



APPROVED SEPTEMBER 11, 2023

BOARD OF SELECTMEN

Meeting Minutes

Wednesday, July 5, 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.

Present: Chair Daniel MacDonald, Selectmen, Edward Watson, Mark Parenteau, Jason Naves, Kathleen Kastrinelis
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER AT 6:30PM – Chair MacDonald called the meeting to order at 6:30 pm and introduced the members of the Board and the Town Administrator.

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.*

- Kathleen Kastrinelis, 12 Hillview Drive, addressed the Board and spoke as a resident to express gratitude and appreciation for the departing Cemetery Superintendent, Charles (Chuck) Desrosiers. Chuck has transformed the cemetery according to Kathleen. Kathleen asked the SB to take extra care when hiring the next Cemetery Superintendent to move forward the vision of Chuck. Kathleen asked respectfully for her letter of public comment to be attached to the minutes.

PUBLIC HEARING:

1. Taking of Easements (parcels donated) for municipal purposes, more specifically various road, and road related improvements and repairs, as authorized pursuant to Article 4 and Article 5 of the Town of Groveland Annual Town Meeting of April 24, 2023 on,
 - A portion of property located at 3 Uptack Road, Groveland, Massachusetts, shown on the Town Assessors Maps as ID # 46-33A,
 - A portion of property located at 9 Uptack Road, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 52-30,
 - A portion of property located at 908 Salem Street, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 48-1.

Attorney Erich Hasselbacher joined the meeting via Zoom. Attorney Hasselbacher represents the mortgage holder for 3 Uptack Road and as such has been asked by the bank to appear at this meeting to determine the results of this vote. Although a certificate of donation was executed by the owner on record, the bank would like to take an opportunity to review within its statutory time frame whether the award is just. Attorney Hasselbacher does not have a position from the bank, but it is clear they want an understanding of how the Town evaluated it. TA Oldham spoke with Attorney Hasselbacher and provided him with information that she has regarding the evaluation process. There is a three-year statute of limitations. TA Oldham noted this will not delay the project and they could move forward; this project is important to the Town as the culvert is failing. Attorney Hasselbacher understood the town could move forward regardless and will advise the client.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves that the Board of Selectman acquire by eminent domain for the necessary health and welfare of the inhabitants of Groveland for municipal purposes, more specifically, various road and road related improvements and repairs, as authorized pursuant to Article 4 and Article 5 of the Town of Groveland Annual Town Meeting of April 24, 2023 and further to authorize the Chair, Daniel MacDonald to execute and enter into any and all documents necessary to effectuate the acquisition of said property:

- A portion of property located at 3 Uptack Road, Groveland, Massachusetts, shown on the Town Assessors Maps as ID # 46-33A,
- A portion of property located at 9 Uptack Road, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 52-30,
- A portion of property located at 908 Salem Street, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 48-1.

And hereby move that the BOS award damages for said eminent domain taking the amount of zero dollars pursuant to certain certificate of donations executed by the record owners of said properties. Voted: 5-0.

APPROVAL OF THE MINUTES:

- None.

APPROVE WARRANTS:

PW # 23-53 \$ 239,641.99

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant PW#23-53 in the amount of \$239,641.99. Voted: 5-0.

BW# 23-53 \$ 382,381.04

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW# 23-53 in the amount of \$ 382,381.04. Voted: 5-0.

BW#24-00 \$1,345,193.12

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve Warrant BW#24-00 in the amount of \$1,345,193.12. Voted: 5-0.

APPOINTMENTS OF THE BOARD:

2. Appoint Dorothy DiChiara, of Ashcroft Terrace Groveland, as a member of the Cultural Council effective July 1, 2023 until June 2026.

The Board has not met, and this is just the term. Dorothy has not yet been sworn in by the Town Clerk.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to appoint Dorothy DiChiara, of Ashcroft Terrace Groveland, as a member of the Cultural Council effective July 1, 2023 until June 2026. Voted: 5-0.

3. Appoint Kiefer Dalton, of Hancock Street, Haverhill, 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.

Selectman Watson asked about the effective date and asked if the employees were already working in the positions prior to being appointed by the BOS. TA Oldham reported that seasonal employee Kiefer Dalton is already working and noted it had to do with the timing of the BOS

meeting. Selectman Watson felt they should not be working until appointed by the BOS. The Assistant Treasurer/Collector & Benefits Coordinator and the Office Manager in the Water & Sewer Department are cross training. Selectman Naves felt Department Heads need leeway to get employees started and it makes it difficult to get them started if they have to wait for the BOS to meet and vote. TA Oldham further explained that Kiefer was supposed to be approved on June 20th, but there was a delay.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Kiefer Dalton, of Hancock Street, Haverhill, 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. Voted: 5-0.

4. Appointment of Donna Arnold, of Pinewood Lane Groveland, as Assistant Treasurer/Collector & Benefits Coordinator effective July 1, 2023. The position is 37.5 hours/week at a rate of \$34.63/hour.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Donna Arnold, of Pinewood Lane Groveland, as Assistant Treasurer/Collector & Benefits Coordinator effective July 1, 2023. The position is 37.5 hours/week at a rate of \$34.63/hour. Voted: 5-0.

5. Appointment of Danielle Albright, of Hampton, New Hampshire, as Office Manager in the Water & Sewer Department effective July 1, 2023. The position is 37.5 hours/week at a rate of \$34.63/hour.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to appoint Danielle Albright, of Hampton, New Hampshire, as Office Manager in the Water & Sewer Department effective July 1, 2023. The position is 37.5 hours/week at a rate of \$34.63/hour. Voted: 5-0.

VOTES OF THE BOARD:

6. FY23 Budgetary Transfers

- Health Insurance
- Property Casualty Insurance

TA Oldham reported that we are short in both Health Insurance and Property Casualty Insurance. This transfer will finalize the Fiscal Year. Both the BOS and the Finance Committee have to vote to approve this.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to transfer from the COA Director Salary, \$15,000 and transfer \$6,000 to the Health Insurance Group and \$9,000 to the Property Casualty Insurance. Voted: 5-0.

DISCUSSION & POSSIBLE VOTE:

7. Request for salary reallocation in the Town Clerk Budget, *Elizabeth Cunniff*:

Town Clerk Cunniff was present and addressed the Board. This was tabled at the last meeting until a response was received from the Attorney and the Attorney responded that there were no restrictions on the total salary that was voted and agreed the money can be transferred according to Town Clerk Cunniff. Town Clerk Cunniff noted that she has a wonderful Asst. who deserves to make more money and Town Clerk Cunniff is willing to reduce her salary to compensate her.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau for passage of the request for salary reallocation in the Town Clerk Budget – the amount is \$2,373. Voted: 3-0. Selectman Naves and Selectman Kastrinelis voted against.

Discussion:

Selectman Naves spoke about the Collins Study that was done to bring staff up to where they should be and does not want to see that study go backwards. This is a loop hole because we don't vote the budget for each line item.

Selectman Kastrinelis asked if the Assistant asked for this increase and Town Clerk Cunniff responded she did not.

Selectman Kastrinelis noted this is a slippery slope that sets a precedent that we are trying to avoid – this should be reviewed during budget time and voted on at Town Meeting. Selectman Kastrinelis understands the good intentions of the Town Clerk. The Board should stand by their fiscal policy. Selectman Kastrinelis encouraged the Town Clerk Cunniff to carefully review her entire budget during budget time.

Chair MacDonald is in favor of flexibility and doesn't see this as setting a precedent; he has never heard of someone giving up their salary and he supports this.

Selectman Watson commended Town Clerk Cunniff and the employee as well. He supports this and stated that he wants to retain employees.

Ruth Rivard, Chair Finance Committee, speaking as herself not on behalf of the Finance Committee addressed the Board via Zoom. During the budget process, the subject of staff salary came up time and time again. That is why the salary study was done, this was a positive step forward. Ruth is concerned this is setting a precedent and opens the door to override the salary study; we are going to either implement the salary study or not. We need to protect that line item so if the Town Clerk position opens up again, we will not have to adjust in order to attract.

Town Clerk Cunniff noted that the position is elected not appointed and the salary is not negotiable for elected position.

8. Sunset Circle Parking Restrictions, *Steve Baker of 5 Sunset Circle:*

Steve Baker, 5 Sunset Circle was present and addressed the Board to discuss parking for people that don't live on the street. Steve Baker discussed this with the Police Chief. Steve Baker has a letter signed off on by the neighbors and a proposed location for no parking signs.

TA Oldham noted this is under the authority of the BOS, but since this street was voted as a public way at Town Meeting, it is required that there be an official duly posted Public Hearing. The vote will take place at the next BOS meeting in order to satisfy the Public Hearing requirement.

9. Recording of Public Meetings, *Selectman Kastrinelis:*

Selectman Kastrinelis noted there are still some unrecorded meetings even though there was a vote to record them. Can we reach out with a gentle reminder? Chair MacDonald will reach out to the Chair of the BOH specifically and ask for the BOH to use this meeting room so meetings can be recorded.

10. Update on Dog Park Online Permitting, *Selectman Naves:*

Selectman Naves noted that he found a company that could mail out the dog tags and TA Oldham is working on getting the online form.

11. Town Administrator authority to sign warrants in absence of a Board quorum.

TA Oldham noted the statutory requirements to pay people on time versus timing of BOS signing warrants that don't always align. TA Oldham is reviewing the warrants, and this could serve as an alternative to the BOS needing to meet.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to authorize the TA to sign the vendor and payroll warrants and the BOS will review them at the meetings. Voted: 5-0.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported:

- Regarding the restructuring of the Cemetery Superintendent position to come under the Highway Department - discussions have taken place and the Cemetery Commission took a vote to approve this moving forward under the Highway Department. This will be discussed at the next BOS meeting.
- We have awarded the contract to Baldini & HVAC for the water fountain installation at Bagnell School – scheduled for late August – should take about a week.
- Still working on HR policies and will hopefully present something in August.

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 Kastrinelis: congratulated the Police Department on their accreditation and also for arresting individuals that were engaging in bad behavior on Main Street.

OLD OR UNFINISHED BUSINESS:

Selectman Kastrinelis: talked about the 46 Washington Street property – the new title of the project is the Restoration of the Mill Pond Property. Also met with the Electric Department regarding the 20-year solar contract. Also, brought up goals for the BOS and the Town Administrator and asked for a future agenda item.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- None.

CORRESPONDENCE:

1. Letter Regarding Sam Josilin, Building Commissioner – Selectman Naves summarized the letter for the record and agreed with the sentiment of the letter.
2. Press Release concerning the Police Department Accreditation
3. Board of Selectmen June 20, 2023 Meeting Minutes

ADJOURNMENT:

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to adjourn the meeting at 8:01 pm. Voted: 5-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, July 17, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram

*Groveland Board of Selectmen Meeting
Wednesday, July 5, 2023 at 6:30PM
Page 5 of 6*

23-53/24-00 BILLS WARRANT BREAKDOWN:

<i>Town:</i>	<i>\$ 37,340.78 / \$1,014,977.14</i>
<i>W/S:</i>	<i>\$ 34,124.98 / \$105,414.36</i>
<i>Payroll Withholding:</i>	<i>\$ 36,211.44</i>
<i>Light Bills:</i>	<i>\$ 175,459.86 / \$214,845.12</i>
<i>Grants & Revolving:</i>	<i>\$ 99,243.98 / \$9,956.50</i>