



BOARD OF SELECTMEN

Meeting Agenda

Wednesday, July 5, 2023

Groveland Town Hall
183 Main Street, Groveland, MA 01834

TOWN OF GROVELAND
2023 JUN 29 PM 1:31
TOWN CLERK
RECEIVED/POSTED

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

Join Zoom Meeting

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

Meeting ID: 939 9517 4414

Passcode: 948618One tap mobile

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

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

6:30 P.M.

CALL MEETING TO ORDER AT 6:30PM

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

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.

APPROVAL OF THE MINUTES

APPROVE WARRANTS:

PW # 23-53 \$

BW# 23-53 \$

BW#24-00 \$

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.
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.

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.
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.

VOTES OF THE BOARD

6. FY23 Budgetary Transfers
 - Health Insurance
 - Property Causality Insurance

DISCUSSION & POSSIBLE VOTE

7. Request for salary reallocation in the Town Clerk Budget, *Elizabeth Cunniff*
8. Sunset Circle Parking Restrictions, *Steve Baker of 5 Sunset Circle*
9. Recording of Public Meetings, *Selectman Kastrinelis*
10. Update on Dog Park Online Permitting, *Selectman Naves*
11. Town Administrator authority to sign warrants in absence of a Board quorum.

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

Letter Regarding Sam Josilin, Building Commissioner
Press Release concerning the Police Department Accreditation
Board of Selectmen June 20,2023 Meeting Minutes

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

23-53 BILLS WARRANT BREAKDOWN:

Town:	\$	Light Bills:	\$
W/S:	\$	Grants & Revolving:	\$
Payroll Withholding:	\$	Chapter 90:	\$
Health Insurance:	\$	Pentucket Assessment:	\$
Whittier Assessment:	\$	Essex Tech Assessment:	\$
Capital:		<u>Submitted by:</u> Chairman Daniel MacDonald & Town Administrator Rebecca Oldham	

Motion: I hereby move that the Board of Selectmen 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, and described in the deed recorded with the Essex South County Registry of Deeds in Book 36321, Page 497 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel E-1” and a temporary non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel TE-1” on the plan entitled: “Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek” dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843.

A portion of property located at 9 Uptack Road, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 52-30, and described in the deed recorded with the Essex South County Registry of Deeds in Book 14418, Page 452 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel E-2” and a temporary non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel TE-2” on the plan entitled: “Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek” dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843

A portion of property located at 908 Salem Street, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 48-1, and described in the deed recorded with the Essex South County Registry of Deeds in Book 31426, Page 267 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Prop Perm Easement (E-1)” on the plan entitled: “Permanent Easement Plan” dated October 17, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843; and

I hereby move that the Board of Selectmen award damages for said eminent domain taking the amount of \$0.00 pursuant to certain Certificate of Donations executed by the record owners of said properties.

Second: _____

Vote: _____
Daniel MacDonald, Chair

Kathleen Kastrinelis, Vice Chair

Edward Watson, Member

Jason Naves, Member

Mark Parenteau, Member

Date: _____, 2023

Vote: _____

True and Accurate Copy: _____
_____, Groveland Town Clerk

**ORDER OF TAKING
3 and 9 Uptack Road
908 Salem Street
Groveland, MA**

Pursuant to the authority granted by Massachusetts General Laws Chapters 79 and 40 and Article 4 and 5 of the Town of Groveland Annual Town Meeting of April 24, 2023, a certified copy of which is attached hereto, and of any and every other power and authority which is hereunto in any way enabling, the Board of Selectmen of the Town of Groveland hereby take, on behalf of the Town of Groveland, 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 described in said Article 4 and Article 5, temporary and permanent easements in the land, commonly known as 3 Uptack Road, 9 Uptack Road and 908 Salem Street Groveland, MA more particularly described as follows:

A portion of property located at 3 Uptack Road, Groveland, Massachusetts, shown on the Town Assessors Maps as ID # 46-33A, and described in the deed recorded with the Essex South County Registry of Deeds in Book 36321, Page 497 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as "Parcel E-1" on the plan attached hereto entitled: "Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek" dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843 for all purposes incidental to replacing the bridge over Johnson Creek, which purposes shall include, but are not limited to, the right to travel, pass and repass, construct, improve, repair, replace, inspect, and forever maintaining and for all structures and activities incidental and related thereto as needed sufficient for such purpose and related grading, and removing trees and other vegetation within the easement premises as necessary for such purposes. Such easement shall further include the right of ingress and egress in and through the easement premises, by foot, vehicle, or heavy equipment, sufficient to carry out such purposes; and

A temporary non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as "Parcel TE-1" on the plan attached hereto entitled: "Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek" dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843 for all purposes incidental to replacing the bridge over Johnson Creek, which purposes shall include, but are not limited to, the right to travel, pass and repass, construct, improve, repair, replace, and forever maintaining and for all structures and activities incidental and related thereto as needed within the easement premises as necessary for such purposes. Such easement shall further include the right of ingress and egress in and through the easement premises, by foot, vehicle, or heavy equipment, sufficient to carry out such purposes. This temporary easement shall terminate in three (3) years after the recording of this document.

A portion of property located at 9 Uptack Road, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 52-30, and described in the deed recorded with the Essex South County Registry of Deeds in Book 14418, Page 452 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel E-2” on the plan attached hereto entitled: “Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek” dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843 for all purposes incidental to replacing the bridge over Johnson Creek, which purposes shall include, but are not limited to, the right to travel, pass and repass, construct, improve, repair, replace, inspect, and forever maintaining and for all structures and activities incidental and related thereto as needed sufficient for such purpose and related grading, and removing trees and other vegetation within the easement premises as necessary for such purposes. Such easement shall further include the right of ingress and egress in and through the easement premises, by foot, vehicle, or heavy equipment, sufficient to carry out such purposes; and

A temporary non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Parcel TE-2” on the plan attached hereto entitled: “Proposed Bridge Replacement Groveland Uptack Road Over Johnson Creek” dated October 4, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843 for all purposes incidental to replacing the bridge over Johnson Creek, which purposes shall include, but are not limited to, the right to travel, pass and repass, construct, improve, repair, replace, and forever maintaining and for all structures and activities incidental and related thereto as needed within the easement premises as necessary for such purposes. Such easement shall further include the right of ingress and egress in and through the easement premises, by foot, vehicle, or heavy equipment, sufficient to carry out such purposes. This temporary easement shall terminate in three (3) years after the recording of this document.

A portion of property located at 908 Salem Street, Groveland, Massachusetts shown on the Town Assessors Maps as ID # 48-1, and described in the deed recorded with the Essex South County Registry of Deeds in Book 31426, Page 267 described as follows:

A permanent non-exclusive easement, over, in, through, under, and upon that portion of the Property depicted as “Prop Perm Easement (E-1)” on the plan attached hereto entitled: “Permanent Easement Plan” dated October 17, 2022 prepared by The Engineering Corp 282 Merrimack Street 2nd Floor Lawrence, MA 01843 for all purposes incidental to the installation of a traffic signal, which purposes shall include, but are not limited to, the right to travel, pass and repass, construct, improve, repair, replace, inspect, and forever maintaining and for all structures and activities incidental and related thereto as needed sufficient for such purpose and related

grading, and removing trees and other vegetation within the easement premises as necessary for such purposes. Such easement shall further include the right of ingress and egress in and through the easement premises, by foot, vehicle, or heavy equipment, sufficient to carry out such purposes.

The Board of Selectmen voted to award damages sustained by the owners of said properties in accordance with the provisions of G. L. c. 79, Section 6, as amended, in the amount of \$0.00 to the current owners of record of the property that is the subject of this taking, pursuant to certain Certificate of Donations executed by the record owners of said properties.

Any and all trees and structures located upon the easement taken are included in this taking.

Excepted from the rights herein taken by the Town are all easements of record for wires, pipes, conduits, poles, and other appurtenances for the conveyance of water, sewage, gas, oil, electricity, cable television transmission, and telephone communications lawfully in or upon said land.

Except as noted herein, this taking includes any and all interest in the lands described above, as may be currently held by the owners of the abutting lots.

Town of Groveland
By its Board of Selectmen

Daniel MacDonald

Kathleen Kastrinelis

Edward Watson

Jason Naves

Mark Parenteau

Commonwealth of Massachusetts

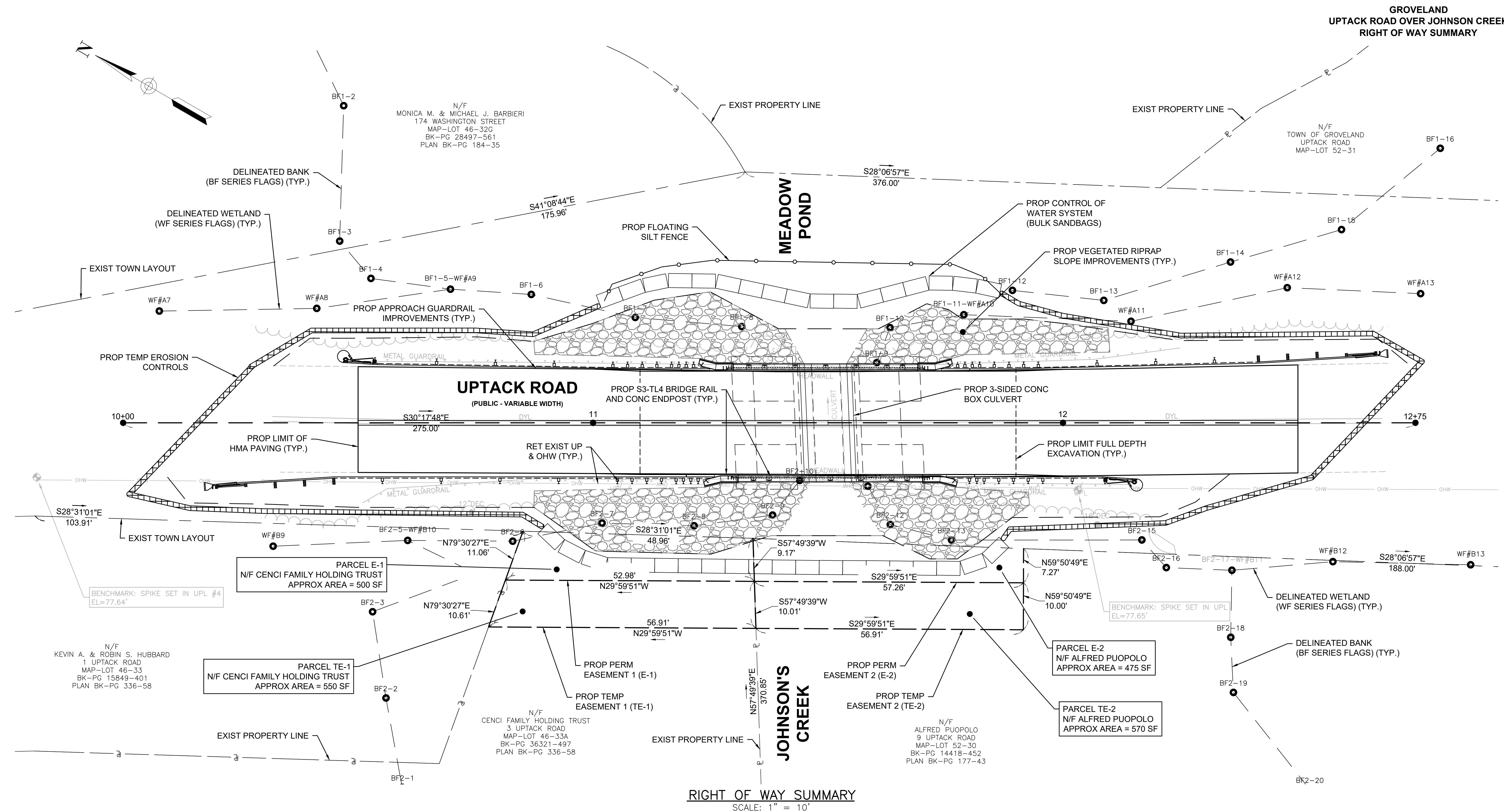
Essex, ss.

On this ____ day of _____, 2023, before me, the undersigned Notary Public, personally appeared the Town of Groveland Board of Selectmen, Daniel MacDonald, Kathleen Kastrinelis, Edward Watson, Jason Naves, and Mark Parenteau who proved to me on the basis of personal knowledge to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), for its stated purpose, and that by his/her/their signature(s) on the instrument, the person(s) or the entity upon which the person(s) acted, executed the instrument.

WITNESS my hand and official seal.

Notary Public

Print Name: _____
My commission expires: _____ [SEAL]

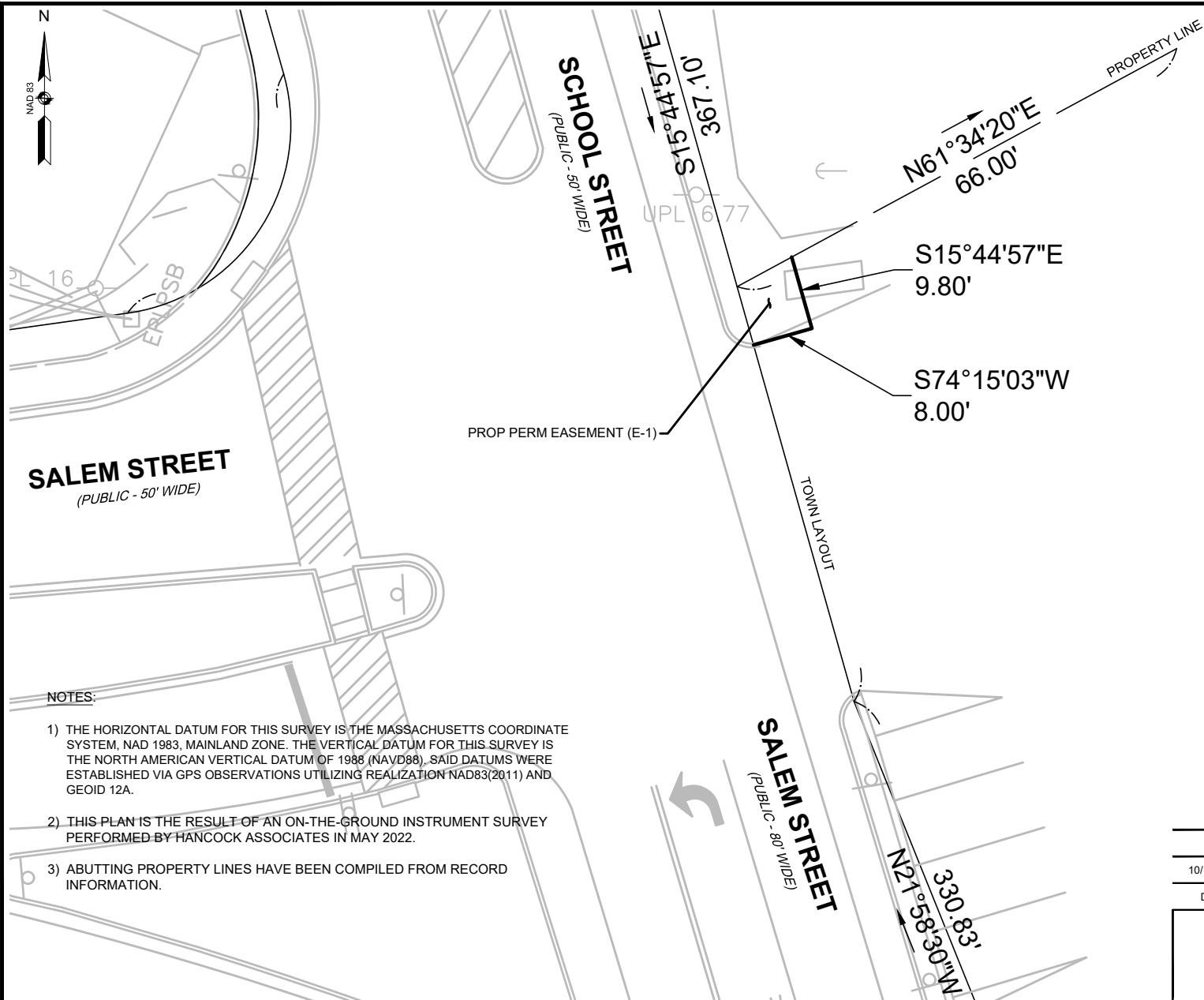


RIGHT OF WAY SUMMARY
SCALE: 1" = 10'

PARCEL NO.	TITLEHOLDER	EASEMENT		REMARKS
		TYPE	AREA (+/-) SF	
TE-1	N/F CENCI FAMILY HOLDING TRUST	TEMP	550	FOR CONSTRUCTION ACCESS TO INSTALL TEMPORARY WATER CONTROL SYSTEM
TE-2	N/F ALFRED PUOPOLO	TEMP	570	FOR CONSTRUCTION ACCESS TO INSTALL TEMPORARY WATER CONTROL SYSTEM
E-1	N/F CENCI FAMILY HOLDING TRUST	PERM	500	FOR VEGETATED RIPRAP EMBANKMENT, ACCESS FOR FUTURE MAINTENANCE OF BRIDGE AND EMBANKMENT SLOPES
E-2	N/F ALFRED PUOPOLO	PERM	475	FOR VEGETATED RIPRAP EMBANKMENT, ACCESS FOR FUTURE MAINTENANCE OF BRIDGE AND EMBANKMENT SLOPES



PROPOSED BRIDGE REPLACEMENT
GROVELAND
UPTACK ROAD
OVER JOHNSON CREEK
TOWN OF GROVELAND
183 MAIN STREET
GROVELAND, MA 01834



Property ID: 908 Salem Street
Owner N/F: 97 Plaza, LLC
Map 48, Lot 1
Book: 31426, Page 267

NOTES:

- 1) THE HORIZONTAL DATUM FOR THIS SURVEY IS THE MASSACHUSETTS COORDINATE SYSTEM, NAD 1983, MAINLAND ZONE. THE VERTICAL DATUM FOR THIS SURVEY IS THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88). SAID DATUMS WERE ESTABLISHED VIA GPS OBSERVATIONS UTILIZING REALIZATION NAD83(2011) AND GEOID 12A.
- 2) THIS PLAN IS THE RESULT OF AN ON-THE-GROUND INSTRUMENT SURVEY PERFORMED BY HANCOCK ASSOCIATES IN MAY 2022.
- 3) ABUTTING PROPERTY LINES HAVE BEEN COMPILED FROM RECORD INFORMATION.

PERMANENT EASEMENT SUMMARY

PARCEL NO.	TITLEHOLDER	EASEMENT		REMARKS
		TYPE	AREA (+/-) SF	
E-1	97 PLAZA, LLC	PERM	34	FOR TRAFFIC SIGNAL MAST ARM ASSEMBLY

DATE	DESCRIPTION	REV #
10/17/2022	PERMANENT EASEMENT PLAN	-



TEC, Inc.

282 Merrimack Street 2nd Floor Lawrence, MA 01843 978-794-1792	311 Main Street 2nd Floor Worcester, MA 01608 508-868-5104	169 Ocean Blvd, Unit 3 PO Box 249 Hampton, NH 03842 603-601-8154
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www.TheEngineeringCorp.com

DRAWN BY	SCALE	DATE
SWG	1" = 10'	10/17/2022

CERTIFICATE OF DONATION

Owner(s) of Record: CENCI FAMILY HOLDING TRUST

City/Town: GROVELAND

Fed Aid Number: _____

Project: UPTACK ROAD CULVERT REPLACEMENT

Parcel Number (ROW Plans) & Square Footage(s):

In Fee: _____ Permanent Easement(s): PARCEL E-1, 500SF

Temporary Easement(s): PARCEL TE-1, 550SF

Temporary Easement Term(s): (minimum of three years from recording
At the Registry of Deeds): 3 Years

This is to certify that the above referenced parcel(s) were donated
by the owner(s) as provided for in the provisions of Title III,
Uniform Relocation Assistance and Real Property Acquisition Policies
Act of 1970, as amended.

The conveyance of these parcels will be accomplished by deed or Order of Taking and recorded in the
Registry of Deeds.

**This donation is made of my/our free will. I/we waive my/our right(s) to an appraisal and
compensation. I/we have been advised of our rights for just compensation under the provisions of Title
III, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.**

Eugene P. Cenci

1/12/2023

Tammy J. Cenci

1/12/2023

Owner(s)/ Authorized Representative

Date

****All Owners of Records must sign****

Authorized City/Town Official - Title

Date

Note: If the subject parcel(s) is/are owned by a corporation, estate, trust, etc., then an appropriate document, authorizing this
donation must be attached to this document.

Note: An executed Affidavit from the municipality must be attached for this document to be valid for ROW Certification.

CERTIFICATE OF DONATION

Owner(s) of Record: ALFRED PUOPOLO

City/Town: GROVELAND

Fed Aid Number: _____

Project: UPTACK ROAD CULVERT REPLACEMENT

Parcel Number (ROW Plans) & Square Footage(s): _____

In Fee: _____ Permanent Easement(s): PARCEL E-2, 475SF

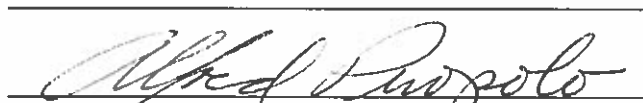
Temporary Easement(s): PARCEL TE-2, 570SF

Temporary Easement Term(s): (minimum of three years from recording
At the Registry of Deeds): 3 Years

This is to certify that the above referenced parcel(s) were donated by the owner(s) as provided for in the provisions of Title III, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The conveyance of these parcels will be accomplished by deed or Order of Taking and recorded in the Registry of Deeds.

This donation is made of my/our free will. I/we waive my/our right(s) to an appraisal and compensation. I/we have been advised of our rights for just compensation under the provisions of Title III, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.



Owner(s)/ Authorized Representative

****All Owners of Records must sign****

1-12-23

Date

Authorized City/Town Official - Title

Date

Note: If the subject parcel(s) is/are owned by a corporation, estate, trust, etc., then an appropriate document, authorizing this donation must be attached to this document.

Note: An executed Affidavit from the municipality must be attached for this document to be valid for ROW Certification.

CERTIFICATE OF DONATION

Owner(s) of Record: CPMC 97 PLAZA LLC

City/Town: GROVELAND

Project: SIGNALIZATION AT SALEM STREET AND SCHOOL STREET

Parcel Number (ROW Plans) & Square Footage(s):

In Fee: _____ Permanent Easement(s): PARCEL E-1, 34SF

Temporary Easement(s): _____

Temporary Easement Term(s): (minimum of three years from
recording At the Registry of Deeds): _____ Year

This is to certify that the above referenced parcel(s) were donated
by the owner(s) as provided for in the provisions of Title III,
Uniform Relocation Assistance and Real Property Acquisition Policies
Act of 1970, as amended.

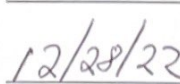
The conveyance of these parcels will be accomplished by deed or Order of Taking and recorded in the
Registry of Deeds.

**This donation is made of my/our free will. I/we waive my/our right(s) to an appraisal and
compensation. I/we have been advised of our rights for just compensation under the provisions of
Title III, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as
amended.**



Owner(s)/ Authorized Representative

****All Owners of Records must sign****



Date

Authorized City/Town Official - Title

Date

Note: If the subject parcel(s) is/are owned by a corporation, estate, trust, etc., then an appropriate document, authorizing this
donation must be attached to this document.

Note: An executed Affidavit from the municipality must be attached for this document to be valid for ROW Certification.

I would like to express my interest in the Highway Seasonal Groundskeeper position. I am interested in the trades and construction and saw this as an opportunity to see if that field is a good fit for me.

Please take a moment to review my enclosed resume and accompanying credentials. I would appreciate the opportunity to speak with you regarding my candidacy for the Highway Seasonal Groundskeeper role.

I'm looking forward to your response and thank you for your consideration.

Sincerely,

Kiefer Dalton

Kiefer Dalton

59 Hancock St.
Haverhill, MA 01832
kpdalton52@gmail.com
978-994-4333

SUMMARY OF SKILLS

- Able to work under pressure in a fast-paced environment
- Adaptable
- Comfortable working independently or as a member of a team

EDUCATION & CERTIFICATIONS

Northern Essex Community College – Haverhill, MA

Associate of Art Degree in Liberal Arts: Psychology

August 2019

Honors: Dean's List

Occupational Safety and Health Administration

General Industry Safety and Health Certified

October 2015

Commonwealth of Massachusetts

Firearms Identification Card

June 2015

Division of Fisheries & Wildlife Basic Hunter Education Course

April 2015

WORK EXPERIENCE

Haverhill Police- Haverhill, MA

Police Officer

September 2022- May

2023

- Respond to emergency call for service
- Communicate with other officers in the field
- Run data through an information base for police related information
- Assist civilians with civil matters
- Enforcement of Federal and State laws

Beverly hospital- Beverly, MA

Security Officer

February 2021- September 2022

- Answer business phone
- Speak with patients and visitor
- Assist nursing staff with unruly patients
- Enforce hospital policy

Vera Ristorante-Newburyport, MA

Bar Back

July 2020- February

2021

- Answer business line class
- Assist bartender with drink orders
- Assist with the preparations of products to be sold to customers

The Poynt – Newburyport, MA

Bar Back

August 2017-March 2020

- Stock and refresh inventory to ensure efficient operations and excellent customer service.
- Ensure a clean environment and assist the bar tenders with all requests.
- Assist with the preparation of products to be sold to customers.

LEADERSHIP EXPERIENCE

National Society of Leadership and Success

September 2018

Phi Theta Kappa Honor Society

September 2018

National Technical Honor Society

April 2016

Rebecca Oldham

From: redhead149 <redhead149@comcast.net>
Sent: Wednesday, June 28, 2023 11:09 AM
To: Dan MacDonald; Rebecca Oldham
Cc: Elizabeth Cunniff; Susan D'Angelo
Subject: Appointment to Groveland Cultural Council

I am requesting formal appointment to the Groveland Cultural Council to replace the retired Marguerite Foley.

If you have any questions or need any further information please contact me.

Respectfully,

Dorothy DiChiara
Redhead149@comcast.net
21 Ashcroft Terrace
Groveland MA 01834
508-662-2196

Sent from my Galaxy

Assistant Treasurer/Collector & Benefits Coordinator
Job Posting – June 2023

RECEIVED
JUN 09 2023

The Town of Groveland seeks qualified candidates for the position of Assistant Treasurer/Collector & Benefits Coordinator. Reporting to the Treasurer/Collector, the Assistant Treasurer/Collector's primary responsibilities include billing and collections, disbursement of funds, payroll, benefits, reconciliation of monthly bank statements, and general administrative functions.

Candidate must have the ability to be bonded. Basic knowledge of bookkeeping techniques. Familiarity with pertinent municipal, state and federal laws pertaining to the Treasurer/Collector's Office. Excellent verbal and written communication skills. The incumbent exercises independent judgment and performs the duties of Treasurer/Collector in the absence of the Treasurer/Collector.

College degree or equivalent degree and three to five (3-5) years experience in municipality, accounting, banking or office setting or any equivalent combination of education, training and experience. Familiarity with VADAR a plus.

Pay range is \$32.12/hour to \$34.63/hour, DOQ; benefit eligible. Send letter of interest and resume to: The Town Administrator, 183 Main Street, Groveland, MA 01834 or apply@grovelandma.com

Donna A. Arnold
28 Pinewood Lane
Groveland, MA 01834
(617) 448-0342
sarnoldfam@comcast.net

OBJECTIVE

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

**PROFESSIONAL
EXPERIENCE**

05/16-Present

City of Haverhill, Haverhill, MA

Treasury Account Clerk

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

7/09-05/16

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

Business Services Coordinator/Bookkeeper

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

6/95-7/03

Ernst & Young LLP, Boston, MA

Financial Management Associate

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

EDUCATION

Accounting Program Graduate

Burdett School, Boston, MA

**COMPUTER
SKILLS**

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

REFERENCES

Available upon request



Michele Beegan
Treasurer/Collector
mbeegan@grovelandma.com

Town of Groveland
Office of the
Treasurer/Collector

183 Main Street
Groveland, MA 01834

Tel: 978-556-7202

Fax: 978-469-5000

June 20, 2023

Rebecca,

The Treasurer/Collector's office is responsible for the overall financial functions of the Town. We oversee employee payroll, onboarding of new employees and handling of all benefits. We handle the vendor bills, create, print and collect on all real estate and personal property bills. We create and collect all monies for excise bills. We process all payments turned in from departments. We reconcile monthly with all 50 bank accounts including Water/Sewer and Light. We maintain all boat, mooring, permits and key cards for the boat ramp. Lastly, we oversee all short and long-term borrowing for the town and work to clean up and maintain the Tax Title accounts. It is imperative that this office be properly staffed and open to the public.

I am writing this letter to recommend Donna Arnold for the role of Assistant Treasurer/Collector and Benefits Coordinator position. This role will be 37.5 hours in FY24 and it provides much needed support to the office. Donna has extensive experience working in the Treasurer/Collector's office in Haverhill for the past 7 years. She has also completed multiple courses at the MCTA (Massachusetts Collector Treasurer Association) school. She is passionate about her work and I believe she would be an asset to this office.

Sincerely,

Michele Beegan
Treasurer/Collector

RECEIVED
JUN 09 2023

Water/Sewer Office Manager Job Posting – June 2023

The Town of Groveland is seeking a qualified full-time (37.5 hrs/week) Office Manager for the Water/Sewer Department. Responsibilities include customer service, billing, accounts receivable and payable, scheduling appointments for the crew, payroll, tracking and reconciling accounts, data entry and general office support as needed.

Applicants should have excellent office & interpersonal skills and enjoy working with the public. Experience with personal computers is required. High School Diploma and any combination of education and experience that demonstrates the knowledge and ability to perform the work and a minimum of five years related work experience.

Send letter of interest and resume to: apply@grovelandma.com

Danielle M. Albright

41 Taylor River Estates, Hampton, NH 03842

978-994-2182

dgugger@gmail.com

SUMMARY

Hardworking, professional with municipal government experience who excels at prioritizing, managing multiple tasks simultaneously, and following through to achieve project goals. Skilled at managing a high workload while handling in-person inquiries from residents and colleagues and maintaining excellent customer service. Flexible and highly organized with a strong drive to succeed.

KEY SKILLS

- Payroll & Benefits coordinator
- Leadership & staff development
- Bank reconciliation
- Billing & payment processing
- Budgeting & cost control
- Notary Public (MA, VA, WV)
- VADAR, City Hall Systems, Invoice Cloud, Southern Software, QuickBooks Online, Microsoft Office

RELEVANT WORK EXPERIENCE

01/2022-Current Assistant Treasurer/Collector Town of Groveland Groveland, MA

- Primary responsibilities include billing and collections, disbursement of funds, reconciliation of monthly bank statements, and general administrative functions.
- Additional responsibilities include payroll processing, benefits coordinator, employee on-boarding and additional human resource responsibilities as assigned.
- Assists the Treasurer/Collector in a variety of technical and administrative support functions.
- Provide exceptional customer service to taxpayers and residents
- Process daily collections due to the town, including taxes and departmental receipts. Handles additional collection tasks such as MLCs and refunds.
- Prepare and makes bank deposits, sort and distribute incoming mail;
- Assumes the powers and duties of the Treasurer/Collector in his/her absence and performs other appropriate duties as assigned.

11/2019 - Current Finance Assistant Town of Round Hill Round Hill, VA

- Works under the general direction of the Treasurer to assist with finance duties as necessary. Able to perform certain duties of the Treasurer in their absence.
- Performs reconciliation of bank statements each month and coordinates activities for quarterly audits
- Answers questions from customers resolving complaints and inquiries that require searching of records or knowledge of regulations and policies
- Enters payments received into finance software, coding appropriately. Totals cash, checks, money orders received and verifies amount for bank deposit. Files batches information both electronically and hard copies in the appropriate files

11/2019 – 05/2022 Town Planner Town of Round Hill Round Hill, VA

- Maintains a leadership role in planning, coordinating, and facilitating Town projects and programs as set forth in the Round Hill 2017-2037 Comprehensive Plan
- Assists in capital project planning and facility management decision-making of the local trails, parks and recreation system; provides staff support to the Round Hill Outdoors Committee
- Develops and implements new programs to increase town beautification, vitality, and community engagement; plans, organizes and conducts community meetings with residents.
- Assists public with general inquiries relating to planning and land use, providing information relative to departmental procedures and responds to inquiries requiring the attention of the Planning & Zoning Department
- Provides land-use and planning recommendations and reports to Boards, Committees, and other municipal departments relating to project submissions and local initiatives

- Performs both assigned and independent administrative and operational duties, such as operating reports, feasibility studies, research projects, grant writing, program development, and event organization

07/2018 – 11/2019 Business Coordinator CHEERS School Family Berryville, VA

- Served as Interim Executive Director from May-August 2019, working closely with the Board of Directors to maintain consistent operations within the organization
- Maintained payroll operations by tracking time, attendance, paid and unpaid leave, and updating payroll records by reporting changes in exemptions, insurance coverage, savings deductions and wage or vacation increases
- Ensured efficiency in billing operations, auditing billing practices, and resolving billing inquiries
- Billed 3rd party subsidy vendors (West Virginia Department of Health & Human Resources and Virginia Department of Social Services) for services provided to qualifying families
- Compiled and submitted end of month reports to Executive staff and reviewed P&L reports to manage center finances, identify anomalies, track spending and manage efficiency
- Maintain personnel and student files in accordance with State Licensing Standards and CHEERS policies
- Provide executive oversight of the USDA program, submit monthly claims, participate in annual audit and complete annual renew applications
- Ensure compliance with and participate in semi-annual inspections with State Licensing agencies in both WV & VA and assist with unannounced, on-site complaint visits as necessary
- Responsible for all fundraising activities within CHEERS, as assigned by the Board of Directors
- Coordinate maintenance activities and maintain vendor service agreements for all centers
- Seek out and apply for local, regional, private, and public grants, as available. Coordinate and support annual United Way funding activities.

12/2017 – 07/2018 Center Director CHEERS School Family Berryville, VA

- Managed staff of 25 employees. Responsible for hiring, managing and firing employees in a manner consistent with CHEERS policies and State and Federal laws and conducting performance reviews and evaluations
- Developed staffing patterns to maximize efficiency and minimize overtime while managing time off requests, call outs and scheduling substitutes
- Maintained center operations within budget as assigned by CHEERS Board of Directors
- Consistently demonstrated ability to maintain confidentiality as it relates to families, staff and center operations

10/2013 – 12/2017 Assistant Director CHEERS School Family Kearneysville, WV

- Oversaw reception area, including greeting families, directing visitors and vendors, and responding to telephone or in-person requests for information
- Maintained staff time in/out information and submitted timecard summaries for payroll to Center Director
- Responsible for all billing procedures including collecting payments, preparing, and submitting bank deposits, collecting outstanding payments, establishing payment plans and submitting overdue accounts for collections
- Responsible for compiling and submitting end-of-month reports to the Center Director and Executive level staff to manage company finances as well as track enrollment, attendance, and behavior
- Maintained center and child files in accordance with WV State Licensing standards and company policies
- Drafted meeting agendas, supply advance materials, manage meeting minutes, and provide follow up
- Utilized exceptional communication with staff, visitors, county professionals, parents, and families
- Performed basic office duties including photocopying, faxing, filing, stocking, cleaning and organizing. Highly proficient in MS Office, Procure Software, internet and database operations and other software applications
- Additional responsibilities included: CACFP Coordinator, Safety Coordinator, Marketing Committee Chair, Staff Engagement Committee Chair

EDUCATION:

2021	Shepherd University	Bachelor's Degree	Shepherdstown, WV
2018	Blue Ridge CTC	Associates Degree	Martinsburg, WV



Town of Groveland

Water and Sewer

23 School Street
Groveland, MA 01834
Phone: 978.556.7220

June 20, 2023

Dear Board of Selectmen,

I would like to offer my support in the appointment of Daniele Albright, for the position of Water and Sewer Office Manager.

Daniele has a working knowledge of VADAR, City Hall Systems, payroll, bills payable, as well as accounts reconciliation. Daniele also has previous working experience within the municipal Water industry, which will help her pickup what we do here in Groveland easier.

Given the wide range of tasks that the Office Manager is responsible for, Daniele's diverse municipal background will lend itself well to our Office.

Respectfully submitted,

Colin Stokes

Superintendent

Groveland Water and Sewer

**TOWN OF GROVELAND
BUDGETARY TRANSFERS
FOR THE YEAR ENDING 06/30/2023**

GENERAL FUND

TRANSFER FROM:

Council on Aging

COA Director Salary
1001-541-51100-051

(\$15,000)

TOTAL

(\$15,000)

TRANSFER TO:

Insurance

Group Health Insurance
1001-193-54000-054

\$6,000

Property & Casualty Insurance
1001-193-57400-057

\$9,000

TOTAL

\$15,000

By a Vote of the Finance Board at a meeting held on July 12, 2023 the transfers listed on this page were approved.

Chairman, Groveland Finance Board

By a Vote of the Board of Selectmen at a meeting held on July 5, 2023 the transfers listed on this page were approved.

Chairman, Groveland Board of Selectmen

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,

Rebecca Oldham

From: Jeffrey Gillen
Sent: Thursday, June 22, 2023 11:00 AM
To: Rebecca Oldham; Renny Carroll
Cc: Steve Baker; Robert Valentine
Subject: Sunset Circle

Good morning Rebecca and Renny,

I met Steve Baker this morning and viewed the site he has concerns with regarding parking. What I was told by Steve is that vehicles at times park on both sides of the street. This is only on the straight away from the Salem St. entrance to in front of #2 Sunset, not the cul-de-sac. The concern is that a fire truck will not be able to pass between the vehicles parked on both sides of the street and I agree this is a safety concern.

I realize we can enforce violations such as parking within 20' of an intersection or parking so as to interfere with traffic but these violations don't always apply and you need to know who parked on what side first. I would suggest the Board supports a "no parking" regulation on one side of the street from #2 Sunset Cir to Salem St.

Respectfully,

Jeffrey T. Gillen
Chief of Police
Notary Public
FBI NA Session #250

Groveland Police Department
181 Main Street
Groveland, MA 01834
Phone: (978) 521-1212 Fax: (978) 374-7676

Rebecca Oldham

From: Robert Valentine
Sent: Thursday, June 22, 2023 11:04 AM
To: Jeffrey Gillen
Cc: Rebecca Oldham; Renny Carroll; Steve Baker
Subject: Re: Sunset Circle

Chief,

I will support this decision also. If you need anything from me please let me know.

Chief Valentine

Sent from my iPhone

On Jun 22, 2023, at 10:59, Jeffrey Gillen <jgillen@grovelandpolice.com> wrote:

Good morning Rebecca and Renny,

I met Steve Baker this morning and viewed the site he has concerns with regarding parking. What I was told by Steve is that vehicles at times park on both sides of the street. This is only on the straight away from the Salem St. entrance to in front of #2 Sunset, not the cul-de-sac. The concern is that a fire truck will not be able to pass between the vehicles parked on both sides of the street and I agree this is a safety concern.

I realize we can enforce violations such as parking within 20' of an intersection or parking so as to interfere with traffic but these violations don't always apply and you need to know who parked on what side first. I would suggest the Board supports a "no parking" regulation on one side of the street from #2 Sunset Cir to Salem St.

Respectfully,

Jeffrey T. Gillen
Chief of Police
Notary Public
FBI NA Session #250

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181 Main Street
Groveland, MA 01834
Phone: (978) 521-1212 Fax: (978) 374-7676

Rebecca Oldham

From: steve rivers <steve_rivers@comcast.net>
Sent: Saturday, June 24, 2023 10:36 AM
To: Rebecca Oldham
Subject: Kudos - Sam Joslin

Hello Rebecca,

I wanted to let you know what a great experience I had with Sam Joslin. I recently built an Accessory Dwelling Unit (ADU) for my daughter, son-in-law and grandson and the permitting process went very smoothly thanks to Sam. Of particular note was how flexible Sam was in accommodating my down-to-wire need to get the Certificate of Occupancy (CO) issued. Sam was more flexible and helpful than I had a right to expect.

Sam adjusted his personal life to come out and perform the final inspection on Thursday evening 6/15 at 6:00 PM so my daughter could move in. He truly made a difference to my family's needs. Other than in Groveland where can you ask the building commissioner to come out after hours and help someone out? It may not seem like a big deal but Sam's inspection was the final necessary step in a very long, difficult and complicated project to bring my family back to Groveland.

Please let Sam know how much his flexibility and willingness to accommodate me meant.

Thank you,

Steve

Stephen Rivers

8 Clark Rd.

Groveland, MA 01834

Rebecca Oldham

From: Kayla Rochon (JGPR) <kayla@jgpr.net>
Sent: Friday, June 23, 2023 3:03 PM
To: Rebecca Oldham
Subject: Groveland Police Department Earns Accreditation Status from Massachusetts Police Accreditation Commission
Groveland Police Department Earns Accreditation Status from Massachusetts Police Accreditation Commission

Display problems? [Open this email in your web browser.](#)

Groveland Police Department

Jeffrey T. Gillen,
Chief of Police

181 Main St.
Groveland, MA 01834



FOR IMMEDIATE RELEASE

Friday, June 23, 2023

Media Contact: Kayla Rochon
Phone: 617-993-0003
Email: kayla@jgpr.net

Groveland Police Department Earns Accreditation Status from Massachusetts Police Accreditation Commission



From left, Massachusetts Police Accreditation Commission President Chief Russ Stevens, of the Hamilton Police Department, Groveland Police Chief Jeffrey Gillen, Officer Edwin Fournier, Lt. Heather Riley, Sgt. Steven Petrone, and MPAC Vice President, Chris Delmonte, Chief of the Bridgewater Police Department, stand with a plaque denoting the Groveland Police Department's accreditation. This is the first time Groveland Police have earned accreditation from the Massachusetts Police Accreditation Commission. (Photo Courtesy Groveland Police Department)

GROVELAND — Chief Jeffrey Gillen is proud to announce that the Groveland Police Department has earned accreditation from the Massachusetts Police Accreditation Commission (MPAC) for the first time.

The Groveland Police Department earned accreditation from MPAC on Wednesday, June 21, during a ceremony in Marlborough.

Groveland Police earned certification in 2022.

Officer Ed Fournier, the Department's Accreditation Manager, and the entire Groveland Police Department contributed to this accomplishment.

"I am proud of our officers for their professionalism, excellence, and dedication to the safety of our community," said Chief Gillen. "We have been working toward accreditation for several years, to ensure we perform at the highest level. Our goal as a Department is to go above and beyond for our community, and this recognition solidifies the commitment we have to our residents and for law enforcement."

Accreditation is a self-initiated, lengthy, and comprehensive evaluation process. Participating departments complete an internal self-review and an external assessment by MPAC experts. The process is a voluntary evaluation by which police departments strive to meet and maintain the top standards of law enforcement. It is considered the best measure for a police department to compare itself against the established best practices around the country and region.

The Massachusetts Police Accreditation Program consists of 257 mandatory standards as well as 125 optional standards. In order to achieve accreditation status, the department was required to meet all applicable mandatory standards as well as 60% of the optional standards.

These carefully selected standards reflect critical areas of police management, operations, and technical support activities. They cover areas such as Jurisdiction and Mutual Aid, Collection and Preservation of Evidence, Communications, Working Conditions, Crime Analysis, Community Involvement, Financial Management, Internal Affairs, Juvenile Operations, Patrol Administration, Public Information, Records, Training, Traffic, Drug Enforcement, and Victim/Witness Assistance.

To learn more about the MPAC, visit: <https://masspoliceaccred.net/>.

Accreditation must be renewed every three years. The Groveland Police Department will be up for reaccreditation in 2026.

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A message from the Groveland Police Department