



TOWN OF GROVELAND

2023 SEP -7 PM 1:14

TOWN CLERK  
RECEIVED/POSTED

**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**Monday, September 11, 2023**  
*Groveland Town Hall*  
*183 Main Street, Groveland, MA 01834*

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

*Join Zoom Meeting*

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

Meeting ID: 939 9517 4414

Passcode: 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 Sara Hume for October 14, 2023 from 5PM to 9PM for a private event at Veasey Memorial Park.
2. Salem Street Dam Update
3. Board of Selectmen FY24 Goals, *Selectman Kastrinelis*
4. Pentucket Regional School Agreement, *Selectman Kastrinelis*

**APPROVAL OF THE MINUTES**

5. Board of Selectmen Meeting Minutes July 5, 2023
6. Board of Selectmen Meeting Minutes July 31, 2023

**APPOINTMENTS OF THE BOARD**

7. Appointment of Jim Stepanian, Chair of the Board of Health member, to the Trash and Recycling Committee effective September 12, 2023 through June 30, 2024.
8. Appointment of Kathleen Kastrinelis, Board of Selectmen member, to the Trash and Recycling Committee effective September 12, 2023 through 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.*

9. Daniel MacDonald, Agenda Item Requests & Selection

**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, September 25, 2023, at 6:30PM.*

Submitted by: *Chairman Daniel MacDonald*



# 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: Sara Hume

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

Host's Address: 1702 Hollow Tree Ct, Peabody, MA 01960

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

### Details of Event:

Date of Event: 10/14/23 Hours of Event: 5-9pm

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 reception

Address of Event: 201 Washington St

Owner of Premises: Town of Groveland Phone No. of Premises: 978-521-9345 / 518-209-475

Expected No. of People: 100 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: \_\_\_\_\_

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: 8/18/23

Address: 23 Goodale Rd

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: [Signature] Dated: 9/5/23

Name: Vanessa Lopez

Home Address: 201 Washington St Groveland, MA 01834

Telephone: 518-209-4759 E-Mail Address: vanessa@veasey park.org

Relationship to Host: venue manager + director

**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: \_\_\_\_\_

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



## **TOWN OF GROVELAND**

### **BOARD OF SELECTMEN**

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#### **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



Alcohol

## VENUE CONTRACT

### EVENT and CONTACT INFORMATION

Applicant Name(s): Steven Lejko, Sarah Hume

Email: sarah-hume09@yahoo.com Phone: (978) 430-1730

Email: 4lojko@gmail.com Phone: (978) 430-5979

Address: 1702 Hollow Tree Ct, Peabody MA 01960

Weekend dates: 10/13/23 - 10/15/23 Number of guests: >100

Date and start time of set up: 10/13/23 9:00 AM Date and start time of event: 10/14/23 ~4:00 PM

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

Great Hall + grounds (no 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.

## **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: 5:00-9:00 PM 10/14/23 (must match bartender's contract for town permit approval)

Applicant Signature [Signature] Date: 8/11/22

Applicant Signature Steven Lopez Date: 8/11/22

Total \$2500

Payment received \$1250

Payment type Cash

Payment due \$1250



# Invoice

10/14/23 Event



**BILL TO:**

Veasey Memorial Park  
201 Washington Street  
Groveland, MA  
United States  
Tel: 978-521-9345  
Email: [vanessa@veaseypark.org](mailto:vanessa@veaseypark.org)

**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)

Invoice: #806

Issued: 08/18/2023

Due: 10/14/2023

INVOICE TOTAL:

**\$315.63**

ITEM	COST	QTY	PRICE
Bartender	\$220.00	1.000	\$220.00
4:00pm-9:30pm (5.5 hrs)			
Insurance Certificate	\$90.00	1.000	\$90.00
add vendor as additional insured on Certificate of Insurance			MA Sales Tax 6.250% (\$5.63)



Subtotal:	\$310.00
MA Sales Tax:	\$5.63
Total:	\$315.63
Paid to date:	\$0.00
Amount due (USD):	\$315.63



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/6/2023

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>INSURED</b> Yoscary 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 INSR	SUBR 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 <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <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"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED 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 <input type="checkbox"/> N (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				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: October 14th, 2023

Time: 5-9pm

<b>CERTIFICATE HOLDER</b> 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. <b>AUTHORIZED REPRESENTATIVE</b> 
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ACORD 25 (2014/01)  
INS025 (201401)

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## ADDITIONAL INSURED - OWNER OF PREMISES

This endorsement modifies insurance provided under the following:

### LIQUOR LIABILITY COVERAGE FORM

#### ADDITIONAL INSUREDS - OWNER OF PREMISES

**SECTION II - Who is an Insured; Item 2.,** is amended to add the following:

Any individual(s), partnership(s), limited liability company(s), joint venture(s) or other organization(s) that owns the premises at/on which a Named Insured sells, serves or furnishes alcoholic beverages in the course of their business.

Coverage under this endorsement shall apply only to the liability of an **Additional Insured - Owner of Premises** that arises out of the selling, serving or furnishing of alcoholic beverages by a Named Insured in the course of their business. There shall be no coverage under this endorsement for liability arising directly or indirectly from the selling, serving or furnishing of alcoholic beverages by an **Additional Insured - Owner of Premises** or any person or organization acting for or on behalf of an **Additional Insured - Owner of Premises**.

Coverage under this endorsement does not apply to:

(1) "Bodily injury":

- a. To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co- "employee" while that co-"employee" is either in the course of his or her employment or performing duties related to the conduct of your business; or
- b. To the spouse, child, parent, brother or sister of that co-"employee" as a consequence of (1) a. above; or
- c. For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in (1) a. or b., above; or

(2) "Property damage" to property owned, occupied by, or rented or loaned to an owner of such premises.

All other terms and conditions of this policy remain unchanged. This endorsement is a part of your policy and takes effect on the effective date of your policy unless another effective date is shown.

-----  
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)  
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Client:

Veasey Memorial Park

Invoice :

#806

Amount due (USD):

\$315.63

Paid to date:

\$0.00

# Johnson Creek Dam

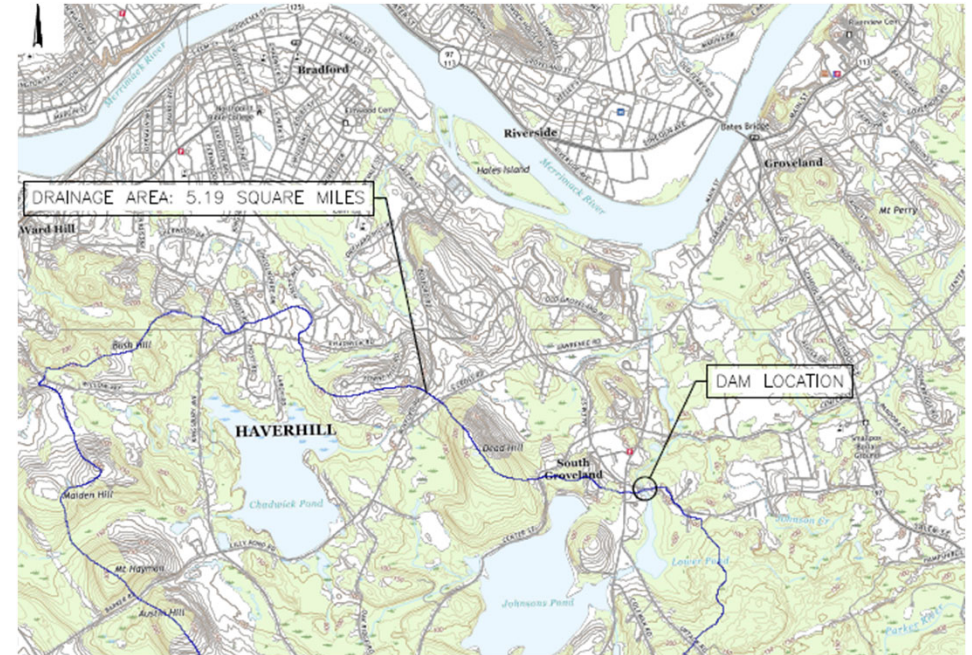
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Salem Street

Division of Conservation and Recreation  
(DCR): Significant Hazard Dam

# The Dam

- Johnson Creek Dam is located within Essex County in the Town of Groveland Massachusetts. The dam impounds water upstream of Johnson Creek, a tributary to the Merrimack River.
- The earthen embankment of the dam is roughly 100 feet long and generally 16 feet high. The crest of the dam consists of Salem Street, a Town-owned paved roadway that is 30 feet in width, as well as a pedestrian sidewalk measuring 5 feet 10 inches in width.
- There is a concrete spillway in the center of the upstream side of the dam which consists of a concrete headwall and sidewalls, a concrete weir with stoplog slots, and a CMP culvert drop inlet. The concrete spillway headwall is approximately 35 feet wide and the sidewall opening for the concrete weir is approximately 8.5 ft wide. The weir height can be manually adjusted with stop logs
- Johnson Creek Dam is located upstream of some residential neighborhoods and a Town beach maintained on the banks of Johnson Creek. Failure of the dam at maximum pool elevation may cause loss of life and damage to homes. Therefore, in accordance with the Department of Conservation and Recreation Office of Dam Safety classification procedures, under Commonwealth of Massachusetts dam safety rules and regulations stated in 302 CMR 10.00 as amended by Chapter 330 of the Acts of 2002, Johnson Creek Dam is classified as a SIGNIFICANT hazard potential dam.
- The dam was constructed in 1913 and renovated in the mid-1950s to have a low-level outlet gate with key, although it's assumed the gate is buried and not operable. The original purpose of the Johnson Creek Dam was to impound Lower Pond for use by a mill. Currently, the dam is for recreational purposes and to provide limited flood control during severe storms. The weir stoplogs can removed/added to control the water surface elevation in Lower Johnson Pond.



# Dam Location

- National ID No. MA00188

# Timeline

- December 2019: DCR issued Order to Prepare an Emergency Action Plan for Significant Hazard Potential
- January 2020: Emergency Action Plan Prepared
- September 2022: DCR Order to Conduct a Dam Safety Phase I Inspection
- November 2022: Dam Safety Phase I Inspection Completed
- December 2022: Town retains Comprehensive Environmental, Inc. (CEI) for Soil Exploration and Hydrologic and Hydraulic Analysis
- January 2023: DCR issues Certificate of Non-Compliance and Dam Safety Order (CONC & DSO)
- April 2023: various rain events produce sinkhole in the sidewalk and the gap between the top of CMP culvert and masonry retaining wall
- June 2023: Highway, per CEI, removed the pavement and filled the sink hole with well graded gravel material. The material was compacted with a plate compactor.
- July 2023: Rain event causes sink hole to open and Highway uses flowable fill to mitigate





# Conditions

- Photo 1: Small areas of missing stone and/or mortar from downstream headwall.
- Photo 2: Pipe interior in poor condition



# Conditions

- Photo 1: Small areas of missing stone and/or mortar from downstream headwall.
- Photo 2: Pipe interior in poor condition





Latest Sinkhole...

# Next Steps

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- Phase II inspection and investigation will be completed to (1) evaluate the structural integrity and spillway hydraulic adequacy of the dam, and (2) develop/ implement a plan to bring into compliance with dam safety regulations by repairing, breaching, or removing the dam. Phase II requirements include the following:
  - **Soil Exploration** *This work has been completed.*
  - **Stability and Seepage Analysis** *In process.*
  - **Topographic Survey & Wetland Delineation** *This work has been completed.*
  - **Hydrologic and Hydraulic Analysis** *In process.*
  - **Alternatives Analysis** *In Process.*

# Water Flow

- A Hydrologic and Hydraulic (H&H) Study is the study of movement of water, including the volume and rate of flow as it moves through a watershed, basin, channel, or man-made structure.
- H&H studies are completed to ensure structures are sized correctly to handle floodwaters, while not inadvertently increasing flooding up or down stream. The studies are performed to quantify the volume flow rate of water draining from a watershed (i.e., drainage area), and determine the depth and velocity of flow and forces from flowing water on a surface or at hydraulic structures. H&H studies are essential to mitigate against flood loss in the future.

# Structural Stability

- One of the major concerns in the behavior of an earth dam is the change in the exit gradient and the impact on the slope stability under drawdown conditions. Drawdown can cause increased seepage forces on the upstream slope which may result in the movement of soil particles in the flow direction and cause erosion problems. This will impact the stability of the structure.
- A Stability and Seepage Analysis includes a seismic and static stability evaluation of the dam, and determination of seepage potential, internal erosion potential, and piping potential.

# Alternatives Analysis

- Based on the results of the stability & seepage and hydrologic & hydraulic analyses, alternatives for potential dam repair or rehabilitation to bring the dam into compliance with MGL Chapter 253 Section 44-48 and 302 CMR 10.00. Conceptual designs and estimated design, permitting, and construction costs will be developed for each alternative.


# The Cost

Task	Subtask	Total FY23	Total FY24	Total Task
1. Follow-Up Inspections	Follow-up inspection #1	\$3,000		\$9,000
	Follow-up inspection #2		\$3,000	
	Follow-up inspection #3		\$3,000	
2. Phase II Inspection and Investigation	Soil Exploration	\$22,000		\$79,000
	Stability & Seepage Analysis		\$6,500	
	Topo Survey & Wetland Delineation		\$6,500	
	Hydrologic & Hydraulic Analysis		\$18,000	
	Alternatives Analysis		\$8,000	
	Phase II Reporting		\$6,000	
3. Interim Fix	Permit, Design and Bidding		\$18,000	
Totals		\$25,000	\$69,000	\$94,000



A large orange shape on the left side of the slide, consisting of a rectangle with a quarter-circle cutout on its right side.

## Permit/Approvals Needed

- Once those studies are completed and a solution identified, we will need to seek proper permits and go out for a competitive bid process.
    - Permitting includes:
      - Notice of Intent –Wetlands Protection Act
      - DCR Chapter 253 Permit Application
      - National Heritage Endangered Species
- 
- A yellow dashed line in the bottom right corner, consisting of four curved segments.

# Funding

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- Town applied for **Rural and Tribal Assistance Pilot** program monies to fund initial analyses, design, permitting and inspections.
- Town received \$40,000 in state legislature earmark funding for the analysis and design
- Options for construction funding....
  - **Dam and Seawall Repair or Removal Program**- This program is expected to open in January/February of 2024
  - **Culvert Replacement Municipal Assistance Grant Program** -This program is expected to open in January/February of 2024

PENTUCKET REGIONAL SCHOOL DISTRICT  
REGIONAL AGREEMENT

PreK-12 REGIONAL AGREEMENT OF APRIL 30, 1993  
AS AMENDED JULY 1, 1997, JULY 1, 1998, JULY 1, 1999, JULY 1, 2005,  
JULY 1, 2006, JULY 1, 2012, JULY 1, 2014, AND JULY 1, 2019

For a Regional School District for the Towns of Groveland, Merrimac, and West Newbury, towns in the Commonwealth of Massachusetts hereinafter referred to as member towns.

Section I. MEMBERSHIP OF THE REGIONAL DISTRICT SCHOOL COMMITTEE

- A. The Regional District School Committee shall consist of nine members, three from each member town, who shall be elected by the voters of that town. Each member so elected shall serve a three year term. In the event that a town or towns separate from the Regional School District at the elementary level as stated in Section X, the three (3) elected members from said town or towns shall constitute the elementary school committee as well as represent their town at the regional level.
- B. Any vacancy occurring on the Regional District School Committee for any cause shall be filled by the local Board of Selectmen and the remaining School Committee members from the town where the vacancy occurs. Such replacement shall serve until the next annual town election.
- C. At the first scheduled meeting of the Regional District School Committee after the annual election of all member towns, the Regional District School Committee shall organize in accordance with Massachusetts General Laws, Chapter 71, Section 16A, known as "Regional School Committee, Organization". In addition, the Regional District School Committee shall fix the time and place for its regular meetings for the new term, provide for the calling of special meetings upon notice to all its members, and appoint appropriate sub-committees and other officers.
- D. The Chairmanship, Vice Chairmanship and Secretary positions shall be revolving with one position being from each town. No Town shall hold more than one office.

Section II. QUORUMS, VOTES AND GOVERNANCE

- A. A quorum to conduct business at regular meetings shall consist of a simple majority of its members and special meetings shall require not less than two members from each of the towns.
- B. On all issues requiring a vote of the Regional District School Committee, each member's vote will be weighted according to the respective town's population

based on the most recent decennial Federal census data, calculated out to two decimal places, and remain as such until the next official Federal census.

- C. Any action voted by the Regional District School Committee which directly and specifically affects the elementary school(s) in only one town shall require that two of the three members of the Regional District School Committee from the town in which the affected elementary school is located vote in support of that action. In order, however, for a school to be closed in any member town where there is more than one elementary school, all three committee members from the affected town are required to vote in favor of the proposed closure after a public hearing is held in the affected town.

### Section III. TYPE OF SCHOOL

- A. The Regional School District shall include all grades from PK – 12.
- B. The secondary schools shall serve students in grades 6 or 7 – 12.
- C. The elementary schools shall serve students in grades PK – 5 or 6.
- D. In the agreement where “preschool” is mentioned it is done so for future purposes to permit the Regional District School Committee with the approval of all member towns at their respective Town Meetings, at some future date, to include preschool classes. Until such time all preschool expenses shall be on a self supporting basis, except those excluded by law.

### Section IV. LOCATION OF SCHOOLS

- A. The Regional District secondary school buildings shall be located on sites owned by the District.
- B. There shall be not less than one elementary school in each member town. Students in grades PK – 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional “magnet” classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District “Contingency Plan” as approved by the Pentucket Regional School Committee, and as may be amended from time to time.
- C. Each member town shall retain ownership of all elementary school buildings and related grounds, including any new elementary school buildings constructed in the future. Each member town shall lease each elementary school building and related grounds to the Pentucket Regional School District for the sum of one dollar. Each lease shall be for a term not greater than the term permitted by either general or special State law. The initial term of each lease shall commence

on the date that the Regional District School Committee assumes jurisdiction over the pupils in grades PK-12 or as otherwise provided in such lease. Each lease may contain provisions for an extension of the lease term at the option of the Regional District School Committee. Responsibilities for maintenance of elementary school buildings shall be uniform across all District elementary school leases. A lease shall not prevent the use of the elementary school buildings or premises by the respective owner towns with the approval of the School Committee, which shall not withhold such approval unless educationally necessary. If permitted by either general or special State law, a lease may provide that it shall terminate and the leased property shall revert to the member town if the town should no longer be a member of the Pentucket Regional School District or if the Regional District School Committee should determine that the land, with the building and other improvements thereon, is no longer needed for the educational program of the District. Each lease may include such other terms as may be agreed upon by the Board of Selectmen of a member town and the Regional District School Committee. A lease shall be executed by the Board of Selectmen on behalf of the member town and the Regional District School Committee on behalf of the District.

- D. Said requirements to lease land and buildings shall not include portions of land and buildings already under separate lease at the time of the effective date of this agreement until such time as the existing lease terms expire.
- E. Payments from present leases and future leases shall be paid to the Regional School District in accordance with the lease agreement by and between the District and the Town.
- F. When necessary to implement due to an emergency as described in Section IV (B), the Pentucket Regional School District "Contingency Plan" will be in place for not more than one year, or until all towns have convened a special town meeting for the purpose of reviewing any amendments as may be proposed to the Regional Agreement, whichever comes first.

## Section V. TRANSPORTATION

Transportation shall be provided by the Regional School District. The Regional District School Committee shall set District transportation policy.

## Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

## A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District.

The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

## Section VII. METHOD OF ASSESSING COSTS OF THE REGIONAL SCHOOL DISTRICT

### A. All operating costs shall be assessed to the three towns on the basis of M.G.L. Chapter 71, Section 16B.

1. The district assessment will be calculated and reported to the member towns by using the two – step method. The District shall list all general fund revenues, including but not limited to Chapter 70 and Transportation Aid, and reduce the member assessment as it relates to the approved operating budget by said amount. The remaining member assessments shall be calculated by charging each member Town its net minimum spending amount as approved by the Department of Elementary and Secondary Education for the Fiscal Year being assessed. Should the requested member assessments exceed the net minimum spending required then the remaining amount shall be charged to each member Town based upon its percentage of the entire District enrollment calculated to 4 decimal places as of October 1 of the prior Fiscal Year for grades K to 12, including out of District placements, as reported to the Massachusetts Department of Elementary and Secondary Education on the statewide pupil census. All Debt Service and Capital Costs not associated directly to one member community's Elementary School(s) shall be allocated and assessed annually using the calculation stated above for any amount over the net minimum spending requirement.
2. Should all member Towns agree on an alternative method of assessment the District shall be notified in writing by each member community's Board of Selectmen Chair on the agreed procedure on or before March 1 of the year

prior to the Fiscal year budget start date. If the per pupil method of assessment is chosen then the calculation shall be the same as the amount over net minimum spending stated in Part 1 of this section.

- B. Debt Service, incurred by the District for an elementary school building of a member town, less applicable Chapter 70B MSBA aid, shall be assessed to the member town in which the elementary school is located.
- C. The payment of the assessed share of operating costs and debt service by each member town, as computed by the Regional District School Committee according to the methods specified in Sections VI, and VII, shall be made by each member town's Treasurer by check payable to the Regional School District in twelve equal installments by the fifteenth of each month.

#### Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town by January 15<sup>th</sup>. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, the District shall provide the member towns with a maintenance plan for each of its buildings. The District shall include a line item in its budget to fully fund this plan. A year end maintenance report shall be provided to the member towns identifying the cost of all maintenance performed.

- B. Each member town shall be responsible for payment of costs associated with the construction of new buildings, renovations, or making extraordinary repairs to the elementary school building/s located in that member town so long as they meet the requirements of a capital project as described in VIII A.
- C. The costs of on-going maintenance for those items not included in paragraph VIII B. for the elementary schools and all costs for the secondary schools shall be borne by the Regional School District.

#### Section IX. ADMISSION OF ADDITIONAL TOWNS

By an amendment of this agreement adopted by each member town in accordance with Section XIV and complying with the provision therein contained,

any other town or towns may be admitted to the Regional School District upon adoption as herein provided of such amendment and upon acceptance of the agreement as so amended, and also upon compliance with the provision of law as may be applicable and such terms as may be set forth in such amendment.

A new member may be admitted to the Regional School District as of July 1 of any fiscal year, provided that all requisite approvals for such admission, including the Commissioner's approval, shall be obtained no later than the preceding December 31. The authorizing votes may provide for the deferral of said admission until July 1 of a subsequent fiscal year.

#### Section X. WITHDRAWAL OF MEMBER TOWNS FROM THE REGIONAL SCHOOL DISTRICT

- A. Any town withdrawing from the District must first pay all its share of total debt and current operating expenses. All withdrawals are subject to the approval of the Commissioner of Elementary and Secondary Education and must be approved by two thirds of the member Towns.

Any member town may withdraw from the regional school district in total or at the elementary level if accepted by a majority vote of the voters present and voting on the question at its Annual Town meeting called for the purpose, such withdrawal to become effective on June 30<sup>th</sup> of the year named in the question, provided: (1) that in pursuance of such vote, the withdrawing town gives the regional school district at least one years written notice of its intention to withdraw, (2) that the said town has paid over to the District any costs which have been certified by the District Treasurer to the Treasurer of the withdrawing town.

#### Section XI. ANNUAL REPORT

- A. The Regional District School Committee shall submit to each member town an annual report containing a detailed financial statement and a statement showing methods by which the annual charges assessed against each town were computed, together with such additional information relating to the operation and maintenance of the secondary schools and each elementary school as may be deemed necessary by the Regional District Committee or by the Selectmen and/or the Finance Committee of any member town. This report shall contain a detailed listing of salaries by individual employee.



## Section XII. BUDGET

The Regional Advisory Committee will meet, from time to time, with the Regional District School Committee Chair, the Superintendent and/or Business Manager to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
  1. The budget process shall be initiated annually in December and shall provide an opportunity for the Selectmen and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Selectmen, Finance Directors and Finance Committee members of each member town.
  2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget. Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; outlay, debt and interest charges; the last named to specify all items costing \$1,000.00 or more. All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Board of Selectmen or Finance Committee may request further information.
  3. 45 days prior to the date of the earliest member Annual Town Meeting the Regional District School Committee shall adopt by a two-thirds vote of all its members a budget with such changes as may have resulted from conferences and an open hearing. This budget shall be presented in two parts as outlined in the attached template (Exhibit A). No later than 30 days from the date of the approval vote, but within 10 days if possible, the

Treasurer of the District shall certify to the Treasurer of each member town its assessed share of such budget.

4. The budget and assessment shall be so constructed as to show debt service, capital and operating costs. It shall also list all general fund revenue used to reduce member assessments as described in VII. A. This budget should also identify the costs of any programs not uniformly offered at all District elementary schools.
5. Budget approval will be in accordance with M.G.L. Chapter 71, Section 16B.
6. If, in the opinion of the Board of Selectmen and/or Finance Committee of any of the towns, the Regional School District budget will not fit the budgetary capabilities of their town, they can request of the Regional District School Committee a special meeting to discuss the budget.

This meeting shall be called within seven (7) days of the presentation of the budget to the member towns.

The meeting shall be attended by six members of the Regional District School Committee (two members from each member town), as well as two representatives of the Board of Selectmen and two representatives of the Finance Committee from each member town.

The purpose of this meeting will be to discuss the ability of the town or towns to meet the financial obligation brought forth by their assessment of the submitted Regional School District budget.

The charge of this group will be to recommend to the Regional District School Committee a reduced budget that least affects the educational integrity of the District and meets the financial capabilities of the town(s).

7. If a member town fails to hold a meeting within forty-five (45) days from the date on which an amended assessment was adopted by the Regional District School Committee, the member town shall be deemed to have voted affirmatively regardless of whether the town had previously approved an amount equal to or greater than the revised assessment. No action by the town constitutes approval.

### Section XIII. INCURRING OF DEBT

- A. The Regional District School Committee shall have authority to develop plans for District schools. According to Chapter 71, S.16d. the Regional District School Committee shall not incur any debt for the school until the expiration of sixty (60)

days from the date said debt is authorized by the Regional District School Committee. Prior to the expiration of said period each member town will be notified of the intent to incur debt. Each member town which would bear a financial responsibility for the debt through the assessment of all or a portion of the principal and interest on such debt shall hold a Town Meeting for the purpose of expressing approval or disapproval of the amount of debt authorized by the Regional District School Committee by a majority of voters present and voting on the question. If the debt is disapproved by any member town, the debt shall not be incurred, and the Regional District School Committee shall then prepare an alternative proposal and a new or revised authorization to incur debt. The only exception to the restrictions in this paragraph shall be the incurring of debt in anticipation of revenues.

- B. In the event that a member town should determine, prior to the issuance by the District of long term indebtedness to finance a Capital Cost, to make an upfront cash contribution to pay all of its allocable share of such Capital Cost, then the total borrowing authorized to pay costs of such Capital Cost shall be reduced by the amount of such upfront cash contribution. A member town's share of Capital Costs for purposes of this section shall be determined in the same manner as used in determining the allocation of Capital Costs for the fiscal year in which the District's borrowing for a particular Capital Cost is authorized.

When a member town has paid its entire share of such Capital Cost, then such member town shall not be assessed for any portion of Debt Service incurred by the District to finance the balance of such Capital Cost. Then, notwithstanding the provisions of Section VII(A) to the contrary, Debt Service on the amount to be borrowed shall be assessed upon the member town or towns that did not determine to make an upfront cash contribution on account of such Capital Cost, as if the District's total enrollment consisted solely of the students from the noncontributing town or towns.

Any upfront cash contribution on account of a Capital Cost shall be paid to the District prior to the issuance of long term bonds by the District to finance such capital cost.

#### Section XIV. AMENDMENTS

- A. Amendments to the agreement must receive a majority vote of approval by each member town at a Town Meeting. Amendments may be initiated by the Regional District School Committee or by the Board of Selectmen of any one of the member towns.
- B. No such amendment shall be made which shall substantially impair the rights of the holders of any of the District's bonds or notes of the District then outstanding or the rights of the District to procure the means for payment thereof.


C. This agreement shall be reviewed every three years by a group comprised of the Chief Financial Officer of each town (or person holding such position by whichever title it may be known), the PRSD Business Manager, and the PRSD Superintendent, who will jointly make recommendations for changes to the member Town's Board of Selectmen. Each town's Chief Financial Officer shall participate on behalf of their respective Board of Selectmen, and shall be responsible to keep their Board apprised of communications and related meetings, and to provide their respective Board regular opportunities to initiate any potential amendments to this agreement or respond to any amendments as may be initiated by others. At any time the Towns may also appoint a task force to review the Regional Agreement. This task force will be made up of a member from each Town's Board of Selectmen, the member town's Finance Directors, the Chairman of the School Committee, the Superintendent and a citizen from each member town.

D. All amendments are subject to the approval of the Commissioner of Elementary and Secondary Education.


#### Section XV. SEVERABILITY OF SECTIONS

According to Chapter 71.S.16I., in the event that any provision of this Regional School District Agreement shall be held invalid in any circumstance, such invalidity shall not affect any other provisions or circumstances.


#### Approval Signatures

  
\_\_\_\_\_  
**Chair, Groveland Board of Selectmen**  
Duly authorized

5/28/19  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Chair, Merrimac Board of Selectmen**  
Duly authorized

6/6/19  
\_\_\_\_\_  
**Date**

  
\_\_\_\_\_  
**Chair, West Newbury Board of Selectmen**  
Duly authorized

6/20/19  
\_\_\_\_\_  
**Date**



# Town of West Newbury

## Select Board

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381 Main Street, West Newbury, MA 01985 | 978-363-1100, Ext. 115  
[selectboard@wnewbury.org](mailto:selectboard@wnewbury.org)

TO: Select Board, Town of Groveland  
Select Board, Town of Merrimac

CC: Carol McLeod; Rebecca Oldham; Angus Jennings  
Justin Bartholomew; Greg Labrecque

FROM: West Newbury Select Board

DATE: January 5, 2023

RE: PRSD Regional Agreement

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As you know, the Pentucket Regional Agreement at Sec. XIV.C. provides for review of the Agreement every three years. In August 2022, a meeting was held among representatives of the three towns' Select Boards, Finance Committees, and each town's Finance Director/Town Administrator/Manager ("CFOs") to preliminarily discuss ideas for potential changes that could improve our work together as three communities, and with the Pentucket administration.

During the fall, we solicited input and ideas from our Finance Committee, Town Manager, and among our own Select Board members, and held discussions of the Agreement in posted Select Board meetings. Discussions also took place among the CFOs, with the PRSD Superintendent and Business Manager, at their monthly working meetings.

Following on these prior correspondences and meetings, the West Newbury Select Board met in December to formalize its proposed changes to the PRSD Regional Agreement.

The proposed changes on the following pages are offered as suggestions, for consideration by the Groveland and Merrimac Select Boards. If there is agreement among the three towns' Boards to some or all of these proposed amendments, and/or other changes that one or both of your Boards may wish to propose, our goal would be to work together to bring these forward for proposed adoption at the towns' Spring 2023 Town Meetings. Once it becomes clear which changes (if any) would be proposed locally, we would also work with both town counsel and with the office of the DESE Commissioner to ensure that any proposed amendments would pass legal muster and also meet DESE approval.

We appreciate your consideration of these proposals, and look forward to hearing back with your responses. We can jointly determine how and on what schedule we should best proceed. If there is interest, we would be happy to participate in a joint meeting of the Boards; or to designate a member to a working group for this purpose.

## AMENDMENTS PROPOSED BY THE WEST NEWBURY SELECT BOARD TO THE PENTUCKET REGIONAL SCHOOL DISTRICT REGIONAL AGREEMENT

Note: Only those sections of the agreement that the Board is proposing for amendment are included here. Sections not included here are not proposed for amendment. A complete copy of the current PRSD Agreement is appended to this memo, for reference.

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Proposed deletions in ~~striketrough~~  
Proposed additions in double-underline

### Section IV. LOCATION OF SCHOOLS

- B. There may ~~shall~~ be ~~not less than~~ one or more elementary school in each member town provided, however, that the towns may decide to share or consolidate elementary schools in the future. Unless and until any such consolidation, students ~~Students~~ in grades PK - 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

### Section VI. DEFINITIONS

The budget for construction and operation of the District's Schools including payments of principal and interest on bonds and other evidence of indebtedness issued by the District shall be apportioned to the member towns subject to the following definitions:

#### A. Budget

As defined by this document, the budget is the amount of dollars voted by the Regional District School Committee to finance the District schools to be paid from the general revenues of the Regional School District. The budget shall be comprised of two parts: operating costs and debt service, each as herein defined.

1. DEBT SERVICE and CAPITAL COSTS include all costs that are used for payment of principal and interest on bonds or other obligations issued by the District. Capital projects shall be defined as costing not less than \$20,000 ~~\$10,000~~ and having a depreciable life of not less than 5 years.
2. OPERATING COSTS include all costs not included in Debt Service and Capital Costs as defined in 1, but includes interest and principal on revenue anticipation notes.

## Section VIII. RESPONSIBILITY FOR ADDITIONS, MAJOR REPLACEMENTS AND MAINTENANCE OF SECONDARY AND ELEMENTARY SCHOOLS

- A. The District shall develop a 5 year capital plan for each building that will be provided to each member town, including any new or updated projects and cost estimates, each year by October January 15<sup>th</sup>. This plan shall include; item descriptions, estimated costs, and the projected depreciable life. Capital projects shall be defined as costing not less than \$20,000 \$10,000 and having a depreciable life of not less than 5 years. Capital projects shall be scheduled and approved by the member Town. Emergency repair procedures shall be defined by the member Town lease agreement.

In addition, on or before January 15<sup>th</sup> of each year, the District shall provide the member towns with a maintenance plan for the following budget year for each of its buildings. The District shall include a line item in its budget to fully fund this plan. As part of its closeout of the fiscal year, on or around September 1<sup>st</sup> of each year, a ~~A~~ year end maintenance report covering the preceding fiscal year shall be provided to the member towns identifying the cost of all maintenance performed.

## Section XII. BUDGET

There shall be a Regional Finance Advisory Committee ("Advisory Committee"), comprised of the following: one Select Board member from each member town annually appointed by each member town Select Board; the Finance Director, or person holding such position by whichever title it may be known, from each member town; one Finance Committee member from each member town annually appointed by each member town Finance Committee; the Regional District School Committee Chair, or his/her designee; and the District Superintendent and/or Business Manager. The ~~Regional~~ Advisory Committee will meet, from time to time, ~~with the Regional District School Committee Chair, the Superintendent and/or Business Manager~~ to discuss matters that may impact the District and/or the towns, including budget calendars and timelines, content and detail of budgets, revenue estimates and other revenue matters, capital budget items and use of Excess and Deficiency funds. The chairmanship of the Advisory Committee shall rotate annually among the designated Select Board members from each of the towns. The Committee shall prepare reports to be read into the School Committee minutes.

- A. The Regional District School Committee shall prepare a budget on a fiscal year basis for the District in the following manner:
1. The budget process shall be initiated annually in December and shall provide an opportunity for the Select Board ~~Selectmen~~ and Finance Committee of each member town to have input into its preparation. The Regional District School Committee shall complete its proposed budget for the ensuing year, and said proposed budget shall be posted in the Town Hall of each member town, shall be provided to each member town's public library, and shall be submitted to the Select Board ~~Selectmen~~, Finance Directors, and Finance Committee members of each member town. The

Advisory Committee shall convene two meetings during the budget process, including an initial meeting in late January; and an additional meeting in March, prior to the School Committee's vote on the proposed budget. Additionally, upon request of the Finance Committee and/or the Select Board of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Select Board for the purpose of discussing the proposed budget.

2. The proposed budget shall contain a notice stating when and where a public hearing will be held. The public hearing shall be held in any District school building. The notice of the public hearing shall be posted in all three towns. Said hearing shall be held at least ten (10) days prior to final adoption of the proposed budget. ~~Upon request of the Finance Committee and/or the Board of Selectmen of any member town, the Regional District School Committee shall arrange to meet with such Finance Committee and/or Board of Selectmen for the purpose of discussing the proposed budget.~~ Said proposed budget shall be submitted in the template approved by the School Committee, itemized at least as follows: central administration; expenses of instruction; transportation; operation of school plant; maintenance of school plant; and outlay, debt and interest charges; ~~the last named to specify all items costing \$1,000.00 or more.~~ All non-recurring expenditures shall be itemized. Enrollment, staffing, total expenditures and assessments for the past five years shall be included. The Chair of any member Select Board ~~of Selectmen~~ or Finance Committee may request further information.





**TOWN OF MERRIMAC**  
**OFFICE OF THE SELECT BOARD**  
2-8 School Street, Merrimac, MA 01860  
TEL (978) 346-8862  
E-MAIL [selectmen@townofmerrimac.com](mailto:selectmen@townofmerrimac.com)

August 22, 2023

West Newbury Select Board  
381 Main St.  
West Newbury, MA 01985

Groveland Select Board  
183 Main Street  
Groveland, MA 01834

Dear Honorable Board Members,

The Merrimac Select Board reviewed the proposed amendments to the PRSD Regional Agreement at their regular meeting on August 21, 2023. We agree with the edits presented, but wanted a better understanding of the intent of the language related to Section IV. LOCATION OF SCHOOLS

B. There may shall be not less than one or more elementary school in each member town provided, however, that the towns may decide to share or consolidate elementary schools in the future. Unless and until any such consolidation, students Students in grades PK - 5 or 6 shall attend schools in their towns of residence, except in cases of emergency as defined by the Regional District School Committee, children attending special education low incidence classes, regional "magnet" classes, or intradistrict school choice. In such instances of emergency, refer to the Pentucket Regional School District "Contingency Plan" as approved by the Pentucket Regional School Committee, and as may be amended from time to time.

During discussion, Board Member Gorzynski expressed concern whether this language presented the possibility of eliminating an elementary school in a member town. Dr. Justin Bartholomew was in attendance and offered that he understood it to provide the possibility for two towns to consolidate if they wish. To that end, the Merrimac Select Board would like further clarification on the language and its intent.

Sincerely,

Chris Manni  
Chairman

Benjamin S. Beaulieu

Irina Gorzynski

cc. Carol McLeod  
Rebecca Oldham  
Angus Jennings  
Dr. Justin Bartholomew  
Greg Labrecque  
Julie King



## BOARD OF SELECTMEN

### Meeting Minutes

Wednesday, July 5, 2023

Groveland Town Hall

183 Main Street, Groveland, MA 01834

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

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

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

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

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

### **PUBLIC HEARING:**

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

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

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

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

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

#### **APPROVAL OF THE MINUTES:**

- None.

#### **APPROVE WARRANTS:**

PW # 23-53 \$ 239,641.99

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

BW# 23-53 \$ 382,381.04

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

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

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

#### **APPOINTMENTS OF THE BOARD:**

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

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

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

3. Appoint Kiefer Dalton, of Hancock Street, Haverhill, as a Seasonal Groundskeeper for the Highway Department. This is a part-time, non-exempt, non-benefit eligible position, 16-19 hours per week (Monday-Thursday 8-12) through November 2023. The rate of pay is \$17 per hour and the appointment is effective June 20, 2023.

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

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

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to appoint Kiefer Dalton, of Hancock Street, Haverhill, as a Seasonal Groundskeeper for the Highway Department. This is a part-time, non-exempt, non-benefit eligible position, 16-19 hours per week (Monday-Thursday 8-12) through November 2023. The rate of pay is \$17 per hour and the appointment is effective June 20, 2023. Voted: 5-0.

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

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

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

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

#### **VOTES OF THE BOARD:**

6. FY23 Budgetary Transfers

- Health Insurance
- Property Casualty Insurance

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

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

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

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

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

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

**Discussion:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported:

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

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

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

#### **OLD OR UNFINISHED BUSINESS:**

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

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- None.

#### **CORRESPONDENCE:**

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

#### **ADJOURNMENT:**

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

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

***Respectfully submitted,***

***Katherine T. Ingram***

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

**23-53/24-00 BILLS WARRANT BREAKDOWN:**

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



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, July 31, 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 Edward Watson, Mark Parenteau, Jason Naves, Kathleen Kastrinelis  
Rebecca Oldham, Town Administrator

**ABSENT:** Mark Parenteau

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

- Jan Dempsey, 33 Uptack Road, announced the Household Hazardous Waste Day on Sat. September 9<sup>th</sup> from 8-noon at the Newburyport Dept of Public Services, 16A Perry Way. There is a cost for this service and proof of residency is required. Volunteers are needed – sign up is through the BOH.

### **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).  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to approve the 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). Voted: 4-0. One Absent.
2. Approval of Special Event permit for the Congregational Church for the Thrift Shop Yard Sale on September 9, 2023 from 7AM to 2PM.  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the Special Event permit for the Congregational Church for the Thrift Shop Yard Sale at Perry Park on September 9, 2023 from 7AM to 2PM. Voted: 4-0. One Absent.
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.  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One-Day Liquor License for Lianne Goodwin for a private event at Veasey Memorial Park on August 19, 2023, from 3PM to 9:30PM. Voted: 4-0. One Absent.



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.  
A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve the One-Day Liquor License for Paige Sherman for a private event at Veasey Memorial Park on August 26, 2023 from 3PM to 9:30PM. Voted: 4-0. One Absent.
5. Letter from Attorney Steven David concerning Fadi Issa 929-931 Salem Street  
Chair MacDonald asked if everyone had a chance to review this. Selectman Kastrinelis noted that the Highway Superintendent resolved the issue. Renny Carroll, Highway Superintendent was present and explained that this had to do with National Grid not the applicant and this has been resolved.
6. Open Meeting Law Complaint, Steven Baker - Review Complaint and Draft Response from Counsel  
Chair MacDonald read the response.  
A motion was moved by Chair MacDonald and seconded by Selectman Kastrinelis to approve the draft response from our Town Counsel regarding the Open Meeting Law Complaint filed by Steven Baker. Voted: 4-0. One Absent.
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 Local Service and any other authorities and further review by the Board and Town Counsel as necessary and effectively table the issue, *Selectman MacDonald*  
Chair MacDonald noted that this was already voted on to rescind at a previous BOS Meeting, but he was not sure how the question was posed to Town Counsel; the issue of waiver was not addressed and added if you ask a different question, you will get a different answer. Chair MacDonald has reached out to DOR and has not yet heard back. Selectman Kastrinelis referenced a 2021 letter from the Attorney at DOR regarding MGL 41, section 108 and noted the Town Accountant was not comfortable moving the money. Chair MacDonald responded that he will work on this on his own to find the right answer and report back. Selectman Naves added the vote was already rescinded so there currently is not a vote on the table to rescind. Chairman MacDonald responded that he went on record last time to say the vote was erroneous and he is not sure that is accurate and he would like to retract that and to make sure we get it right.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to table. Voted: 4-0. One Absent.
8. Creation of Trash and Recycling Committee, *Selectman Kastrinelis*  
Selectman Kastrinelis noted that implementing the two-barrel limit did provide an effective change, tonnage has gone down and recycled tonnage has increased. However, the last couple of months tonnage in May and June went up and she wants to make sure the restrictions are being followed. Asked the Board to consider the formation of a Trash and Recycling Committee to get ready for our next contract and allow the TA to enter into discussions with Waste Management regarding the Contract. Selectman Kastrinelis felt this should be a priority goal for the TA. Chair MacDonald asked if Selectman Kastrinelis had a preference on who generally serves on the Committee; Selectman Kastrinelis noted she did not. TA Oldham thought this was a great idea and asked for a member of the BOH to be involved. Selectman Kastrinelis will invite the BOH to be involved. Selectman Watson suggested having a member of the Highway Department involved; Selectman Kastrinelis felt the Highway Superintendent could be invited to the meetings

as needed. TA Oldham suggested having Liaisons. The Board discussed having a seven-member board. Chair MacDonald agreed with having someone from Highway involved.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to create a Trash and Recycling Committee comprised of at least one member of the BOS, the TA, one member of the Finance Board and a representative of the BOH and community members. Voted: 4-0. One Absent.

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.*

Selectman Kastrinelis recused.

TA Oldham noted that this was discussed at the last meeting. Renny Carroll, Rock Dower and Steve McPherson were present at the meeting. TA Oldham provided a flowchart to show how this would look; this would be a phased approach. Everyone involved has seen the documentation.

Rock Dower, Cemetery Commission Chair addressed the Board and asked to see a copy of the documentation and referenced the Foreman position was discussed. Rock Dower asked how an appointed individual could be above an elected official. Rock Dower noted the Cemetery Superintendent has left and this might be a good time to enact changes while we are in a transition period; TA Oldham noted there are currently four applicants for the position. There has not yet been an official vote; a Cemetery Commission meeting will hopefully be scheduled for August 7<sup>th</sup>. TA Oldham noted the Cemetery Superintendent would fall under the Highway Superintendent not the Cemetery Commission. TA Oldham noted that the trial period will start when approved by the BOS and will go until January when it will then be discussed further during budget time. TA Oldham reiterated that if the Cemetery Commission is not comfortable with this proposal, she would not move forward.

Selectman Watson noted we have not determined who would ultimately be in charge. Selectman Naves felt this would take collaboration between the Cemetery Commission and the Highway Superintendent. Selectman Watson asked about the legality; can this be done without a town meeting vote. TA Oldham responded that removing the Cemetery Commission would require a town vote, but we are not planning to do that; moving the appointed position falls under the BOS; the intent is not to touch the line items, the money is already under the Highway Department budget.

Chair MacDonald noted that the BOS would wait for the Cemetery Commission to meet and discuss before taking any action.

A motion was moved by Chair MacDonald and seconded by Selectman Watson to table.  
Voted: 3-0. One absent. One recused.

10. Vote to dissolve Town Government Committee

TA Oldham explained that there was never an official vote to dissolve this Committee.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to dissolve the Town Government Committee. Voted: 4-0. One absent.

11. Vote to dissolve Elm Square Committee

TA Oldham explained that the BOS voted to moving ahead with the Economic Committee and this Committee is no longer relevant.

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to dissolve the Elm Square Committee. Voted: 4-0. One absent.

**APPROVAL OF THE MINUTES:**

- None.

**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 through June 30, 2024.
33. Appointment of Aidan Hollingsworth, 23 Independence Drive, Methuen, as Reserve Dispatcher/Lockup Keeper for a probationary period through June 30, 2024  
A motion was moved by Chair MacDonald and seconded by Selectman Kastrinelis to appoint the names as delineated on the agenda #12 - #32 with the exclusion of # 14, 26 and 28 as they have already been sworn in. Voted: 4-0. One absent.

**TOWN ADMINISTRATOR'S TIME:**

**TA Oldham reported:** let the Board know the payroll and bill pay warrant was reviewed.

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

**Selectman Naves:** thanked the Highway Department for their help getting the boat ramp up and running and thanked the Light Department for keeping the lights on in the recent storm. The Legislature is about to approve the budget which will include some minor increases for the Town.

**Selectman Kastrinelis:** thanked the residents who help clean around town; it is appreciated.

**Selectman Watson:** received a couple of complaints about the rail trail and took the time to check it out; the Highway Department doesn't have time to go down there but this could use some attention.

**OLD OR UNFINISHED BUSINESS:**

**Selectman Kastrinelis:** asked for goals for the BOS and the TA to be added to the next agenda.

**OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING**

**CORRESPONDENCE:**

- None.

**ADJOURNMENT:**

A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to adjourn the meeting at 7:44 pm. Voted: 4-0. One absent.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, August 14, 2023, at 6:30PM.*

*Respectfully Submitted by,*

*Katherine T. Ingram*

**From:** [David Greenbaum](#)  
**To:** [Kathleen Kastrinelis](#)  
**Cc:** [Rebecca Oldham](#); [James Stepanian](#); [Lori Bentsen](#)  
**Subject:** Re: Members to Appoint to Trash and Recycling Committee  
**Date:** Thursday, August 24, 2023 8:46:31 PM

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Good Evening Kathy,

As I previously mentioned, the Board of Health discussed our representation on the Trash and Recycling Committee at our meeting this evening. During the meeting the Board voted Jim Stepanian as the Board of Health representative on the Trash and Recycling Committee, I will be the alternate member should Jim be unable to attend a meeting. Additionally, the Board would like Lori Bentsen invited to provide information on Board of Health responsibilities under the current contract.

Thank you for including a member of the Board of Health on this important committee and please feel free to contact me should you have any questions or need further information regarding this appointment.

Regards,  
David

Sent from my iPhone

On Aug 21, 2023, at 8:14 AM, David Greenbaum  
<david\_greenbaum@comcast.net> wrote:

Hi Lori,  
Will you please place the trash and recycling committee on the agenda for the board meeting this week? Thank you  
David  
Sent from my iPhone

Begin forwarded message:

**From:** Kathleen Kastrinelis <kkastrinelis@grovelandma.com>  
**Date:** August 20, 2023 at 9:57:40 PM EDT  
**To:** Rebecca Oldham <ROldham@grovelandma.com>, Dan MacDonald <DMacDonald@grovelandma.com>  
**Cc:** Bill\_Oneil@comcast.net, David Greenbaum <david\_greenbaum@comcast.net>, Stephanie Bartelt <sbartelt@mac.com>, jandempsey@comcast.net  
**Subject: Members to Appoint to Trash and Recycling Committee**

Hello,

Please place the following names on our agenda for August 31 for appointment to the Trash and Recycling Committee:

David Greenbaum, Chair of the Board of Health  
Bill O'Neil, Finance Board  
Rebecca Oldham, Town Administrator  
Stephanie Bartlet, resident  
Jan Dempsey, resident

As I've already been appointed that would fill 6 of the 7 members on the committee. If you do not have any other residents who have asked to be appointed, I can reach out to the Council on Aging to see if they might have a resident who is interested in assisting on this committee. So, let me know if another member is needed. Thank you.

Sincerely,  
Kathy



## BOARD OF SELECTMEN

### Meeting Minutes

**Monday, August 28, 2023**

*Groveland Town Hall*

*183 Main Street, Groveland, MA 01834*

This meeting was in-person and was 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 Edward Watson, Mark Parenteau, Kathleen Kastrinelis.

Rebecca Oldham, Town Administrator

Planning Board Members: Brad Ligols, Chris Goodwin, Dennis McNulty, John Stokes

**ABSENT:** Selectman Jason Naves

**CALL MEETING TO ORDER AT 6:30PM:** Chair MacDonald called the meeting to order at 6:30 pm. Chair MacDonald introduced members of the Board of Selectman and also members of the Planning Board that were in attendance.

**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.*

- Mike Dempsey was present and addressed the Board to remind everyone about the Household Hazardous Waste Day on Saturday, September 9<sup>th</sup> from 8am – noon at the Newburyport Department of Public Services. There is a fee to dispose of items.

### DISCUSSION & POSSIBLE VOTE:

1. Approval of a One-Day Liquor License for Groveland Day, Rockport Brewing Company, for the 5<sup>th</sup> Annual Groveland Day 5K Race on September 8, 2023 from 5:30PM to 8:30PM.  
A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve a One-Day Liquor License for Groveland Day, Rockport Brewing Company, for the 5<sup>th</sup> Annual Groveland Day 5K Race on September 8, 2023 from 5:30PM to 8:30PM. Voted: 4-0. One Absent.
2. Approval of a One-Day Liquor License for Sandy Wise on behalf of the Pentucket High School Class of '73 and '71 for a private event on September 23, 2023 from 2PM to 9PM.  
A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the One-Day Liquor License for Sandy Wise on behalf of the Pentucket High School Class of '73 and '71 for a private event on September 23, 2023 from 2PM to 9PM. Voted: 4-0. One Absent.
3. Resignation of Mali Lees as the Administrative Assistant in the Water and Sewer Department effective August 24, 2023.  
Selectman Kastrinelis wished Mali well in the future.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to accept the resignation of Mali Lees as the Administrative Assistant in the Water and Sewer Department effective August 24, 2023. Voted: 4-0. One Absent.



4. Acceptance of land donation, parcel 13-014A, from Stephen DiPietro - 2-acre parcel located along Seven Star Road, *Mike Dempsey Conservation Commission Chair*.  
Mike Dempsey, Conservation Commission Chair was present and addressed the Board to explain the donation; this was donated a while ago and there was an error with the filing at the Registry of Deeds – Conservation Commission and the BOS both need to vote to approve the donation and that didn't happen so this needs to be corrected. Mike asked for the BOS to approve the donation and the Chair to sign this so it can be filed with the Registry of Deeds.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Parenteau to accept the land donation, parcel 13-014A, from Stephen DiPietro - 2-acre parcel located along Seven Star Road. Voted: 4-0. One absent.
5. Official creation of Trash and Recycling Committee with established charge and scope:  
Selectman Kastrinelis read a potential charge and scope that TA Oldham drafted.  
A motion was moved by Selectman Kastrinelis and seconded by Selectman Watson to approve the creation of the Trash and Recycling Committee as described in the document provided by the TA that was just read. Voted: 4-0. One absent.

#### **PRESENTATION:**

6. Comprehensive Master Plan Progress Report and Joint Presentation to the Board of Selectmen and Planning Board, Emily Innes of Innes Associates and Michael Wang of Form + Place  
Emily Innes of Innes Associates and Michael Wang of Form + Place. Emily shared a slide presentation with the BOS and Michael Wang provided an update of the Comprehensive Master Plan. Emily Innes reviewed key roles for next steps. The draft plan and the companion questionnaire are both online; this will allow for public input before the Planning Board's Public Hearing. Public comment closes on September 15<sup>th</sup> and information will be compiled and added to the appendix and delivered to the BOS sometime in October. The plan offers vision, strategies and action steps but does not mandate the town to do anything; that is up to the elected officials and the town itself to determine how to proceed.

#### **APPROVAL OF THE MINUTES:**

7. Board of Selectmen Meeting Minutes July 17, 2023:  
A motion was moved by Selectman Watson and seconded by Selectman Kastrinelis to approve the Board of Selectmen Meeting Minutes July 17, 2023. Voted: 4-0. One absent.

#### **APPOINTMENTS OF THE BOARD:**

8. Appointment of David Greenbaum, Chair of the Board of Health, to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024.  
TA Oldham noted there was a change in the BOH appointment and asked the Board to appoint James Stepanian instead of David Greenbaum. In order to avoid an Open Meeting Law Violation, Chair MacDonald asked if this could wait until the next meeting so the correct name can be listed on the agenda. TA Oldham stated that it could wait until the next meeting.  
A motion was moved by Selectman Watson and seconded by Chair MacDonald to table.  
Voted: 4-0. One absent.
9. Appointment of Bill O'Neil, Finance Board, to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024.  
A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to appoint Bill O'Neil, Finance Board, to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024. Voted: 4-0. One absent.

10. Appointment of Stephanie Bartlet, resident to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024.

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to appoint Stephanie Bartlet, resident to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024. Voted: 4-0. One absent.

11. Appointment of Jan Dempsey, resident, to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024.

A motion was moved by Selectman Parenteau and seconded by Selectman Watson to appoint Jan Dempsey, resident, to the Trash and Recycling Committee effective August 28, 2023 through June 30, 2024. Voted: 4-0. One absent.

#### **TOWN ADMINISTRATOR'S TIME:**

TA Oldham reported: noted the huge rain event this past week that created a lot of flooding. A task force has been created to identify problem areas as well as areas of future concern, specifically in the case of hazard mitigation and future flooding. The task force consists of TA Oldham, the Building Commissioner, the Town Planner and the Highway Superintendent. The task force plans to meet and develop a plan of action. The Uptack culvert was due for completion on September 6<sup>th</sup>, due to the rain event, that date has been pushed back to September 8<sup>th</sup>; TA Oldham is discussing with the contractor, issues with the start of school. The monthly newsletter is just about complete, and the first newsletter will be released sometime this week. Groveland day is September 9<sup>th</sup> and the 5k is on September 8<sup>th</sup>.

**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:** Would like to see the road maintenance plan for the next five years and would like to work on goals for the BOS.

#### **OLD OR UNFINISHED BUSINESS:**

- None.

#### **OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:**

- None.

#### **CORRESPONDENCE**

12. Board of Selectmen Meeting Minutes July 5, 2023  
13. Board of Selectmen Meeting Minutes July 31, 2023

#### **ADJOURNMENT:**

A motion was moved by Selectman Parenteau and seconded by Selectman Kastrinelis to adjourn the meeting. Voted: 4-0. One absent.

*The next regularly scheduled meeting of the Board of Selectmen will be Monday, September 11, 2023, at 6:30PM.*

*Respectfully submitted,*

*Katherine T. Ingram*