate*

Developed client economic measures  
Monitored client invoicing and collections  
Determined the billing and collections best practice  
Mentored, trained and managed the work of Financial Assistants  
Performed analysis of inventory balances  
Special projects/Ad hoc reports  
Established client and engagement information

**EDUCATION**

**Accounting Program Graduate**

Burdett School, Boston, MA

**COMPUTER  
SKILLS**

Windows 8, Microsoft Office 2010, MS Excel, MS Word, MS PowerPoint, MS Internet Explorer, MS Access, MS Outlook, MS Access QuickBooks, Auctra Net Forum, People Soft, Crystal Reports, SoftRight Software, BudgetSense and MMS, Harpers' Payroll and Collect Pro.

**REFERENCES**

Available upon request



**RIVERVIEW CEMETERY**  
**TOWN OF GROVELAND**  
**CEMETERY COMMISSION**

161 Main Street  
Groveland, Massachusetts 01834  
(978) 891-2539

Dear Board of Selectmen,

After meeting with Tyler Evans, I would recommend him for the position of Seasonal Groundskeeper at the cemetery. He has some experience and will be a great fit for the position.

Thank you  
Chuck Desrosiers  
Cemetery Superintendent

#

# Mr. Tyler David Evans

## Independent IT Contractor/Consultant and Repairman

17 Crane Neck St  
West Newbury, MA 01985  
(978) 888-1436

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### Overview:

I've grown up in the Merrimack Valley and pursued an education in technology, both the operation of technical machines and maintenance of computers. However, I've remained involved in community service and social outreach since I was young. From my childhood as a Boy Scout, to my high school career as a Jr. Firefighter and Scout Camp Councilor, College years as a tutor, and even now as a voluntary call firefighter for the Town of West Newbury. I'm seeking a seasonal summer to fall job such as this that allows me to continue running my personal IT help business in terms of hours, but also allows me to continue help the community with the work I do and keep our towns clean and beautiful.

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### Relevant Work Experiences:

- Call Volunteer Firefighter, West Newbury Fire Department, 11/2022 - Present,

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Responsibilities Include:#

On call availability and rapid response to medical emergency and fire control scenarios.

Operation and maintenance of fire engines (Driver certification pending), hoses, medical gear, and other machinery related to emergency response and incident cleanup.#

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- Self Employed IT Contractor, Sole Proprietor of TECH (Tyler Evans Computer Help), 7/2020 - Present,

#

Responsibilities Include:#

Maininence and management of personal office space in Georgetown MA, responding to public client technical requests as well as maintaining service agreements with repeat customers. Their requests can vary from simple Windows updates to large scale business-level server replacements and even removal of malware from machines both public and private.

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- Computer Science/Information Technology Tutor, Northern Essex Community College,  
09/2017 - 06/2019

**Responsibilities Included:**

As one of only two independent student tutors for both the Computer Science and IT departments, I would spend two full days a week working with up to twenty students at a time. Assisting them with questions on their class material, assignments, and assisting other educational development strategies. These sessions were publicly posted and frequently busy with students and other members of the college.

- Assistant Range Director and Camp Councilor/Staff, Lone Tree Scout Reservation, Summer 2012 – Summer 2016

**Responsibilities Included:#**

Maintaining both the safety and cleanliness of the Archery and BB rifle ranges. As well as working with cub scouts (ages 7-12) daily. Instructing them in both local and state gun safety laws during set lesson/range time hours. As well as maintaining the many wooded trails and clearing the fields of the reservation from trash, debris, and woodland refuse to keep the park and reservation clean. In accordance with the standards set forth by the Boy Scouts of America and the local town appointed Forest Ranger.

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**Education:**

-A.S Information Technology  
Northern Essex Community College, 09/2016 - 09/2019#

-A.S Computer Science  
Northern Essex Community College, 09/2016 - 06/2019#

-High School Diploma with High Honors, Pentucket Regional High School  
09/2012 - 06/2016

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**References:**

(Previous Scout Reservation Coworkers and Current Contacts)#

Mike Dascoli, [REDACTED]

Erin Finn, [REDACTED]

Wyatt Wunderlich, [REDACTED]

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# TOWN OF GROVELAND

## BOARD OF SELECTMEN

183 Main Street  
Groveland, MA 01834

PHONE:  
(978)556-7204

### One-Day Liquor License Application Host Information

Host's Name: Vanessa Lopez / Friends of Varsity  
Type of Host (please circle one): ☐ Individual ☐ Non-Profit Corp. ☐ For-Profit Corp.  
Host's Address: 201 Washington St Groveland, MA 01834  
Tax ID No. (if Corporation): \_\_\_\_\_

### Details of Event:

Date of Event: June 16/17 Hours of Event: 6-9:30pm

The hours during which sales of alcoholic beverages may be made under a one-day license shall be from 11:00am to 11:00pm, Monday through Saturday, and from 12 noon to 11:00pm on Sundays, Memorial Day, or Christmas Day (or the day following when Christmas Day is on a Sunday).

All beverage/glasses/bottles or other containers must be removed from tables and service bar area one-half hour after closing time or 11:00pm, whichever first occurs. Patrons must be off premises no later than fifteen minutes after closing. Licensed operators and employees must be off premises no later than one hour after closing.

Type of Event (i.e. banquet, concert, party, etc): fashion show  
Address of Event: 201 Washington St  
Owner of Premises: Town of Groveland Phone No. of Premises: 978-521-9345  
Expected No. of People: 150 Admission Charge (if any): \$30-40

Alcohol will be (please circle one): ☒ Sold ☐ Given Away  
Type of License Applying For: ☐ One-Day All Alcoholic\* ☐ One-Day Beer & Wine  
☐ Charitable Wine Pouring ☐ Charitable Wine Auction

\*Note: only non-profit organizations are eligible for One-Day All Alcoholic Licenses

If event is catered, name of caterer: \_\_\_\_\_

Note: All alcohol must be purchased by the licensee from a licensed wholesaler/importer, manufacturer, farmer brewer or special permit holder. A list of approved vendors is available from the Alcoholic Beverage Control Commission. You cannot purchase alcoholic beverages from a package store.





# TOWN OF GROVELAND

## BOARD OF SELECTMEN

No one under 21 years of age may be served alcoholic beverages.

Bartending Services: Event Staffing by Josie Dated: May 17, 2023  
Address: 23 Goodale Rd Boston, MA 02126  
Telephone: 617-372-1770 E-Mail Address: josie@eventstaffingbyjosie.com

### Certification / Host's Information

*I hereby certify under the pains and penalties of perjury that the above is true and accurate information, and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.*

Signature: [Signature] Dated: May 17th 2023  
Name: Vanessa Lopez  
Home Address: 201 Washington St  
Telephone: 978-521-9345 E-Mail Address: Vanessa@VendyPark.org  
Relationship to Host: host

### For Office Use Only

Date Application Received: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Prior Approval Required	Approval	Approval Date
Police Department		
Fire Department		
Board of Health Agent		
Building Department		

Additional Conditions for License: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## VENUE CONTRACT

### EVENT and CONTACT INFORMATION

Applicant Name(s): Vanessa Lopez / Rubbish to Runway  
Email: Vanessa@veaseypark.org Phone: 978-521-9345

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: 201 Washington St

Weekend dates: June 16+17th Number of guests: 150 event time

Date and start time of set up: 9am Date and start time of event: 6pm-9:30

Rooms/area rented (if outside please specify if renting a tent):

whole venue

### DEPOSIT AND CANCELLATION POLICY

At the time of booking a 50% down payment is required. Any event canceled will forfeit the down payment. Payment in full is due 30 days prior to the event. Any remitted damage deposit (different than the down payment) will be refunded in full if the Applicant cancels the event. If for any reason the Event must be canceled by any representative of the Park, the Conservation Commission, or the Town of Groveland, the Applicant agrees that s/he/they will not require compensation for the loss of the anticipated use of the Park, and will not seek any other damages from any of these parties.

### SECURITY DEPOSIT:

An ADDITIONAL damage deposit check, cash, or credit card payment of \$250.00 is required BEFORE the event. The damage deposit charge will be shredded or returned after the event has ended and upon inspection of the premises to ensure no further cleaning is required or damage has occurred.

### DECORATIONS:

The Applicant will not use any means to affix decorations such as NAILS, SCREWS, DUCT TAPE, or TACKS, which will puncture or remove paint from the walls, windows, or floors in the building. The use of glitter, confetti, rice or fireworks are not permitted inside or outside the facility. *Helium balloons are not allowed inside the Great Hall*, due to a sensitive fire alarm. If the fire department responds due to alarms set off due to balloons, the damage deposit will not be refunded.



### EVENT START AND END TIMES

Events may have access to the building beginning Fri at 9am with an exception during summer camp weeks (Jun 27th-Aug 12th), during which you will have access to the whole building no later than 5pm and access to the outside beginning at 9am. All events must *end* by 10pm to allow for *cleanup and closure of the site* by 11pm.

### OUTSIDE EVENTS

Outside events with parties over 100 people must rent a tent or have a back up plan for inclement weather. The Great Hall has a max of 100 people for events. Tents may be coordinated to be installed the Thursday or Friday before with permission. If the event is at night, lights must be rented for tents as the park does get dark. No refunds due to weather or natural occurrences.

### LIQUOR:

Veasey Park is public property, and the Town of Groveland has a bylaw prohibiting the appearance of personal intoxication or the consumption of alcohol without a permit in public places. There are no exceptions to the requirement that you **MUST** have a permit for the use of alcohol.

The permit to serve alcohol (1) must be approved the Groveland Board of Selectmen; (2) the Applicant must show a certificate of insurance for serving alcohol; and (3) the Applicant must hire and pay for a detail officer from the Groveland Police Department to be on the premises for the entire time that alcohol is consumed. Please see the last page of this application for more information.

The Applicant agrees that if guest(s) appear to be intoxicated and/or alcohol is being served without a permit at the Event or by anyone other than the bartender or in an area not designated for serving alcohol (ie parking lot), the **Event will be immediately terminated, and all guests will vacate the premises**. The Applicant is still obliged to pay the rental fee, and must meet the clean-up expectations and the security deposit may be forfeited. The Groveland Police Department, at their discretion, may further issue citations.

Please note that the alcohol service hours on this form must match the service hours entered on the Permit to Serve Alcohol. If the service hours on this form are different from the Permit, the service hours on the Permit take precedence.

☐ Alcohol will NOT be served.

☒ Alcohol WILL be served.

ENTER EXACT HOURS: 6-9:30 (must match bartender's contract for town permit approval)

Applicant Signature [Signature] Date: 4/17/23

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Total N/A fundraiser

Payment received —

Payment type —

Payment due —



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/10/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	<b>CONTACT NAME:</b> FLIP Program Support <b>PHONE (A/C, No, Ext):</b> (844)-520-6992 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@flipprogram.com
<b>INSURED</b> Yoscary Gonzalez, DBA Event Staffing by Josie 23 Goodale Road Mattapan MA 02126	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Certain Underwriters at Lloyds <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ ANIMAL BAILEE \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		<input checked="" type="checkbox"/>		06/15/2022	06/15/2023	\$1,000,000 Occurrence / \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder had been added as additional insured regarding the above mentioned policy per attached  
Additional Insured - Owner of Premises (FLL 2021)

Date: May 28, 2023

Time: 4:00pm-9:00pm

**CERTIFICATE HOLDER****CANCELLATION**

Town of Groveland 201 Washington Street undefined Groveland, MA 01834	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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ACORD 25 (2014/01)  
INS025 (201401)

The ACORD name and logo are registered marks of ACORD

## ADDITIONAL INSURED - OWNER OF PREMISES

This endorsement modifies insurance provided under the following:

### LIQUOR LIABILITY COVERAGE FORM

#### ADDITIONAL INSUREDS - OWNER OF PREMISES

**SECTION II - Who is an Insured; Item 2.,** is amended to add the following:

Any individual(s), partnership(s), limited liability company(s), joint venture(s) or other organization(s) that owns the premises at/on which a Named Insured sells, serves or furnishes alcoholic beverages in the course of their business.

Coverage under this endorsement shall apply only to the liability of an **Additional Insured - Owner of Premises** that arises out of the selling, serving or furnishing of alcoholic beverages by a Named Insured in the course of their business. There shall be no coverage under this endorsement for liability arising directly or indirectly from the selling, serving or furnishing of alcoholic beverages by an **Additional Insured - Owner of Premises** or any person or organization acting for or on behalf of an **Additional Insured - Owner of Premises**.

Coverage under this endorsement does not apply to:

(1) "Bodily injury":

- a. To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co- "employee" while that co-"employee" is either in the course of his or her employment or performing duties related to the conduct of your business; or
- b. To the spouse, child, parent, brother or sister of that co-"employee" as a consequence of (1) a. above; or
- c. For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in (1) a. or b., above; or

(2) "Property damage" to property owned, occupied by, or rented or loaned to an owner of such premises.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/10/2023

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<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	<b>CONTACT NAME:</b> FLIP Program Support <b>PHONE (A/C, No, Ext):</b> (844)-520-6992 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@flipprogram.com
<b>INSURED</b> Yoscary Gonzalez, DBA Event Staffing by Josie 23 Goodale Road Mattapan MA 02126	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Certain Underwriters at Lloyds <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		<input checked="" type="checkbox"/>		06/15/2022	06/15/2023	\$1,000,000 Occurrence / \$2,000,000 Aggregate

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Owner of Premises (FLL 2021)

Date: May 28, 2023

Time: 4:00pm-9:00pm

<b>CERTIFICATE HOLDER</b> Town of Groveland 201 Washington Street undefined Groveland, MA 01834	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2014/01)  
INS025 (201401)

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(1) "Bodily injury":

- a. To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co- "employee" while that co-"employee" is either in the course of his or her employment or performing duties related to the conduct of your business; or
- b. To the spouse, child, parent, brother or sister of that co-"employee" as a consequence of (1) a. above; or
- c. For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in (1) a. or b., above; or

(2) "Property damage" to property owned, occupied by, or rented or loaned to an owner of such premises.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.



# Invoice

Fundraising Events

**Bill to:**

Veasey Park  
201 Washington Street  
Groveland, MA  
United States  
Tel: 978-521-9345  
Email: [vanessa@veaseypark.org](mailto:vanessa@veaseypark.org)

**Bill from:**

Events by Josie  
23 Goodale Road  
Boston, Massachusetts, 02126  
United States  
Tel: 617-372-1720  
Email: [josie@eventstaffingbyjosie.com](mailto:josie@eventstaffingbyjosie.com)

**Issued:** 03/16/2023

**Due:** 06/16/2023

**Total: \$480.00**

Item	Cost	QTY	Price
Bartender June 16th	\$160.00	1.000	\$160.00
Insurance Certificate add vendor as additional insured on Certificate of Insurance	\$90.00	1.000	\$80.00 Discount: \$10.00
Bartender June 17th	\$160.00	1.000	\$160.00
Insurance Certificate add vendor as additional insured on Certificate of Insurance	\$90.00	1.000	\$80.00 Discount: \$10.00

**Client Notes**

We look forward to working with you. Thank you for  
supporting a Women-Owned Small Business.

Subtotal: \$480.00

Total: \$480.00

Paid to date: \$0.00

**Amount Due (USD): \$480.00**





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Payment Stub

**Bill from:**

Events by Josie

23 Goodale Road

Boston, Massachusetts, 02126

United States

Tel: 617-372-1720

Email: [josie@eventstaffingbyjosie.com](mailto:josie@eventstaffingbyjosie.com)

---

Client:

Veasey Park

Invoice:

#748

---

Amount Due (USD):

\$480.00

Paid to date:

\$0.00

## Memorandum

**Tess Murphy**

Tess.Murphy@hilltopsecurities.com

May 16, 2023

Michele Beegan, Treasurer/Collector  
Town of Groveland  
183 Main Street  
Groveland, MA 01834

RE: \$419,981 General Obligation Bond Anticipation Notes

Dear Ms. Beegan:

Enclosed please find the documents we prepared for your borrowing. Please void out the next Note from your Book of Notes and enter that voided Note number on the Note and Clerk Certificate that we have prepared for you, where indicated. I have provided a copy of all the paperwork that you may retain for your records.

After the Note and paperwork have been signed and sealed, please upload the documents to the DOR Gateway for certification. The DOR's Note certification process has changed as of September 7, 2021. Should you have any questions regarding the new process, we will be happy to walk you through it.

Please ensure you have uploaded the following documents to the DOR Gateway no later than May 30<sup>th</sup> for the Note closing June 2<sup>nd</sup>, 2023:

1. The Note (enclosed, to be signed by you as the Treasurer, a majority of the Board of Selectmen, and signed and sealed by the Town Clerk)
2. Certified copy of the votes (not enclosed, must be provided by the Town)
3. Completed Clerk Certificate (enclosed, to be signed by you as the Treasurer, a majority of the Board of Selectmen, and signed and sealed by the Town Clerk)
4. Municipal Purpose Loan Worksheet (enclosed)

**Once uploaded to the DOR Gateway, please send items 1-4 above to the following address, for guaranteed delivery by June 1<sup>st</sup>:**

**Newburyport Bank  
Attention: Loan Servicing – Municipal  
21 Storey Avenue  
Newburyport, MA 01950**

Please note that we have also included a pre-stamped envelope addressed to the Hilltop Securities office at 54 Canal Street, Boston, MA for the following documents:

5. 8038-G IRS Forms (3 copies, enclosed, to be signed by you as the Treasurer)

Please call me at 617-619-4407 or Taylor Erickson at 617-619-4417 with any questions or concerns you may have.

Sincerely,

Tess Murphy

No. \_\_\_\_\_

\$419,981.00

**COMMONWEALTH OF MASSACHUSETTS  
TOWN OF GROVELAND  
BOND ANTICIPATION NOTE  
RENEWAL MONEY**

**Date of Issue: June 2, 2023**

For value received, the inhabitants of the Town of Groveland, Massachusetts by their Treasurer hereto duly authorized by Ch. 44, Section 7(1) and Ch. 44, Section 8(5) of the Massachusetts General Laws, as amended, and duly authorized by the votes of said Town approved on April 30, 2018 and May 24, 2021 promise to pay to Newburyport Five Cents Savings Bank or order at Newburyport Five Cents Savings Bank the sum of

**FOUR HUNDRED NINETEEN THOUSAND NINE HUNDRED EIGHTY ONE DOLLARS  
(\$419,981.00)**

on May 31, 2024 with interest at the rate of 4.41 per cent per annum, payable at maturity.

Countersigned and approved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen and a majority thereof

\_\_\_\_\_  
Treasurer

I certify that this note was  
countersigned and approved by the  
Selectmen in my presence

\_\_\_\_\_  
Town Clerk

(Seal)

\_\_\_\_\_  
Date

**The Commonwealth of Massachusetts  
Department of Revenue, Boston**

I hereby certify that this note appears to have been duly issued in accordance with the provisions of Chapter 44 of the Massachusetts General Laws per the attached Director of Accounts Approval Letter.

# The Commonwealth of Massachusetts

## Certificate of Town Clerk

Note Number(s): \_\_\_\_\_

### Town Treasurer's Record

**Town of** Groveland, Massachusetts

1. Date of Town Meetings Authorizing Loan April 30, 2018 and May 24, 2021
2. Purpose of Loan See attached MPL  
***Note:** Attach a Municipal Purpose Loan Form for lines 1 to 7 for all multiple purpose loans.*
3. Total Amount of Loan Authorized See attached MPL
4. Amount of Previous New Issues of this Loan See attached MPL
5. Paydowns on this Issue (if required) See attached MPL
6. Amount of this Issue (Renewal Money) See attached MPL
7. Balance of this Loan Unissued See attached MPL  
***Note:** Amount Authorized minus Previous New Issues minus This Issue (Renewal Money) equals Unissued Balance.*
8. Issue Date June 2, 2023 Date Due May 31, 2024
9. Payable to Newburyport Five Cents Savings Bank
10. Payable at Newburyport Five Cents Savings Bank
11. Rate of Interest 4.41% Payable At Maturity  
(Annually, semi-annually or at maturity)
12. Signed by \_\_\_\_\_, Town Treasurer

*TO THE DIRECTOR OF ACCOUNTS: THIS CONSTITUTES OUR AUTHORIZATION TO DELIVER THE NOTE(S), WHEN CERTIFIED, TO THE PURCHASER(S) SPECIFIED ON LINE 9 ABOVE.*

COUNTERSIGNED AND APPROVED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Selectmen  
and a  
majority  
thereof

In the presence of: \_\_\_\_\_, Town Clerk



(complete right side)

# MUNICIPAL PURPOSE LOAN

## Town of Groveland, Massachusetts

\$419,981 General Obligation Bond Anticipation Notes

Sale Date: 5/16/2023  
Dated Date: 6/2/2023  
Delivery Date: 6/2/2023  
Due Date: 5/31/2024  
Bank Qualification: Yes



<u>Purpose</u>	<u>Vote Date(s)</u>	<u>Reference</u>	<u>Amount Authorized</u>	<u>Previous Issues</u>	<u>Bonds, Grants, and/or Paydowns</u>	<u>Renewal This Issue</u>	<u>New This Issue</u>	<u>Total This Issue</u>	<u>Balance Unissued</u>	<u>Original Issue Date</u>	<u>Prorata Interest</u>	<u>Prorata Premium</u>
Highway Department Radios	4/30/2018	Ch. 44, s. 7(1)	\$19,966	\$6,646	\$13,320	\$6,646	\$0	\$6,646	\$0	6/4/2019	\$292.27	\$0.00
Police Department Radios	4/30/2018	Ch. 44, s. 7(1)	\$20,203	\$6,723	\$13,480	\$6,723	\$0	\$6,723	\$0	6/4/2019	\$295.66	\$0.00
Police Department Line Cruiser	4/30/2018	Ch. 44, s. 7(1)	\$43,516	\$14,496	\$29,020	\$14,496	\$0	\$14,496	\$0	6/4/2019	\$637.50	\$0.00
Fire Department EMS Vehicle	4/30/2018	Ch. 44, s. 7(1)	\$65,000	\$21,116	\$43,884	\$21,116	\$0	\$21,116	\$0	6/4/2019	\$928.63	\$0.00
Fire Department Radio System	4/30/2018	Ch. 44, s. 7(1)	\$33,000	\$11,000	\$22,000	\$11,000	\$0	\$11,000	\$0	6/4/2019	\$483.75	\$0.00
Water Mains Replacement	5/24/2021	Ch. 44, s. 8(5)	\$360,000	\$360,000	\$0	\$360,000	\$0	\$360,000	\$0	6/3/2022	\$15,831.90	\$0.00
<b>Totals</b>			<b>\$541,685</b>	<b>\$419,981</b>	<b>\$121,704</b>	<b>\$419,981</b>	<b>\$0</b>	<b>\$419,981</b>	<b>\$0</b>		<b>\$18,469.71</b>	<b>\$0.00</b>

# The Commonwealth of Massachusetts

## Certificate of Town Clerk

Only one Certificate is needed to cover all notes issued on the same date for the same purpose. The Town Clerk will furnish below an exact copy of the vote authorizing the loan, as appearing in the Clerk's records, showing how the vote was passed including a copy of the article in the warrant upon which the vote was based. The completed certificate is to be signed by the Clerk and given to the Treasurer, who must transmit the same, with the note or notes, to the Director of Accounts, Department of Revenue, Boston. General Laws Chapter 44, Sections 23-27.

### **Copy of Vote Authorizing Loan**

*(Attach a certified copy of the vote and warrant article  
for each authorization included in this borrowing.)*



I CERTIFY that this is a true copy of the Town Treasurer's Record of the issue of notes and a true copy of the vote passed at a meeting of the voters of the Town of Groveland, Massachusetts duly warned as required by law, which authorized borrowing as stated, as appears on the records of the town; that said vote is in full force and effect and has not been repealed or modified in any way by subsequent vote of the town. I FURTHER CERTIFY that the person whose signature appears on the note as treasurer of the Town of Groveland, Massachusetts was the duly authorized treasurer on the date when said signature was made; and that the persons whose signatures appear upon the note as those of a majority of the selectmen were duly qualified selectmen on the date when such signatures were made. I ALSO CERTIFY that the copy of the warrant article is a true copy of the same; that it was duly served and certified by the constable as required by the General Laws and by-laws or vote of the town or both.

Date \_\_\_\_\_, Town Clerk

*(Revised: December 2003)*

Vote of the Board of Selectmen to Apply Surplus Bond Proceeds to Debt Service

I, the Chair of the Board of Selectmen of the Town of Groveland, Massachusetts (the "Town"), certify that at a meeting of the board held \_\_\_\_\_, 2023, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: In accordance with the provisions of M.G.L. c. 44, §20, the sum of \$18,927.83, representing 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 principal 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 M.G.L. c. 44, §20.

I further certify that the votes were taken at a meeting open to the public, that 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 and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds were taken in executive session, all in accordance with G.L. c.30A, §§18-25, as amended.

Dated: \_\_\_\_\_, 2023

\_\_\_\_\_  
Chair of the Board of Selectmen

**EMPLOYMENT CONTRACT BETWEEN**  
**THE TOWN OF GROVELAND**  
**AND**  
**CHIEF JEFFREY T. GILLEN**

On this \_\_\_ day of \_\_\_\_, 202\_\_, the Town of Groveland, a municipal corporation with a business address of 183 Main St. Groveland, Massachusetts, (hereinafter the "Town") by the Board of Selectmen and Chief Jeffrey T. Gillen (hereinafter the "Chief") enter into the following contract pursuant to Massachusetts General Laws Chapter 41, Section 108O, as amended.

WHEREAS, the Town is desirous of securing the services of the Chief in the administration of the Groveland Police Department (hereinafter the "Department"); and

WHEREAS, the Chief wishes to perform the duties of the position of the Chief of Police as provided herein and subject hereto; and

WHEREAS, the Town has or hereby does recognize voluntarily pursuant to M.G.L. c. 150E, § 4 and the applicable regulations of the Massachusetts Labor Relations Commission, the position of Chief of Police as a supervisory unit, separate and distinct from all other units in the Police Department;

NOW, THEREFORE, the Town and the Chief hereby and hereinafter agree to the following terms and conditions as stated herein and subject to the statutory references that shall be incorporated into this Contract.

**Section 1. APPOINTMENT**

The Town hereby and hereafter appoints the Chief pursuant to and in accordance with Chapter 41, Section 97A.

**Section 2. TERM**

- a. The initial term of this Contract shall be for a three-year term commencing on July 1, 2023, and ending on June 30, 2026. However, this Contract may be extended upon mutual agreement for one two-year period subject to its current terms and subject to negotiation of Section 3b of Compensation & Benefits.
- b. Unless either party provides written notice to the other of its intention to renegotiate and/or not to renew this contract no less than six months before the end of its initial or any extended terms, this Contract shall automatically be extended on the then applicable terms and conditions for an additional one-year period.

**Section 3. COMPENSATION & BENEFITS**

- a. The Town shall pay the Police Chief the sum of \$151,988 in the first year of this Contract.



- b. After the initial year of this Contract, and on each succeeding year of this Contract, the Town shall pay the Police Chief the sum of \$156,354 in the fiscal year 2025 and \$160,807 in the fiscal year 2026.
- c. In addition to the foregoing, the Chief shall receive, and be entitled to, the following benefits:
  - 1. Vacation Leave: The Chief shall be entitled to 30 days of vacation leave in each twelve (12) month period from July 1st through June 30th. No more than 10 days of unused vacation may be carried over from one year to another. Vacation leave shall be scheduled by the Chief so as not to conflict with the needs of the Town. Unused vacation shall be paid in full to the Chief of Police upon termination.
  - 2. Sick Leave: The Chief shall accrue 15 sick days per year, which shall be accrued at 1.25 days per month. Upon retirement as a full-time employee of the Town, or upon the Chief's death during the term of this contract, the Chief will receive 40 percent of a maximum of 180 days of accumulated sick leave.
  - 3. Personal Leave: The Chief shall be entitled to 3 personal days per fiscal year to be taken at the Chief's discretion.
  - 4. Bereavement Leave: In the event of the death of a spouse, son, daughter, father, mother, stepson, stepdaughter, stepfather, stepmother, brother, sister, grandparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchild or any person not classified above, but who permanently resides with the family of the Chief, the Chief shall be granted 3 days off, and in the event of a death in the Chief's family for a relative other than those herein enumerated, the Chief shall be granted 2 days off as bereavement leave within a reasonable amount of time without loss of pay to attend funeral services, arranging for burial, and as a period of bereavement. Leave without loss of pay under this section will not be deducted from sick, personal, or vacation leave.
  - 5. Holiday Pay: The Chief shall have all town-recognized holidays off.
  - 6. Clothing/Equipment Allowance: The Chief shall receive an annual allowance of \$1,250 each fiscal year for the purchase and maintenance of clothing, equipment, and job-related subscriptions and services.
  - 7. Insurance: The Chief shall be eligible to obtain health, dental, and life insurance with the same coverage and cost as other town employees under Massachusetts General Laws c. 32B.

#### **Section 4. DUTIES**

The head of the Police Department for the Town shall be the Chief of Police. The Chief shall have administrative control of the Police Department and civilian dispatch center. The duties of the Chief shall include, but not be limited to those outlined in the attached job description.

#### **Section 5. HOURS OF WORK**

The Chief shall devote that amount of time and energy reasonably necessary to faithfully perform the duties of the Chief of Police under this Contract. (Minimum of 40 hours – Monday through Friday)

## **Section 6. INDEMNIFICATION**

The Town agrees to defend, save harmless and indemnify the Chief against any complaint, claim, demand, suit, or judgment, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of the Chief's duties as Police Chief of the Town. This provision shall survive any termination of this agreement concerning acts or omissions while serving as the Chief.

## **Section 7. INSURANCE**

Professional Liability Insurance: The Town agrees to furnish at its own expense, professional liability insurance for the Chief with liability limits of not less than ONE MILLION (\$1,000,000.00) DOLLARS.

## **Section 8. DEATH DURING TERM OF EMPLOYMENT**

If the Chief dies during the term of this Contract or any extension thereof, the Town shall pay to the Chief's spouse all the compensation which would otherwise be payable to the Chief up to the date of the Chief's death including, but not limited to accrued, but unused leave days. If the Chief's spouse does not survive the Chief, or the Chief does not have a spouse at the time of his death, then the Town shall pay to the Chief's then living descendent(s), (daughter and son) to be divided equally, (50% to each) all the compensation which would otherwise be payable to the Chief up to the date of the Chief's death including, but not limited to accrued, but unused leave days, in shares as may nearly be of equal value.

## **Section 9. PROFESSIONAL DEVELOPMENT**

The Town agrees to pay for the reasonable registration, travel, and sustenance expenses of the Chief of Police for courses, institutes, and seminars that are necessary for his professional development and the good of the Town, subject to the availability of an appropriation.

The Board recognizes and encourages the Chief of Police to join professional organizations that are typically affiliated with municipal government and public safety. Should the Chief of Police attend seminars, conferences, or workshops sponsored by such professional organizations, time spent at such conferences shall not be deducted from vacation leave. For attendance at any professional development over one (1) day's duration, the Chief of Police will notify the Board of Selectmen in advance.

## **Section 10. AUTOMOBILE**

The Town shall provide a police vehicle for use by the Chief of Police and pay for all attendant operating and maintenance expenses and insurance. Said vehicle is to be used by the Chief of Police in connection with official business and for personal use not to exceed 150 miles one-way from the Groveland Town Hall. The vehicle is not to be altered, excluding normal wear and tear, without prior approval of the Board of Selectmen.

## **Section 11. DISCIPLINE, DISCHARGE & NON-REAPPOINTMENT**

- a. It is agreed that the Chief may be disciplined, discharged, or not reappointed only for just cause, upon proper notice and only after a hearing at which the Chief shall have the right to be represented by counsel of the Chief's choosing. The Chief shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing. The term "proper notice" as it appears in this section means that written notice of the hearing must be given to the Chief at least ten (10) business days before the date of the hearing and must set forth the following: (i) the date, time and location of the hearing; (ii) the reason for the hearing; (iii) the charges alleged; and (iv)

the range of discipline considered. The Chief shall have the option of choosing whether or not any such hearing shall be closed to the public or be held as an open or public hearing. The principles of progressive discipline will apply and the Town recognizes its obligation to provide the Chief with periodic performance evaluations.

- b. The Chief may appeal any discipline or discharge to a committee of arbitrators consisting of three (3) persons. The three (3) persons shall be chosen as follows: one by the Town, one by the Chief, and one by the two so chosen. A majority of the three (3) member committee shall be sufficient to uphold or reverse the decision.
- c. The Chief, or Town, may appeal any decision upheld by the committee of arbitrators to (i) the district court wherein the Chief resides; or (ii) any superior court having jurisdiction. Each of the aforementioned courts shall have jurisdiction over any petition for writ of mandamus for reinstatement of the Chief if he alleges that he has been improperly suspended or discharged.
- d. In the event of the suspension or discharge of the Chief, if the committee of arbitrators, or the District Court for the judicial district wherein the Chief resides, or the Superior Court shall reverse a suspension or discharge and order that the Chief be reinstated to duty, the Chief shall be entitled to back pay, benefits and counsel fees.

## **Section 12. RESIGNATION & TERMINATION**

- a. Voluntary Resignation: In the event the Chief intends to resign voluntarily before the natural expiration of any term of employment, then the Chief shall give the Town thirty (30) days written notice in advance unless the parties otherwise agree in writing. Provided such notice is given, the Chief will be entitled to receive payment for any unused leave time.
- b. Involuntary Resignation: In the event the Chief resigns following a formal suggestion by the Town that he resign before the expiration of the then applicable term of employment, the Town agrees to pay the Chief a lump sum severance payment equal to the balance of any term of appointment but in no event less than three (3) months' salary and benefits.

## **Section 13. NO REDUCTION OF BENEFITS**

The Town agrees that the Town shall not at any time during this Contract reduce the salary, compensation, or other benefits of the Chief, except to the extent that such reduction is evenly applied across the board for all non-union department heads in the Town.

## **Section 14. MISCELLANEOUS PROVISIONS**

- a. This Contract shall be construed and governed by the laws of the Commonwealth of Massachusetts.
- b. If any provision of this Contract is declared or found to be illegal, unenforceable, or void by a court of competent jurisdiction, then both Parties shall be relieved of all obligations under that provision. The remainder of the Contract shall be enforced to the fullest extent permitted by law.
- c. No amendment or modification of this Contract shall be valid unless it shall be in writing and signed by both Parties.

- d. The Parties executing this Contract agree that the recitals herein constitute the entire agreement between the parties. No other agreement, including any other written, oral, or other agreement, will be considered to exist or to bind the parties to this Agreement. No representative of any party to this Contract had or has any authority to make any representation or promise not contained in this Contract, and each of the parties to this Contract acknowledges that such party has not executed this Contract in reliance upon any such representation or promise.

**Section 15. BENEFITS SUBJECT TO APPROPRIATION**

For any clause of this Contract which provides that a certain benefit to the Chief shall be subject to appropriation, the Town understands and acknowledges that it shall be responsible to budget and support any such appropriation and the terms of this Contract at any town meetings.

IN WITNESS WHEREOF, the Parties hereto have executed this Contract as of the date first above written.

**TOWN OF GROVELAND**

**Acting by and through its**

**BOARD OF SELECTMEN:**

**CHIEF OF POLICE**

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Jeffrey T. Gillen

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Job Title: Chief of Police

Department: Police Department

Supervisor: Board of Selectmen

Hours Worked: Full-Time (40hrs/week)

Salary Range: Per Contract Negotiations

Date: April 6, 2016

**Statement of Duties:** The Chief of Police is the Chief Executive Officer of the Police Department and the final departmental authority in all matters of policy, operations, and discipline. The employee exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the Department. Through the Chief of Police, the Department is responsible for the enforcement of all laws coming within its legal jurisdiction. The Chief of Police is responsible for planning, directing, coordinating, controlling, and staffing all activities of the Department. The employee is also responsible for its continued and efficient operation, for the enforcement of rules and regulations within the department, for the completion and forwarding of such reports as may be required by proper authority, and for the Department's relations with local citizens, the local government and other Town agencies. Performs all other related work as required.

**Supervision Required:** Under the general supervision of the Board of Selectmen, the employee carries out duties and responsibilities in accordance with municipal Bylaws, department goals, and objectives as well as applicable state and federal regulations or federal laws; the employee establishes short and long-range plans and objectives for a major department of the Town; establishes Department and employee performance standards and assumes direct accountability for department results. Consults with the

Board of Selectmen where clarification, interpretation, or exception to municipal policy may be required. The employee exercises responsibility in the development of department operating and capital budgets and the recruitment and training of employees. The employee is expected to resolve all conflicts, which arise and coordinate with others as necessary.

**Supervisory Responsibility:** The employee is accountable for the direction and success of a major department of the Town including programs and services accomplished through others. The employee is responsible for analyzing program objectives, determining the various work operations needed to achieve them, estimating the financial and staff resources required, allocating the available funds and staff, reporting periodically on the achievement and status of the program objective; and recommending new goals. The employee typically formulates or recommends program goals and develops plans for achieving short and long-range objectives; determines organizational structure operating guidelines and work operations; formulates, prepares, and defends budget and manpower requests and accounts for effective use of funds and staff provided; coordinates program efforts within the unit and with other departments; delegates authority to subordinate supervisors and holds them responsible for the performance of their

unit's work; reviews work in terms of accomplishment of program objectives and progress reports, approves standards establishing quality and quantity of work; and assists or oversees the personnel function, including recommending hiring, training and disciplining of employees.

**Confidentiality:** In accordance with the State Public Records law, the employee has regular access at the departmental level to a wide variety of confidential information, including official personnel files, CORI records, client or department records, collective bargaining negotiations, criminal investigations, and court records.

**Judgment:** Guidelines, laws, or regulations guide performing the work. They may be in the form of administrative or organizational policies, general principles, state or federal legislation, or directives that pertain to the police department or functional area within the department. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of established guidelines, laws (state or federal), regulations, or policies. The employee is recognized as the department's authority in interpreting the guidelines, determining how they should be applied, and developing operating policies.

**Complexity:** The work consists of the practical application of a variety of concepts, practices, and specialized techniques relating to a professional or technical field. Assignments typically involve the evaluation and interpretation of factors, conditions, or unusual circumstances; inspecting, testing, or evaluating compliance with established standards or criteria; gathering, analyzing, and evaluating facts or data using specialized fact-finding techniques; or determining the methods to accomplish the work.

**Work Environment:** The work performed requires a high degree of individual tolerance to combinations of extremely unpleasant elements, or mental stress from constant conflicting urgent time and attention demands of the utmost priority including patrol activity. The nature of the physical environment may be such that the employee's personal well-being and/or safety may be compromised such as Fire and Police personnel. Employee may be required to work beyond normal business hours in response to emergencies 24/7, 365 days per year, or to attend evening meetings.

**Public Contact:** Employee has constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote government relations and the municipality's overall interest. Employees must possess a high degree of diplomacy and judgment. Duties require a well-developed sense of strategy and timing in representing the municipality effectively in critical situations that may influence the well-being of the municipality.

**Accountability:** Duties include department-level responsibility for technical processes, service delivery, and contribution to municipal-wide plans and objectives, and fiscal responsibility for the department including buildings, equipment, and staffing utilization. Consequences of errors missed deadlines or poor judgment could severely jeopardize department programs or services, have adverse public relations, personal injury, extensive financial and/or legal repercussions to the Town, and danger to public health/safety.

**Occupational Risk:** Duties may involve exposure to hazardous life-threatening conditions. Job duties may entail the possibility of serious personal injury or exposure to conditions that could result in total permanent disability or loss of life such as when restraining violent persons. For example, the danger of physical attack or work during extreme weather conditions as well as direct exposure to communicable diseases. Extreme care and safety precautions are required at all times to prevent personal injury.

## **Essential Functions:**

*(Essential functions, as defined under the Americans with Disabilities Act, may include the following duties, knowledge, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.)*

Plans, organizes, directs, and coordinates all police resources and functions. Plans, develops and implements procedures, methods, practices, and standards of conduct for all personnel. Responsible for the functions associated with the daily administration of the Police Department and the supervision of personnel including sworn officers and civilian employees.

Develops and maintains department policies and procedures. Analyzes and evaluates the effectiveness and responsiveness of operations in meeting community policing needs. Develops, initiates, and implements departmental goals, programs, techniques, and training programs to improve the effectiveness of policing services and modify these programs to meet current trends.

Develops procedures for staffing for both normal and emergencies to ensure the effective and efficient use of personnel and resources. Delegates responsibility and authority to subordinate supervisors, establish goals and objectives, and provides guidance and direction as necessary for subordinates to accomplish set goals and objectives.

Schedules, trains, and evaluates subordinates. Oversees all functions related to discipline, morale, and department training. Ensures the proper training of personnel regarding laws, duties, responsibilities, and expectations in accordance with state statutes and town policy. Ensures personnel remains abreast of changes in laws, technology, technique, etc. Handles grievances and complaints following established personnel policies and/or collective bargaining contracts.

Maintains discipline within the departments; establishes operating policies and procedures and rules and regulations for the police and communications departments.

Monitors compliance with all state, federal, and local laws and regulations.

Promulgates all general and special orders consistent with the Chief's authority and responsibility.

Conducts internal investigations of department personnel for cases of misconduct or illegal activity.

Researches grant funding and prepare applications for various federal and state grants. Maintains records and administers awarded grant funds.

Assumes direct command at the scene of major disturbances or special police problem situations as needed. Participates in major criminal investigations.

Directs cooperative efforts with local, state, and federal law enforcement officials in the apprehension and detention of wanted persons. Serves as liaison with federal, state, and local officials to represent the interests of the Town and the Department. Participates on a regional and statewide basis with State officials, other police administrators, and other interested practitioners toward the improvement of various operational and technological aspects of policing and law enforcement.

Maintains membership in professional police organizations to keep up to date on all Federal, State, and Local laws on Police Department operations

Represents the department within the town's government decision-making processes. Attends a variety of town meetings with boards, commissions, etc. to present the department's views on a variety of municipal issues where police input is relevant. As a key town department head, meets with the appointing authority and other department heads to provide input into town-wide plans, programs, and coordination of services.

Develops and administers the department's annual budgets. Regularly monitors the status of the budgets and makes changes regarding expenditures as necessary. Establishes procedures for record keeping. Develop, manage, and monitor the annual capital improvement plan.

Prepares and maintains a wide variety of records and generates reports and ensures that they conform to local, state, and federal requirements. Submits those reports required in such form and detail as to depict conditions and police action taken. Submits an annual report, which represents problems, services, and activities of the Department.

Ensures that department equipment and facilities are maintained in good repair and that as keeper of the lock-up, the facilities meet statutory requirements. Responsible for the safekeeping of all criminal evidence and any recovered or found property brought to the station.

Supervises the Public Safety Dispatch Center.

During emergencies, may perform all the duties of a police officer.

Supervises court activity. Testifies at meetings, hearings, and trials.

Manage firearms licensing.

Responsible for communications with the public, including media, on matters relating to crime, police operations, and department policy.

Performs similar or related work as required.

### **Knowledge, Skills, Abilities, and Other Characteristics:**

**Knowledge:** Extensive knowledge of pertinent Mass. General Laws (Chapter 150E-collective bargaining, 111F, FLSA, Civil Service, etc), Town By-laws, federal, constitutional, and statutory laws, Town Bylaws and Ordinances, as well as the principles and practices of modern police administration and law enforcement methods and techniques (i.e. community policing, etc); extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration; thorough knowledge of statutes and ordinances relating to law enforcement; the ability to plan, organize, and direct the work of a large number of subordinates performing varied operations connected with police and emergency medical activities. Working knowledge of the criminal and juvenile justice systems. Working knowledge of budgeting, personnel management, fleet management, facility management, and occupational risk management. Knowledge of technology such as Office Software (word processing, spreadsheet applications) and specialized police software in support of department operations and administration including the Internet and website technology.

**Abilities:** Ability to supervise subordinates and delegate authority as required positively and effectively and to delegate authority efficiently often under emergency conditions; ability to establish and maintain harmonious and productive working relationships and maintain discipline and morale with employees in a union environment; maintain effective working relationships with town officials, town departments, local,



county, state, and federal law enforcement officials, and the public; ability to plan, assign, direct and review the work of subordinates and to direct large scale operations of personnel and equipment making sound judgments under stressful life-threatening situations; ability to deal with disgruntled members of the public diplomatically and effectively and to deescalate violent situations and combative individuals. Ability to perform the duties and functions of a police officer and operate equipment including motor vehicles in emergencies under adverse weather and/or road conditions. Ability to exercise sound judgment and enforce local ordinances, state and/or federal laws, and regulations in an impartial manner. Ability to plan, produce, and present reports in a comprehensive, clear, and concise manner.

**Skill:** Proficient oral and written communication skills. Effective leadership and supervisory and personal computer software skills in support of department operations. Effective business management skills such as budget management.

**Physical Requirements/Work Location:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions*

**Physical and Mental Requirements:** Work involves frequent and recurring assignments requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting and carrying continuously for extended periods, or regular travel on foot or bicycle over rough terrain or barriers, or the potential need to subdue or restrain violent persons or animals.

**Motor Skills:** Duties may involve close hand and eye coordination and physical dexterity. Manipulation and motor control under conditions that may require extreme accuracy may be critical. The manual skills required are comparable to those which might be needed to safely operate emergency vehicles at high rates of speed or to fire a gun.

**Visual Skills:** Visual demands require the employee to constantly read documents for general understanding and analytical purposes, as well as to review non-written materials such as maps or blueprints. The employee is also required to constantly determine color differences.

**Qualifications:**

Minimum of a Bachelor's degree in criminal justice or related field required; Master's degree highly desired; and ten (10) years of progressively responsible experience with at least five (5) years of increasingly responsible police management experience; or any equivalent combination of education, training, and experience.

**Special Requirements:**

Valid Massachusetts Class D Motor Vehicle Operator License

CPR/First Responder and Defibrillator Certification

Certification as a Massachusetts full-time police officer (or equivalent)

Massachusetts Class A License to carry firearms

Completion of Incident Command Training Programs (ICS 100, 200, 300, and 700)

**Non-Discrimination Clause:**

No individual shall be denied any rights guaranteed pursuant to local, state, and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Updated April 2023

BOARD NAME	NAME	STATUS	SWORN DATE	END DATE
BOARD OF REGISTRARS	Rebecca M Beaucher	Appointed	03-Apr-23	6/30/2026
	Susan D'Angelo	Re-Appointed	13-Jul-20	6/30/2023
	Kathy Greaney	Re-Appointed	07-Jul-21	6/30/2024
CONSERVATION COMMISSION	Stephanie Bartelt	Re-Appointed	09-Jul-20	6/30/2023
	Michael Dempsey	Re-Appointed	14-Jul-21	6/30/2024
	William Formosi	Re-Appointed	24-Sep-20	6/30/2023
	William M. Grim III	Appointed	12-Jul-21	6/30/2024
	Frederick O'Connor	Re-Appointed	20-Jul-22	6/30/2025
	Thomas Schaefer	Appointed	13-Jul-21	6/30/2024
COUNCIL ON AGING	Linda Brown	Appointed	29-Nov-22	6/30/2023
	Lawrence R MacElhiney	Appointed	21-Jun-22	6/30/2025
	Laurel Puchalski	Appointed	30-Jun-22	6/30/2025
	Barbara Sanborn	Appointed	01-Dec-22	6/30/2023
	Deborah Stephenson	Appointed	01-Dec-22	6/30/2023
	Irene C. Thomas	Appointed	08-Jul-21	6/30/2024
CULTURAL COUNCIL	Marie Waller	Appointed	08-Jul-21	6/30/2024
	Susan D'Angelo	Appointed	17-Nov-21	6/30/2024
	Janus DeWolfe	Appointed		6/30/2023
	Marguerite Foley	Appointed	15-Nov-21	6/30/2023
	Jayne Jennings	Re-Appointed	21-Jun-22	6/30/2028
	Janet Nolan	Appointed	12-Nov-21	6/30/2023
ELM SQUARE COMMITTEE*	*Discussion that this be dissolved and an Economic Development Committee be established asking these members if they would like to join.			
	Brian Connell	Re-Appointed	21-Jun-22	6/30/2023
	Joanna Valhouli Davis	Re-Appointed	21-Jun-22	6/30/2023
	Jan Dempsey	Appointed	28-Jun-22	6/30/2023
	Michael Dempsey	Re-Appointed	28-Jun-22	6/30/2023
	Elizabeth A Gorski	Re-Appointed	21-Jun-22	6/30/2023
	Kathleen Kastrinellis	Re-Appointed	21-Jun-22	6/30/2023
FINANCE BOARD	Melissa Baker	Re-Appointed	30-Jun-22	6/30/2024
	William G O'Neil	Appointed		6/30/2023
	Ruth Rivard	Re-Appointed	08-Jul-20	6/30/2023
	James Scanlon	Appointed	23-Jun-21	6/30/2024
	Sarah Sheehan McGrath	Re-Appointed	01-Jul-22	6/30/2024
	Vacant Vacant	Appointed		6/30/2020
<del>GROVELAND FINISHING COMMITTEE*</del>	Alexander Woods	Appointed	07-Jun-22	6/30/2023
	*Committee has been dissolved.			
	Joseph D'Amore	Appointed	28-Dec-22	6/30/2023
	Daniel MacDonald	Appointed		6/30/2023
	Jason Naves	Appointed		6/30/2023
	Rebecca Oldham	Appointed		6/30/2023
HISTORICAL COMMISSION	Dr. Dael Angelico-Hart	Re-Appointed	01-Jul-20	6/30/2023
	Linda Friel	Re-Appointed	13-Jul-20	6/30/2023
	John Gray	Appointed	22-Mar-23	6/30/2023
	Vacant Vacant	Appointed		6/30/2022
	Claire Walsh	Re-Appointed	01-Jul-22	6/30/2025
	*Appointed by Planning Board			
<del>MASTER PLAN STEERING COMMITTEE*</del>	Joseph D'Amore	Appointed	14-Feb-22	6/30/2022
	Michael Dempsey	Appointed	08-Mar-22	6/30/2022
	Christopher M Goodwin	Appointed	20-Jun-22	6/30/2023
	Jason Naves	Appointed	07-Mar-22	6/30/2022
	Walter F Sorenson Jr	Appointed		6/30/2022
	John Stokes III	Appointed	15-Feb-22	6/30/2022
MERRIMACK VALLEY PLANNING COMMISSION	Rebecca Oldham	Appointed	06-Jul-22	6/30/2022
	Anne Schindler	Appointed	29-Jun-22	6/30/2023
<del>OPEN SPACE AND TRAILS COMMITTEE*</del>	*Committee has been dissolved and members interested have moved to the Recreation Committee.			
	Michael Cordaro	Re-Appointed	09-Jul-20	6/30/2022
	Jason Naves	Re-Appointed	27-Jul-20	6/30/2022
	Kris Surette	Re-Appointed	02-Dec-21	6/30/2022
	Vacant Vacant	Appointed		6/30/2020
RECREATION COMMITTEE	Steve Baker	Appointed	6/7/2022	6/30/2023
	Kerry Lynne Goodwin	Appointed		6/30/2023
	Karen Lebel	Re-Appointed	6/30/2022	6/30/2023
	Jason Naves	Appointed	7/1/2022	6/30/2023
	Catherine Oullette	Re-Appointed		6/30/2023

	Mitchell Mahoney	Appointed	7/14/2022	6/30/2023
	Michael Davis	Appointed	7/11/2022	6/30/2023
	Daniel Stewart	Re-Appointed	6/30/2022	6/30/2023
	Vacant Vacant			6/30/2020
	Vacant Vacant			6/30/2020
	Vacant Vacant			6/30/2020
TOWN GOVERNMENT STUDY COMMITTEE*	*Committee has been dissolved.			
	<del>Paula Burke</del>	<del>Re-Appointed</del>	<del>27 Aug 20</del>	<del>6/30/2022</del>
	<del>Andrew Cox</del>	<del>Re-Appointed</del>	<del>20 Aug 20</del>	<del>6/30/2022</del>
	<del>Joseph D'Amore</del>	<del>Re-Appointed</del>	<del>07 Aug 20</del>	<del>6/30/2022</del>
	<del>Michael Dempsey</del>	<del>Re-Appointed</del>	<del>14 Jul 21</del>	<del>6/30/2022</del>
	<del>Elizabeth A Gorski</del>	<del>Re-Appointed</del>	<del>25 Aug 20</del>	<del>6/30/2022</del>
COMMUNITY PRESERVATION COMMITTEE*	*Only appoint a representative from BOS. Others appoint a member from their respective committees.			
	<del>James Bogiages</del>	<del>Re-Appointed</del>	<del>05 Jul 22</del>	<del>6/30/2023</del>
	<del>Michael Dempsey</del>	<del>Re-Appointed</del>	<del>14 Jul 21</del>	<del>6/30/2023</del>
	<del>Linda Friel</del>	<del>Re-Appointed</del>	<del>14 Jul 21</del>	<del>6/30/2023</del>
	<del>Elizabeth A Gorski</del>	<del>Re-Appointed</del>	<del>16 Nov 21</del>	<del>6/30/2023</del>
	Jason Naves	Appointed	44493	6/30/2023
	<del>James Scanlon</del>	<del>Appointed</del>	<del>17 Nov 21</del>	<del>6/30/2023</del>
ZONING BOARD OF APPEALS				
	Christopher M Goodwin	Appointed	30-Jun-22	6/30/2023
	John M Grohol	Appointed	29-Jun-22	6/30/2025
	Brad Ligols	Re-Appointed	06-Jul-22	6/30/2023
	Jason Naves	Appointed	07-Jul-22	6/30/2025
	John Stokes II	Appointed	04-Aug-21	6/30/2023
	Vacant Vacant	Appointed		6/30/2019

**ELECTED BOARDS****PLANNING BOARD**

5 YEAR TERM

NAME	OATH DATE	TERM END
Brad Ligols	5/3/2022	5/3/2027
Walter Sorenson	5/9/2023	5/8/2028
John Stokes III	5/1/2023	5/8/2026
Chris Goodwin		
DJ McNulty	5/15/2023	5/8/2028

**BOARD OF ASSESSORS**

3 YEAR TERM

William Darke	5/3/2022	5/6/2025
VACANT		
VACANT		

**CEMETERY COMMISSION**

3 YEAR TERM

Raymond Dower	5/3/2022	5/9/2025
Michael Kastrinelis	5/1/2023	5/4/2026
Vernon Cotton	5/6/2021	5/6/2024

**LIBRARY TRUSTEES**

3 YEAR TERM

Robert Downey		
Laurel Puchalski	5/9/2023	5/4/2026
Lindsey Aylward	5/1/2023	5/4/2026
Mary Lou Costello	5/6/2021	5/6/2024
Leonard lee Thomas	5/12/2021	5/6/2024
Jan Dempsey	5/12/2021	5/6/2024
Kathy Prunier	5/3/2022	5/9/2025
Jay Collins	5/3/2022	5/9/2025
Nancy Hurley	5/9/2022	5/9/2025

**LIGHT COMMISSION**

3 YEAR TERM

Sean LaBell	5/1/2023	5/4/2026
Michael Cloutier	5/11/2021	5/6/2024
Stephen Daniels	5/3/2022	5/9/2025

**BOARD OF HEALTH**

3 YEAR TERM

Rudianne Collins	5/8/2023	5/4/2026
James Stepanian	5/5/2021	5/6/2024
David Greenbaum	5/3/2022	5/9/2023

**WATER & SEWER COMMISSION**

3 YEAR TERM

Terry Grim	5/3/2022	5/6/2024
Sarah Sheehan McGrath	5/15/2023	5/4/2026
William Dunn	5/8/2023	5/5/2025

*SPECIAL SELECTMEN'S MEETING  
EXECUTIVE SESSION  
MINUTES  
Monday, May 8, 2023  
Groveland Town Hall  
183 Main Street, Back Hall Conference Room  
Groveland, MA 01834*

Members present: Edward Watson, Jason Naves, Kathleen Kastrinelis, Daniel MacDonald, Mark Parenteau

Others present: Jeffrey Gillen, Rebecca Oldham

Chairman MacDonald opened the meeting at 7:45PM. Roll call vote: Selectman MacDonald, yes; Selectman Kastrinelis, yes; Selectmen Parenteau, yes; Selectman Naves, yes, Selectman Watson, yes

Chairman MacDonald made a motion to enter into executive session in accordance with MGL Ch. 30A §21(a)2, to conduct strategy sessions in preparations for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel (Police Chief) and not return to Open Session. Roll call vote to enter Executive Session. Roll call vote: Selectman MacDonald, yes; Selectman Kastrinelis, yes; Selectmen Parenteau, yes; Selectman Naves, yes, Selectman Watson, yes

Discussed the proposed changes. FY24 salary change increase to \$151,988. This considers the Wage and Classification Study from the Collins Center. The following year is proposed to increase by about 3% for FY25 and FY26. The only other change was a \$50 increase to the clothing allowance.

Selectmen Kastrinelis motioned to approve the contract as drafted. Selectman Naves seconded. Roll call vote: Selectman MacDonald, yes; Selectman Kastrinelis, yes; Selectmen Parenteau, yes; Selectman Naves, yes, Selectman Watson, yes.

Motion to adjourn at 8:07PM. Roll call vote: Selectman MacDonald, yes; Selectman Kastrinelis, yes; Selectmen Parenteau, yes; Selectman Naves, yes, Selectman Watson, yes.

*Minutes Respectfully Submitted by Rebecca Oldham*



**Town of Groveland**  
**Office of the Town Accountant**  
183 Main Street  
Groveland, Massachusetts 01834



## Memorandum

**To:** Finance Board  
**From:** Ellen Petrillo, Town Accountant  
**Date:** May 12, 2023  
**CC:** Rebecca Oldham, Town Administrator

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Apologies that I was unable to attend the Finance Board meeting on the evening of May 10, 2023. It is my understanding that questions were raised regarding the failed Town meeting warrant Article # 35, transferring funds from Stabilization to cover the write-off of the old vendor account. My hope is this memo will help to answer some of those questions.

While it would have been nice to have the cash available to offset the write-off it is not necessary. There was a conversation with our audit partner a few days prior to the warrant needing to be finalized that left both the Town Administrator and I with the understanding that the Town had to have the cash available from a funding source to cover this write-off. Therefore, Article 35 was added to the warrant, as we were down to the wire getting the warrant out and wanted to make sure the Town was covered. When the article failed, we had another discussion with the audit partner and with DLS to clarify next steps. It was determined that the article did not need to be on the warrant, as we don't need an actual cash transfer, but the write-off will have a negative effect on the cash balance.

I know having this variance is unsettling and not knowing exactly what the variance is comprised of is also unsettling but the outcome of the correction will always be the same, reduce cash and fund balance. The variance is from many years ago, possibly well over 20 years, and it most likely is not comprised of one single item. The variance stemmed from one or more transactions not being recorded on a spreadsheet called the cashbook. The general ledger is then reconciled to the cashbook. There has never been a suspicion of, or any evidence to indicate fraudulent

**Article 35: Vendor Account**

activity. It simply means something didn't get typed into a spreadsheet. We could spend money to have a consultant come in and determine the exact transactions that did not get recorded. This will be costly and the outcome will still be the same, add the transactions to the spreadsheet and adjust the general ledger to reduce cash and fund balance.

Reducing our fund balance and cash will effect our free cash certification next year. We did perform a preliminary calculation with the write off included and some estimated ending balances and it looks like free cash will come in around \$300k-\$400k. If we had transferred the funds from stabilization this would have brought the free cash number up but then our stabilization fund would have been down. The best way to manage the situation is to get the exact number, make the adjustment to the cashbook so the bank balances tie, make the adjustment to the general ledger so the ledger ties, let it run through the free cash calculation and move forward. The total variance at this point is just over materiality so if we do not write this variance off in FY23 the auditors will be unable to issue a clean audit opinion stating that our financial statements are free from material misstatement. Not having a clean audit opinion would have far greater negative effects than taking a one time hit to free cash.

I hope this has helped to answer any questions. If there are any further questions or anyone needs any further information, please do not hesitate to contact me.





**Powers & Sullivan, LLC**  
CPAs AND ADVISORS

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May 18, 2023

Ms. Rebecca Oldham  
Town Administrator  
Town of Groveland  
183 Main Street  
Groveland, MA 01834

Re: Response to the Finance Board

Dear Rebecca,

Thank you for sharing the memorandum that Ellen Petrillo prepared relating to the variance in the vendor cash account as it compares to the Treasurer's cash book. Ellen did an excellent job in summarizing the situation and the actions that are necessary to resolve this matter. Her summary is consistent with the on-going discussions we've had over the past several years as well as what was reported in our Management Letter to the Town dated February 14, 2023. We are in agreement with her summarization of this matter and with the steps to be taken to resolve it.

Please let us know if we can be of any further assistance.

Sincerely,

Michael K. Nelligan, CPA  
Partner

## RECONCILIATIONS

### PURPOSE

To ensure transactions are in balance, to mitigate fraud, and to safeguard general ledger accuracy, financial officers must conduct regular reconciliations of their accounting records, and these must be reconciled to the general ledger. Although each financial officer is responsible for maintaining independent records of his or her office's transactions, they are also collectively accountable for the overall accuracy of Groveland's financial records. Failure to reconcile cash, receivables, and withholdings hampers the Town's ability to produce reliable reports, close its books, make timely submissions to the Division of Local Services (DLS), and complete audits. In addition, unresolved variances reduce the amount of certified free cash and may result in significant deficiency findings by the independent auditor.

### APPLICABILITY

This policy applies to the Town Accountant, Treasurer, Collector, their designees (if any), and all departments that use special revenue funds or have accounts receivable responsibilities (e.g., Water, Police, etc.).

### POLICY

At minimum on a quarterly basis, the Treasurer, Collector, and department heads with accounts receivable duties will internally reconcile their respective accounting records and subsequently reconcile them with the Town Accountant according to the guidelines and periodic time frames outlined in this policy.

#### A. Cashbook Reconciliation

To ensure an accurate accounting of all revenue activity, the Treasurer will maintain a cashbook that reflects up-to-date and accurate information for all cash and assets. To do so, the Treasurer will make certain that all cash receipts, disbursements, transfers, and interest are recorded in the cashbook within [five business days] of each transaction. The Treasurer will reconcile cashbook accounts to their corresponding bank accounts within [fifteen days] of receiving monthly bank statements. These will include zero-balance vendor and payroll bank accounts, whose balances must equal the outstanding checks at the end of any month.

The Treasurer will identify all reconciling items, including deposits in transit, bounced and voided checks, and discrepancies between the cashbook and financial institutions, and will correct them when appropriate. The Treasurer will then forward the reconciled cashbook balances in an Excel report to the Town Accountant and, when necessary, forward an additional [Schedule of Receipts] for any adjustments made.

#### B. Payroll Withholdings Reconciliation

Payroll withholdings include federal and state taxes, child support and other wage assignments for legal obligations, deferred compensation, optional insurances, association dues, and other employer-sponsored options, which are all itemized in separate general ledger accounts. The Treasurer, with the Accountant, must verify and reconcile all withholdings recorded in Vadar to the actual disbursements.

The Treasurer will report specific payroll deductions subject to vendor invoices, such as health insurance, to the Town Accountant for recording in the general ledger. To reduce the risk to the Town for liabilities in excess of deductions, the Treasurer will conduct monthly reconciliations of those deductions and identify any discrepancies prior to remitting invoices for payment. The Treasurer will make any necessary payroll changes or adjustments and provide the details of these activities to the Town Accountant.

#### C. Accounts Receivable Reconciliation

Accounts receivable are outstanding monies owed to the Town, whether from committed bills (i.e., taxes, excises, water charges) or from uncommitted department invoices (e.g., police details). To ensure these assets are accounted for and balanced, the Collector and any department head with accounts receivable duties (each referred to here as “record-keeper”) will make certain that all cash receipts are recorded timely, maintain a control record for each receivable type and levy year, and verify the detail balance agrees with the receivable control.

The receivable control is a record of original entry in which the record-keeper reduces a commitment according to collections, abatements, and exemptions and increases it by refunds issued. To maintain accuracy, the record-keeper must review the detailed list of receivables, identify credit balances as prepaid amounts or investigate them for possible correction, and reconcile the control balance to the detail.

Whenever these records do not agree, the record-keeper must determine the discrepancy by:

- Verifying the various transactions (commitments, abatements, refunds, chargebacks) against their supporting documents
- Comparing the total amount of posted payments to the turnovers accepted by the Treasurer
- Determining whether any revenues were incorrectly recorded as payments to the commitment, such as interest and fees

The record-keeper will forward a copy of the internally reconciled accounts receivable balances to the Town Accountant. For the Collector, this is the Schedule of Outstanding Receivables.

#### D. Special Revenue Reconciliation

Governed by various state statutes, special revenue funds are specific revenues segregated from the general fund and earmarked for specific purposes. They include gifts and grants from governmental entities, individuals, and organizations; revolving funds; and receipts reserved for appropriation. To ensure these funds are balanced, department heads with responsibility for special revenue funds will verify that all revenues turned over to the Treasurer, expenditures authorized for payment by the Town Accountant, and properly authorized transfers are recorded for the period. These department heads will subsequently provide the Town Accountant with quarterly reconciliation reports on the funds.

#### E. General Ledger Reconciliation

To achieve the core objective of maintaining the general ledger’s integrity, the Town Accountant must regularly reconcile it with the separately maintained accounting records outlined in Sections A – D

above. In addition, it is the Town Accountant's responsibility to review all accounts analytically from time to time for reasonableness and to identify unusual activity.

The general ledger's cash accounts should reflect only those transactions reported to the Town Accountant by the Treasurer, so that in theory, the general ledger should be in balance with the cashbook. However, errors may occur due to omitting transfers or transactions or applying them in the wrong amounts or to the wrong accounts. Whenever the Town Accountant identifies a discrepancy between the general ledger and the cashbook, the following steps must be taken in conjunction with the Treasurer to determine the cause:

- If the total amount of revenue reported in the cashbook does not agree with the amount recorded in the ledger for that month, the Treasurer must verify that his monthly Schedule of Receipts reports agree by detailed amount and classification with the cashbook and correct any errors.
- Compare the total amount of warrants paid during the months of the quarter as recorded in the cashbook with the total recorded in the ledger for the same period. The last warrant paid must be the last one recorded; otherwise, a timing problem will create a discrepancy.
- If the records still do not agree, the Treasurer and Town Accountant must trace each entry to the ledger until the variance is determined.

All receivable records must also be reconciled to the Town Accountant's general ledger. If a given receivable control has been internally reconciled, any discrepancy must be in the general ledger, so the Town Accountant must:

- Review the commitments, charges, payments, abatements, refunds, reclassifications, and adjustments in the general ledger, as appropriate for the particular control.
- Verify whether receipts are recorded to the correct type and levy year.
- Verify the dates that activities were recorded.

The Town Accountant's receivable accounts in the general ledger should reflect the transactions provided by each particular record-keeper. Therefore, the above steps must resolve any discrepancies between the receivable control and the ledger. If they do not, the record-keeper and Town Accountant must trace each ledger entry until they determine the reason for variance.

The Town Accountant will verify that all special revenue fund reconciliations match the general ledger. The responsible department head and Town Accountant must research any discrepancy and correct the record(s) as appropriate.

#### F. Time frames and Documentation

Employees subject to this policy will complete reconciliations of their internal accounting records early each month so that subsequent reconciliations to the general ledger take place no later than [the 15<sup>th</sup>] of the month following the one being reconciled. At each quarter-ending month, the Town Accountant will extend the cash reconciliation process to individually reconcile every general ledger account that directly corresponds to a specific bank account (e.g., stabilization funds, trust funds, guarantee bond deposits).

Each general ledger reconciliation will be documented by a worksheet cosigned by the two parties. If, at that time, any variance has not yet been fully resolved, this must be noted, along with a work plan and timetable for resolution. The Town Accountant will submit the collective set of reconciliation worksheets to the Town Administrator at each month's end.

G. Audit

All reconciliation activities are subject to audit by Groveland's independent auditor.

**REFERENCES**

DLS Best Practice: [\*Reconciling Cash and Receivables\*](#)

Massachusetts Collectors & Treasurers Association: [\*Treasurer's Manual\*](#) and [\*Collector's Manual\*](#)

**EFFECTIVE DATE**

This policy was adopted on December 5, 2022.