



TOWN OF GROVELAND

2023 JUL 13 AM 11:30

TOWN CLERK
RECEIVED/POSTED

BOARD OF SELECTMEN

Meeting Agenda

Monday, July 17, 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: 948618 One 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.*

PRESENTATION

Presentation of certificates to the Langley Admas Library Youth Group to recognize their Art Installment titled 'Is It Art?' being displayed at Town Hall.

APPROVAL OF THE MINUTES

1. Board of Selectmen Meeting Minutes May 22, 2023
2. Board of Selectmen Meeting Minutes June 5, 2023
3. Board of Selectmen Meeting Minutes June 20, 2023

APPOINTMENTS OF THE BOARD

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 \$33.34/hour. (*Appointed at the July 5th meeting, Board is voting on updated rate of hourly pay.*)
5. Appointment of Sophie Petit, Benjamin Street, to the Recreation Committee effective July 17, 2023, through June 30, 2024.
6. Appoint poll workers for the period September 1, 2023, through August 31, 2024.

Julie Fabri Clerk	Janet Nolan Poll Worker
Laurie LeBlanc Warden	Maria Frederick Poll Worker
Jennifer Close Warden	Suzanne Credit Poll Worker
Frances Slattery Poll Worker	Irene Thomas Poll Worker
Evelyn Tuttle Poll Worker	Kathy Alesse Poll Worker
Marion Hodges Poll Worker	Ana Potter Poll Worker
Dorothy DiChiara Poll Worker	Judith Gosbee Poll Worker
Laurel Puchalski Poll Worker	Deborah Stephenson Poll Worker

Ann Marie Garofalo Poll Worker
Renee Llorente Poll Worker

Maureen Lee-Locke Poll Worker
Teresa Brugman Poll Worker

PUBLIC HEARING

7. Pursuant to: G. L. c. 40, § 22 provides the Groveland Board of Selectmen with the authority to promulgate parking regulations within the town. Therefore, the Board of Selectmen, on July 17, 2023 at 7PM will hold a public hearing to discuss parking restrictions on Sunset Circle. Sunset Circle is an accepted public right of way, accepted at Annual Town Meeting on April 29, 2023 and as laid out on Plan Book 470 Plan 70 recorded at the Southern Essex Registry of Deed on April 2, 2019. Such regulations will state that:

There shall be no parking on the westerly side of Sunset Circle from street entrance to the furthest point of the cul-de-sac as laid out on Plan Book 470 Plan 70 recorded at the Southern Essex Registry of Deed on April 2, 2019.

DISCUSSION & POSSIBLE VOTE

8. Approve streetlight placements at Center Street, near Washington Park
9. Rescind vote for salary reallocation in the Town Clerk Budget
10. Creation of the Public Grounds and Cemetery Division and Building and Facilities Division underneath the Highway Department, *Town Administrator, Highway Superintendent, Rock Dower Cemetery Commission Chair, & Steve McPherson*

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

The next regularly scheduled meeting of the Board of Selectmen will be Monday, July 31, 2023, at 6:30PM.

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



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
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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:	\$



BOARD OF SELECTMEN

Meeting Minutes

Tuesday, June 20, 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: **Acting** Chair Kathleen Kastrinelis, Selectmen Edward Watson, Mark Parenteau, Jason Naves

ABSENT: Selectman Daniel MacDonald
Rebecca Oldham, Town Administrator

CALL MEETING TO ORDER AT 6:30PM – Acting Chair Kastrinelis called the meeting to order 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.*

APPOINTMENTS OF THE BOARD:

1. Appoint Richard York, 7 Abbott Circle, to the Conservation Commission effective July 1, 2023. Richard York was present and addressed the Board and introduced himself.
A motion was moved by Selectman Naves and seconded by Selectman Watson to appoint Richard York, 7 Abbott Circle, to the Conservation Commission effective July 1, 2023.
Voted: 4-0. One absent.
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.
A motion was moved by Selectman Naves and seconded by Selectman Watson to 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. Voted: 4-0. One absent.

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. Selectman Naves and Watson both recommended keeping the schedule the same – Monday nights. Selectman Watson would like the Monday, July 3rd meeting to be changed to Wednesday, July 5th.
A motion was moved by Selectman Watson and seconded by Selectman Parenteau to move the next meeting to Wednesday, July 5th at 6:30 pm and to authorize the TA to sign the warrants. Voted: 4-0. One absent.

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.

Alyssa Lee was present and addressed the Board and thanked the Board for the appointment.

A motion was moved by Selectman Naves and seconded by Selectman Watson to endorse 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. Voted: 4-0. One absent.

5. Endorsement of the Council on Aging appointment of Janet DelMare, of O'Connor's Court, 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.

Janet DelMare was present and addressed the Board.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to endorse the Council on Aging appointment of Janet DelMare, of O'Connor's Court, 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. Voted: 4-0. One absent.

6. Accept the resignation of Charles Desrosiers as the Cemetery Superintendent effective July 6, 2023. Acting Chair Kastrinelis recused.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to accept the resignation of Charles Desrosiers as the Cemetery Superintendent effective July 6, 2023. Voted: 3-0. One absent.

7. Approve salary reallocation in the Town Clerk Budget, *Elizabeth Cunniff*

Town Clerk Cunniff was present and explained the reallocation. The request is to move \$2,473 from the total Town Clerk line to the Assistant Town Clerk line, reducing the town clerk salary by \$2,473 and increasing the Assistant Town Clerk salary by \$2,473. The total budget that was voted on at the Annual Town Meeting is not being changed. Town Clerk Cunniff stated that she ran this by Town Council. The Board members expressed concern about this unusual request and decided a letter from the Town Council was necessary.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to table this until we have a full board and a response from Town Council. Voted: 3-1.

Selectman Watson voted against. One absent.

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

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to table Sunset Circle Parking Restrictions at the request of Steve Baker because he could not attend the meeting tonight. Voted: 4-0. One absent.

9. Create Waste Management & Recycling Task Group, *Selectman Kastrinelis*

Acting Chair Kastrinelis suggested waiting for a full Board.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to table the creation of the Waste Management & Recycling Task Group. Voted: 4-0. One absent.

APPROVAL OF THE MINUTES:

- None.

APPROVE WARRANTS:

PW # 23-51 \$ 187,743.18

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve Warrant PW # 23-51 in the amount of \$187,743.18. Voted: 4-0. One absent.

BW# 23-51 \$317,345.11

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve Warrant BW #23-51 in the amount of \$317,345.11. Voted: 4-0. One absent.

TOWN ADMINISTRATOR'S TIME:

Acting Chair Kastrinelis noted that TA Oldham was away but submitted a letter in the packet for the Board to review.

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

Selectman Naves: Thanked the Water Department for quickly repairing the water main break on Main Street.

Selectman Kastrinelis: Spent time today with Marianne from Senator Tarr's Office discussing Chapter 70 money.

OLD OR UNFINISHED BUSINESS: None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

None.

CORRESPONDENCE:

Board of Selectmen Meeting Minutes May 22, 2023

Board of Selectmen Meeting Minutes June 5, 2023

Email from Jack Dodd regarding dog park access for out-of-town guests.

A motion was moved by Selectman Parenteau and seconded by Selectman Watson to table this discussion until the next meeting. Voted: 4-0.

ADJOURNMENT:

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to adjourn the meeting at 7:08 pm. Voted: 4-0. One absent.

Respectfully submitted,

Katherine T. Ingram

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:	\$ 171,010.08
W/S:	\$ 25,538.74
Payroll Withholding:	\$ 28,651.25
Health Insurance:	\$
Whittier Assessment:	\$
Capital:	

Light Bills:	\$ 59,935.23
Grants & Revolving:	\$ 32,209.11
Chapter 90:	\$
Pentucket Assessment:	\$
Essex Tech Assessment:	\$

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

*Groveland Board of Selectmen Meeting
Tuesday, June 20, 2023, at 6:30PM
Page 3 of 3*

Rebecca Oldham

From: Sophie PETIT <soph.urso@gmail.com>
Sent: Thursday, July 6, 2023 10:25 AM
To: Rebecca Oldham
Subject: Re: Open position on the recreation committee

Hi Rebecca

Here we are! We are now part of the Groveland community and we are already in love with the people around us. They are all very welcoming.

If you are still looking to appoint me, I'm excited to join the recreation committee. How can we proceed?

Wish you a wonderful day

Sophie Petit
38 Benjamin st
Groveland

On Wed, May 31, 2023 at 4:41 PM Sophie PETIT <soph.urso@gmail.com> wrote:

Hi Rebecca

Great.

I can't wait to meet you for the appointment. We will be resident from July 1st so I will contact you that week.

Have a good afternoon

Sophie

Sent from my iPhone

> On May 31, 2023, at 2:08 PM, Rebecca Oldham <ROldham@grovelandma.com> wrote:

>

> Hi Sophie,

>

> That would be great! We will need to appoint you once you are a resident. So please touch base when you are settled and provide me your address and we will have to appoint.

>

> I look forward to working with you!

>

> -Rebecca

>

> Rebecca Oldham | Town Administrator

> Town of Groveland, 183 Main Street Groveland, MA 01834

> (978) 556-7204 | ROldham@grovelandma.com

>

> The Secretary of the Commonwealth's Office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

>

> -----Original Message-----

> From: Sophie PETIT <soph.urso@gmail.com>
> Sent: Thursday, May 25, 2023 1:54 PM
> To: Rebecca Oldham <ROldham@Grovelandma.com>
> Subject: Open position on the recreation committee
>
> Dear Sir or Madam
>
> I will be resident of the beautiful town of Groveland after July 1st 2023. We just bought a house there.
> Currently I live in Lexington MA with my husband. Our two grown up kids are students in Montreal. We are dual citizens French/US.
> As we will settle in our new town I would love to be involved on the recreation committee if you still need to fill one of the 3 positions. I have no experience on town committee but I'm willing to learn and have plenty of time to use. Plus I really want to be part of a community we will call home for at least the next 15 years.
>
> Have a wonderful day
>
> Sophie Petit
>
> Sent from my iPhone



Town of Groveland Town Clerk's Office

July 10, 2023

To the Honorable Board of Selectmen
Daniel MacDonald, Chair
183 Main Street
Groveland, MA 01834

RE: Election Workers for 2023-2024

Dear Daniel MacDonald,

I respectfully request that the Board of Selectmen appoint the attached list of poll workers for the period September 1, 2023 through August 31, 2024.

Massachusetts General Law Chapter 54, Section 11, requires that this appointment process occur each year between July 15th and August 15th.

Thank you for your assistance and consideration.

Sincerely,

Elizabeth Cunniff
Town Clerk

enc: Election Worker List

2023-2024 Town of Groveland Poll Worker Appointment List

<u>Name</u>	<u>Title</u>
Julie Fabri	Clerk
Laurie LeBlanc	Warden
Jennifer Close	Warden
Frances Slattery	Poll Worker
Evelyn Tuttle	Poll Worker
Marion Hodges	Poll Worker
Dorothy DiChiara	Poll Worker
Laurel Puchalski	Poll Worker
Janet Nolan	Poll Worker
Maria Frederick	Poll Worker
Suzanne Credit	Poll Worker
Irene Thomas	Poll Worker
Kathy Alesse	Poll Worker
Ana Potter	Poll Worker
Judith Gosbee	Poll Worker
Deborah Stephenson	Poll Worker
Ann Marie Garofalo	Poll Worker
Renee Llorente	Poll Worker
Maureen Lee-Locke	Poll Worker
Teresa Brugman	Poll Worker

Rebecca Oldham

From: Kevin Snow <ksnow@grovelandlight.com>
Sent: Monday, June 26, 2023 5:38 PM
To: Rebecca Oldham
Subject: Re: Washington Park Lighting

To the Honorable Groveland Board of Selectmen and Town Planner Rebecca Oldham,

I'm writing in support of Mark Ringuette's request for additional lighting at the Washington Park parking lot located off Center Street. Mr. Ringuette had brought to my attention that there were some concerns about the lack of lighting at the parking area. I did visit the area after dark and feel the addition of (2) flood lighting fixtures would help to alleviate the issue. These would be mounted on existing poles on Center Street and point inwards towards the parking lot.

Thank you,

-Kevin

Kevin Snow
General Manager/Lineman 1st Class
Groveland Municipal Light Department

From: Rebecca Oldham <ROldham@Grovelandma.com>
Date: Monday, June 26, 2023 at 4:18 PM
To: Kevin Snow <ksnow@grovelandlight.com>
Subject: FW: Washington Park Lighting

Kevin: Do you want to write an email so I can include this with this request for the BOS?

-Rebecca

Rebecca Oldham | Town Administrator
Town of Groveland, 183 Main Street Groveland, MA 01834
(978) 556-7204 | ROldham@grovelandma.com

The Secretary of the Commonwealth's Office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

From: Mark Ringuette <mark.ringuette@gmail.com>
Sent: Friday, June 23, 2023 12:08 PM
To: Rebecca Oldham <ROldham@Grovelandma.com>
Subject: Washington Park Lighting

Rebecca,

Please see attached a letter for the Board, regarding the lack of lighting in the parking lots at Washington Park.

Thank you!
Mark

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

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

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

June 30, 2023

Dear Members of the Groveland Board of Selectmen,

I am writing to inform you that the residents of Sunset Circle support the establishment of a 'No Parking Here to Corner' restriction on our street, in the area from the corner of Salem Street to the corner of the entry to the circle itself, on the side of the road in front of 2 Sunset Circle. This restriction is crucial to ensure the accessibility of our street during emergencies.

Due to cars parked on both sides of the road, emergency vehicles face significant obstacles when responding to incidents on Sunset Circle. Immediate action is necessary to prevent potential risks to the safety and well-being of our residents.

We have consulted with and obtained the endorsement of the Police Chief and Fire Chief, who both recognize the importance of this restriction for the prompt access of emergency services.

We kindly request the Groveland Board of Selectmen to consider this matter seriously and take appropriate action.

Should you require additional information or if we can assist you further, please do not hesitate to contact me at 978-604-3397 or via email at steve@bakernet.io

Thank you for your attention to this matter.

Sincerely,

Name	Address	Date
Jim Bahr	5 Sunset Circle	6/30/23
Melissa Baker	5 Sunset Circle	6/30/23
Margaret Casoli	4 Sunset Circle	6/30/23
Maire & Casoli	4 Sunset Circle	6/30/23
Denise Bragadone	2 Sunset Circle	7/4/23
Sam Bahr	2 Sunset Circle	7/4/23





70/470

PLAN BOOK 470 PLAN 70

ESSEX REGISTER OF DEEDS 500 DIST.

RECEIVED April 2, 2019

FILED
3/29/19
DATE

FOR REGISTRY USE ONLY

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS.

3/29/19
DATE

1) SUNSET CIRCLE HAS BEEN LAID OUT AND THE MONUMENTS HAVE BEEN SET AS SHOWN HEREON.

2) SUNSET CIRCLE IS SHOWN ON THE DEFINITIVE SUBDIVISION PLAN SUNSET CIRCLE PREPARED BY GA CONSULTANTS, INC. DATED SEPTEMBER 30, 2014 REVISED MAY 14, 2015 AND FILED IN ESSEX SOUTH REGISTRY OF DEEDS IN PLAN BOOK 452 PLAN 22.

ASSESSOR'S REFERENCE

MAP 41, LOT 104

DEED REFERENCE

E.S.D.R.D. BOOK 32017, PAGE 386

PLAN REFERENCES

E.S.D.R.D. BOOK 91, PLAN 46
E.S.D.R.D. PLAN 291 OF 1964
E.S.D.R.D. BOOK 156, PLAN 35
E.S.D.R.D. BOOK 183, PLAN 35
E.S.D.R.D. BOOK 378, PLAN 6
E.S.D.R.D. BOOK 452 PLAN 22

LOCUS PLAN

SCALE: 1"=1000'

SHEET 1 OF 1

ROADWAY ACCEPTANCE PLAN

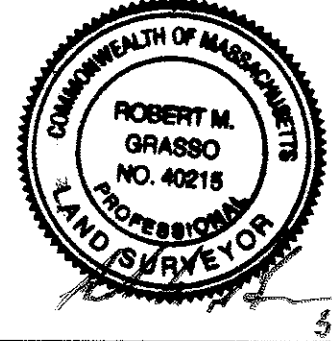
SUNSET CIRCLE
GROVELAND, MASSACHUSETTS

OWNER
TOWN OF GROVELAND

GA CONSULTANTS, INC. PROFESSIONAL ENGINEERS

10 STATE STREET, NEWBURYPORT, MA 01950 TEL. 978-502-5197

PROFESSIONAL LAND SURVEYOR



ROBERT M. GRASSO, PLS

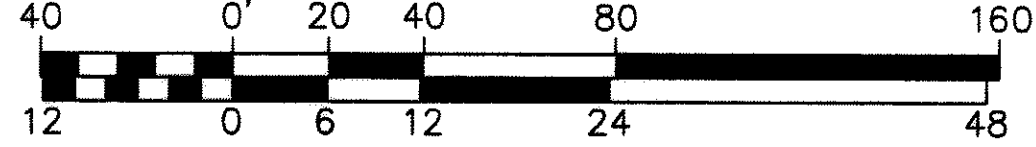
SCALE: 1"=40'

JAN. 30, 2019

GRAPHIC SCALE

1 inch = 40 ft.

(IN FEET)



(IN METERS)

MURRAY AVENUE
(PUBLIC ~ 50' WIDE)

SALEM STREET
(PUBLIC ~ 50' WIDE)

MURRAY COURT
(PUBLIC ~ 40' WIDE)

DARTMOUTH STREET
(PUBLIC ~ 40' WIDE)

TOWN OF GROVELAND, MA
BOARD OF SELECTMEN

SUNSET CIRCLE ROADWAY
R.O.W. AREA 28,120 S.F. +/-

MAP 48 LOT 17
N/F ROBERT E. MacMASTER
873 SALEM STREET
E.S.D.R.D. BK. 6325 PG. 236

MAP 48 LOT 16
N/F TOWN OF GROVELAND
E.S.D.R.D. BK. 7988 PG. 410

MAP 48 LOT 19A
N/F BRIAN GRIFFITHS
1 MURRAY AVENUE
E.S.D.R.D. BK. 12009 PG. 512

MAP 40 LOT 20
N/F 3 MURRAY AVE. REALTY TRUST
R.J. & J.K. SULLIVAN, TRUSTEES
3 MURRAY AVENUE
E.S.D.R.D. BK. 12009 PG. 512

MAP 40 LOT 19
N/F MARK W. & LORI J. BENTSEN
5 MURRAY AVENUE
E.S.D.R.D. BK. 8302 PG. 117

MAP 40 LOT 18
N/F JASON B. & JEANNIE M. MAXWELL
7 MURRAY AVENUE
E.S.D.R.D. BK. 26944 PG. 199

MAP 41 LOT 12
N/F DAVID C. & MICHELLE A. RHUDICK
1 MURRAY COURT
E.S.D.R.D. BK. 15079 PG. 506

MAP 41 LOT 13
N/F DONALD J. STAMPFLER
3 MURRAY COURT
E.S.D.R.D. BK. 9310 PG. 591

MAP 41 LOT 12
N/F KEVIN & DEBORAH CAULFIELD
2 MURRAY ROAD
E.S.D.R.D. BK. 31255 PG. 338

MAP 41 LOT 9
N/F JOHN R. & SUZANNE HASHEM
2 HARVARD ROAD
E.S.D.R.D. BK. 15993 PG. 471

MAP 41 LOT 10
N/F THOMAS J. MORIARTY, JR.
4 HARVARD ROAD
E.S.D.R.D. BK. 30374 PG. 84

MAP 41 LOT 7
N/F ANTHONY V. DEPAINFILIS
2 DARTMOUTH STREET
E.S.D.R.D. BK. 25997 PG. 374

MAP 41 LOT 6
N/F ARTHUR E. & PAULINE M. AVERY
1 DARTMOUTH STREET
E.S.D.R.D. BK. 6731 PG. 173

MAP 48 LOT 21
N/F MARY LOUISE GEORGE
874 SALEM STREET
E.S.D.R.D. BK. 16747 PG. 534



Mark Ringuette
Groveland Baseball
President
6/23/2023

Town Administrator Rebecca Oldham and the Honorable Groveland Board of Selectmen
Groveland Town Hall
Groveland MA 01834

Dear Town Administrator Rebecca Oldham and the Honorable Groveland Board of Selectmen,

I am writing to request the installation of lighting for the parking lot at Washington Park on Center Street. The parking area is heavily used by residents whose children participate in the Groveland Youth Baseball program, and we have found that the darkness poses some safety concerns for parents and children when leaving the park at the conclusion of games.

I have been in contact with Kevin Snow of the Groveland Municipal Light Department regarding my concerns. Mr. Snow has visited the park at night and agrees that the parking area is dark and would benefit from the installation of lighting fixtures pointing into the parking area from 2 existing poles on Center Street.

With your permission Mr. Snow will order and install 2 LED lighting fixtures and ask his linecrew to install them.

Thank you for your consideration.

Mark Ringuette
Groveland Baseball President

Rebecca Oldham

From: Jeffrey Gillen
Sent: Wednesday, July 12, 2023 5:11 PM
To: Rebecca Oldham
Subject: Re: Washington Park Lighting

Hi Rebecca,

I think this is a great idea. Cameras and lighting are the simplest and most effect deterrent to crime and best for safety.

Maybe a couple cameras would be considered at some point.

Sincerely,

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](#)

From: Rebecca Oldham <ROldham@Grovelandma.com>
Sent: Wednesday, July 12, 2023 4:18:12 PM
To: Jeffrey Gillen <jgillen@grovelandpolice.com>
Subject: FW: Washington Park Lighting

Chief: Does the Police have any concerns with this request?

-Rebecca

Rebecca Oldham | Town Administrator
Town of Groveland, 183 Main Street Groveland, MA 01834
(978) 556-7204 | ROldham@grovelandma.com

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From: Rebecca Oldham
Sent: Monday, June 26, 2023 4:18 PM
To: Kevin Snow (ksnow@grovelandlight.com) <ksnow@grovelandlight.com>
Subject: FW: Washington Park Lighting

Kevin: Do you want to write an email so I can include this with this request for the BOS?

-Rebecca

Rebecca Oldham | Town Administrator

Town of Groveland, 183 Main Street Groveland, MA 01834

(978) 556-7204 | ROldham@grovelandma.com

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From: Mark Ringuette <mark.ringuette@gmail.com>

Sent: Friday, June 23, 2023 12:08 PM

To: Rebecca Oldham <ROldham@Grovelandma.com>

Subject: Washington Park Lighting

Rebecca,

Please see attached a letter for the Board, regarding the lack of lighting in the parking lots at Washington Park.

Thank you!

Mark

Rebecca Oldham

From: Steve Baker <steve@bakernet.io>
Sent: Thursday, July 6, 2023 7:45 AM
To: DMacdonald@grovelandma.gov; Ed Watson; Kathleen Kastrinelis; Jason Naves; Mark Parenteau; Rebecca Oldham
Subject: Town Clerk Office - Salary adjustment

Good morning Groveland board of selectmen. Thank you for giving me time at your meeting last evening to discuss the concerns of the residents of Sunset Circle. I look forward to the public hearing in a few weeks so we can address that issue.

I'm reaching out on a different matter this morning. I believe that last evening the board voted to re-allocate salaries in the town clerk's office based upon incomplete information. The town clerk is correct that town meeting voted salary line items as lump sum line items. These line items were created based upon physical allocations of funds voted and approved by the board of selectmen and the finance board.

However, article 46 in the town warrant, specifically sets the salary and compensation of the town clerk and assistant town clerk for this fiscal year. Due to this article, salary and compensation of elected and appointed officials can not be changed without the vote of town meeting. This article was placed in the town warrant a few years ago to specifically prevent the situation that occurred last night.

I believe the Town Council answered the question they were asked correctly however did not factor in the superseding article. Unfortunately, this created a situation where the board voted for a change last night that is outside of the scope of their authority without the vote of town meeting.

I would ask that you revisit this with the town council and re-vote this as soon as possible as I believe moving forward with this change would be illegal and a violation of open meeting law as well as the laws regarding open town meeting authority.

ARTICLE 46: To see if the Town will vote to fix the salary and compensation of all elective and appointive officers of the Town for the twelve months ending June 30, 2024; or take any other action relative thereto. Fixing of salaries according to Articles #42, #43, #45 above.

Thanks,
Steve

Rebecca Oldham

From: Lisa Mead <lisa@mtclawyers.com>
Sent: Thursday, July 6, 2023 4:44 PM
To: Rebecca Oldham
Subject: FW: Follow up Question on Agenda -Town Clerk
Attachments: Personnel Procedures Manual.pdf; Bylaw.docx

Rebecca

I asked my colleague Jane to take a look at this. Here is her review, which I agree with.

Let me know if you have any further questions.

Lisa

Pursuant to the Town's General Bylaw, Chapter 2, Article V, Division II, the Select Board's authority includes the authority to adopt personnel policies and appoint a Personnel Advisory Board to assist in carrying out its responsibilities. See Sec. 2-93 and Sec. 2-96. According to the Town's Personnel Procedures Manual, "the Personnel Advisory Board ...recommends all Personnel Bylaw amendments, personnel salary/wage increases and/or increases in employees weekly hours to Town Meeting for approval..."

It appears the recommendation of the Personnel Advisory Board, Finance Committee and Town Meeting approval would be necessary to effectuate a salary increase for the Assistant Town Clerk. Since the salary for the Town Clerk is approved by Town Meeting, a modification in the salary would also require Town Meeting approval. Thanks.

Jane

Jane Medeiros Friedman
[she/her/hers]
Mead, Talerman & Costa, LLC
227 Union Street · New Bedford, Massachusetts · 02740
(774) 202-6812
(508) 717-5964 (cell)
Jane@mtclawyers.com · www.mtclawyers.com

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Part I

ADMINISTRATION OF THE GOVERNMENT

Title VII

CITIES, TOWNS AND DISTRICTS

Chapter 41

OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 108

COMPENSATION

Section 108. The salary and compensation of all elected officers of a town shall be fixed annually by vote of the town at an annual town meeting, but said salary or compensation may be revised by a two-thirds vote of any special town meeting called to conduct business later in the same fiscal year for which said salary or compensation was originally fixed; provided, however, that such salary revision occurs prior to the establishment of the tax rate of the town in said fiscal year. Except as provided in section four A and section one hundred and eight A, and except in any city in which salaries and wages are fixed by special law or by ordinance in accordance with the provisions of any general or special law, all boards or heads of departments of a town shall, as soon as may be after the passage of the annual budget, fix the salary or compensation of all officers or employees appointed or employed by them, subject to the provisions of section thirty-one of chapter forty-four. The provisions of this section shall be operative notwithstanding the provisions of sections thirteen and thirty-four of said chapter forty-four. A city may by ordinance prescribe that all fees, charges or commissions allowed by law to any officer thereof shall be paid into the city treasury and belong to the city, and in such case shall pay such officer such compensation as the city council may determine.



memo

To: Board of Selectmen
From: Rebecca Oldham, Town Administrator and Renny Carroll, Highway Superintendent
cc: Board of Selectmen
Date: July 14, 2023
Re: Creation of a Public Grounds and Cemetery Division and Building and Facilities Division within the Highway Department

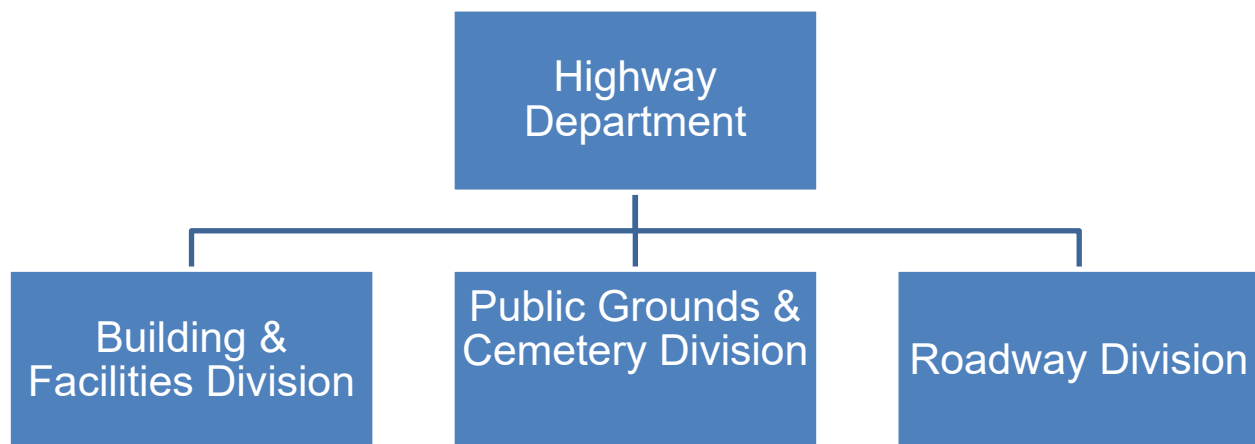
Currently there is a fragmented structure in the Town's approach to cemetery maintenance, public grounds maintenance and building and facilities maintenance. This often times leads to an inefficient use of resources and monies. It is also not an effective way to utilize the staffing capacity within these departments.

We currently have the elected Cemetery Commission who oversees the Cemetery operation and maintenance and the Cemetery Superintendent who is appointed by the Board of Selectmen. The Cemetery Superintendent operates the majority of the year independently but has seasonal part-time help (two employees) during the Summer and Fall. We have the Facilities Coordinator who reports directly to the Town Administrator, and is appointed by the Board of Selectmen. The focus is mainly on cleaning facilities and buildings. Staff in the Highway Department consists of the Superintendent, one foreman and three senior laborers and seasonal part-time help (two employees) in the Summer. They are responsible for a range of projects throughout the year. Each of these 'departments' operate independently of one another and have separate budgets. It is challenging at times to share resources and/or collaborate and determine who is going to pay and/or is accountable for the work to be done.

Shared services can help municipalities increase effectiveness and efficiency in their operation. As municipal responsibilities become increasingly complex and demanding, municipalities should explore shared services and other cooperative opportunities as a way to reduce or avoid costs, improve service delivery, or maintain services. Therefore, it is being proposed to create a Public Grounds and Cemetery Division and Building and Facilities Division within the Highway Department. A few reasons why this is beneficial are outlined below.

- **Budget Savings:** Consolidating services reduces redundancies in the budget. Eliminating duplication of efforts, resources, equipment, and services in the budget creates more room in the budget. A key element to ensuring the integrity and sustainability of the consolidation will be the planned future appropriation of funds that shields the funding for this core function from diversion to other purposes.
- **Improved Service Delivery:** Both Highway and Cemetery perform ground maintenance. They require the same machinery, and they need access to similar equipment. They also benefit from seasonal help. Centralizing those services enhances productivity.
- **Increased Capital:** Combining the capital assets creates more capacity. This increases the ability of the department to accomplish projects.
- **More Effective Organizational Structure:** By enhancing efficiency the department becomes more effective. This presents itself as improved service delivery to residents.

We propose the following structure.



The Highway Superintendent would oversee all of these divisions. This will ensure that the supervision and management is experienced in these areas and can delegate tasks and projects accordingly. The budget for each division will remain separate but will come under the umbrella of the Highway Department, as was done for the Economic Development Planning and Conservation Department.

Building and Facilities Division. This Division will focus on our public buildings as well as our facilities such as the Pines Recreation bathrooms, etc. This Division is responsible for the physical maintenance, capital development, and daily custodial services for all municipal facilities of the Town of Groveland. Our goal is to maintain the Town's facilities assets in the best condition attainable while providing the safest and most environmentally friendly conditions possible for the employees of Groveland, the residents and the visiting public.

The responsibilities of the Building and Facilities Division are widespread and diverse. Maintenance responsibilities involve every piece of infrastructure, seen and unseen, inside and outside a facility. Custodial responsibilities involve, not only cleaning and disinfecting but also providing support services for building occupants, including furniture moves, function setups, and building security. In addition, the Division is responsible for compliance with government regulations, contracting for and overseeing numerous contractors and capital projects.

Public Grounds and Cemetery Division. The Public Grounds and Cemetery Division, within the Highway Department is responsible for the daily operation of the public burial grounds and operation and maintenance of Public Grounds in the Town of Groveland. This includes interments, grounds maintenance and facility maintenance. The Supervisor of Public Grounds and Cemeteries is also responsible for requests for interment, lot sales, genealogical inquiries and marker installation.

Roadway Division. This Division is responsible for the maintenance, repair and upkeep of all Town roads and streets, street signs, sidewalks, and all surface and subsurface drainage systems to provide for safe vehicular and pedestrian traffic. Activities performed include:

- Cleaning streets, drains, catch basins, brooks, and culverts
- Street and sidewalk crack sealing, resurfacing, and repair
- Installation and repair of curbing
- Winter maintenance (snow removal, salting and sanding)
- Installation and replacement of worn or damaged street signs, guardrails, and traffic control signs

We had conversations with the Cemetery Commission and the former Cemetery Superintendent to discuss this change and the Commission was in agreement about the intent. However, they wanted to try a phased approach to ensure that it would be successful. The Cemetery Superintendent has since left. However, before leaving his role he was in the process of transitioning to the new role as Public Grounds and Cemetery Supervisor. We also had conversations with the Facilities Coordinator who is on board with this change. We believe it will enhance our capacity, be a better use of personnel and tax payer dollars and will improve overall efficiency.