



## BOARD OF SELECTMEN

### Meeting Agenda

Monday, July 31, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

TOWN OF GROVELAND  
2023 JUL 27 AM 11:29  
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.*

#### **DISCUSSION & POSSIBLE VOTE**

1. Approval of Field Use Permit requested by Stephen Crowder on behalf of the Pentucket Youth Soccer for August 20, 2023 through November 11, 2023. Practices Monday-Friday 4PM-8PM and games Saturday 8am-4pm (makeup games Sunday).
2. Approval of Special Event permit for the Congregational Church for the Thrift Shop Yard Sale on September 9, 2023 from 7AM to 2PM.
3. Approval of a One-Day Liquor License for Lianne Goodwin for a private event at Veasey Memorial Park on August 19, 2023 from 3PM to 9:30PM.
4. Approval of a One-Day Liquor License for Paige Sherman for a private event at Veasey Memorial Park on August 26, 2023 from 3PM to 9:30PM.
5. Letter from Attorney Steven David concerning Fadi Issa 929-931 Salem Street
6. Open Meeting Law Complaint, Steven Baker - Review Complaint and Draft Response from Counsel
7. Rescind both votes of the Board of Selectmen concerning the issue of Town Clerk Salary Waiver and reallocation of funds pending an opinion from Division of Loal Service and any other authorities and further review by the Board and Town Counsel as necessary and effectively table the issue, *Selectman MacDonald*
8. Creation of Trash and Recycling Committee, *Selectman Kastrinelis*
9. 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*
10. Vote to dissolve Town Government Committee
11. Vote to dissolve Elm Square Committee

## **APPROVAL OF THE MINUTES**

### **APPOINTMENTS OF THE BOARD**

12. Appointment of John Guilfoil, 1 Elm Park, Groveland, to the Economic Development Committee effective August 1, 2023, through June 30, 2024
13. Appointment of Brian Connell, 293 Main Street, Groveland, to the Economic Development Committee effective August 1, 2023, through June 30, 2024
14. Appointment of William Dunn, 150 Center Street, Groveland, to the Economic Development Committee effective August 1, 2023, through June 30, 2024
15. Appointment of Angus Jennings, 24 Wood Street Groveland, to the Economic Development Committee effective August 1, 2023 through June 30, 2024.
16. Appointment of Dan Stewart, 14 Mathew Drive, Groveland to the Recreation Committee effective August 1, 2023, through June 30, 2024.
17. Appointment of Michelle DiTomaso, 879 Salem Street, Groveland to the Recreation Committee effective August 1, 2023, through June 30, 2024.
18. Appointment of Amanda Beneker, of 118 Seven Star Road, Groveland to the Recreation Committee effective August 1, 2023 through June 30, 2024.
19. Appointment of Jason Naves, 150 Main Street, Groveland as an alternate member of the Planning Board and to the Finishing Committee effective August 1, 2023, through June 30, 2024.
20. Appointment of Lisa Chandler, 147 King Street, Groveland, to the Groveland Day Committee effective August 1, 2023, through June 30, 2024.
21. Appointment of Leah Bates, 14 Pandora Drive, Groveland to the Groveland Day Committee effective August 1, 2023, through June 30, 2024.
22. Appointment of Beth Greenhagen, 28 Seven Star Road, Groveland, to the Groveland Day Committee effective August 1, 2023, through June 30, 2024.
23. Appointment of Elizabeth Zimmerman, of 19 Pandora Drive, Groveland, to the Groveland Day Committee effective August 1, 2023, through June 30, 2024.
24. Appointment of Nicole Sargent, of 22 Pandora Drive, Groveland to the Groveland Day Committee effective August 1, 2023, through June 30, 2024.
25. Appointment of William O'Neil, 45 Elm Park, Groveland, to the Finance Board effective August 1, 2023 through June 30, 2026.
26. Appointment of Alexander Woods, 652 Salem Street, Groveland, to the Finance Board effective August 1, 2023 through June 30, 2026.
27. Appointment of Stephanie Bartelt, 18 Chestnut Street, Groveland, to the Conservation Commission effective August 1, 2023 through June 30, 2026.
28. Appointment of Dr. Dael Angelico-Hart, of 271 Main Street, Groveland, to the Historic Commission effective August 1, 2023 through June 30, 2026.
29. Appointment of Daniel MacDonald, 2 Wyka Lane Groveland to the Finishing Committee effective August 1, 2024 through June 30, 2024.
30. Appointment of Rebecca Oldham, 48 Pamela Lane, Amesbury, to the Finishing Committee effective August 1, 2024 through June 30, 2024.
31. Appointment of Edward Watson, 104 Washington Street, Groveland, to the Community Preservation Committee effective July 1, 2023 until June 30, 2025 for two year to serve the remainder of the three -year term.
32. Appointment of Kaylyn Sanborn, 16 Stonebridge, Groveland, as Reserve Dispatcher/Lockup Keeper for a probationary period though June 30, 2024.
33. Appointment of Aidan Hollingsworth, 23 Independence Drive, Methuen, as Reserve Dispatcher/Lockup Keeper for a probationary period though June 30, 2024.

**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, August 14, 2023, at 6:30PM.*

Submitted by: *Chairman Daniel MacDonald*

## Rebecca Oldham

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**From:** Booking system <no-reply@grovelandma.com>  
**Sent:** Tuesday, July 11, 2023 1:24 PM  
**To:** Rebecca Oldham  
**Subject:** You've received a new booking request!

You need to approve a new booking Shanahan Field - Minor for: August 20, 2023 08:00 - November 11, 2023 16:00

Person detail information:

**Start Time:**08:00  
**End Time:**16:00  
**Organization Name:**Pentucket Youth Soccer  
**Person in Charge:**Stephen Crowder  
**Address:**2 Dewhirst Street  
**Town:**Groveland  
**Zip Code:**01834  
**Email:**[skcrowder26@gmail.com](mailto:skcrowder26@gmail.com)  
**Phone:**9783351680  
**How many games?:**25+  
**How many players?:**  
**How many hours?:**4-8 per day  
**Details:**  
Practices Mon-Fri 4-8pm; games Sat 8am-4pm (makeup games Sunday)

Currently a new booking is waiting for approval. Please visit the moderation panel [https://grovelandma.com/wp-admin/admin.php?page=wpbc&view\\_mode=vm\\_listing&tab=actions&wh\\_booking\\_id=33](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=33).

Thank you, Town of Groveland, MA  
<https://grovelandma.com>



## Rebecca Oldham

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**From:** Booking system <no-reply@grovelandma.com>  
**Sent:** Monday, July 17, 2023 11:02 AM  
**To:** Rebecca Oldham  
**Subject:** You've received a new booking request!

You need to approve a new booking Perry Park for: September 9, 2023 07:00 - September 9, 2023 14:00

Person detail information:

**Start Time:**07:00  
**End Time:**14:00  
**Name of Applicant:**Groveland Congregational Church  
**Type of Permit:**1  
**Person in Charge:**GCC  
**Address:**4 King St  
**Town:**Groveland  
**Zip Code:**01834  
**Email:**[gccucc@gmail.com](mailto:gccucc@gmail.com)  
**Phone:**978-372-3463

**This event is::**2

**Open to the public?:**1

**Estimated attendance:**100

**Estimated No. of Vehicles:**varies

**Parking Plan:**

GCC parking lot **Type of Event:**

**11 Other Type of Event:**

Thrift Shop Yard Sale **All tents and pavilions to be used (size, etc):**

The Thrift Shop will have tables in front of the church and we rent tables to the public on the Perry Park common. Everyone will park behind the church. The road in front of the building will need to be closed. **Fee Schedule:**

**1 Police Chief Discussion:**

**Fire Chief Discussion:**

**Security Details:**

**Grills/Propane Tanks:**

**Sanitary Facilities:**

**Company Providing the Units:**

**Facilities used:**

**Private Trash Containers:**

**Entertainment License:**

**Raffle Permit:**

**Sales Concessions:**

**Insurance:**

**Tents:**

**Signage:**

Currently a new booking is waiting for approval. Please visit the moderation panel [https://grovelandma.com/wp-admin/admin.php?page=wpbc&view\\_mode=vm\\_listing&tab=actions&wh\\_booking\\_id=34](https://grovelandma.com/wp-admin/admin.php?page=wpbc&view_mode=vm_listing&tab=actions&wh_booking_id=34).



# TOWN OF GROVELAND

## BOARD OF SELECTMEN

180 Main Street  
Groveland, MA 01834  
Phone:  
(978) 556-7264

### One-Day Liquor License Application

#### Host Information

Host's Name: Lianne Goodwin & Mike Bunting

Type of Host (please circle one): Individual Non-Profit Corp. For-Profit Corp.

Host's Address: 8 Cummings St. Billerica, MA 01821

Tax ID No. (if Corporation): \_\_\_\_\_

#### Details of Event:

Serving 3-9:30

Date of Event: 8/19/23 Hours of Event: 3-10 PM

The hours during which sales of alcoholic beverages may be made under a one-day license shall be from 11:00am to 11:00pm, Monday through Saturday, and from 12 noon to 11:00pm on Sundays, Memorial Day, or Christmas Day (or the day following when Christmas Day is on a Sunday).

All beverage/glasses/bottles or other containers must be removed from tables and service bar area one-half hour after closing time or 11:00pm, whichever first occurs. Patrons must be off premises no later than fifteen minutes after closing. Licensed operators and employees must be off premises no later than one hour after closing.

Type of Event (i.e. banquet, concert, party, etc): Wedding

Address of Event: 201 Washington St. Groveland, MA 01834

Owner of Premises: Town of Groveland Phone No. of Premises: 978-521-9345

Expected No. of People: 150 Admission Charge (if any): NA

Alcohol will be (please circle one): Sold

Given Away

Type of License Applying For:

One-Day All Alcoholic\*

One-Day Beer & Wine

Charitable Wine Pouring

Charitable Wine Auction

\*Note: only non-profit organizations are eligible for One-Day All Alcoholic Licenses

If event is catered, name of caterer: \_\_\_\_\_

Note: All alcohol must be purchased by the licensee from a licensed wholesaler/importer, manufacturer, farmer brewer or special permit holder. A list of approved vendors is available from the Alcoholic Beverage Control Commission. You cannot purchase alcoholic beverages from a package store.



## TOWN OF GROVELAND BOARD OF SELECTMEN

No one under 21 years of age may be served alcoholic beverages.

Bartending Services: Events by Josie Dated: 6/16/23  
Address: 23 Goodale Road Boston, MA 02126  
Telephone: 617-372-1720 E-Mail Address: josie@eventstaffingbyjosie.com

### Certification / Host's Information

I hereby certify under the pains and penalties of perjury that the above is true and accurate information, and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages

Signature: Lianne Goodwin Dated: 7/26/23  
Name: Lianne Goodwin  
Home Address: 8 Cummings St. Billerica, MA 01521  
Telephone: 573-529-3547 E-Mail Address: liannegoodwin@hotmail.com  
Relationship to Host: self

### For Office Use Only

Date Application Received: \_\_\_\_\_

Public Hearing Date: \_\_\_\_\_

Prior Approval Required	Approval	Approval Date
Police Department		
Fire Department		
Board of Health Agent		
Building Department		

Additional Conditions for License: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Serving

3-9-30

August 19

## VENUE CONTRACT

### EVENT and CONTACT INFORMATION

Applicant Name(s): Lianne Goodwin & Michael Bunting

Email: liannegoodwin@hotmail.com Phone: 573-529-3547

Email: Misterbunting@gmail.com Phone: 339-223-4397

Address: 8 Cummings St. Billerica, MA 01821

Weekend dates: 8/18/23 - 8/20/23 Number of guests: 175

Date and start time of set up: \_\_\_\_\_ Date and start time of event: 8/19 @ 3:00

Rooms/area rented (if outside please specify if renting a tent):

Outside - renting a tent

### DEPOSIT AND CANCELLATION POLICY

At the time of booking a 50% down payment is required. Any event canceled will forfeit the down payment. Payment in full is due 30 days prior to the event. Any remitted damage deposit (different than the down payment) will be refunded in full if the Applicant cancels the event. If for any reason the Event must be canceled by any representative of the Park, the Conservation Commission, or the Town of Groveland, the Applicant agrees that s/he/they will not require compensation for the loss of the anticipated use of the Park, and will not seek any other damages from any of these parties.

### SECURITY DEPOSIT:

An ADDITIONAL damage deposit check, cash, or credit card payment of \$250.00 is required BEFORE the event. The damage deposit charge will be shredded or returned after the event has ended and upon inspection of the premises to ensure no further cleaning is required or damage has occurred.

### DECORATIONS:

The Applicant will not use any means to affix decorations such as NAILS, SCREWS, DUCT TAPE, or TACKS, which will puncture or remove paint from the walls, windows, or floors in the building. The use of glitter, confetti, rice or fireworks are not permitted inside or outside the facility. Helium balloons are not allowed inside the Great Hall, due to a sensitive fire alarm. If the fire department responds due to alarms set off due to balloons, the damage deposit will not be refunded.

### EVENT START AND END TIMES

Events may have access to the building beginning Fri at 9am with an exception during summer camp weeks (Jun 27th-Aug 12th), during which you will have access to the whole building no later than 5pm and access to the outside beginning at 9am. All events must end by 10pm to allow for cleanup and closure of the site by 11pm.

### OUTSIDE EVENTS

Outside events with parties over 100 people must rent a tent or have a back up plan for inclement weather. The Great Hall has a max of 100 people for events. Tents may be coordinated to be installed the Thursday or Friday before with permission. If the event is at night, lights must be rented for tents as the park does get dark. No refunds due to weather or natural occurrences.

### LIQUOR:

Veasey Park is public property, and the Town of Groveland has a bylaw prohibiting the appearance of personal intoxication or the consumption of alcohol without a permit in public places. There are no exceptions to the requirement that you MUST have a permit for the use of alcohol.

The permit to serve alcohol (1) must be approved the Groveland Board of Selectmen; (2) the Applicant must show a certificate of insurance for serving alcohol; and (3) the Applicant must hire and pay for a detail officer from the Groveland Police Department to be on the premises for the entire time that alcohol is consumed. Please see the last page of this application for more information.

The Applicant agrees that if guest(s) appear to be intoxicated and/or alcohol is being served without a permit at the Event or by anyone other than the bartender or in an area not designated for serving alcohol (ie parking lot), the **Event will be immediately terminated, and all guests will vacate the premises.** The Applicant is still obliged to pay the rental fee, and must meet the clean-up expectations and the security deposit may be forfeited. The Groveland Police Department, at their discretion, may further issue citations.

Please note that the alcohol service hours on this form must match the service hours entered on the Permit to Serve Alcohol. If the service hours on this form are different from the Permit, the service hours on the Permit take precedence.

☐ Alcohol will NOT be served.

☒ Alcohol WILL be served.

ENTER EXACT HOURS: 3:00-9:30 must match bartender's contract for town permit approval)

Applicant Signature [Signature] Date: 7/26/23

Applicant Signature Michael W. Bunting Date: 7/26/23

Total 2500-

Payment received 2500-

Payment type CC

Payment due Ø



# Invoice

08/19/23 Wedding



**BILL TO:**

Lianne Goodwin  
Event Location: Veasey Park Memorial, 501 Washington Street  
Groveland, MA  
Email: liannegoodwin@hotmail.com

**BILL FROM:**

Events by Josie  
23 Goodale Road  
Boston, Massachusetts, 02126  
United States  
Tel: 617-372-1720  
Email: josie@eventstaffingbyjosie.com

Invoice: #799

Issued: 06/16/2023

Due: 08/19/2023

*Serving 3pm-9:30pm*

**INVOICE TOTAL:**

**\$815.94**

ITEM	COST	QTY	PRICE
Bartender 2pm-10pm (8 hrs)	\$320.00	1.000	\$320.00
Bartender 4pm-8pm (4hrs.)	\$160.00	1.000	\$160.00
Waitstaff/Server 3:00pm-7pm (4 hrs.)	\$150.00	1.000	\$150.00
Insurance Certificate add vendor as additional insured on Certificate of Insurance	\$90.00	1.000	\$90.00

MA Sales Tax 6.250% (\$5.63)

Simple Bar Set-up  
(2) 6ft Table w/ Black Linen  
75 Qt Cooler (holds 72-96 cans)  
(2) Galvanized Buckets  
Garnish Bar  
Bar Mat  
Lighted Bar Sign

\$85.00

1.000

\$85.00  
MA Sales Tax 6.250% (\$5.31)

**Additional Fees:**

Cleaning / Delivery fee charged for Rentals

**\*\*Extras:**

120 qt Cooler  
Champagne Flutes  
Margarita Glasses  
Beer Glasses  
Whiskey Glasses  
Wine Glasses

\*We do not provide alcohol, mixers, garnishes or ice.

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### PAYMENT TERMS

In order to guarantee the date, a deposit of \$400.00 is due. The deposit for this event is non-refundable.

If the client cancels with in a week prior to the event, the full balance will be due. We will make every attempt to reschedule if we have the availability.

\*Final balance is due on the day of the event\*

\*Please note that tips are no included in your invoice.\*

### CLIENT NOTES

\*Tips are NOT included in your invoice. If no want a tip jar, kindly tip your bartender\*

We look forward to working with you. Thank you for supporting a Women-Owned Small Business.



Subtotal:	\$805.00
MA Sales Tax:	\$10.94
Total:	\$815.94
Paid to date:	\$0.00
Amount due (USD):	\$815.94





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	<b>CONTACT NAME:</b> FLIP Program Support <b>PHONE (A/C, No, Ext):</b> (844)-520-6992 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@flipprogram.com <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Certain Underwriters at Lloyds INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Yosmary Gonzalez, DBA Event Staffing by Josie 23 Goodale Road Mattapan MA 02126	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ ANIMAL BAILEE \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		06/15/2023	06/15/2024	\$1,000,000 Occurrence / \$2,000,000 Aggregate

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Owner of Premises (FLL 2021)

Date: August 19, 2023

Time: 3pm-9:30pm

**CERTIFICATE HOLDER**

Town of Groveland 201 Washington Street undefined Groveland, MA 01834	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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INS025 (2014/01)

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# TOWN OF GROVELAND

## BOARD OF SELECTMEN

183 Main Street  
Groveland, MA 01834  
PHONE:  
(978) 556-7204

### One-Day Liquor License Application Host Information

Host's Name: Paige Sherman  
Type of Host (please circle one): Individual Non-Profit Corp. For-Profit Corp.  
Host's Address: 10 Sentinel Ct. Apt. 306, Manchester NH 03103  
Tax ID No. (if Corporation): \_\_\_\_\_

Details of Event: (Alcohol served ~3:30-7:30)  
Date of Event: 8/26/23 Hours of Event: 2pm - 9pm

The hours during which sales of alcoholic beverages may be made under a one-day license shall be from 11:00am to 11:00pm, Monday through Saturday, and from 12 noon to 11:00pm on Sundays, Memorial Day, or Christmas Day (or the day following when Christmas Day is on a Sunday).

All beverage/glasses/bottles or other containers must be removed from tables and service bar area one-half hour after closing time or 11:00pm, whichever first occurs. Patrons must be off premises no later than fifteen minutes after closing. Licensed operators and employees must be off premises no later than one hour after closing.

Type of Event (i.e. banquet, concert, party, etc): Wedding  
Address of Event: 201 Washington St, Groveland MA 01834  
Owner of Premises: \_\_\_\_\_ Phone No. of Premises: \_\_\_\_\_  
Expected No. of People: ~115 Admission Charge (if any): N/A

Alcohol will be (please circle one): Sold Given Away  
Type of License Applying For: One-Day All Alcoholic\* One-Day Beer & Wine  
Charitable Wine Pouring Charitable Wine Auction

\*Note: only non-profit organizations are eligible for One-Day All Alcoholic Licenses

If event is catered, name of caterer: ~~Chill Kitchen~~ Chill Kitchen (Marlborough, MA)

Note: All alcohol must be purchased by the licensee from a licensed wholesaler/importer, manufacturer, farmer brewer or special permit holder. A list of approved vendors is available from the Alcoholic Beverage Control Commission. You cannot purchase alcoholic beverages from a package store.



## TOWN OF GROVELAND

### BOARD OF SELECTMEN

No one under 21 years of age may be served alcoholic beverages.

Bartending Services: Event Staffing By Josie Dated: 7/20/23  
Address: N/A  
Telephone: 617-372-1720 E-Mail Address: josie@event-staffing-by-josie.com

#### Certification / Host's Information

I hereby certify under the pains and penalties of perjury that the above is true and accurate information, and that I will be responsible for the proper observance of the laws governing the dispensing of such alcoholic beverages.

Signature: [Signature] Dated: 7/20/23  
Name: Paige Sherman  
Home Address: 10 Sentinel Ct. Apt 306, Manchester NH 03103  
Telephone: 978-923-9264 E-Mail Address: paigesherman182@gmail.com  
Relationship to Host: Self

#### For Office Use Only

Date Application Received: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_

Prior Approval Required	Approval	Approval Date
Police Department		
Fire Department		
Board of Health Agent		
Building Department		

Additional Conditions for License: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Alcohol Served  
3:30-7:30

## VENUE CONTRACT

### EVENT and CONTACT INFORMATION

Applicant Name(s): Paige Sherman & Nhuelle Le

Email: paige.sherman182@gmail.com Phone: 978-923-9264

Email: nhuelleee@gmail.com Phone: 860-876-5110

Address: 10 Sentinel Ct. apt 306, Manchester NH 03103

Weekend dates: August 25, 26, 27 Number of guests: ~120

Date and start time of set up: 8/25/23 9am Date and start time of event: 8/26/23 11am

Rooms/area rented (if outside please specify if renting a tent):

Whole venue

### DEPOSIT AND CANCELLATION POLICY

At the time of booking a 50% down payment is required. Any event canceled will forfeit the down payment. Payment in full is due 30 days prior to the event. Any remitted damage deposit (different than the down payment) will be refunded in full if the Applicant cancels the event. If for any reason the Event must be canceled by any representative of the Park, the Conservation Commission, or the Town of Groveland, the Applicant agrees that s/he/they will not require compensation for the loss of the anticipated use of the Park, and will not seek any other damages from any of these parties.

### SECURITY DEPOSIT:

An ADDITIONAL damage deposit check, cash, or credit card payment of \$250.00 is required BEFORE the event. The damage deposit charge will be shredded or returned after the event has ended and upon inspection of the premises to ensure no further cleaning is required or damage has occurred.

### DECORATIONS:

The Applicant will not use any means to affix decorations such as NAILS, SCREWS, DUCT TAPE, or TACKS, which will puncture or remove paint from the walls, windows, or floors in the building. The use of glitter, confetti, rice or fireworks are not permitted inside or outside the facility. Helium balloons are not allowed inside the Great Hall, due to a sensitive fire alarm. If the fire department responds due to alarms set off due to balloons, the damage deposit will not be refunded.

## GENERAL RULES AND REGULATIONS:

The Applicant hereby makes application for permission to privately reserve the areas of Veasey Memorial Park ("the Park") as noted on page 1 of this agreement, and only on the dates and during the times indicated. The Applicant will abide by all Bylaws of the Town of Groveland and all requirements of the Conservation Commission with respect to the use of the Park.

- No Candles. No animals. No firearms. Smoking is only allowed in designated areas.
- It is the Applicant's responsibility to inform all guests of the specific areas reserved for use. The Applicant understands that unless the entire facility has been reserved for an Event, there may other event(s) taking place in the facility concurrently.
- The Applicant is given a code to access the building during the Event. The code may not be used to access the building at any time other than for the Event or with permission to inspect the areas beforehand.

## CLEAN UP RULES:

After the event, the Applicant agrees to return all areas of the Park to the condition in which they were found at the time that the Applicant began use. It is the responsibility of the Applicant to review the area(s) reserved for any pre-existing damage prior to use, and to document any concerns. A labeled "cleaning closet" is located in the hallway containing brooms, a vacuum, and cleaning supplies. *Set up and take down of chairs and tables is done by the applicant* and not Veasey staff. Failure to do so may result in loss of damage deposit.

- Sweep or vacuum rugs or floors
- Clean off countertops/kitchen
- Put away chairs/tables, furniture, and other equipment
- Remove trash and recycling to the green dumpster outside next to the garage
- Turn off lights, fans, and A/C
- Secure doors and windows

## PARKING:

Veasey has limited parking spaces visitors needing accessible spots, please direct attendants to park in the lower parking lot if they are able to. Driveways must remain open for emergency vehicle access. No parking in the driveway, loading and unloading only. Failure to comply may result in towing.

## Wi-Fi:

Veasey guests are welcome to use our complimentary wireless network. When doing so you agree to obey all applicable business and privacy laws. Internet access/performance is not guaranteed.

Network name (SSID) : SEQUOIA or WF Veasey Password: A61716916F



## EVENT START AND END TIMES

Events may have access to the building beginning Fri at 9am with an exception during summer camp weeks (Jun 27th-Aug 12th), during which you will have access to the whole building no later than 5pm and access to the outside beginning at 9am. All events must end by 10pm to allow for cleanup and closure of the site by 11pm.

## OUTSIDE EVENTS

Outside events with parties over 100 people must rent a tent or have a back up plan for inclement weather. The Great Hall has a max of 100 people for events. Tents may be coordinated to be installed the Thursday or Friday before with permission. If the event is at night, lights must be rented for tents as the park does get dark. No refunds due to weather or natural occurrences.

## LIQUOR:

Veasey Park is public property, and the Town of Groveland has a bylaw prohibiting the appearance of personal intoxication or the consumption of alcohol without a permit in public places. There are no exceptions to the requirement that you MUST have a permit for the use of alcohol.

The permit to serve alcohol (1) must be approved the Groveland Board of Selectmen; (2) the Applicant must show a certificate of insurance for serving alcohol; and (3) the Applicant must hire and pay for a detail officer from the Groveland Police Department to be on the premises for the entire time that alcohol is consumed. Please see the last page of this application for more information.

The Applicant agrees that if guest(s) appear to be intoxicated and/or alcohol is being served without a permit at the Event or by anyone other than the bartender or in an area not designated for serving alcohol (ie parking lot), the **Event will be immediately terminated, and all guests will vacate the premises.** The Applicant is still obliged to pay the rental fee, and must meet the clean-up expectations and the security deposit may be forfeited. The Groveland Police Department, at their discretion, may further issue citations.

Please note that the alcohol service hours on this form must match the service hours entered on the Permit to Serve Alcohol. If the service hours on this form are different from the Permit, the service hours on the Permit take precedence.

☐ Alcohol will NOT be served.

☒ Alcohol WILL be served.

ENTER EXACT HOURS 3:30-7:30pm (must match bartender's contract for town permit approval)

Applicant Signature [Signature] Date: 2/12/23

Applicant Signature [Signature] Date: 2/12/23

Total 2500

Payment received 1250 / 1250

Payment type CC

Payment due 1250

Ø 7/26/23 VL

# Invoice

08/26/23 Wedding



**BILL TO:**

Paige & Nhuelle Sherman  
Event Location: Veasey Park, 201 Washington Street  
Groveland, MA  
Email: paigesherman182@gmail.com

**BILL FROM:**

Events by Josie  
23 Goodale Road  
Boston, Massachusetts, 02126  
United States  
Tel: 617-372-1720  
Email: josie@eventstaffingbyjosie.com

Invoice: #794

Issued: 02/22/2023

Due: 08/26/2023

**INVOICE TOTAL:**

**\$1,673.44**

ITEM	COST	QTY	PRICE
<b>Serving 3:30-7:30</b>			
Bartender 2:30pm-8:00pm (6.5hrs) (includes set up + clean up)	\$250.00	1.000	\$250.00
Simple Bar Set-up	\$85.00	1.000	\$85.00
(2) 6ft Table w/ Black Linen			MA Sales Tax 6.250% (\$5.31)
75 Qt Cooler (holds 72-96 cans)			
(2) Galvanized Buckets			
Garnish Bar			
Bar Mat			
Lighted Bar Sign			

**Additional Fees:**

Cleaning / Delivery fee charged for Rentals

**\*\*Extras:**

120 qt Cooler  
Champagne Flutes  
Margarita Glasses  
Beer Glasses  
Whiskey Glasses  
Wine Glasses

\*We do not provide alcohol, mixers, garnishes or ice.

Waitstaff/Server	\$340.00	3.000	\$1,020.00
11:30am - 8:00pm (8.5 hrs)			
Insurance Certificate	\$90.00	1.000	\$90.00
add vendor as additional insured on Certificate of Insurance			

Premium Buffet Set-Up  
12 Chaffers  
Serving Utensils w/ Resting Plates  
Food Signage  
Fuel Cans

\$210.00

1.000

\$210.00  
MA Sales Tax 6.250% (\$13.13)

**\*\*Extras:**

Acrylic Sneeze Guard  
Extra Chaffers Available  
6ft. Tables w/ Black Linen

**PAYMENT TERMS**

In order to guarantee the date, a deposit of \$836.72 is due. The deposit for this event is non-refundable.

If the client cancels with in a week prior to the event, the full balance will be due. We will make every attempt to reschedule if we have the availability.

\*Final balance is due on the day of the event\*

\*Please note that tips are no included in your invoice.\*

**CLIENT NOTES**

We look forward to working with you. Thank you for supporting a Women-Owned Small Business.



Subtotal: \$1,655.00

MA Sales Tax: \$18.44

Total: \$1,673.44

Paid to date: \$0.00

**Amount Due (USD): \$1,673.44**



Payment Stub

**BILL FROM:**

Events by Josie

23 Goodale Road

Boston, Massachusetts, 02126

United States

Tel: 617-372-1720

Email: [josie@eventstaffingbyjosie.com](mailto:josie@eventstaffingbyjosie.com)

Client:

Paige & Nhuelle Sherman

Invoice:

#794

Amount Due (USD):

\$1,673.44

Paid to date:

\$0.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Veracity Insurance Solutions, LLC. 260 South 2500 West, Suite 303 Pleasant Grove UT 84062	<b>CONTACT NAME:</b> FLIP Program Support <b>PHONE (A/C, No, Ext):</b> (844)-520-6992 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@fliprogram.com
<b>INSURED</b> Yoscar Gonzalez, DBA Event Staffing by Josie 23 Goodale Road Mattapan MA 02126	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Certain Underwriters at Lloyds <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PO/ AGG \$ ANIMAL BAILIEE \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICEMEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A <input type="checkbox"/>					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>LIQUOR LIABILITY</b> <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		06/15/2023	06/15/2024	\$1,000,000 Occurrence / \$2,000,000 Aggregate


**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

Certificate holder had been added as additional insured regarding the above mentioned policy per attached Additional Insured - Owner of Premises (FLL 2021)

Date: August 26, 2023

Time: 3:30pm-7:30pm

**CERTIFICATE HOLDER****CANCELLATION**

Town of Groveland 201 Washington Street undefined Groveland, MA 01834	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
---	---

ACORD 25 (2014/01)  
INS025 (201401)

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**LAW OFFICES OF STEPHEN T. DAVID. P.C.**

601 HIGH STREET, SUITE 101  
DEDHAM, MASSACHUSETTS 02026  
TELEPHONE: 781-461-1060  
FACSIMILE: 781-461-0286

Stephen T. David, Esq.  
[stephen@sdavidlaw.com](mailto:stephen@sdavidlaw.com)

Mena Curran, Paralegal  
[mena@sdavidlaw.com](mailto:mena@sdavidlaw.com)

Eugene J. Kucinski, Esq.  
[eugenekucinski@sdavidlaw.com](mailto:eugenekucinski@sdavidlaw.com)

July 24<sup>th</sup>, 2023

Town of Groveland  
Board of Selectmen  
183 Main Street  
Groveland, MA 01834

Via email to Rebecca Oldham  
[Roldham@grovelandma.com](mailto:Roldham@grovelandma.com)

**RE: Fadi Issa 929-931 Salem Street, Groveland, MA**

Dear Selectmen,

Please be advised that this office represents Fadi Issa regarding his property at 929-931 Salem Street, Groveland, MA. This property consists of a five bay auto service center and will also house a coffee shop drive through and a convenience store. Last year my client approached the DPW for a trench permit to allow him to tie into the National Grid main pipeline in Salem Street. He was informed that Salem Street was recently paved and that there was a moratorium on disturbing the pavement on Salem Street. Despite a search, I could not find any documentation confirming this moratorium. After lengthy discovery with the commissioner, Mr. Carroll finally agreed to allow the connection upon certain conditions.

At that point, my client placed the sum of twenty-two thousand one hundred sixty-eight (\$22,168.00) dollars with National Grid. Unfortunately, due to delays National Grid could not install the connection prior to the winter deadline of November 15, 2022. The deposit to National Grid was returned to my client.

This year on or about April 7, 2023, I began the process with National Grid to complete the connection to natural gas. My client redeposited twenty-two thousand one hundred sixty-eight (\$22,168.00) dollars with National Grid and requested that they complete the work as soon as possible.

After a period of time with no progress, I wrote to National Grid inquiring of the delay. They informed me that DPW had not approved their trench application. At that point I contacted Mr. Carroll who informed me that he was in a dispute with National Grid over some accounting of monies owed to the Town and National Grid had been unresponsive despite his repeated requests for information. As a result, Mr. Carroll had suspended any further trench permits to National Grid. I told Mr. Carroll that this dispute with National Grid did not involve my client and that it was patently unfair that he was being prevented from connecting to his primary energy source. Mr. Carroll said this was the only way to force National Grid to respond.

My client lives and owns a business in town and is simply seeking a permit typically issued in due course to connect his ongoing commercial property to the natural gas main in Salem Street.

I look forward to discussing this matter at your next meeting.

Thank you in advance for granting me this opportunity.

Very truly yours,



---

Stephen T. David, Esq.

Law Offices of Stephen T. David

601 High Street, Suite 101

Dedham, MA 02026

781-461-1060 (p)

781-461-0286 (f)

[stephen@sdavidlaw.com](mailto:stephen@sdavidlaw.com)

## Rebecca Oldham

---

**From:** OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>  
**Sent:** Thursday, July 27, 2023 10:08 AM  
**To:** Ryan Clemens; Lisa Mead; OpenMeeting (AGO)  
**Cc:** Rebecca Oldham; steve@bakernet.io  
**Subject:** RE: Groveland OML Complaint Response Extension Request

Dear Attorney Mead,

We received your request on July 25, 2023, on behalf of the Groveland Board of Selectmen ("Board") for an extension of time to respond to an Open Meeting Law complaint that Steven Baker filed with the Board on or around July 6, 2023. With the hope that the parties involved can use the additional time to reach a mutually agreeable resolution of the complaint, our office hereby **grants** the request for an extension pursuant to 940 CMR 29.05(5)(b). The Board shall send its response to Steven Baker and to this office (by email to [OpenMeeting@mass.gov](mailto:OpenMeeting@mass.gov)) no later than August 1, 2023.

We acknowledge Steven Baker's email received today asserting that the Board's response is now late. Please know that this authorization of an extension of time to respond is retroactive to the date the extension request was received, and therefore the response will be timely if received by August 1.

Sincerely,

Carrie Benedon (she/her/hers)  
Assistant Attorney General  
Director, Division of Open Government  
Massachusetts Office of the Attorney General  
(617) 963-2540

---

**From:** Ryan Clemens <ryan@mtclawyers.com>  
**Sent:** Tuesday, July 25, 2023 11:48 AM  
**To:** OpenMeeting (AGO) <OpenMeeting@MassMail.State.MA.US>  
**Cc:** Rebecca Oldham <ROldham@Grovelandma.com>; steve@bakernet.io; Lisa Mead <lisa@mtclawyers.com>  
**Subject:** Groveland OML Complaint Response Extension Request

**CAUTION:** This email originated from a sender outside of the Commonwealth of Massachusetts mail system. Do not click on links or open attachments unless you recognize the sender and know the content is safe.

Dear Division of Open Government,

As Counsel for the Town of Groveland, we have been tasked with reviewing the Open Meeting Law Complaint from Steven Baker, received by the Town on July 6, 2023, alleging that the Board of Selectmen violated the Open Meeting Law.

Due to the timing of the Board's meetings and internal distribution of the complaint, we hereby submit the attached request to extend our time in which to respond to the Complaint pursuant to 940 CMR 29.05 (5)(a)-(b). Please let us know of any further information we may provide.

Sincerely,





Mead, Talerman & Costa, LLC  
Attorneys at Law

30 Green Street  
Newburyport, MA 01950  
Phone 978.463.7700  
Fax 978.463.7747

[www.mtclawyers.com](http://www.mtclawyers.com)

July 25, 2023

**DELIVERED BY ELECTRONIC MAIL**

Director Carrie Benedon  
Division of Open Government  
Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

**RE: Open Meeting Law Complaint**  
**Municipality: Town of Groveland – Board of Selectmen**  
**Complainant: Steven Baker**  
**Alleged Violation Date: 7/5/23**  
**Date of Complaint and Date Received: 7/6/23**

Dear Director Benedon:

I am Town Counsel to the Town of Groveland. The Town has received an Open Meeting Law Complaint from Steven Baker as noted above. Exhibit A. A response is due 14 business days from the receipt of the Complaint, which is July 26, 2023. Although dated and received by the Town Clerk on July 6, 2023, the Town Administrator did not receive the Complaint until July 18 and so could not coordinate a response.

The Board's next scheduled meeting is on July 31, 2023, and is unable to convene a quorum before then. Consequently, pursuant to 940 CMR 29.05 (5)(a)-(b), I hereby request an extension until **August 1, 2023**, which would allow me to meet with the Board on July 31, 2023, and gain their approval of the response.

Sincerely,

Lisa Mead  
Town Counsel

Encls. Open Meeting Law Complaint

cc: Rebecca Oldham, Groveland Town Administrator  
Town of Groveland Board of Selectmen  
Steven Baker

---

*Millis Office*

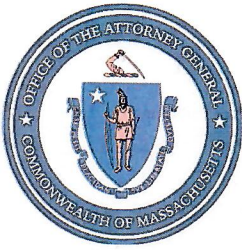
730 Main Street, Suite 1F  
Millis, MA 02054  
Phone/Fax 508.376.8400

---

*New Bedford Office*

227 Union Street, Suite 606  
New Bedford, MA 02740

# EXHIBIT A



The Commonwealth of Massachusetts  
Office of the Attorney General  
One Ashburton Place  
Boston, Massachusetts 02108

## OPEN MEETING LAW COMPLAINT FORM

### Instructions for completing the Open Meeting Law Complaint Form

The Attorney General's Division of Open Government interprets and enforces the Open Meeting Law, Chapter 30A of the Massachusetts General Laws, Sections 18-25. Below is the procedure for filing and responding to an Open Meeting Law complaint.

#### Instructions for filing a complaint:

- o Fill out the attached two-page form completely and sign it. File the complaint with the public body within 30 days of the alleged violation. If the violation was not reasonably discoverable at the time it occurred, you must file the complaint within 30 days of the date the violation was reasonably discoverable. A violation that occurs during an open session of a meeting is reasonably discoverable on the date of the meeting.
- o To file the complaint:
  - o For a local or municipal public body, you must submit a copy of the complaint to the chair of the public body **AND** to the municipal clerk.
  - o For all other public bodies, you must submit a copy of the complaint to the chair of the public body.
  - o Complaints may be filed by mail, email, or by hand. Please retain a copy for your records.
- o If the public body does not respond within 14 business days and does not request an extension to respond, contact the Division for further assistance.

#### Instructions for a public body that receives a complaint:

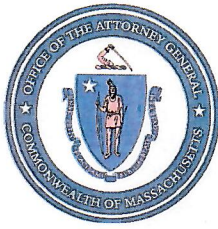
- o The chair must disseminate the complaint to the members of the public body.
- o The public body must meet to review the complaint within 14 business days (usually 20-22 calendar days).
- o After review, but within 14 business days, the public body must respond to the complaint in writing and must send the complainant a response and a description of any action the public body has taken to address it. At the same time, the body must send the Attorney General a copy of the response. The public body may delegate this responsibility to its counsel or a staff member, but only after it has met to review the complaint.
- o If a public body requires more time to review the complaint and respond, it may request an extension of time for good cause by contacting the Division of Open Government.

#### Once the public body has responded to the complaint:

- o If you are not satisfied with that the public body's response to your complaint, you may file a copy of the complaint with the Division by mail, e-mail, or by hand, but only once you have waited for 30 days after filing the complaint with the public body.
- o When you file your complaint with the Division, please include the complaint form and all documentation relevant to the alleged violation. You may wish to attach a cover letter explaining why the public body's response does not adequately address your complaint.
- o The Division will not review complaints filed with us more than 90 days after the violation, unless we granted an extension to the public body or you can demonstrate good cause for the delay.

If you have questions concerning the Open Meeting Law complaint process, we encourage you to contact the Division of Open Government by phone at (617) 963-2540 or by e-mail at [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).





## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: Steven Last Name: Baker

Address: 5 Sunset Circle

City: Groveland State: MA Zip Code: 01834

Phone Number: 9786043397 Ext.

Email: steve@bakernet.io

Organization or Media Affiliation (if any):

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☒ Individual ☐ Organization ☐ Media

### Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Groveland Board of Selectmen

Specific person(s), if any, you allege committed the violation:

Date of alleged violation: 7/5/2023

## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

At their regularly scheduled meeting on Wednesday July 5, 2023, at the request of the Groveland Town Clerk, the Groveland Board of Selectmen voted 3-2 in favor of lowering the salary of the Groveland Town Clerk and raising the salary of the Assistant Groveland Town Clerk by the same amount. The reason given that this was allowed was that at town meeting on April 24, 2023, town meeting had voted on salary line items by department and not by position. Since this reallocation did not change the total budget of salaries physically allocated to the Town Clerk's office, this was deemed a permissible change that did not require town meeting approval.

During town meeting on April 24, 2023 the town voted on and approved warrant item number 46 which was as follows: 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.

Further, MGL 41 Section 108 states: 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.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

The Board of Selectmen needs to immediately rescind the salary reallocation within the Town Clerk's office as they did not have town meeting approval or legal authority to authorize it. Further, I believe in the future, the Board should not allow the salaries of elected and appointed officials to be voted on in summary by department during annual town meeting in the interest of full transparency.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

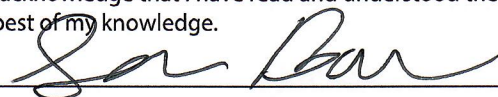
The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: \_\_\_\_\_



Date: \_\_\_\_\_

7/6/23

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

## Rebecca Oldham

---

**From:** Steve Baker <steve@bakernet.io>  
**Sent:** Tuesday, July 25, 2023 12:10 PM  
**To:** Ryan Clemens  
**Cc:** OpenMeeting (AGO); Rebecca Oldham; Lisa Mead  
**Subject:** Re: Groveland OML Complaint Response Extension Request

To the open meeting law team,

I do not believe an extension should be granted here. This complaint was sent on July 6th well before the board of selectmen's 7/17 meeting. It was acknowledged by the Town Clerk the same day (7/6 documentation available.) When I did not receive a response from the chair of the board of selectmen, I also sent an email to the board's admin email address on 7/13 reminding them of the complaint.

At their 7/17 meeting the board re-addressed the issue that I filed the complaint regarding but did not address the complaint. As of that date I was also informed informally that no members of the board had actually received a copy of the complaint.

On 7/19 I received an email from the town administrator asking me if I would be withdrawing my complaint since the board had addressed the issue that was the focus of my complaint during their 7/17 meeting.

I believe the board, specifically the chair, has intentionally failed to respond to this complaint in a timely manner in the hopes that it would go away.

Thanks,  
Steve

On Tue, Jul 25, 2023 at 11:48 AM Ryan Clemens <[ryan@mtclawyers.com](mailto:ryan@mtclawyers.com)> wrote:

Dear Division of Open Government,

As Counsel for the Town of Groveland, we have been tasked with reviewing the Open Meeting Law Complaint from Steven Baker, received by the Town on July 6, 2023, alleging that the Board of Selectmen violated the Open Meeting Law.

Due to the timing of the Board's meetings and internal distribution of the complaint, we hereby submit the attached request to extend our time in which to respond to the Complaint pursuant to 940 CMR 29.05 (5)(a)-(b). Please let us know of any further information we may provide.

August 1, 2023

**DELIVERED BY ELECTRONIC MAIL**

Steven Baker  
5 Sunset Circle  
Groveland, MA 01834  
steve@bakernet.io

**RE: Open Meeting Law Complaint**  
**Municipality: Town of Groveland – Board of Selectmen**  
**Complainant: Steven Baker**  
**Alleged Violation Date: 7/5/23**  
**Date of Complaint and Date Received: 7/6/23**

Dear Mr. Baker:

As Town Counsel to the Town of Groveland, I am in receipt of your Open Meeting Law complaint dated July 6, 2023, attached as Exhibit A, in which you allege that during the Board of Selectmen's ("the Board") meeting on July 5, 2023, members of the Board violated the Open Meeting Law ("the OML"). The Board met on July 31, 2023, and delegated its response to my office. I have reviewed the materials related to the meeting in question and discussed the complaint with the Board and did not find any evidence of an OML violation.

Your complaint alleges one possible violation of the OML, that the Board allegedly violated the OML by authorizing a salary reallocation within the Town Clerk's office. While your complaint purports to be a complaint under the OML, you do not cite which provision(s) of said law, the attendant regulations, or the Division of Open Government's determinations that the Board violated. Indeed, you do not cite the OML at all. Your complaint only cites to Town Meeting votes and G.L. c. 41, § 108, neither of which are the OML. No section of the OML governs financial decisions by the Board or Town Meeting. Frankly, the OML does not govern the application of local bylaws related to personnel or finance. Rather, the OML exclusively governs the procedure of and public access to meetings of public bodies. G.L. c. 30A, §§ 18-25.

Based on the lack of evidence of any violation, the Board did not violate the Open Meeting Law at their July 5 meeting. Please contact me with any questions regarding this response.

Sincerely,

Ryan Clemens  
Town Counsel

cc: Rebecca Oldham, Town Administrator  
Town of Groveland Select Board  
Division of Open Government



## Rebecca Oldham

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**From:** Kathleen Kastrinelis  
**Sent:** Wednesday, July 26, 2023 2:36 PM  
**To:** Rebecca Oldham  
**Cc:** Dan MacDonald  
**Subject:** Further Analysis of Groveland's Contract with Waste Management  
**Attachments:** Waste Management-Groveland-History.xlsx

Dear Rebecca & Dan,

Using the data that Rebecca recently obtained from Waste Management, I was able to add to my excel worksheet to further analyze Groveland's progress under the current contract with Waste Management.

It is noteworthy that the reduction from 4 to 2 barrels appears to show the desired result of reducing tonnage by about 30 tons per month over the 16 months that the reduction has been in place. However, there is a notable increase in the last two months (May & June) which brings me to my second point which is that based on casual observations, I have noted instances in which households put out barrels and then piled trash on and around the barrels without using the overflow bags. If the new contract is to stay within or below the estimated cost parameters, the restriction to 2 32 gallon barrels or 1 64 gallon barrel must be enforced. In my opinion, if the restriction is not enforced all residents will end of paying the higher cost in the form of an override on the tax rate or the loss of curbside pickup due to the inability of the the town to fund this budget within the restriction of Proposition 2 1/2.

I also requested and received the current contract that West Newbury has with Mello. West Newbury provided residents with 1 64 gallon barrel for trash and 1 64 gallon barrel for recycling. Residents who have excess trash are allowed to use a "drop off" site for the excess trash. I tried to estimate what Groveland might pay on this contract. In order to calculate the simulation, I multiplied West Newbury's curbside pickup cost by 1.5 since Groveland has more households and assumed a 5% annual cost in the tipping fee. As you can see, the costs are fairly similar under the Mello simulation versus Waste Management until the last two years of the Waste Management contract. This is due to the fact that during the negotiations, the BOS requested Waste Management to lower the curbside pickup in the first 2 years so that it could fit within the budget and so there is a higher escalation in the last two years for curbside pick up. This may be a topic that we can approach Waste Management to discuss if we are considering looking at other ways of managing this budget.

The attached worksheet has several calculations on it that are referred to in this email. I will rely on Rebecca's expert opinion to complete this analysis and present to the full board her observations and recommendations. As always, although I am currently out of town, please feel free to contact me at 978-771-1698 if you have concerns or questions. I do not believe this worksheet should be in the BOS packet as it just my work product and is provided just to show the history and where we may be heading. Rebecca should provide the information that she believes is helpful to the board.

Sincerely,  
Kathy



Contract Year	Monthly Curbside Pickup	Cost per Ton(\$)	Annual Curbside Pickup	Estimated Future Cost (based on 2100 tons)	Dollar Increase	Percentage Increase	Groveland Estimated At W.	W. Newbury Contract (1675	W. Newbury Cost Per Ton	Groveland Tonnage Cost (est	Estimated Total Cost for Groveland
July 1, 2022 to June 30, 2023	\$32,416.66	81.5	\$388,999.92	\$560,149.92							
July 1, 2023 to June 30, 2024	\$35,833.33	84	\$429,999.96	\$606,399.96	\$46,250.04	8.26%	396,360	264,240	\$100.75	\$211,575	\$607,935
July 1, 2024 to June 30, 2025	\$40,000.00	90	\$480,000.00	\$669,000.00	\$62,600.04	10.32%	415,350	276,900	\$105.79	\$222,154	\$637,504
July 1, 2025 to June 30, 2026	\$45,166.66	95	\$541,999.92	\$741,499.92	\$72,499.92	10.84%	435,240	290,160	\$111.08	\$233,261	\$668,501
July 1, 2026 to June 30, 2027	\$50,500.00	103	\$606,000.00	\$822,300.00	\$80,800.08	10.90%	457,002	304,668	\$116.63	\$244,925	\$701,927

\*Assume Groveland =2532 households. Multiply W. Newbury curbside pickup by 1.5 to estimate Groveland curbside pickup

\*\*Tonnage cost will increase over the preceding contract year rate by a percentage positive increase, if any in the Consumer

. Price Index, for All Urban Consumers Boston All Items. For purposes of this estimate the assumed increase is 5% per year.



# 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

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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.

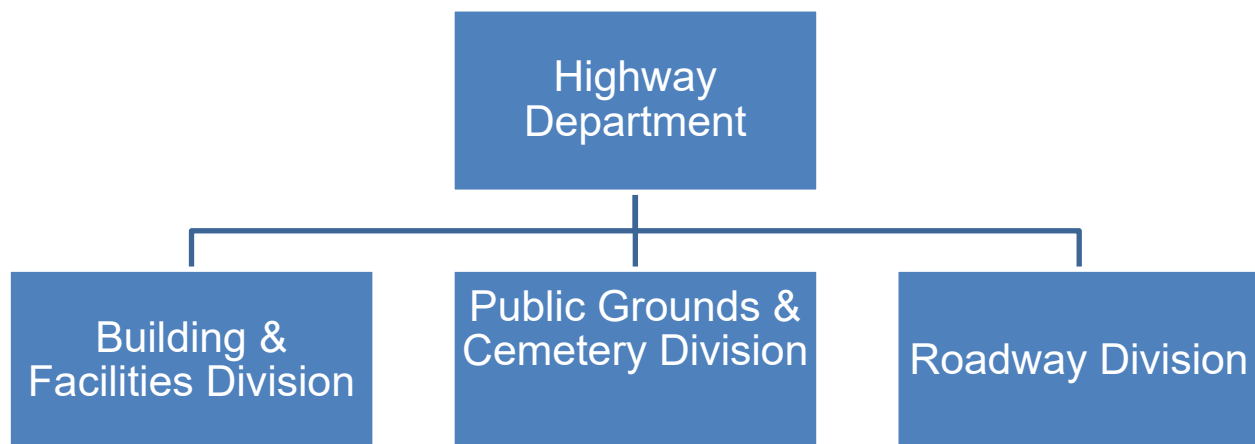
We currently have the elected Cemetery Commission who oversees the Cemetery operation and maintenance and the Cemetery Superintendent who is appointed by the Board of Selectmen. The Cemetery Superintendent operates the majority of the year independently but has seasonal part-time help (two employees) 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.