



TOWN OF GROVELAND

2023 JUN 14 PM 3:16

TOWN CLERK
RECEIVED/POSTED

BOARD OF SELECTMEN

Meeting Agenda

Tuesday, June 20, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

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.*

APPOINTMENTS OF THE BOARD

1. Appoint Richard York, 7 Abbott Circle, to the Conservation Commission effective July 1, 2023.
2. Appoint Maximus Carducci, of Salem Street, Groveland, as a Seasonal Groundskeeper for the Highway Department. This is a part-time, non-exempt, non-benefit eligible position, 16-19 hours per week (Monday-Thursday 8-12) through November 2023. The rate of pay is \$17 per hour and the appointment is effective June 20, 2023.

VOTES OF THE BOARD

DISCUSSION & POSSIBLE VOTE

3. Request for Board of Selectmen meetings to move to Wednesday nights until Labor Day and vote to allow the Town Administrator to sign the warrants, Selectman Kastrinelis
4. Endorsement of the Council on Aging appointment of Alyssa Lee, of Georgia Street, Groveland, as the Council on Aging Director effective July 5, 2023. The position is 37.5 hours per week at a salary of \$74,589/year.
5. Endorsement of the Council on Aging appointment of Janet DelMare, of O'Connor's Court, West Newbury, as the Council on Aging Outreach Coordinator effective July 10, 2023. The position is non-exempt, part-time non-benefit eligible at 16 hours/week at \$22.00/hour.
6. Accept the resignation of Charles Desrosiers as the Cemetery Superintendent effective July 6, 2023.
7. Approve salary reallocation in the Town Clerk Budget, *Elizabeth Cunniff*
8. Sunset Circle Parking Restrictions, *Steve Baker of 5 Sunset Circle*
9. Create Waste Management & Recycling Task Group, *Selectman Kastrinelis*

APPROVAL OF THE MINUTES

APPROVE WARRANTS:

PW # 23-51 \$

BW# 23-51 \$

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

Board of Selectmen Meeting Minutes May 22, 2023

Board of Selectmen Meeting Minutes June 5, 2023

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

23-51 BILLS WARRANT BREAKDOWN:

Town: \$
W/S: \$
Payroll Withholding: \$
Health Insurance: \$
Whittier Assessment: \$
Capital:

Light Bills: \$
Grants & Revolving: \$
Chapter 90: \$
Pentucket Assessment: \$
Essex Tech Assessment: \$

Submitted by: *Vice- Chair Kathleen Kastrinelis
& Town Administrator Rebecca Oldham*

June 14, 2023

Rebecca,

I would like to apply for the open position on the Conservation Committee. As my property borders wet lands, I believe that I would be an asset to the committee in preserving the wet lands in the town of Groveland.

Thank you,

Richard York

7 Abbott Circle

Groveland, MA 01834

RYork@grovelandma.com

978-462-4219

Maximus CARDUCCI

654 Salem Street
Groveland Ma. 01834

Town of Groveland Highway Department
Renny Carroll, Highway Superintendent
Re: Job Posting "Highway Seasonal Groundskeeper"

June 2, 2023

Dear Mr. Carroll

I would like to apply for the position of Highway Department Seasonal Groundskeeper. Although I have not held a formal job in this area, I do have experiences that make this a good fit. My landscaping and gardening experience as well as my strive to learn will meet your job requirements.

I have some experience with landscaping services such as planting mulching water features and other design elements with residential property. I am in strong physical condition and enjoy working outdoors. My interest in learning more about shrubs, plants, flowers and other elements of horticulture make me a highly teachable candidate. My knowledge of base and skills and my interpersonal skills make me ideally suited for this position. I strive for proficiency and attention to detail.

I would love the opportunity to interview for this position as I am confident that I will be a strong candidate for the job. I welcome you to contact me to discuss my qualifications and I look forward to meeting with you. Thank you for your time and consideration.

Best,
Maximus Carducci
Max Carducci

EXPERIENCE

Sun & Sol, Georgetown, Ma. —

Summer 2022

Worked at the counter, customer service, food preparation, Clean-up, Inventory, Etc.

EDUCATION

Pentucket High School, W. Newbury, Ma. —

Current Student

September 2021 Present

Enrolled in college prep classes. Maintains grades, attendance, and responsibilities.

References:

Mrs. Norma Bird

(978) 360-6025

Sweetso824@comcast.net

Ms. Carrie Courtney

Current Teacher

(978) 360-0242

ccourtneyteach@gmail.com

Lisa Howard-Bilodeau

Guidance Counselor

Pentucket High School

lhoward@prsd.org

SKILLS

Valuable interpersonal skills

Strong work ethic

Team player

Athletic

Critical Thinker

Interests

Basketball

Working out/fitness

Outdoor sports/activities

Travel

Music Production

LANGUAGES

English

Italian



Town of Groveland
Office of the Town Administrator
183 Main Street
Groveland, Massachusetts 01834



June 12, 2023

Janet DelMare
4 O'Connor's Court
Newbury, MA 01051
janetdelmare@gmail.com

Dear Janet,

Please consider this letter as an offer of appointment to the position of Council on Aging Outreach Coordinator for the Town of Groveland. The Council on Aging voted unanimously on June 8, 2023, to name you as the next Outreach Coordinator. The position is non-exempt for 16 hours/week at \$21.00/hour and is non-benefit eligible.

Please be advised, the first six (6) months of employment are considered a probationary period for employees. This period is intended to provide a reasonable time period during which the employee can demonstrate the ability to perform the duties of the position.

We believe you would be a wonderful asset working in this position and hope you will accept our offer. Your appointment would be effective July 10, 2023 and is on the upcoming Board of Selectmen agenda for endorsement on June 20, 2023.

If this offer of employment is acceptable to you, please sign a copy of this letter and return to me within 5 business days.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Rebecca Oldham

Rebecca Oldham

Accepted Signature: _____

Janet DelMare

Printed Name: _____

JANET DELMARE

Date: _____

6/14/22



Town of Groveland
Office of the Town Administrator
183 Main Street
Groveland, Massachusetts 01834



June 12, 2023

Alyssa Lee
5 Georgia Street
Groveland, MA 01834
Alyssa7lee@gmail.com

Dear Alyssa,

Please consider this letter as an offer of appointment to the position of Council on Aging Director for the Town of Groveland. The Council on Aging voted unanimously on June 8, 2023, to name you as the next Director. The position is for 37.5 hours per week at a salary of \$74,589/year.

Please be advised, the first six (6) months of employment are considered a probationary period for employees. This period is intended to provide a reasonable time period during which the employee can demonstrate the ability to perform the duties of the position.

We believe you would be a wonderful asset working in this position and hope you will accept our offer. Your appointment would be effective July 5, 2023 and is on the upcoming Board of Selectmen agenda for endorsement on June 20, 2023.

If this offer of employment is acceptable to you, please sign a copy of this letter and return to me within 5 business days.

If you should have any questions, please do not hesitate to contact me.

Sincerely,

Rebecca Oldham

Rebecca Oldham

Accepted Signature:



Printed Name: Alyssa A. Lee

Date: June 12, 2023

Rebecca Oldham

From: LAUREL PUCHALSKI <laurelpuchalski@gmail.com>
Sent: Monday, June 12, 2023 10:58 AM
To: Rebecca Oldham; DMacdonald@grovelandma.gov; Kathleen Kastrinelis; Ed Watson; Jason Naves; Mark Parenteau
Subject: Letter of recommendation for COA Director position

To Select Board and Town Administrator,

The COA Board is thrilled to announce that we unanimously voted to hire Alyssa Lee as COA Director at our Board meeting of June 8, 2023.

Alyssa is very enthusiastic about being a part of the COA, and she will bring valued experience and knowledge as an employee of Groveland.

Being a resident of the Town, Alyssa will definitely be invested in serving the senior population of Groveland, and the Board highly recommends her for this position.

Sincerely,
Laurel Puchalski
Chair
COA Board

Alyssa Lee, Council on Aging Director

Organization Mission and Strategy Building | Non-Profit Leadership & Management | Relationship Building

Phone: 207-807-4303
Address: 5 Georgia Street
Groveland, MA 01834
Website: <https://www.linkedin.com/in/alyssa-lee-shrm-cp/>
Email: alyssa7lee@gmail.com

May 11, 2023

Groveland Council on Aging
183 Main Street
Groveland, MA 01834

Re: Council on Aging Director

Dear Search Committee of Groveland Council on Aging:

I am thrilled to apply for the position of Council on Aging Director. My mother held a similar role while I was growing up, which gave me a unique perspective and understanding of the challenges and needs of our senior citizens. I believe that our elderly population deserves respect, dignity, and access to essential resources, including food.

As a strategic leader, I have excelled in a variety of roles and developed a well-rounded set of skills in people and program management, change operations, organizational strategy development, and fund generation. My diverse experiences have equipped me with the ability to cultivate strong employee experiences, voice community needs, and collaborate with others to achieve business objectives. With a clear understanding of the evolving needs within the community sector, I am skilled at driving impact through systematic change and programming. For example, as Executive Director of Project STEP, I successfully aligned the organization's core values with fundraising initiatives, resulting in a 32% increase in our fundraising numbers over a three-year period. This achievement was a testament to my expertise in fund generation and my ability to strategically align our efforts with the organization's mission and values.

I bring a wealth of experience in leadership, human resources, and advocacy for the senior population, with a proven track record of exceeding defined goals and driving organizational success. Throughout my career, I have honed my skills in community event organization, staff advocacy, fundraising, grant management, strategic planning, budget development, non-profit oversight, and consensus-building. My ability to build strong coalitions and strategic partnerships has been instrumental in driving mission-focused initiatives and fostering community engagement. As an advocate for staff experience, I have demonstrated a commitment to cultivating positive organizational cultures that prioritize employee well-being and professional growth. I am eager to apply my expertise and passion for community service to the role of COA Director, where I am confident I can drive meaningful impact and support the needs of the senior population.

I also believe my background in human resources has uniquely equipped me to excel in building relationships with co-workers, the public, and individuals with differing opinions or objectives. Throughout my career, I have had to navigate conflicts and differences of opinion, honing my skills in negotiation and compromise to secure support and acceptance. I am confident that these skills will be valuable in collaborating with stakeholders in the Groveland community to provide the best possible services and support for our senior population.

Lastly, I would like to share that one area that is particularly important to me is the issue of senior hunger. While I do not have professional experience in the anti-hunger sector, I have firsthand experience with the impacts that hunger can have on the elderly. I have seen how difficult it can be for seniors to access nutritious food, especially if they have mobility or transportation issues. I believe that addressing this issue is critical to ensuring that our seniors are able to live healthy, fulfilling lives, and I would be eager to work with the COA to develop programs and initiatives that support this goal.

Above all, I am committed to the mission of the COA and to making a positive difference in the lives of our seniors. I believe that my passion, skills, and experiences make me an ideal candidate for this role, and I would be honored to have the opportunity to contribute to the important work that you are doing.

Thank you for your time and consideration, and I look forward to hearing from you.

Alyssa Lee, she/her/hers | alyssa7lee@gmail.com | (207) 807-4303

Alyssa Lee, Council on Aging Director

Organization Mission and Strategy Building | Non-Profit Leadership & Management | Relationship Building

Phone: 207-807-4303
Address: 5 Georgia Street
Groveland, MA 01834
Website: <https://www.linkedin.com/in/alyssa-lee-shrm-cp/>
Email: alyssa7lee@gmail.com

HIGHLY ACCOMPLISHED & VISIONARY DIRECTOR with 20 years of championing short and long-term growth plans, driving systematic change, and exceeding defined targets, leveraging top-notch executive, HR, and financial experience.

ENTREPRENEURIAL OPERATIONS CHAMPION with a passion for building high-performing teams, improving financial performance, and fostering strategic partnerships while leveraging strong logistics and program planning skills.

IMPACT DRIVEN LEADER with proven success in providing future-facing direction to community organizations and Board of Directors on community outreach, service-based programs, and employee experience.

KEY ACHIEVEMENTS

- Increased participant enrollment by 120% by revamping the registration process, focused on boosting efficiency, retention, and quality customer service- New School of Music
- Boosted contributed revenue by 32% within 3 years through new pipeline development and donor relationships - Project STEP
- Identified areas for improvement related to DEIB in existing HR policies through a comprehensive audit, resulting in the creation of new policies on harassment prevention, accommodation requests, and pay equity - Enveritas

EXPERIENCE

People Operations Manager

September 2021 - Present

Enveritas

As an HR department of one, support a team of 60+ staff and senior leadership to implement a trust-based and collaborative culture organization-wide. Ensure employee engagement through workshops, pulse survey cadence, events, and newsletters. Oversee the entire recruiting and employee lifecycle from hiring and onboarding to offboarding and succession planning for each team member. Ensure HR compliance with multi-state laws.

- Channeled human-centric workflows focused on increasing operational efficiencies, consistency, and compliance, as well as enabling ownership through self-service systems
- Identified areas for improvement related to DEIB in existing HR policies through a comprehensive audit, resulting in the creation of new policies on harassment prevention, accommodation requests, and pay equity
- Managed a \$1.5 million department budget, oversaw company payroll process, and maintained accurate accounts payable records.

Executive Director

January 2019 - September 2021

Project STEP; Boston, MA

Provided strategy and leadership to foster diversity, equity, and inclusion (DEI) as the organization's core values. Co-led the design and implementation of the organization's strategic plan, \$1 million annual budget, and KPIs with Board of Directors, staff, and partners. Oversaw the entire workforce life-cycle including training six direct reports, supervising 35 part-time teaching staff, and managing relations with 20 board members.

- Developed a Board Skills Matrix to streamline the needs assessment process, build succession plans and recruit new board members
- Developed and produced a monthly community newsletter, showcasing events, member spotlights, and other news, resulting in increased engagement and awareness among target audiences
- Served as a key advisor and final approver for private, local, state, and federal grant applications, providing strategic guidance to ensure alignment with organizational priorities and requirements

Senior People Operations Associate

April 2017 - January 2019

Dimagi; Cambridge, MA

Spearheaded employee engagement initiatives, organized workplace learning and development programs, processed payroll, and managed contracts for domestic and global employees. Established a safe, people-first work culture across the US-based (physical) office. Drafted wide-ranging local and global HR policy documents such as PTO, travel, and workplace safety policies.

- Established and nurtured strategic relationships between Dimagi and community nonprofit organizations, resulting in a long-term Memorandum of Understanding (MOU) partnership
- Planned and executed company events, including holidays, birthdays, and lunch & learns, resulting in increased employee morale and team cohesion
- Onboarded 30+ multi-disciplinary employees internationally in two years for Engineering, Finance, and Project Manager job positions

Executive Director

October 2016 - April 2017

Creative Arts; Reading, MA

Established and resurrected partnerships with local businesses and schools to generate diversified funding while guiding a team of 15 teaching artists.

- Accelerated the target constituent base up to 10% by planning and executing a targeted marketing strategy
- Designed a faculty-employee handbook to standardize the organization's mission, best practices, policies, procedures, & employee responsibilities
- Piloted and implemented an online registration system, resulting in improving marketing efforts and class enrollment efficiency

General Manager

January 2016 - December 2016

Sarasa Chamber Music Ensemble

Steered overall logistics for new donor database for online donations, new website creation, and concert series while serving as Sarasa's public representative. Oversaw financial operations, including reconciling the books monthly and presenting financial reports to BOD every quarterly.

- Designed and administered program evaluation surveys to assess the effectiveness and impact of outreach programs
- Increased concert audience by developing a compelling marketing strategy, including creating engaging content for newsletters and other promotional materials

Executive Director

January 2011 - September 2015

New School of Music; Cambridge, MA

Led a team of 34 part-time music teachers and 2 FTE administrative staff, overseeing program planning and execution. Organized 25+ community events annually and managed the annual budget, financial/fundraising strategies, and learning and development workshops.

- Increased music course enrollment by 120% by revamping the student admission/registration process, focused on boosting efficiency, retention, and quality customer service
- Successfully increased operational budget by 40% through the implementation of revenue diversification strategies, resulting in improved financial stability and sustainability for the organization

Assistant Director of After School Programs & Office Manager

March 2010 - December 2010

Elizabeth Peabody House; Somerville, MA

School Manager

August 2006 - March 2010

New School of Music; Cambridge, MA

English Teacher/Trainer

September 2003 - December 2005 [full term of service]

U.S. Peace Corps

ESL Teacher

September 2002 - July 2003 [full term of service]

AmeriCorps

EDUCATION

Master of Science in Arts Administration

Boston University; Boston, MA

Bachelor of Arts in Music; Psychology Minor

Western Michigan University; Kalamazoo, MI

SKILLS

Certification: SHRM Certified Professional (SHRM-CP); Issued May 2021

Executive Management: Strategic Program Management | Operational Excellence | Budget Development | Community Outreach | Fundraising | Gift Acquisitions | Change Management | Financial Performance | Team Management | Key Donor Relationships | Stakeholder Management | Board Governance | Operations Oversight | Business Development | Resource Planning | Financial Consultation | DEI Advocacy | Marketing | Revenue Generation

Interpersonal: Public Speaking | Communication | Collaboration | Strategic Thinking | Event Planning

Technical: BambooHR | Confluence | Constant Contact | Gusto | Greenhouse | Intacct | Lever | Notion | MailChimp | QuickBooks Salesforce | Remote (EOR) | Skype for Business | Slack | Trello | Zenefits

Rebecca Oldham

From: LAUREL PUCHALSKI <laurelpuchalski@gmail.com>
Sent: Monday, June 12, 2023 11:19 AM
To: Rebecca Oldham; DMacdonald@grovelandma.gov; Kathleen Kastrinelis; Ed Watson; Jason Naves; Mark Parenteau
Subject: Letter of recommendation for COA Outreach Coordinator

To Select Board and Town Administrator,

The COA Board is thrilled to announce that we unanimously voted to hire Janet DelMare as COA Outreach Coordinator at our Board meeting of June 8, 2023.

Janet is very excited to begin her work here.

Presently employed as an Outreach Coordinator for Newbury COA, Janet will definitely be invested in serving our senior population of Groveland, and the Board highly recommends her for this position.

Sincerely,
Laurel Puchalski
Chair
COA Board

JANET DELMARE

4 O'Connors Court, Newbury, MA 01051 · 978-417-1815
janetdelmare@gmail.com

EXPERIENCE

7 YEARS TO PRESENT

OUTREACH COORDINATOR, NEWBURY COUNCIL ON AGING

- Responsible for home, hospital, and nursing home assessments of elders.
- Assist elders and their families in making the best decisions for themselves.
- Provide information and referrals, connecting clients with appropriate local, state, and federal agencies.
- Provide case management services to elders and their caregivers.
- Developed volunteer training and onboarding programs.
- Supervise team of 8 volunteers.
- Provide training for both volunteers and staff.
- Play a lead role in educating the community about elder care and elder needs.
- Network with various community agencies.
- Provide monthly statistics to management team.
- Coordinate support for elders and make appropriate referrals to regarding unmet needs when appropriate.

3 YEARS

PRIVATE COMPANION

Worked with several home-bound elders, providing companionship

3 YEARS

FITNESS INSTRUCTOR, VARIOUS COMMUNITY FACILITIES

Water aerobics, Zumba, and gentle fitness classes designed for elders and others.

4 YEARS

MEDIATOR, ATTORNEY GENERAL DISTRICT PROGRAM AND FAMILY MEDIATION

Covered all courts within Essex County, as well as one family court in New Hampshire.

5 YEARS

SITE MANAGER - DIRECTOR OF NORTHEAST REGION, WORK/FAMILY DIRECTIONS

Provided consultation services to Fortune 500 companies and their EAP departments regarding elder care in their community. Contracted with local agencies for referrals and information regarding elder care in the Northeast area of the United States

14 YEARS

Case Manager - Supervisor - Director of Home Care, AgeSpan

A variety of roles and responsibilities in a community agency, spanning 14 years,

EDUCATION

1989

MASTER PUBLIC HEALTH, HEALTH LAW AND HEALTH CARE MANAGEMENT,

3.89 GPA

BOSTON UNIVERSITY

1983

Bachelor, Healthcare Management and Psychology

3.8 GPA

Quinnipiac University

SKILLS

- | | |
|--|--|
| <ul style="list-style-type: none">● Knowledge of long-term care system● Written and verbal communication● Commitment● Multitasking● Problem solving● Organization | <ul style="list-style-type: none">● Sense of humor● Independent worker● Caring and kind● Networking● Collaboration● Confidentiality |
|--|--|



RIVERVIEW CEMETERY
TOWN OF GROVELAND
161 Main Street

Charles Desrosiers
15 Alton Rd
Methuen, Ma 01844.

Letter of Resignation

Date: 6/14/2023

Dear, Cemetery Commission, Board of Selectmen & Rebecca Oldham

I am writing to inform you that I've decided to resign from my position of cemetery superintended for the Town of Groveland. My last day of work will be 7/6/2023

I would like to express my gratitude for the opportunities and experiences I had while working for the town of Groveland. I have learned a lot and grown both personally and professionally while here.

I hope that I can help work together to ensure that my departure goes smoothly. I am willing to assist in training my replacement and ensure that all my responsibilities are properly handed over.

Thank you for your understanding and support during my time with the town

Sincerely,

Charles Desrosiers Jr

Elizabeth Cunniff
Town Clerk
Payroll Budget for FY2024

FY23 Rate \$ 63,736.00
FY24 Rate \$ 80,351.00 *Payroll Change Form - 52.0 Weeks*
Percent Increase 26.1%
Weekly Rate 1,545.21
Daily Rate 309.04

	Pay Dates		# of Days	Total		
	Week Beg	Week End		Pay Amt.		
1	7/1/2023	7/6/2023	4	\$	1,236.17	4 Days Mon-Thurs
2	7/7/2023	7/13/2023	5	\$	1,545.21	
3	7/14/2023	7/20/2023	5	\$	1,545.21	
4	7/21/2023	7/27/2023	5	\$	1,545.21	
5	7/28/2023	8/3/2023	5	\$	1,545.21	
6	8/4/2023	8/10/2023	5	\$	1,545.21	
7	8/11/2023	8/17/2023	5	\$	1,545.21	
8	8/18/2023	8/24/2023	5	\$	1,545.21	
9	8/25/2023	8/31/2023	5	\$	1,545.21	
10	9/1/2023	9/7/2023	5	\$	1,545.21	
11	9/8/2023	9/14/2023	5	\$	1,545.21	
12	9/15/2023	9/21/2023	5	\$	1,545.21	
13	9/22/2023	9/28/2023	5	\$	1,545.21	
14	9/29/2023	10/5/2023	5	\$	1,545.21	
15	10/6/2023	10/12/2023	5	\$	1,545.21	
16	10/13/2023	10/19/2023	5	\$	1,545.21	
17	10/20/2023	10/26/2023	5	\$	1,545.21	
18	10/27/2023	11/2/2023	5	\$	1,545.21	
19	11/3/2023	11/9/2023	5	\$	1,545.21	
20	11/10/2023	11/16/2023	5	\$	1,545.21	
21	11/17/2023	11/23/2023	5	\$	1,545.21	
22	11/24/2023	11/30/2023	5	\$	1,545.21	
23	12/1/2023	12/7/2023	5	\$	1,545.21	
24	12/8/2023	12/14/2023	5	\$	1,545.21	
25	12/15/2023	12/21/2023	5	\$	1,545.21	
26	12/22/2023	12/28/2023	5	\$	1,545.21	
27	12/29/2023	1/4/2024	5	\$	1,545.21	
28	1/5/2024	1/11/2024	5	\$	1,545.21	
29	1/12/2024	1/18/2024	5	\$	1,545.21	
30	1/19/2024	1/25/2024	5	\$	1,545.21	
31	1/26/2024	2/1/2024	5	\$	1,545.21	
32	2/2/2024	2/8/2024	5	\$	1,545.21	
33	2/9/2024	2/15/2024	5	\$	1,545.21	
34	2/16/2024	2/22/2024	5	\$	1,545.21	
35	2/23/2024	2/29/2024	5	\$	1,545.21	
36	3/1/2024	3/7/2024	5	\$	1,545.21	
37	3/8/2024	3/14/2024	5	\$	1,545.21	
38	3/15/2024	3/21/2024	5	\$	1,545.21	
39	3/22/2024	3/28/2024	5	\$	1,545.21	
40	3/29/2024	4/4/2024	5	\$	1,545.21	
41	4/5/2024	4/11/2024	5	\$	1,545.21	
42	4/12/2024	4/18/2024	5	\$	1,545.21	
43	4/19/2024	4/25/2024	5	\$	1,545.21	
44	4/26/2024	5/2/2024	5	\$	1,545.21	
45	5/3/2024	5/9/2024	5	\$	1,545.21	
46	5/10/2024	5/16/2024	5	\$	1,545.21	
47	5/17/2024	5/23/2024	5	\$	1,545.21	
48	5/24/2024	5/30/2024	5	\$	1,545.21	
49	5/31/2024	6/6/2024	5	\$	1,545.21	
50	6/7/2024	6/13/2024	5	\$	1,545.21	
51	6/14/2024	6/20/2024	5	\$	1,545.21	
52	6/21/2024	6/27/2024	5	\$	1,545.21	
53	6/28/2024	6/30/2024	1	\$	309.04	1 Day Friday
			260	\$	80,351.00	52.0 weeks in FY24
	Check				-	
	Per Budget			\$	80,351.00	
	(over)under budget				-	

Rebecca Oldham

From: Steve Baker <steve@bakernet.io>
Sent: Sunday, June 11, 2023 9:56 AM
To: Renny Carroll
Cc: Rebecca Oldham
Subject: Re: Sunset Circle

Nobody is asking for no parking on both sides of the street.

That has never been the case or what I asked for / wanted.

What I have asked for repeatedly is what I documented in the email to Rebecca last night.

To the best of my knowledge there are no parking restrictions in place on sunset so there is nothing for the police to enforce.

This is creating a safety issue for ingress / egress and emergency response and needs to be addressed.

Thanks,
Steve

On Sun, Jun 11, 2023, 9:52 AM Renny Carroll <rcarroll@grovelandma.com> wrote:
Once again Steve,

I am not the authority on parking tickets and enforcement. That is the Groveland PD. I believe parking is only allowed on one side of that road so you certainly could have PD enforce the fact that they're parking on both sides and causing a bottle neck issue as far as no parking at all on the street that would be something that would have to be voted on either by Board of Selectmen and possibly the planning board or at least the Board of Selectmen.

Renny

Sent from my iPhone

On Jun 10, 2023, at 8:01 PM, Steve Baker <steve@bakernet.io> wrote:

The fundamental issue is that allowing cars to park on both sides of the entry to sunset circle creates two significant problems.

1. Because people have a tendency to park right at the entry or up to it, It impedes the ability to safely turn onto Sunset from Salem street. The entry to Sunset is fairly narrow to begin with.
2. Allowing vehicles to park on both sides will prevent emergency vehicles (ie a fire truck) from being able to get down the road. You can barely get a regular car down the street when there are vehicles parked on both sides of the road. You are welcome to have the fire chief check that part out..

Im happy go let you talk to the PD but I don't know what the PD is going to enforce if there is no restriction. This needs to be handled by either not allowing parking right up to the entry to the road abs or only allowing parking on one side of the street.

I'd be more than happy to do an exercise where we park two cars up there to show you that you can't get a fire truck down the road if that issue occurs and also to show you what issue is created by letting cars park right up to the corner.

This needs to be addressed. I'm ok with letting you investigate and follow up. What I am not ok with is someone saying it's someone else's issue without actually looking into the problem and trying to work on a solution.

Thanks,
Steve

On Sat, Jun 10, 2023, 7:50 PM Rebecca Oldham <ROldham@grovelandma.com> wrote:
Hi Steve,

It is not a Planning Board issue, since the development is constructed and the performance bond released. They have no jurisdiction or authority. But it is certainly a Board of Selectmen issue, since we accepted the road. I can call PD personally and see if they will enforce the parking situation before we go to the Board? They are allowed to park on the street, as it is a public ROW, but they cannot impede site distance.

If not, I am away the next meeting so I cannot help explain the issue but I can get you on that meeting, June 20th. Or I can call and if the issue is not resolved you can get on the following meeting July 5th? It is your call and I am happy to help any way I can.

-Rebecca

Rebecca Oldham | Town Administrator
Town of Groveland

On Jun 10, 2023, at 4:11 PM, Steve Baker <steve@bakernet.io> wrote:

Rebecca,

I would like to request time on both the planning board and board is selectmen agendas to discuss the dangerous situation which the highway department refuses to address.

Please let me know when I should plan to attend to speak at each meeting.

----- Forwarded message -----

From: **Renny Carroll** <rcarroll@grovelandma.com>

Date: Sat, Jun 10, 2023, 4:05 PM

Subject: Re: Sunset Circle
To: Steve Baker <steve@bakernet.io>

Hi Steve,

I do believe that we address that parking on the street is permitted, If not or if they're causing a bottleneck you need to talk groveland PD parking is to be enforced by the police.

Renny

Sent from my iPhone

On Jun 10, 2023, at 2:49 PM, Steve Baker <steve@bakernet.io> wrote:

Renny,

We have the same situation today with a car parked at the end of the street making it nearly impossible to turn on to sunset circle from salem st.

I really don't want to deal with this again all summer. Can we get this addressed?

Appreciate your help. Feel free to drive by and see for yourself.

Thanks,
Steve

On Tue, Jul 19, 2022, 8:07 AM Renny Carroll
<rcarroll@grovelandma.com> wrote:

Good morning Steve,

I would be more than happy to discuss installing some No parking signage on Sunset Cir. I will consult the GPD Chief about what they would also like to see out there and see which way to address this issue.

All the best,

Renny Carroll

Highway Superintendent

Town of Groveland

183 Main Street

Groveland, MA 01834

978-556-7208

From: Steve Baker [mailto:sfb911@gmail.com]

Sent: Sunday, July 17, 2022 3:57 PM

To: Renny Carroll <rcarroll@grovelandma.com>

Subject: Sunset Circle

Renny,

Good afternoon! Any chance I could get a few minutes of your time this week?

We are having a significant issue on Sunset Circle multiple times per week and especially on the weekends when people on Salem st are having parties and having their guests park on our street. Obviously it's a public road but when they park on both sides of the inlet to the circle it creates a huge hazard pulling in from Salem st and there is no way any sort of fire truck etc is going to be able to get down here.

I think we need to consider some no parking signs at least on one side. Hopefully you and I can discuss it.

If you were to come down here today you would see what I am talking about. This is not an isolated incident and I had to call GPD for the same thing yesterday.

Thanks,

Steve

5 Sunset Circle

978-604-3397.

<image001.jpg>

Julie Fabri
Assistant Town Clerk
Payroll Budget for FY2024

FY23 Rate \$ 21.42 (multiply by 1.02 to get 2% increase)
FY24 Rate \$ 30.00 Payroll Change Form
% Rate Change 28.60%

	Pay Dates		# of Hours	Total	
	Week Beg	Week End		Pay Amt.	
1	7/1/2023	7/6/2023	12	\$ 360.00	4 Days Mon-Thurs
2	7/7/2023	7/13/2023	12	\$ 360.00	
3	7/14/2023	7/20/2023	12	\$ 360.00	
4	7/21/2023	7/27/2023	12	\$ 360.00	
5	7/28/2023	8/3/2023	12	\$ 360.00	
6	8/4/2023	8/10/2023	12	\$ 360.00	
7	8/11/2023	8/17/2023	12	\$ 360.00	
8	8/18/2023	8/24/2023	12	\$ 360.00	
9	8/25/2023	8/31/2023	12	\$ 360.00	
10	9/1/2023	9/7/2023	12	\$ 360.00	
11	9/8/2023	9/14/2023	12	\$ 360.00	
12	9/15/2023	9/21/2023	12	\$ 360.00	
13	9/22/2023	9/28/2023	12	\$ 360.00	
14	9/29/2023	10/5/2023	12	\$ 360.00	
15	10/6/2023	10/12/2023	12	\$ 360.00	
16	10/13/2023	10/19/2023	12	\$ 360.00	
17	10/20/2023	10/26/2023	12	\$ 360.00	
18	10/27/2023	11/2/2023	12	\$ 360.00	
19	11/3/2023	11/9/2023	12	\$ 360.00	
20	11/10/2023	11/16/2023	12	\$ 360.00	
21	11/17/2023	11/23/2023	12	\$ 360.00	
22	11/24/2023	11/30/2023	12	\$ 360.00	
23	12/1/2023	12/7/2023	12	\$ 360.00	
24	12/8/2023	12/14/2023	12	\$ 360.00	
25	12/15/2023	12/21/2023	12	\$ 360.00	
26	12/22/2023	12/28/2023	12	\$ 360.00	
27	12/29/2023	1/4/2024	12	\$ 360.00	
28	1/5/2024	1/11/2024	12	\$ 360.00	
29	1/12/2024	1/18/2024	12	\$ 360.00	
30	1/19/2024	1/25/2024	12	\$ 360.00	
31	1/26/2024	2/1/2024	12	\$ 360.00	
32	2/2/2024	2/8/2024	12	\$ 360.00	
33	2/9/2024	2/15/2024	12	\$ 360.00	
34	2/16/2024	2/22/2024	12	\$ 360.00	
35	2/23/2024	2/29/2024	12	\$ 360.00	
36	3/1/2024	3/7/2024	12	\$ 360.00	
37	3/8/2024	3/14/2024	12	\$ 360.00	
38	3/15/2024	3/21/2024	12	\$ 360.00	
39	3/22/2024	3/28/2024	12	\$ 360.00	
40	3/29/2024	4/4/2024	12	\$ 360.00	
41	4/5/2024	4/11/2024	12	\$ 360.00	
42	4/12/2024	4/18/2024	12	\$ 360.00	
43	4/19/2024	4/25/2024	12	\$ 360.00	
44	4/26/2024	5/2/2024	12	\$ 360.00	
45	5/3/2024	5/9/2024	12	\$ 360.00	
46	5/10/2024	5/16/2024	12	\$ 360.00	
47	5/17/2024	5/23/2024	12	\$ 360.00	
48	5/24/2024	5/30/2024	12	\$ 360.00	
49	5/31/2024	6/6/2024	12	\$ 360.00	
50	6/7/2024	6/13/2024	12	\$ 360.00	
51	6/14/2024	6/20/2024	12	\$ 360.00	
52	6/21/2024	6/27/2024	12	\$ 360.00	
53	6/28/2024	6/30/2024	0	\$ -	Friday
624				\$ 18,720.00	52.00
Check				-	
Per Budget				\$ 23,400.00	
(over)under budget				4,680.00	
156					



BOARD OF SELECTMEN

Meeting Minutes

Monday, May 22, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

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

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

CALL MEETING TO ORDER AT 6:30PM: Chair MacDonald opened the meeting at 6:30 pm.

PUBLIC COMMENT: *Written submissions for public comment must be made before the start of the meeting per the Board of Selectmen's Public Comment Policy amended November 13, 2017.*

- None

APPROVE WARRANTS:

PW # 23-47 \$ 182,192.99

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

BW# 23-47 \$ 901,184.86

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

APPROVAL OF THE MINUTES:

1. Board of Selectmen Meeting Minutes April 24, 2023

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

2. Board of Selectmen Meeting Minutes April 10, 2023

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

APPOINTMENTS OF THE BOARD:

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

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

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

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

VOTES OF THE BOARD

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

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

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

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

7. Review and approval of BAN results

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

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

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

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

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

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

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

DISCUSSION & POSSIBLE VOTE:

10. Economic Development Committee Discussion, *William Dunn & Town Administrator*

Bill Dunn was present and addressed the Board to discuss establishing an Economic Development Committee. Mr. Dunn noted the recent override and the need to look at different ways to offset the budget with business development. Mr. Dunn asked that the Board consider adding the Economic Development Committee.

Chair MacDonald asked if there is already a committee and TA Oldham explained that there was the Elm Square Committee; TA Oldham is in support of this request and would be willing to help Mr. Dunn get this going. Selectman Watson noted the need for infrastructure (which costs money) in place in order to further develop. Selectman Kastrinelis liked the idea and noted there is a Town Planner and studies are already in the works.

Chair MacDonald asked if Mr. Dunn had a committee makeup and a committee charge in mind. Mr. Dunn responded he wanted to see how the Board felt about this tonight and was not looking for a decision tonight. TA Oldham brought ideas for a charge for the committee and shared them with the Board; the TA and the Town Planner would be involved with this process serving in an administrative capacity. Selectman Naves felt collaboration between Town Departments and Boards/Committees will be key moving forward with this. Selectman Kastrinelis and Chair MacDonald agreed that the TA should bring back a committee charge and committee makeup to a future meeting and take it from there.

11. Temporary Extension of Hours for 4 Sewall Street: Quarry Project, *William Daley*

TA Oldham noted that she received an email before this meeting, and this was requested to be withdrawn – no discussion needed.

12. Pines Recreation Dog Park Hours, Access Gate and Permit Discussion, *Town Administrator*

TA Oldham added this to the agenda for open discussion. There have been concerns from the public; there are no specific hours set for the Dog Park and people are calling and asking about permitting and what is the decision on the gate. Selectman Naves noted initially the time was discussed to be about 6:00 am – 9:00 pm and currently there are no specific hours but in recent conversations with the Chief of Police they are looking towards changing this to 6:00 am - 8:00 pm. The Board agreed with the hours; Selectman Watson felt dusk was more appropriate – Selectman Kastrinelis responded that some people may not be home from work yet and felt 8:00 pm would allow people an opportunity to get home from work and get the dogs to the park. A sign will be added to the gate, and this will allow the police to be comfortable enforcing this.

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

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

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

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

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

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

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

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

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

TOWN ADMINISTRATOR'S TIME:

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

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

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

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

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

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

Applied for an MVP grant for Johnsons Creek Watershed.

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

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

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

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

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

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

OLD OR UNFINISHED BUSINESS:

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

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

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

CORRESPONDENCE:

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

ADJOURNMENT:

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

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

Respectfully submitted,

Katherine T. Ingram

23-47 BILLS WARRANT BREAKDOWN:

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

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

*Groveland Board of Selectmen Meeting
Monday, May 22, 2023 at 6:30PM
Page 5 of 5*



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 25th 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 25th 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 10th 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 10th 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 19th.

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 6th 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 3rd 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:	\$

Rebecca Oldham

From: Jack Dodge <jaked251@aol.com>
Sent: Wednesday, May 24, 2023 12:18 AM
To: Rebecca Oldham
Subject: Dog park access

Good morning Rebecca,

I viewed the selectman's meeting of May 22nd and have several questions and concerns about the dog park access. Concerns were raised about making sure dogs were vaccinated. I believe in order to procure a dog license in Ma and other states, it is necessary to show proof of vaccination. Therefore, display of a dog tag should be sufficient proof.

Also, fees were discussed for use of the dog park. Will fees also be charged for use of other tax supported recreation facilities ie pickle ball, skate park, splash pad etc..

We have lived in town for 47 yrs and raised our family here. One of our sons lives out of state and visits several times a year with his family and dog. Am I to assume that we would need to buy a permit for several days of use of the dog park ??

It seems to me that more thought and effort were put into pushing through this project than concern for taxpayers use. It was the taxpayers of the town that approved this facility (without any stated intention of fees or restrictions)

It seems that now that the project is complete it is becoming somewhat of an exclusive club rather than a public facility. Unintended consequences.

It is my opinion that the dog park should be open to all taxpayers of the town and only dogs displaying proper dog tags be allowed.

This will be much fairer and certainly less complicated than suggestions made during the meeting.

Thank you for your time and for all you do for the town.

Jack Dodge

Sent from my iPhone