



BOARD OF SELECTMEN
Meeting Agenda
Monday, August 14, 2023
Groveland Town Hall
183 Main Street, Groveland, MA 01834

TOWN OF GROVELAND
2023 AUG 10 AM 9:56
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 a One-Day Liquor License for Erik Auerbach Tapped Beer Truck LLC for a private event at Nichols Village on September 10, 2023 from 12PM to 3PM.
2. Vote to endorse the Liquor License for Pub 97, 935 Salem Street – Restaurant License. *The Board held a public hearing on April 10, 2023, to approve the liquor license transfer.*
3. Vote to approve and sign the Common Victualler License for Carbone Pub 97, LLC, Peter Carbone: d/b/a Pub 97, 935 Salm Street.
4. Creation of Trash and Recycling Committee, *Selectman Kastrinelis*
 - Appoint members to the Committee.
5. Creation of the Public Grounds and Cemetery Division and Building and Facilities Division underneath the Highway Department, *Town Administrator & Highway Superintendent*
6. Board of Selectmen Fiscal Year 2024 Goals
7. Town Administrator Fiscal Year 2024 Goals

APPROVAL OF THE MINUTES

APPOINTMENTS OF THE BOARD

TOWN ADMINISTRATOR'S TIME

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

OLD OR UNFINISHED BUSINESS

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

Letter from Terry Grim

Letter from Stephanie Bartelt

Langley-Adams Library Awarded \$15,000 Grant

Board of Selectmen Meeting Minutes July 17, 2023

The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 28, 2023, at 6:30PM.

Submitted by: *Chairman Daniel MacDonald*



TOWN OF GROVELAND
BOARD OF SELECTMEN



One-Day Liquor License Application

Host Information

Host's Name: TAPPED Beer Truck

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

Host's Address: 120 Jackson St. Canton MA 02021

Tax ID No. (if Corporation): _____

Details of Event:

Date of Event: 9/10 Hours of Event: 12-3

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): Nichols Village Harvest Fest

Address of Event: 1 Nichols Way, Groveland

Owner of Premises: _____ Phone No. of Premises: _____

Expected No. of People: 250 Admission Charge (if any): _____

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.

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


Bartending Services: TAPPED Beer Truck Dated: 8/7/23

Address: 120 Jackson St. Canton Ma 02021

Telephone: 617-930-2018 E-Mail Address: erik@thechubbychickpea.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:  Dated: 8/7/23

Name: Erik Auerbach

Home Address: _____

Telephone: R E-Mail Address: _____

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: _____

Instructions for Special One-Day Liquor Permit

Application must be filled out completely and filed 15 days prior to event in order for application to be considered by the Board of Selectmen at a Selectmen's Meeting.

Letter from location of event giving permission to have liquor on premises:

- Name, phone number, address of person applying for liquor license
- Copy of server training certificate of people who will serve liquor (license #)
- \$50.00 check for one-day wine & malt license permit (Checks are payable to the Town of Groveland)
- \$75.00 check for one-day all alcoholic license permit (Checks are payable to the Town of Groveland)
- Liquor liability insurance in the amount of \$1,000,000 naming the Town of Groveland as an additional insured for the date of event is required. A copy of the policy must be attached to this application.

Massachusetts General Laws, Chapter 138, § 14

Rules for Special One-Day Liquor License

Special Events

Local licensing authorities may issue special licenses for the sale of wines and/or malt beverages to a responsible manager of any indoor or outdoor activity or enterprise (for profit or non-profit). Special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. No person may be granted special licenses for more than a total of 30 days per calendar year and no special license will be granted to any person while his application for an annual license under Section 12 is pending before the licensing authorities.

No more than one license can be issued for the premises at one time. Therefore, a Section 14 special license cannot be issued for use in licensed premises. Regulations for Section 14 are found in 204 CMR 7.00.

Persons holding a special license must purchase alcoholic beverages from a licensed wholesaler/importer, manufacturer, farmer-winery, farmer brewery or special permit holder. A person holding a Section 14 license cannot purchase alcoholic beverages from a package store. See 204 CMR 7.05



eTIPS On Premise 3.1

CERTIFIED

Issued: 6/3/2021

Expires: 6/3/2024

ID#: 5483548

Alison Veronic Hamilton
9 Nathaniel Guild Rd
Sharon, MA 02067-2846

For service visit us online at www.gettips.com



eTIPS On Premise 3.1

CERTIFIED

Issued: 7/28/2022

Expires: 7/28/2025

ID#: 5778697

Christopher A Riegel
370 S Main St
Sharon, MA 02067-1818

For service visit us online at www.gettips.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/08/23

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER Cohen-Miles Insurance Agcy Inc 105 Chestnut St Ste 31 Needham, MA 02492	CONTACT NAME: PHONE (A/C, No, Ext): 617-489-1213 FAX (A/C, No): 617-489-0151 E-MAIL ADDRESS: info@cohenmiles.com
INSURED Tapped Beer Truck LLC Avi Shemtov 120 Jackson Street Canton, MA 02021	INSURER(S) AFFORDING COVERAGE INSURER A: Norfolk & Dedham INSURER B: Hospatality Mutual INSURER C: INSURER D: INSURER E: INSURER F:

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	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 <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			91765075A	06/13/23	06/13/24	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input type="checkbox"/> N / A						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Liquor Liability			CPP2001959	04/01/23	04/01/24	Liquor Liabilty 1M/2M

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Town of Groveland

183 Main St
Groveland, MA 01834

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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Article 47 – Citizens Petition – vote to petition the General Court for Special Legislation to decrease the size of the BOS from five to three. TA Oldham noted this would also have to go to a ballot and requires a Home Rule Petition.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves for unfavorable recommendation. Voted: 3 – 1. One Absent. Chair Watson voted against.

- **Approve and Post Warrant**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to set the date of the Annual Town Meeting as April 24, 2023, at 7:00 pm at Bagnall Elementary School and to post the 2023 Annual Town Meeting Warrant. Voted: 4-0. One Absent.

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 # 23-41 \$ 182,159.78

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant PW #23-41 in the amount of \$182,159.78. Voted 4 – 0. One absent.

BW# 23-41 \$ 1,384,973.33:

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve warrant BW # 23-41 in the amount of \$1,384,973.33. Voted 4 – 0. One absent.

APPROVAL OF THE MINUTES:

- None.

APPOINTMENTS OF THE BOARD:

- None.

PUBLIC HEARING:

LIQUOR LICENSE TRANSFER HEARING: The Groveland Board of Selectmen will hold a public hearing on Monday, April 10, 2023, at 6:30 P.M. at Town Hall, 183 Main Street, Groveland, MA on the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC d/b/a Pub 97, 935 Salem Street, Groveland, MA. Peter M. Carbone is the proposed Manager.

Description of premises: 935 Salem Street. Two Story Building with business on first floor. Approximately 3,888 square feet.

Chair Watson read the public hearing notice. Peter Carbone was present and addressed the Board. He is taking over the business.

A motion was moved by Selectman MacDonald and seconded by Selectman Kastrinelis to close the Public Hearing. Voted: 4 – 0. One Absent.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the application for Transfer of an On-Premises, Restaurant All Alcoholic Beverages License from T&B Clifford LLC d/b/a PUB97, 935 Salem Street, Groveland, MA to Carbone Pub 97, LLC

DISCUSSION & POSSIBLE VOTE:

2. Approve Property Permit submitted by Erik Dentremont on behalf of the Charles River Wheelers to use Shanahan Field (turnaround only) for a cycling rest stop on May 13, 2023.
Ed Cheng, President, Charles River Wheelers attended the meeting via Zoom and explained he request; this will be used as a rest stop for a club bike ride.
A motion was moved by Selectman Kastrinelis and seconded by Chair Watson to approve Property Permit submitted by Erik Dentremont on behalf of the Charles River Wheelers to use Shanahan Field (turnaround only) for a cycling rest stop on May 13, 2023, and to provide portable bathrooms. Voted: 3 – 0. Two absent. Selectman Naves stepped away from the meeting.
3. Approve Property Use Permit submitted by Paula Figelski for the NorthShoreCyclist to use the Pines Recreation Area Utility Field Utility Filed #2 for a picnic on August 6, 2023. 8:00 am - 2:00 pm.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Property Use Permit submitted by Paula Figelski for the NorthShoreCyclist to use the Pines Recreation Area Utility Field Utility Filed #2 for a picnic on August 6, 2023. 8:00 am - 2:00 pm. Voted: 4-0. One Absent.
4. Approve Property Use Permit submitted by Megan Stephens for Ride to End ALZ New England for Elm Park for a cycling rest stop on June 3, 2023, from 8AM to 2PM.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Property Use Permit submitted by Megan Stephens for Ride to End ALZ New England for Elm Park for a cycling rest stop on June 3, 2023, from 8AM to 2PM. Voted: 4-0. One Absent.
5. Approve Field Use Permit submitted by Julie Wisniewski for Pentucket Lacrosse to use the Pines Recreation Area Utility Field #1 April 6, 2023, through June 8, 2023, on Thursdays from 5:30PM to 7PM.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Julie Wisniewski for Pentucket Lacrosse to use the Pines Recreation Area Utility Field #1 April 6, 2023, through June 8, 2023, on Thursdays from 5:30PM to 7PM. Voted: 4 – 0. One Absent.
6. Approve Field Use Permit submitted by Jeff Meisner for Pentucket Babe Ruth to use the Pines Recreation Area Baseball Field from April to June 2023.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Jeff Meisner for Pentucket Babe Ruth to use the Pines Recreation Area Baseball Field from April to June. Voted: 4 – 0. One Absent.
7. Approve Field Use Permit submitted by Dan Thorton for Pentucket Regional School District Varsity Team to use the Pines Recreation Area Baseball Field from April to May 2023.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Dan Thorton for Pentucket Regional School District Varsity Team to use the Pines Recreation Area Baseball Field from April to May 2023. Voted: 4 – 0. One Absent.
8. Approve Field Use Permit submitted by Karen Label for Pentucket Youth Softball to use the Pines Recreation Softball Field for April 10, 2023, to June 30, 2023.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to Approve Field Use Permit submitted by Karen Label for Pentucket Youth Softball to use



TOWN OF GROVELAND, MASSACHUSETTS

COMMON VICTUALLER LICENSE APPLICATION

To The License Board of the Town of Groveland:

The undersigned respectfully petitions that he/she be granted a Common Victualler's License upon the premises situated at:

Business Information:

Name: Carbone Pub 97 LLC d/b/a Pub 97
Address: 935 Salem Street Town: Groveland State/Zip: MA 01834
Telephone: (978) 312-3320 Cell Phone: 978-578-9176
Email: monica@haverhillbeef.com
Name of Manager: Monica Carbone
Zoning Board Special Permit #: _____ Business Permit #: _____

Owner Information:

Name: Peter & Monica Carbone
Address: 11 Pickman Road Town: Beverly State/Zip: MA 01915
Telephone: 978-578-9176 (Monica) Cell Phone: 978-578-9177 (Peter)
Email: monica@haverhillbeef.com Peter@haverhillbeef.com

Type of Establishment: (check one) Restaurant ☒ Coffee Shop _____
Other (describe) _____ Seating Capacity 78

Days & Hours of Operation:

Tue - Sun 12pm - 9pm

Holder of Liquor License: Yes ☒ No _____

Requesting BYOB: Yes _____ No ☒

The issuance of a license herein is based in part from the presentation contained in the application, and any misrepresentation may be cause for revocation by the licensing authority.

Applicant must provide a copy of inspection certificates from the building inspector, health agent & fire department when picking up their license.

I hereby swear under the pains and penalties of perjury that the information I have given is true to the best of my knowledge and belief.

Signature: Monica Carbone

Date: 8/9/2023

Pursuant to MGL Ch. 62C, Sec. 49A: I certify under the pains and penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns and paid all State taxes required under law.

Signature of Applicant: Monica Carbone

Signature of Corporate Officer (if a Corporation): LIC Monica Carbone, Manager

Federal ID or Soc. Sec. [REDACTED]

A Certificate of Insurance showing evidence that the applicant has Workers' Compensation Insurance and General Liability Insurance must be included with this completed application.

No Common Victualler License will be approved until the applicant addresses all issues and/or concerns to the satisfaction of the Board of Selectmen; and no CVL will be issued until all required inspections have been conducted, permits granted, and final approvals given by the Building Department, Health Agent and Fire Department.

Annual Fee: \$ 100.00

With BYOB: \$ 150.00



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

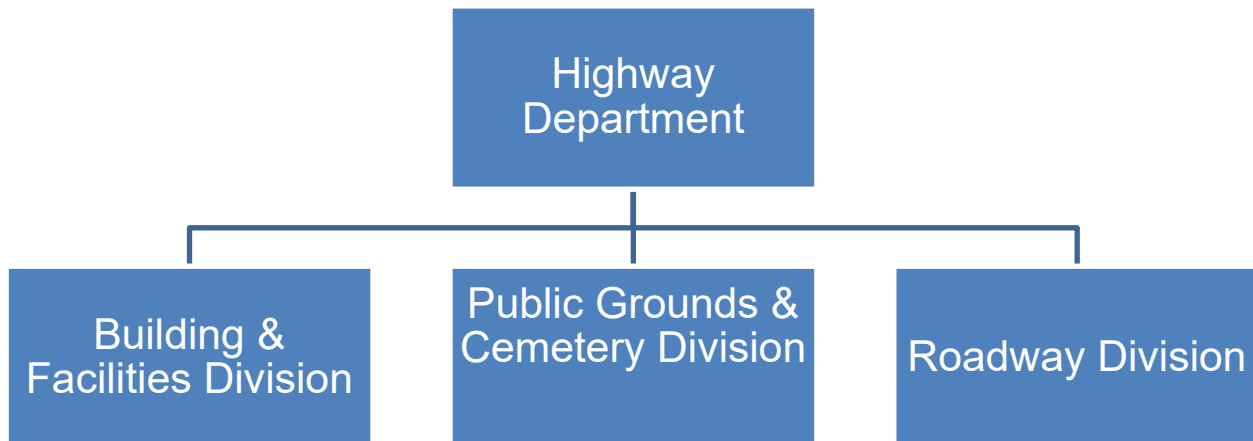
Currently there is a fragmented structure in the Town's approach to cemetery maintenance, public grounds maintenance and building and facilities maintenance. This often times leads to an inefficient use of resources and monies. It is also not an effective way to utilize the staffing capacity within these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

Memo



To: Board of Selectmen
From: Rebecca Oldham, Town Administrator
cc: Finance Board
Date: August 11, 2023
Re: Fiscal 2024 Goals for the Town Administrator

The Office of the Town Administrator is committed to providing quality and innovative service in a supportive and creative environment. The Town Administrator works to ensure that the resources of the Town are utilized in the most efficient and effective manner by encouraging high levels of cooperation and teamwork. The Town Administrator's office is committed to responsiveness, ethical conduct, and transparency and to providing high quality and effective services to all residents, visitors, and businesses.

Below are the goals as proposed for Fiscal Year 2024.

CIVIC ENGAGEMENT/ COMMUNITY AND OUTREACH

GOAL: Produce monthly news blog to inform residents and others about things happening in town and projects and initiatives. It would also spotlight departments and varying projects.

GOAL: Develop Committee Handbook to reflect most current information on roles and responsibilities of committees and their members.

- Provide Educational resources to ensure compliance with applicable laws and regulations.

GOAL: Update website to provide further transparency and information.

- Including committee/board pages under the TA purview.

HUMAN RESOURCES

GOAL: Revise Personnel Policies and Procedures Manual per the Collins Center recommendations. This also includes necessary revisions to our personnel bylaw.

GOAL: Develop an intern program .

GOAL: Implement annual trainings for employees – utilize a Community Compact Grant for funding.

GOAL: Work with Benefits Coordinator on personnel filing system and onboarding process. Develop offboarding process to make sure we are performing exit interviews and accounting for town property and keys.

(978)556-7204

www.grovelandma.com | ROldham@grovelandma.com

DEPARTMENTS

GOAL: Encourage communication and create cross-departmental teams to improve cooperation and coordination of services.

BOARD OF SELECTMEN

GOAL: Provide support for implementing economic development initiatives and promote local businesses.

- Written Board of Selectmen Policy for liquor licenses
- Develop and Finalize Permitting and Development Guide and website landing page.

GROUND AND OPEN SPACE MAINTENANCE AND IMPROVEMENT PLAN

GOAL: Develop a Building Grounds and Open Space Maintenance and Improvement Plan

- Identify responsibility for building grounds, open space, and recreational parcels.
- Prepare maintenance plan for all identified locations.

INFRASTRUCTURE

GOAL: Investigate future grant opportunities for additional road maintenance.

GOAL: Find funding for the Salem Street Dam Repairs.

GOAL: Finalize IT Inventory and Maintenance Plan.

BUDGET AND FINANCE

GOAL: Work towards the achieving the financial thresholds as established in our newly adopted Financial Policies.

GOAL: Improve the Capital Improvement Plan with the new Building and Facilities Supervisor.

PROCUREMENT

GOAL: Competitive selection to review audit firms. The Government Finance Officers Association recommends multiyear agreements of at least five years in duration, after which a full competitive selection process or rotation of senior engagement staff should occur.

GOAL: Assemble Invitation for Bid (IFB) for trash and recycling services.

Rebecca Oldham

From: Terry Grim [REDACTED]
Sent: Monday, August 7, 2023 3:59 PM
To: Rebecca Oldham
Subject: Recusal for 37 Dwinnell ConComm hearing August 9, 2023

Rebecca-

Per our discussion, please include this in your submissions to the Selectmen.

I wanted to document my reason for recusing myself for the 37 Dwinnell ConComm hearing August 9, 2023.

The applicant is the owner of Groveland Auto Repair & Sales Inc. Around the end of February or early March 2023, I took my car to Groveland Auto Repair & Sales Inc. for its annual inspection. It was an unusually pleasant late winter day, so while I was waiting for my car's turn, I went outside to stretch my legs and enjoy the weather. The applicant came flying out, yelled something to the effect of "You F*ing people are always snooping around," and after a few more sentences containing F-bombs, drove my car out of the bay, and yelled "Don't ever F-ing come back here again."

I had heard that the applicant was hot tempered, and during a site visit at Groveland Auto Repair & Sales Inc. a year or two earlier he verbally abused members of the Conservation Commission, as well as Town Administrator Rebecca Oldham (who was not present), for perceptions of delaying his business certificate or some other impediment to the relocation of his business. The outburst when I was trying to get my car inspected, however, was a whole different level, and while I was not interested in filing a complaint, had I known he was the applicant associated with the 37 Dwinnell site walk that took place on August 2, 2023, I would not have participated.

As I fear I can not act without bias in future activities involving 37 Dwinnell or Groveland Auto Repair & Sales Inc., I will recuse myself for the 37 Dwinnell ConComm hearing August 9, 2023 and any future hearings for either of these properties.

Sincerely,

W.M. "Terry" Grim
Conservation Commissioner

Thanks,

Terry

Rebecca Oldham

From: Stephanie Bartelt [REDACTED]
Sent: Wednesday, August 2, 2023 7:09 PM
To: Rebecca Oldham
Cc: Michael Dempsey
Subject: Inappropriate behavior towards public servants

Dear Rebecca,

It came to my attention, after meeting with fellow commissioners at a site visit at Fadi Issa's house today, that he verbally abused a commissioner who went to Groveland Auto to have a car inspection performed. Mr. Issa is requesting to put a permanent dock site in at his property on the river, which is within the Conservation Commission's jurisdiction. You may remember that he swore and ranted at us when we performed a site visit for his business in January 2022 — a Saturday at 9:00 am in the middle of winter, when we are not required to do site visits at all but were attempting to expedite his ability to open his business -- after which our Chair, Michael Dempsey, sent him a letter requesting an apology. We, of course, did not receive an apology. We are *volunteer* public servants who are performing our job for the Town of Groveland on our own time and I very strongly feel that we do not deserve to be verbally attacked, abused, or otherwise made to feel threatened. Another commissioner has suggested that we tell Mr. Issa that he will have to send a representative with his contractor in order to avoid any verbal altercations. I wonder if we should have the police on site in case he were to lose his temper during his scheduled hearing. Is it possible to ask our town counsel if we can request that a property owner send a personal representative rather than appear himself because he is unable to be professional or control his temper? Our job is to uphold the Massachusetts rules and regulations pertaining to wetlands, but in order to do that we should not have to feel threatened.

I look forward to hearing about any other thoughts or ideas you may have regarding this issue!

Sincerely,

Stephanie
Vice Chair, Groveland Conservation Commission



Town of Groveland
Economic Development
Planning & Conservation Department
Conservation Commission
183 Main Street
Groveland, MA 01834

Michael Dempsey, Chair
John Gebauer, Vice-Chair
Stephanie Bartelt
Bill Formosi
Terry Grim
Frederick O'Connor
Thomas Schaefer

January 27, 2022

Fadi Issa / ANFEH, LLC
4 Holly Lane
Groveland MA 01834

Dear Mr. Issa,

During our site visit of your property at 931 Salem St last week you attended briefly and proceeded to insult and chastise the Commissioners present and other town officials who were not. The Commission believes your comments were rude and totally inappropriate. The Commissioners were at your site on our own time and at your request to determine if you had met all the requirements of your permit with us. The Commission has worked with you, your architect and engineers, and your contractor to make sure you were able to complete your plans while complying with your permit.

The Commissioners are volunteers for our town. They do not need to be needlessly criticized or insulted while they are trying to do their job. Contrary to your opinion expressed that day, neither me nor the other Commissioners are holding up your project. We are taking measures that we follow for any project in town to enforce both state and local laws and bylaws.

I think you owe the Commission an apology in writing for your behavior on January 22, 2022, at your site. An apology would also be appropriate for the other town official you mentioned that day. It is important that all residents of our town respect and treat fairly those who choose to serve. Behavior such as yours discourages volunteers and public officials from serving our town and needs to end.

Sincerely

Michael Dempsey
Chair

cc: Groveland Board of Selectmen

Rebecca Oldham

From: Kayla Rochon (JGPR) <kayla@jgpr.net>
Sent: Wednesday, August 9, 2023 4:46 PM
To: Rebecca Oldham
Subject: Langley-Adams Library Awarded \$15,000 Grant to Expand Services, Technology

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



Darcy Lepore, Library Director

Langley-Adams Library
185 Main St.
Groveland, MA 01834

FOR IMMEDIATE RELEASE

Wednesday, Aug. 9, 2022

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

Langley-Adams Library Awarded \$15,000 Grant to Expand Services, Technology

GROVELAND -- Library Director Darcy Lepore is pleased to announce that Langley-Adams Library was awarded a federal Library Services and Technology Act (LSTA) grant for \$15,000 from the Massachusetts Board of Library Commissioners (MBLC).

The grant was awarded to Langley-Adams Library to help expand the Story and Play Project at Langley-Adams, which is run by Youth Services Librarian Bergen Daley to

provide interactive early childhood programs and a free, inclusive, accessible, and educational space for the community.

The funding will be used to purchase mobile, child-sized furniture, STEAM toys and equipment, more guest-programs, and enhancements for the reading garden including a composter, a mud kitchen, and an outdoor glockenspiel.

Twenty libraries received funding from the Direct Grants for Libraries program, totaling \$360,949. Federal grant opportunities from the MBLC include financial and health literacy programs, STEM and STEAM projects, increase access to library services for people with disabilities, and support small business development and entrepreneurs.

LSTA is administered on the federal level by the Institute of Museum and Library Services, and in the Commonwealth by the MBLC.

“We are extremely grateful to be awarded this grant from the Massachusetts Board of Library Commissioners,” said Director Lepore. “This funding will help us expand our early childhood programs and expand the possibilities of interactive learning and engagement for our younger community members.”

###

A message from the Langley-Adams Library

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John Guilfoil Public Relations LLC

8 Prospect St.

Georgetown, MA 01833

617-993-0003

Rebecca Oldham

From: daniel briscoe [REDACTED]
Sent: Tuesday, August 1, 2023 9:00 PM
To: DMacdonald@grovelandma.gov; Kathleen Kastrinelis; Ed Watson; Jason Naves; Mark Parenteau; Selectmen Admin
Subject: Thank you
Attachments: ABriscoe Letter.pdf

8/1/23

Dear Groveland Board of Selectmen members,

I am writing you to inform you of a positive experience my family had with the Groveland Police Department. On the evening of July 16th my 13 year old son and a friend were walking home from the pines when a vehicle approached and began to shoot some sort of projectiles at them. They were feeling stings from being hit on their mid sections. When I was informed of what happened I contacted the police department to report the incident. Officer Henriquez responded to take a statement from the two boys who were left with red welts on their bodies. I was relieved that they were not seriously injured. He then transferred the investigation to Detective Sanborn who was able to quickly use the information the boys remembered to locate the vehicle and occupants within days of the incident. The quick action of the police department put my family at ease knowing the people responsible would be held accountable. I am proud to raise my family in a town that takes the safety of their citizens seriously and I know that your board is part of that equation. I am going to attach a letter that my son wrote to Chief Gillen.

Thank you from my family,

Daniel Briscoe
17 Lindsays Way
Groveland, MA.



BOARD OF SELECTMEN

Meeting Minutes

Monday, July 17, 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 Kathleen Kastrinelis, Jason Naves, Mark Parenteau, Edward Watson
Rebecca Oldham, Town Administrator

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

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.

PRESENTATION:

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

TA Oldham noted this is the 2nd installment of art; this installment shows how items can be reused and repurposed.

Bergen Daley, Children's and Youth Services at Langley Adams Library was present and addressed the Board to explain the project.

All of the citations are the same except for the names; Chair MacDonald read the names and presented the citations to the recipients that were present in the audience.

PUBLIC HEARING:

1. 7:00 PM: Chair MacDonald read the Public Notice:

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 XXX 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.

Public Comment:

Steve Baker, 5 Sunset Circle was present and reiterated that he wanted to be sure that public safety vehicles could go down the street if there is an emergency.

Discussion:

TA Oldham reported that the Highway Department, Police Chief and Fire Chief have all signed off on this.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to close the Public Hearing at 7:03 pm. Voted: 5-0.

A motion was moved by Selectman MacDonald and seconded by Selectman Naves to adopt a regulation that states as follows: 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. Voted: 5-0.

APPROVAL OF THE MINUTES:

2. Board of Selectmen Meeting Minutes May 22, 2023

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Board of Selectmen Meeting Minutes from May 22, 2023. Voted: 5-0.

3. Board of Selectmen Meeting Minutes June 5, 2023

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

4. Board of Selectmen Meeting Minutes June 20, 2023

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the Board of Selectman Minutes from June 20, 2023. Voted: 5-0.

APPOINTMENTS OF THE BOARD:

5. 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 but with an updated rate of hourly pay*):

TA Oldham explained that the rate was originally approved at a higher amount than it should have been.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Donna Arnold, of Pinewood Lane Groveland, as Assistant Treasurer/Collector & Benefits Coordinator effective July 1, 2023. The position is 37.5 hours/week at a rate of \$33.34/hour. (*Appointed at the July 5th meeting but with an updated rate of hourly pay*). Voted: 5-0.

6. Appointment of Sophie Petit, Benjamin Street, to the Recreation Committee effective July 17, 2023, through June 30, 2024.

Selectman Kastrinelis read the letter of interest.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to appoint Sophie Petit, Benjamin Street, to the Recreation Committee effective July 17, 2023, through June 30, 2024. Voted: 5-0.

7. Appoint poll workers for the period September 1, 2023, through August 31, 2024.

Chair MacDonald read the names of the poll workers. Selectman Kastrinelis asked if the Town Clerk reaches out to the Town Committees to see if they recommend any names and Town Clerk Cunniff who was present at the meeting responded there is no active Republican Party in Groveland. There is always a need for additional poll workers.

A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to appoint poll workers for the period September 1, 2023, through August 31, 2024. Voted: 5-0.

DISCUSSION & POSSIBLE VOTE:

8. Approve streetlight placements at Center Street, near Washington Park:

TA Oldham explained there was a request by Groveland Baseball to add two lights to two of the polls on Center Street - Pole 47 and 49 so they will be focused more on the parking area. Kevin Snow, Municipal Light Dept. and Police Chief Gillan reviewed the request and agreed it will help that area during late evening hours.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the streetlight placement at Center Street, near Washington Park.

Selectman Kastrinelis added a “friendly” amendment to add in “angled at the parking lot”.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to amend the above motion to add in “angled at the parking lot” so the motion will read: to approve the streetlight placement at Center Street, near Washington Park angled at the parking lot. Voted on the amendment: 4-1. Selectman Watson voted against.

The main motion as amended passed 5-0.

9. Review vote for salary reallocation in the Town Clerk Budget:

TA Oldham reported that she received a comment from a resident that attended the last meeting asking if the BOS acted in their legal capacity to increase or decrease salary. Town Counsel reviewed this and specifically cited:

Chapter 41, sec.108 which 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.

A motion was moved by Chair MacDonald and seconded by Selectman Kastrinelis to rescind the vote of our prior meeting for the salary reallocation in the Town Clerk’s budget as it was an error of law and so that we are consistent with what was voted on at the Annual Town Meeting. Voted: 5-0.

10. Town Administrator Goals:

Creation of a Public Grounds and Cemetery Division and Building and Facilities Division underneath the Highway Department:

Selectman Kastrinelis recused herself and left the meeting prior to the discussion.

TA Oldham explained that the current structure is fragmented in terms of maintenance. TA Oldham worked with the Highway Superintendent to look for a more collaborative, efficient environment where resources and capacity can be shared in better ways. Initial conversations have taken place with the Cemetery Commission – they were a little hesitant at first but they seem to have come around and took a unanimous vote to slowly move in that direction.

The Board had to pause this conversation in order to start the Public Hearing at 7:00 pm.

The Board resumed the discussion immediately following the Public Hearing.

Renny Carroll, Highway Superintendent was present and addressed the Board to express his support of this proposal. This will be a better use of staff time. The Cemetery Superintendent will become a Cemetery Supervisor and the Highway Superintendent will oversee the Cemetery Department. This will also help broaden the employee's capabilities.

Chair MacDonald stated that he would like to hear from the Cemetery Commissioner.

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

TOWN ADMINISTRATOR'S TIME

TA Oldham reported: We continue to struggle with the Salem Street Dam. DCR Came out to inspect the Dam and they advised the Town to move quickly to identify funding to remedy. TA Oldham reported on the warrants that she signed.

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

Selectman Kastrinelis: met with Inge regarding Chapter 70. Inge will review the information. Also working on the idea of Solar power.

Selectman Watson: Asked for an update on the Economic Development Committee. TA Oldham reported that the Committee has not yet met, there are members that have not been sworn in and suggested adding this to a September BOS meeting agenda. TA Oldham will reach out to the members who have not yet been sworn in so a meeting can be scheduled in the near future.

OLD OR UNFINISHED BUSINESS:

- None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- None.

CORRESPONDENCE:

- None.

ADJOURNMENT:

A motion was moved by Chair MacDonald and seconded by Selectman Watson to adjourn the meeting at 7:28 pm. Voted: 5-0.

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

Respectfully submitted,

Katherine T. Ingram