



APPROVED JULY 17, 2023

**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**Monday, June 5, 2023**  
*Groveland Town Hall*  
*183 Main Street, Groveland, MA 01834*

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

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

**CALL MEETING TO ORDER:** Chair MacDonald called the meeting to order at 6:30 pm.  
A motion was moved by Chair MacDonald and seconded by Selectman Naves to take agenda items out of order. Voted: 5-0.

**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 # 23-49 \$ 206,107.24

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW #23-49 in the amount of \$206,107.24. Voted: 5-0.

BW# 23-49 \$ 2,134,307.54

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW #23-49 in the amount of \$2,134,307.54. Voted: 5-0.

Chair MacDonald inquired how often the school payment goes out and it was determined it was monthly.

**APPROVAL OF THE MINUTES:**

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

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Board of Selectmen Executive Session Meeting Minutes from May 8, 2023. Voted: 5-0.

**APPOINTMENTS OF THE BOARD:**

- None.

**VOTES OF THE BOARD:**

**DISCUSSION & POSSIBLE VOTE:**

2. Special Event Permit for Kevin Sweeney on behalf of ALS TDI Tri-State Trek for a cycling event on June 25<sup>th</sup> with a rest-stop location at the Pines Recreation Area Pavilion. 8:30 am 2:00 pm.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Special Event Permit for Kevin Sweeney on behalf of ALS TDI Tri-State

Trek for a cycling event on June 25<sup>th</sup> from 8:30 am – 2:00 pm with a rest-stop location at the Pines Recreation Area Pavilion. Voted: 5-0.

3. Special Event Permit for Lee Thomas for a family event on June 10<sup>th</sup> at the Pines Pavilion and Utility Field #2 from 10AM to 4PM.

Lee Thomas, 4 Baldwin Terrace was present and addressed the Board to request this be approved.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Special Event Permit for Lee Thomas for a family event on June 10<sup>th</sup> at the Pines Pavilion and Utility Field #2 from 10AM to 4PM. Voted: 5-0.

4. One-Day Liquor License for Wayne Currie on June 23, 2023, from 6PM to 10PM at Veasey Memorial Park for a Private Party.

Mike Dempsey, Conservation was present and addressed the Board and provided an update on the insurance binder and TIPS Certification. TA Oldham is looking for the license number and doesn't see it – it may be on the paper copy. TA Oldham will follow up.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the One-Day Liquor License for Wayne Currie on June 23, 2023, from 6PM to 10PM at Veasey Memorial Park for a Private Party contingent on providing a SERV certificate or license number for the liquor service. Voted: 5-0.

5. Utility Easement Acceptance for 7 Katie Lane, King Meadow Development:

TA Oldham noted this is a standard form which came from the Planning Board and requires a vote of this Board.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to accept the easement as noted for 7 Katie Lane. Voted: 5-0.

6. Economic Development Committee Discussion, *William Dunn & Town Administrator*:  
Bill Dunn was present and addressed the BOS.

TA Oldham reviewed the composition of the Economic Development Committee with the BOS; it is recommended that this be a nine-member committee consisting of six members who will be business owners in town, one member of the Planning Board, one member of the Zoning Board and one resident member at-large. TA Oldham reviewed the draft charge. This Committee will be appointed by the BOS and will act in an advisory role, reporting to the BOS. Mr. Dunn recommended the names of interested parties that could be appointed: Bill Dunn, Dunn Landscaping, Steve Collins - Collins Family Tree, Brian Connell - Norwood Insurance, John Guilfoil - John Guilfoil Public Relations, Maureen Crawford - Chesterton Monica Carboni - Pub 97, Brad Ligols – Planning Board/Business Owner, Chris Goodwin, Zoning Board Chair, Angus Jennings – resident at large (Town Manager in West Newbury).

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to establish the Economic Development Committee as an advisory committee to the BOS, with a mission statement to help attract, retain and expand local businesses, increase and diversify the Towns commercial tax base consistent with community character, promote appropriate and responsible development and redevelopment of commercial and industrial properties, identify changing economic trends and develop recommendations to maximize interest in our community. Voted: 5-0.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Bill Dunn - Dunn Landscaping, Steve Collins - Collins Family Tree, Brian Connell - Norwood Insurance, John Guilfoil - John Guilfoil Public Relations, Maureen Crawford – AW Chesterton Monica Carboni - Pub 97, Brad Ligols – Planning Board/Business Owner, Chris Goodwin, Zoning Board Chair, Angus Jennings – resident at large to the Economic Development Committee. Voted: 5-0.

7. Pines Recreation Dog Park Hours, Access Gate and Permit Discussion:  
Selectman Naves reported that TA Oldham drafted applications which the BOS has copies in their packet tonight; tags are about \$1.00 - \$4.00 apiece and a vendor needs to be identified. Selectman Naves suggested not charging a fee to Service Dogs, Seniors and Veterans and active members of the military. Fees are typically \$25 - \$35 annually. The Police Chief wants a copy of the rabies and license to be on file along with a picture of the dog; TA Oldham will work with City Hall Systems to see how this can be set up online. Selectman Watson still did not like to see this extra burden being added to the Town Clerks Office. Selectman Kastrinelis added we need to start somewhere, and we should at least try it and if this becomes too much of a burden, this will be reevaluated. Chair MacDonald asked how many dogs use the park; Selectman Naves estimated about 300. Beth Cunniff, Town Clerk was present and addressed the Board and explained that online payments are underutilized and asked the Board to consider assigning this task to the Treasurer/Collectors Office which has two full time employees, and they take payments; also, there will be 4 elections in 2024 within a nine-month period. As a compromise, Chair MacDonald asked if payment and filling out the application can be mandated to be done online only. Town Clerk Cunniff was open to this idea as long as all of the paperwork is uploaded. Selectman Watson asked who would enforce this; Selectman Naves responded no one is there enforcing this, enforcement typically happens when an issue/problem arises.  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to accept the applications, a \$25.00 fee for use of the park by residents and \$35.00 for out-of-town applications; service dogs, seniors and veterans and active members of the military will be exempt from paying the fee. The off-leash permit is available only through the online system and the tag will be mailed directly to the person completing the form and any issues will go back to the company and not to the Town Clerk.  
any Voted: 4-1. Selectman Watson voted against.
8. Comprehensive Master Plan Feedback, *Town Administrator*:  
TA Oldham noted this was on here as an update and that she is looking for feedback from the BOS. Selectman Kastrinelis noted she was impressed so far but wondered if there was a way to get a better response to the survey to gain a better sense of what residents are looking for – there were only 68 responses. TA Oldham explained they really did try to get as much feedback as possible from the public, however, participation was not ideal. TA Oldham agreed and will ask the consultant for another survey. The Comprehensive Master Plan does not have a timeline for completion. Chair MacDonald asked if the survey could be added to the next tax bill and TA Oldham responded she would have to find out the regulations about sending this with the tax bill as there are certain restrictions. Chair MacDonald encouraged everyone to respond.
9. Chapter 269 of the Acts of 2022: Provides ERRS with a Local Option to Increase COLA up to 5% Fiscal Year 2023 – Vote requires two-thirds approval of the cities and towns within the system.  
TA Oldham added a list of the other Municipalities in the ERRS and how they voted on this. TA Oldham checked on the upcoming FY24 assessment and was told that it will not change, however, future assessments will change depending on whether or not this vote is successful. Selectman Kastrinelis was concerned that this is the first the Board has heard of this. Chair MacDonald noted the Town did not budget for this and asked where the money comes from; it is essentially added to the debt. Selectman Naves asked if anyone on the BOS was a member of ERRS and if yes, encouraged them not to participate in the vote to avoid a conflict. Selectman Watson expressed his support for this increase.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to vote against the Increase COLA up to 5% for FY2023. Voted: 3-1-1. Selectman Watson voted against, and Selectman Parenteau abstained.

10. Upcoming Annual appointments to Town Boards, Committees & Positions

TA Oldham explained that she sent out a press release regarding vacancies and notified those individuals who were up for reappointment; the list has been updated to reflect the responses she received. There are two individuals interested in filling the vacant seats on the Board of Assessors.

Selectman Kastrinelis read the lists of appointment/ reappointment.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint the board and committee members as stated with an effective date of July 1, 2023. Voted: 5-0.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Caroline Goodwin and Dana Moody to the Board of Assessors for one year. Voted: 5-0.

Selectman Kastrinelis read the list of Town employees to be appointed.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Town employees as stated. Voted: 5-0.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to appoint Charles Desrosiers Jr, as Cemetery Superintendent. Voted: 4-0. Selectman Kastrinelis recused.

Selectman Kastrinelis read the list of Police Department employees.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Police Department employees as stated. Voted: 5-0.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Elizabeth Cunniff as Burial Agent. Voted: 5-0.

Chair MacDonald thanked everyone for serving and wished them a good year and let them know the BOS is there if they need them.

**TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: Congratulated the Police Department who have received accreditation – this was a lot of work. Town Administrator Goals for the upcoming FY – outlined a list of goals with the Board and would like to be able to put together something more formal for the Board. TA Oldham will be away the week of June 19<sup>th</sup>.

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

Selectman Watson: Congratulations to all of the graduating students. Tomorrow, June 6<sup>th</sup> is D-Day.

Selectman Kastrinelis: Has been reviewing the Chapter 70 issue and reviewed with the Board some of what she found.

**OLD OR UNFINISHED BUSINESS:**

- Selectman Kastrinelis asked to get the Recycling Waste Management Committee started soon to discuss trash/recycling options. Selectman Watson suggested that the Board of Health and Highway Superintendent be included in this.
- Chair MacDonald asked for an update on the Bagnall water bubblers. TA Oldham responded bids went out and one contractor looked at the project; hoping to receive a proposal soon.

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

- Selectman Watson asked if the July 3<sup>rd</sup> meeting could be moved or skipped. This will be discussed at the next meeting.

**CORRESPONDENCE:**

- None.

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to adjourn the meeting at 8:10 pm. Voted: 5-0.

*The next regularly scheduled meeting of the Board of Selectmen will be Tuesday, June 20, 2023, at 6:30PM.*

*Respectfully Submitted,*

*Katherine T. Ingram*

**23-49 BILLS WARRANT BREAKDOWN:**

Town:	\$ 93,254.55
W/S:	\$ 403,184.59
Payroll Withholding:	\$ 38,131.28
Health Insurance:	\$
Whittier Assessment:	\$
Capital:	

Light Bills:	\$ 247,938.22
Grants & Revolving:	\$ 319,160.02
Chapter 90:	\$
Pentucket Assessment:	\$ 1,032,638.88
Essex Tech Assessment:	\$