



BOARD OF SELECTMEN
Meeting Agenda
Monday, October 23, 2023
Groveland Town Hall
183 Main Street, Groveland, MA 01834

TOWN OF GROVELAND
2023 OCT 19 AM 10:26
TOWN CLERK
RECEIVED/POSTED

This meeting will be in-person and also be broadcast live on Groveland Government Access, Channel 8, 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. Sunset Circle Parking Restrictions and Complaint, *Steve Baker, 5 Sunset Circle.*
2. Road Pavement Management Plan, *Selectman Kastrinelis*
3. Discussion on Water Quality Concerns with Superintendent Colin Stokes, *Selectman Watson*
4. Discussion on Board of Selectmen Policies, *Selectman Kastrinelis*

APPROVAL OF THE MINUTES

5. Board of Selectmen Meeting Minutes from August 14, 2023.
6. Board of Selectmen Meeting Minutes from September 11, 2023.

APPOINTMENTS OF THE BOARD

7. Accept the Resignation of Susan D'Angelo from the Cultural Council effective October 23, 2023.
8. Appoint Larry Elardo, Mill Street of Groveland, to the Cultural Council for October 24, 2023, thru June 30, 2024.

TOWN ADMINISTRATOR'S TIME

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

OLD OR UNFINISHED BUSINESS

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING

CORRESPONDENCE

Invitation from PRSD for November 7th for a State of the District and Regional School Agreement.

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

Submitted by: *Kathleen Kastrinelis, Vice-Chair*



TOWN OF GROVELAND

HIGHWAY DEPARTMENT

TOWN HALL
183 Main Street
Groveland, MA 01834



This letter's purpose is to outline the common knowledge and as well as applying the MUTCD guidelines for traffic sign layout. Using the guidelines for the west bound lane (or inbound lane) if possible, should remain open to traffic from Salem Street to allow easy and safe transition onto side streets, therefor having the "No Parking" signage on the west bound side is helpful for vehicular traffic.

Safety being the biggest control when deploying permanent signage onto a roadway the easterly side of the road has the only sidewalks making it an obvious choice for providing safe pedestrian egress down to the main street. Thus, having parking on that side is the best possible situation. These factors were the driving force behind the signs where they were placed.

Before constructing these signs, I also reached out to the GPD chief and consulted with him about where the signs would best suit to be deployed. Chief Gillen agreed that the easterly side would be best suited to have the No Parking signs on.

All the best,

Renny Carroll
Highway Superintendent
Town of Groveland
183 Main Street
978-556-7208

From: [Steve Baker](#)
To: [Dan MacDonald](#); [Jason Naves](#); [Kathleen Kastrinelis](#); [Mark Parenteau](#); [Ed Watson](#)
Cc: [Rebecca Oldham](#)
Subject: Sunset Circle No Parking signs and formal complaint
Date: Friday, September 29, 2023 12:45:33 PM

Good afternoon.

I'm reaching out to follow up regarding the "No Parking" signs that myself and my neighbors worked with the board of selectmen on to get approved for Sunset circle. Those signs were installed today - however they were installed on the wrong side of the road.

One would think this would be an easy problem to resolve. I spoke with the crew that was installing them and mentioned that they were installing them on the opposite side of the road from what was discussed and approved by the board of selectmen. They explained they had specific orders and continued with their work. I'm not going to fault them for following instructions.

An hour or so later the Highway superintendent, Renny Carroll stopped by. I explained to Renny that the signs were not placed in the location / side of the road discussed at the meeting, the open hearing or approved by the board.

Renny's response was as follows: "It doesn't matter what was approved. I talked to the PD and they said it didn't matter where we put them, they are where they are and I will NOT be moving them."

I have some concerns with this response as my understanding was that we (myself, my neighbors and the board) had agreed upon a course of action, a public hearing which included a detailed plan and a vote with specific language by the board. The signs were to be placed on the egress side of the circle...I believe Selectmen Parenteau recommended a sign on the light post and then another sign at the corner near Salem st. Basically, we wanted to have the least impact while also maintaining safety.

I'd like the board to help with 3 specific things.

1. First I would like the board to ask the highway superintendent to fix the mistake he made with the location of the signs and put them in the location the Board of selectmen approved.
2. Given that the Highway superintendent has been against installing these signs at all from the very beginning, I would like the board of selectmen to take responsibility for ensuring that the signs are installed properly and that what has clearly become a bit of a temper tantrum on the part of the highway superintendent stops. None of us has time for games, yourselves included. My fear at this point is that he is going to stick the signs right in the middle of my neighbors lawn or front window just to prove a point. Let's ensure that doesn't happen. I think Selectman Parenteau's plan for sign locations was agreeable to everyone. I would also like to see a timeframe set for this to be corrected as I have concerns that this will get pushed to the bottom of the list by the highway superintendent simply to continue this temper tantrum that is currently being thrown.
3. I think a conversation needs to happen with the Highway superintendent to remind him that he is a town employee and by extension the people of Groveland are his customers. That is

June 30, 2023

Dear Members of the Groveland Board of Selectmen,

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

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

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

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

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

Thank you for your attention to this matter.

Sincerely,

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

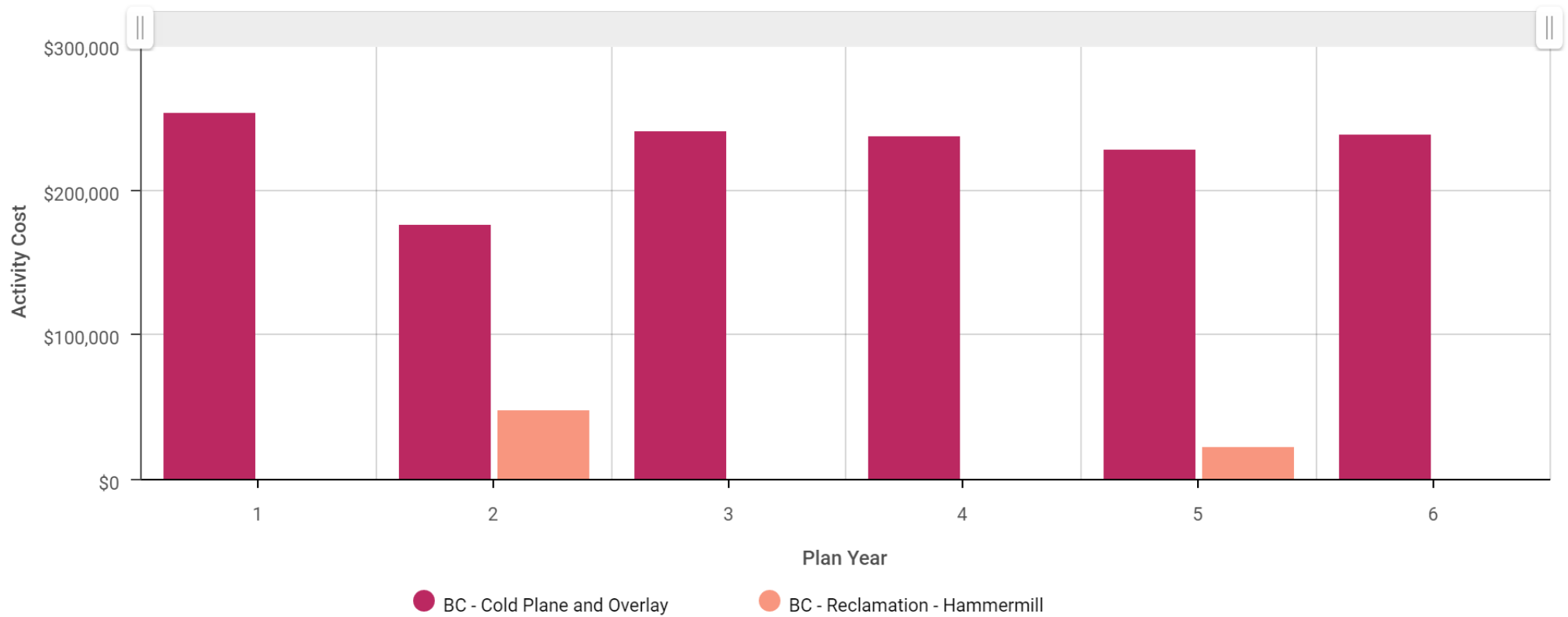




Plan Years

Plan Year	Start Date	Assets Included	Cost	Budget Surplus	Beginning Estimated OCI	Ending Estimated OCI
1	8/1/2021 0:00	7	\$253,024	\$76	75.44	74.82
2	8/1/2022 0:00	15	\$222,499	\$1,277	74.82	74.45
3	8/1/2023 0:00	10	\$239,581	\$96	74.45	74.1
4	8/1/2024 0:00	11	\$236,071	\$2,425	74.1	73.76
5	8/1/2025 0:00	6	\$249,289	\$0	73.76	73.15
6	8/1/2026 0:00	6	\$237,905	\$495	73.15	72.26

Activity Cost per Plan Year



GROVELAND MUNICIPAL DRAFT ACTIVITY LIST (July 10, 2021)

Plan Ye	Projected Date	Asset ID	Activity	Activity C	Beginr	End Est OCl
1	5/20/2022 0:00	GROSEVENSTARRD01	BC - Cold Plane and Overlay	\$78,052	68.6	99.3
1	8/1/2021 0:00	GROSEVENSTARRD00B	BC - Cold Plane and Overlay	\$4,097	63.4	98.5
1	8/1/2021 0:00	GROCENTERST09	BC - Cold Plane and Overlay	\$75,016	62.6	98.5
1	8/1/2021 0:00	GROSEVENSTARRD00C	BC - Cold Plane and Overlay	\$18,190	62.6	98.5
1	8/1/2021 0:00	GROROLLINSST07	BC - Cold Plane and Overlay	\$18,803	62.6	98.5
1	8/1/2021 0:00	GROCENTERST00B	BC - Cold Plane and Overlay	\$34,652	65.6	98.5
1	8/1/2021 0:00	GROCENTERST00D	BC - Cold Plane and Overlay	\$24,215	55.4	98.5
2	8/1/2022 0:00	GROBIRCHAV01	BC - Reclamation - Hammermill	\$14,830	26.2	100.0
2	8/1/2022 0:00	GROCATALPAAV01	BC - Reclamation - Hammermill	\$3,290	8.9	100.0
2	8/1/2022 0:00	GROPALMAV01	BC - Reclamation - Hammermill	\$7,218	16.3	100.0
2	8/1/2022 0:00	GROLINDENAV03	BC - Reclamation - Hammermill	\$3,306	36.0	100.0
2	8/1/2022 0:00	GROLINDENAV04	BC - Reclamation - Hammermill	\$8,147	5.6	100.0
2	8/1/2022 0:00	GROCYPRESSAV01	BC - Reclamation - Hammermill	\$10,344	4.7	100.0
2	8/1/2022 0:00	GROCENTERST00F	BC - Cold Plane and Overlay	\$2,431	76.8	98.5
2	8/1/2022 0:00	GROWASHINGTONST02	BC - Cold Plane and Overlay	\$80,551	64.0	98.5
2	8/1/2022 0:00	GROCENTERST02	BC - Cold Plane and Overlay	\$39,267	64.7	98.5
2	8/1/2022 0:00	GROCENTERST03	BC - Cold Plane and Overlay	\$15,168	63.0	98.5
2	1/4/2023 0:00	GROCHESTNUTST02	BC - Cold Plane and Overlay	\$5,906	67.9	98.9
2	8/1/2022 0:00	GROCHESTNUTST03	BC - Cold Plane and Overlay	\$6,122	63.6	98.5
2	6/1/2023 0:00	GROCENTERST01	BC - Cold Plane and Overlay	\$2,996	68.7	99.3
2	8/1/2022 0:00	GROGROVEST01	BC - Cold Plane and Overlay	\$7,663	56.4	98.5
2	8/1/2022 0:00	GROELMPARKE03	BC - Cold Plane and Overlay	\$15,258	63.6	98.5
3	8/1/2023 0:00	GROGEORGIAST03	BC - Cold Plane and Overlay	\$1,823	64.1	98.5
3	8/1/2023 0:00	GROBIRCHWOODTR01	BC - Cold Plane and Overlay	\$2,175	59.8	98.5
3	8/1/2023 0:00	GROBALDWINTR02	BC - Cold Plane and Overlay	\$1,568	65.7	98.5
3	8/1/2023 0:00	GROABBOTTST01	BC - Cold Plane and Overlay	\$2,495	66.7	98.5
3	8/1/2023 0:00	GROANNEST02	BC - Cold Plane and Overlay	\$1,654	65.7	98.5
3	8/1/2023 0:00	GROKNOXAV01	BC - Cold Plane and Overlay	\$1,240	49.3	98.5
3	8/1/2023 0:00	GROSCHOOLST01	BC - Cold Plane and Overlay	\$197,447	59.2	98.5
3	6/12/2024 0:00	GROCENTERST00	BC - Cold Plane and Overlay	\$27,192	68.7	99.4
3	8/1/2023 0:00	GROBURGETST01	BC - Cold Plane and Overlay	\$1,890	61.6	98.5
3	8/1/2023 0:00	GROPONDST02	BC - Cold Plane and Overlay	\$2,097	56.8	98.5
4	8/1/2024 0:00	GROKINGST04	BC - Cold Plane and Overlay	\$8,657	62.4	98.5
4	8/1/2024 0:00	GROKINGST01	BC - Cold Plane and Overlay	\$33,865	62.7	98.5
4	8/1/2024 0:00	GROPERRY PARK01	BC - Cold Plane and Overlay	\$10,591	62.4	98.5
4	8/1/2024 0:00	GROKINGST06	BC - Cold Plane and Overlay	\$48,065	59.2	98.5
4	8/1/2024 0:00	GROKINGST08	BC - Cold Plane and Overlay	\$39,399	63.7	98.5
4	8/1/2024 0:00	GROKINGST07	BC - Cold Plane and Overlay	\$9,686	64.7	98.5
4	8/1/2024 0:00	GROKINGST02	BC - Cold Plane and Overlay	\$24,547	75.7	98.5
4	8/1/2024 0:00	GROKINGST03	BC - Cold Plane and Overlay	\$7,537	80.0	98.5
4	8/1/2024 0:00	GROKINGST05	BC - Cold Plane and Overlay	\$3,329	76.7	98.5
4	8/1/2024 0:00	GROCARLIDARD01	BC - Cold Plane and Overlay	\$48,186	62.7	98.5
4	8/1/2024 0:00	GROCEMETERYUPPERST	BC - Cold Plane and Overlay	\$2,210	60.1	98.5
5	8/1/2025 0:00	GROROLLINSST03	BC - Cold Plane and Overlay	\$4,592	59.8	98.5
5	8/1/2025 0:00	GROELMAV01	BC - Reclamation - Hammermill	\$8,305	0.0	100.0
5	8/1/2025 0:00	GROLARCHAV01	BC - Reclamation - Hammermill	\$14,037	3.3	100.0
5	8/1/2025 0:00	GROWASHINGTONST05	BC - Cold Plane and Overlay	\$157,866	64.7	98.5
5	8/1/2025 0:00	GROWASHINGTONST03	BC - Cold Plane and Overlay	\$56,299	67.3	98.5
5	8/1/2025 0:00	GROROLLINSST02	BC - Cold Plane and Overlay	\$8,190	68.7	98.5
6	8/1/2026 0:00	GROMAINST04B	BC - Cold Plane and Overlay	\$6,193	58.3	98.5
6	8/1/2026 0:00	GROMAINST04A	BC - Cold Plane and Overlay	\$2,518	62.7	98.5
6	1/7/2027 0:00	GROMAINST05	BC - Cold Plane and Overlay	\$86,051	67.9	98.9
6	8/1/2026 0:00	GROSALEMST01	BC - Cold Plane and Overlay	\$130,240	64.7	98.5
6	11/14/2026 0:00	GROBYFIELDRD00	BC - Cold Plane and Overlay	\$2,926	67.6	98.8
6	8/1/2026 0:00	GROALPHARD02	BC - Cold Plane and Overlay	\$9,977	66.7	98.5

Plan Year 1: Draft Municipal Plan July 10 2021



July 10, 2021

— No Activity
— BC - Cold Plane and...

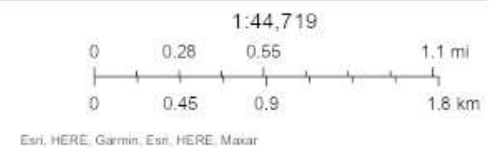


Plan Year 2: Draft Municipal Plan July 10 2021



July 10, 2021

- No Activity
- BC - Reclamation and...
- BC - Cold Plane and...

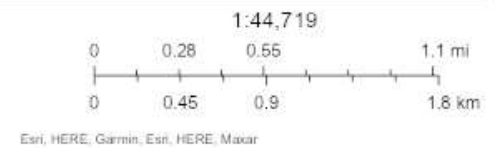


Plan Year 3: Draft Municipal Plan July 10 2021



July 10, 2021

— No Activity
— BC - Cold Plane and...

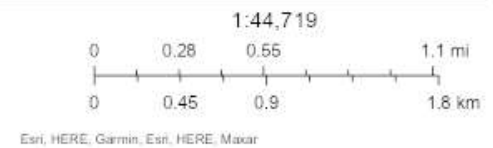


Plan Year 4: Draft Municipal Plan July 10 2021



July 10, 2021

— No Activity
— BC - Cold Plane and...

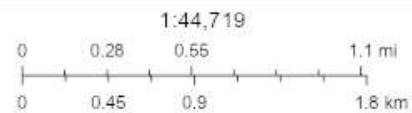


Plan Year 5: Draft Municipal Plan July 10 2021



July 10, 2021

- No Activity
- BC - Reclamation...
- BC - Cold Plane and...



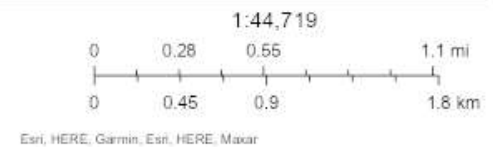
Esri, HERE, Garmin, Esri, HERE, Maxar

Plan Year 6: Draft Municipal Plan July 10 2021



July 10, 2021

— No Activity
— BC - Cold Plane and...

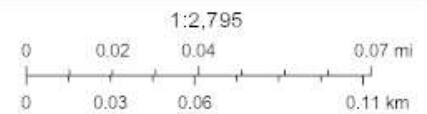


Plan Year 2: Riverview Cemetery Draft July 10 2021



July 10, 2021

— No Activity
— BC - Reclamation



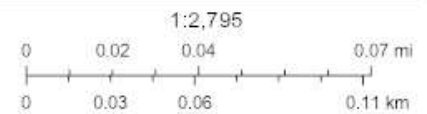
Maxar, Microsoft, Esri, HERE, IPC, Esri, HERE, Garmin, IPC

Plan Year 5: Riverview Cemetery Draft July 10 2021



July 10, 2021

— No Activity
— BC - Reclamation



Maxar, Microsoft, Esri, HERE, IPC, Esri, HERE, Garmin, IPC

either an opportunity to be helpful or to be disruptive. In this particular case, Mr Carroll seems to be trending toward the latter. My interactions with him have been anything but positive and his blatant disregard for votes of the board is extremely concerning. I have filed a formal complaint with the Town Administrator regarding this specific matter and I'd be more than happy to come to one of your meetings to discuss.

I'm happy to bring all of this to your next meeting, although I do not think it's the best use of your or my time given that this was settled business as of several months ago that is simply being disrupted by an employee of the town who can't seem to follow directions.

Please feel free to reach out to me with questions or to discuss further. I look forward to the Board addressing this.

Thanks,
Steve Baker
5 Sunset Circle
Groveland MA, 01834
978-604-3397



BOARD OF SELECTMEN POLICIES

Edited August 2022

TABLE OF CONTENTS

APPOINTMENTS TO BOARDS & COMMITTEES	1
APPROVAL AND POSTING OF MINUTES	2
ATTENDANCE AT PUBLIC MEETINGS BY BOARD OF SELECTMEN	3
BOARD AND COMMITTEE INVITATION TO MEET WITH SELECTMEN	4
BOARD AND COMMITTEE USE OF TOWN COUNSEL	5
DISPOSITION OF SURPLUS GOODS & EQUIPMENT VALUED AT LESS THAN \$10,000	6
MEMBERSHIP OF BOARDS AND COMMISSIONS BY SELECTMEN	7
RESIDENT/PUBLIC COMMENT	8
REMOTE PARTICIPATION POLICY	10
VISITORS - CODE OF CONDUCT	13

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

APPOINTMENTS TO BOARDS & COMMITTEES

Policy Approved by BOS on September 6, 2016 with a unanimous vote.

Amended Policy Approved by BOS on October 17, 2016 with a unanimous vote

Amended Policy Approved by BOS on May 30, 2017 with a unanimous vote

At their meeting on September 6, 2016, the Board of Selectmen adopted standard procedures for appointments to non-salaried individual positions and to membership on appointed boards, committees, and commissions. The policy was then amended on October 3, 2016 and May 30, 2017. This policy reads as follows:

1. Eligibility: Only Groveland residents shall be eligible for appointment or for service on appointed boards, committees and commissions.
2. A member may hold the position of Chair for no longer than two consecutive years except for the time served filling the unexpired term of the previous Chair.
3. Attendance: Except for extraordinary circumstances, any person who has failed to attend fifty-one percent (51%) in any six-month time period or three consecutive scheduled meetings of a board, committee, or commission shall be considered to have resigned, and the Selectmen shall appoint a successor to serve the unexpired term. All boards and committees shall list their meeting attendance in their minutes.
4. Term of appointments: As earlier established, all appointments shall typically expire on June 30 of the year of expiration. Vacancies caused by resignation shall be filled immediately if more than three months remain in the unexpired term, and may be filled at the Selectmen's discretion if fewer than three months of the term remain.
5. The Selectmen shall make exceptions to these rules only under extraordinary circumstances.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

APPROVAL AND POSTING OF MINUTES

Policy Approved by BOS on August 11, 2014 with unanimous vote

Minutes are to be presented to the BOS for review at the meeting following the meeting that generated the minutes (subsequent session). A vote on the minutes will not occur until the next regular meeting. This will allow time for the board members to review minutes for accuracy. Once they are added to the agenda to vote on, modifications may be made, and the board can vote to approve the minutes with such modifications at that time.

Once approved, the minutes will be made available for public distribution, upon written request, in accordance with M.G.L. c.66, §10.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

ATTENDANCE AT PUBLIC MEETINGS BY BOARD OF SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

- Board members should notify in writing or open declaration at posted board meeting their interest to attend a future meeting. The primary reason to attend is to observe and increase familiarity or knowledge of issues and processes.
- The Chair retains discretion to approve or deny the request. The Chair will also request that meeting is posted if 2 or more members wish to attend and provide guidelines for restricting comment and participation under Open Meeting guidelines.
- Board members attending other meetings should make the disclaimer that they are not there representing the BOS and anything they say is their own opinion and not that of the Board.
- The board members shall report findings that are related to board business at a future meeting; two or more meeting cycles later to ensure that such dissemination of information occurs after the attended board and commission releases approved minutes. The attendance of the board member ultimately is to be placed on a future agenda item for discussion.
- A Selectman cannot request an agenda item be placed on a board or commission meeting unless it is a matter that is deliberated and voted on by the board of selectman and the requested board complies to the request
- A Selectman cannot direct public policy at the meeting and generally is not in standing to present, deliberate or participate in discussion. Exception is generally granted only if the Chair of the attended board or commission seeks an answer or offers the Selectman the opportunity to ask a question.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

BOARD AND COMMITTEE INVITATION TO MEET WITH SELECTMEN

Policy Approved by BOS on August 11, 2014 with unanimous vote

The Board of Selectmen will issue invitations in intervals of 90 days to individual boards and commissions so that in intervals of an estimated every 120 days the chairs and members who wish to attend can meet with the board of selectmen for the following purposes: (Meetings between BOS and each board and commission to occur approximately 3 times a year -or- every 120 days)

1. To participate in a public meeting and the invitee board/ commission provides a "courtesy report" to provide updates of matters pertaining to that board. These reports can be written informally without a standard other than that they must comply with all applicable laws and town by laws for public disclosure and filing.
2. Such meetings are not in lieu of any contractual obligations required by a committee or board to provide formal reports; but are in addition too.
3. Such meetings cannot hold agenda items of a sensitive nature that would be fall under Executive Session rules.
4. The "Courtesy Reports" are to be forwarded to the secretary of the Board of Selectmen no less than 1 week prior to a posted meeting, allowing individual BOS members to read and study the document in advance of posted meeting and subsequent discussion
5. The submitted "Courtesy Reports" are effectively the agenda set by the invitee board and commission which is to be approved by the Chair of BOS as part of the process of approving agenda items for posted meetings.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

BOARD AND COMMITTEE USE OF TOWN COUNSEL

Policy Approved by BOS on August 11, 2014 with unanimous vote

If a board/committee or one of its members has a question(s) for town counsel, they are directed to send the question(s) to the Finance Director via their committee/board chair. The Chair of the Board of Selectmen shall decide if the request warrants inquiry with town counsel and will direct the Finance Director accordingly to make such inquiry when appropriate.

The chair of the board/committee making the request for himself or herself or on behalf of a board/committee member should provide contact information to the Finance Director to facilitate communication with the chair of the BOS and counsel as may be needed.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

DISPOSITION OF SURPLUS GOODS & EQUIPMENT VALUED AT LESS THAN \$10,000

Policy Approved by BOS on November 21, 2016 with a unanimous vote

1. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
2. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request the Board of Selectmen authorize the disposition of such surplus goods and equipment, then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, or C.
 - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
 - B. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
 - C. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Board of Selectmen, and then may be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

MEMBERSHIP OF BOARDS AND COMMISSIONS BY SELECTMEN

Policy Approved by BOS on March 9, 2015 with unanimous vote

The board encourages participation of membership as needed in boards and commissions but with adherence to the following guidelines

- A Selectman may request to join a board or commission by providing a written request to the chair. This is followed by an agenda item, discussion, formal nomination by another board member and ultimately a vote of the board to deny or appoint.
- The appointment is aligned with all other appointments and re-appointments (ie. Annual)
- A Selectman cannot Chair a board or commission with voting privileges. If he /she is chair the position must be ad hoc (without voting privileges). If this changes the voting configuration of the board, the board membership number is to be adjusted accordingly
- A Selectman can serve as an alternate member of a board or commission as needed
- A Selectman cannot join 2 boards that have overlapping jurisdictions and related areas of responsibilities

Examples

- Finance Committee and Capital Improvement Committee
- Zoning Board and Planning Board

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

RESIDENT/PUBLIC COMMENT

Policy Approved by BOS on February 9, 2015 with unanimous vote
Amended on November 13, 2017 with a vote of 3-2-0

Resident/Public Comment is not a discussion, debate, or dialogue between or among citizens and the Board of Selectmen. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business. While the Board will not typically respond to citizen comments or questions posed at Resident/Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if s/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the Board of Selectmen, s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern the Resident/Public Comment participation at the Board of Selectmen meetings.

Resident/Public Comment

The Board of Selectmen will have a 15-minute Resident/Public Comment section at each meeting, which shall generally follow the opening of the meeting, according to the following guidelines:

M.G.L. c. 30A, § 20 state “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Board of Selectmen Chair, as presiding officer, will invite those speakers who follow the procedure specified below.

1. Anyone who wishes to participate in the RESIDENT/PUBLIC COMMENT portion of the Board of Selectmen Meetings must notify the Chair in writing prior to the start of the scheduled meeting, with the specific interest for wishing to speak. The Chair will then approve or re-direct the citizen / presenter.
2. Any person invited to speak must identify him or herself by name and address, prior to addressing the Board.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments.
4. The amount of time allocated for the session will be a maximum of 15 minutes.
5. The session will be held at the beginning of each regularly scheduled Board of Selectmen meeting.
6. Topics presented must be relevant to the business of the Board of Selectmen as a whole. Items addressed to individual members will not be allowed.
7. Discussion of individual personnel issues will be strictly prohibited.
8. Negative remarks or disparaging comments directed towards public employees will not be allowed and any such behavior will immediately terminate the discussion.
9. Votes by the Board will not be taken during Public Comment.
10. Responses to concerns will be made at the Chair's discretion.
11. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
12. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

REMOTE PARTICIPATION POLICY

This policy shall become effective on May 16, 2016

The Board of Selectmen authorizes remote participation for all appointed and elected Town Boards, Committees, and Commissions in accordance with the requirements of Massachusetts Open Meeting Law, M.G.L. c. 30A, §20(d) and 940 CMR 29.00, section 29.10: Remote Participation, in the following manner. The Selectmen emphasize that pursuant to the requirements of the Remote Participation provisions of the Regulations issued by the Attorney General, a quorum of the public body, including the chair, or in the chair's absence the person authorized to chair the meeting, must be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d); and members of the public bodies who participate remotely may vote and shall not be deemed absent for the purposes of M.G.L. c. 39, § 23D. Each board, committee, or commission member is permitted to utilize a maximum of five (5) remote participations per their specific term year.

Reasons for Remote Participation:

- Personal illness
- Personal disability
- Emergency
- Military service
- Geographic distance

Approved Technology for Remote Participation

The following media are acceptable methods for remote participation. Remote participation by any other means is not permitted. (Accommodation shall be made for any public body member who requires TTY service, video relay service, or other forms of adaptive telecommunications).

- Telephone, internet, or satellite enabled audio or video conference.
- Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible to one another.
 - When video technology is in use, the remote participation shall be clearly visible to all persons present in the meeting location.
 - The Chair, or in the chair's absence, the person chairing the meeting, may decide how to address technical difficulties that arise as a result of utilizing remote participation, but is encouraged, wherever possible, to suspend

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

discussion while reasonable efforts are made to correct any problem that interferes with a remote participant's ability to hear or be heard clearly by all persons present at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred shall be noted in the meeting minutes.

The public body using remote participation may determine which of the foregoing acceptable methods will be used by its members.

Procedure for Utilizing Remote Participation:

- Step 1:** Any member of a public body who wishes to participate remotely shall, as soon as reasonably possible prior to a meeting, notify the chair, or in the chair's absence, the person chairing the meeting, of his or her desire to do so and the reason for and facts supporting his or her request.
- Step 2:** At the start of the meeting, the chair shall announce the name of any member who will be participating remotely and the reason under 940 CMR 20.10(5) for his or her remote participation. The chair's statement does not need to contain any detail about the reason for the member's remote participation. This information shall also be recorded in the minutes.
- Step 3:** All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- Step 4:** A member participating remotely may participate in an executive session, but shall state at the start of any such session that no other person is present and/or able to hear the discussion at the remote location, unless the presence of that person is approved by a simple majority vote of the public body.
- Step 5:** When feasible, the chair or, in the chair's absence the person chairing the meeting, shall distribute to remote participants, in advance of the meeting, copies of any documents or exhibits that he or she reasonably anticipates will be used during the meeting. If used during the meeting, such documents shall be part of the official record of the meeting, and shall be listed in the meeting minutes and retained in accordance with M.G.L. c. 30A, § 22.

The Board of Selectmen reserves the right to revoke Town Board remote participation at any time under 940 CMR 20.10(13). This policy shall be reviewed within one year of implementation.

TOWN OF GROVELAND

BOARD OF SELECTMEN

POLICIES

VISITORS- CODE OF CONDUCT

Adopted by the Board of Selectmen on April 21, 2015

The Town of Groveland strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The Town maintains a zero tolerance policy toward workplace violence, including the threat of violence by the general public and/or anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Following this Code of Conduct is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises.

Expected Conduct

- AVOID CAUSING DISTURBANCES OR DISRUPTIONS
- SHOW RESPECT FOR OTHERS, BUILDING FACILITIES AND PERSONAL PROPERTY OF OTHERS
- USE COMMON COURTESY WHEN INTERACTING WITH OTHERS
- DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR
- ANY FORM OF VIOLENCE IS PROHIBITED
- SMOKING, DRINKING ALCOHOL OR APPEARING TO BE UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED

Repeated violations may result in permanent suspension of facility privileges

From: [susan dangelo](#)
To: [Rebecca Oldham](#); [dorothy dichiara](#); [Elizabeth Cunniff](#)
Subject: Cultural Council
Date: Monday, October 9, 2023 8:24:48 AM

Good Morning,

This letter is to inform you (Rebecca, Beth, Dot and the Town Council), that as of this writing, I am submitting my resignation and association with the Groveland Cultural.

As a member of nearly ten years, I feel t is time to let go. I feel that I can no longer bear the responsibilities and commitment of the office of the Cultural Council.

I have enjoyed my time working for the organization and wish all well and success in the future.

Thank you for the opportunity to serve our town in the past years.

Sincerely,
Susan A. D'Angelo
304 Center Street
Groveland, Ma. 01834

Sent from [Mail](#) for Windows



BOARD OF SELECTMEN

Meeting Minutes

Monday, August 14, 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 and 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 as well as 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.*

- Chris Lacorrey, Cable Department, was present and addressed the Board and announced that on September 14th, channel 9 is moving to channel 8 and/or channel 1071. Comcast reorganized the channels.

DISCUSSION & POSSIBLE VOTE:

1. Approval of a One-Day Liquor License for Erik Auerbach Tapped Beer Truck LLC for a private event at Nichols Village on September 10, 2023 from 12PM to 3PM.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve the One-Day Liquor License for Erik Auerbach Tapped Beer Truck LLC for a private event at Nichols Village on September 10, 2023 from 12PM to 3PM. Voted: 5-0.

2. Vote to endorse the Liquor License for Pub 97, 935 Salem Street – Restaurant License. *The Board held a public hearing on April 10, 2023, to approve the liquor license transfer.*

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to endorse the Liquor License for Pub 97, 935 Salem Street – Restaurant License. Voted: 5-0.

3. Vote to approve and sign the Common Victualler License for Carbone Pub 97, LLC, Peter Carbone: d/b/a Pub 97, 935 Salem Street.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to approve and sign the Common Victualler License for Carbone Pub 97, LLC, Peter Carbone: d/b/a Pub 97, 935 Salem Street. Voted: 5-0.

4. Creation of Trash and Recycling Committee, *Selectman Kastrinelis*

- Appoint members to the Committee.

Selectman Kastrinelis noted that appointments will likely take place at the next meeting. Names are coming forward from other Board/Committees.

A motion was moved by Chair MacDonald and seconded by Mark Parenteau to nominate Kathy Kastrinelis to the Trash and Recycling Committee. Voted: 5-0.

5. Creation of the Public Grounds and Cemetery Division and Building and Facilities Division underneath the Highway Department, *Town Administrator & Highway Superintendent Selectman Kastrinelis recused from the discussion.*

TA Oldham reviewed the progress that has been made. The Cemetery Commission voted to approve the proposal and move forward. Renny Carroll, Highway Superintendent was present and addressed the Board and reviewed the meeting that took place; an agreement was made; Renny recommends moving forward with this.

Selectman Watson asked who would be in charge and what the. Renny Carroll explained that the new person will be hired and will fall under the direction of the Highway Superintendent and during the winter, the employee will assist with plowing.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the creation of the Public Grounds and Cemetery Division and Building and Facilities Division underneath the Highway Department. Voted: 4-0-1. Selectman Kastrinelis recused.

Rock Dower, Cemetery Commission was present and addressed the Board and added that this is temporary and if it doesn't work out things will be returned to the way it is currently.

Selectman Kastrinelis returned to the meeting.

6. Board of Selectmen Fiscal Year 2024 Goals:
Selectman Kastrinelis suggested the following goals:
 - adopting policies and procedures and formulate them so they can be applied to all Boards/Committees.
 - explore other options for cable service.
 - work with Rep. and Senator to give a voice to the Town regarding the Chapter 70 money.
 - trash and recycling options.Selectman Naves suggested:
 - more collaboration with the Finance Committee.
7. Town Administrator Fiscal Year 2024 Goals:
 - TA Oldham provided a summary of goals to the Board.
A motion was moved by Selectman Kastrinelis and seconded by Selectman Naves to accept the goals for Fiscal Year 2024 as outlined in the memorandum to the BOS by TA Oldham. Voted: 5-0.
 - Chair MacDonald and Selectman Naves both encouraged TA Oldham not to spread herself too thin and work on the most important goals.

APPROVAL OF THE MINUTES:

- None.

APPOINTMENTS OF THE BOARD:

- None.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reported:

- the Governor has signed the FY 2024 budget; estimated numbers are coming in around \$9,000 higher than was originally estimated.
- finalized the 2022 Annual Town Report.
- starting to compile the 2023 Annual Town Report and will utilize the Clear Gov platform so that departments can enter their information in and to allow for better efficiency.
- annual performance evaluations are underway.
- the regional agreement was never completed but would like to work on this. Information will be provided at a future BOS meeting.
- Applied for a Rural and Tribal Assistant Pilot Program application in the amount of \$200,000 today, if successful this will go toward the design and engineering of the Salem Street dam and the corrections necessary. Selectman Kastrinelis asked for information regarding the dam; TA Oldham noted there is information available and suggested discussing this as a future meeting.
- Plans for a joint meeting with the Planning Board in the beginning of the meeting to discuss the Master Plan with the consultant.

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:

- commended the Annual Town Report; it is one of the best reports she has seen.
- met with the Town Clerk regarding meeting postings; the Town Clerk posts all the meetings and if the Town Clerk is out, it would be nice to designate another office such as the Treasurers office. Also having a specific email just for posting of meetings. Asked for this to be an agenda item.
- Electronic Voting at Town Meeting – Town Clerk Cunniff could look into this if the Board is interested in this service. Selectman Watson called for a point of order when discussion started to ensue.

Selectman Naves: thanked the Highway Department for their work during the recent storm.

OLD OR UNFINISHED BUSINESS:

- None.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

- None.

CORRESPONDENCE:

- Letter from Terry Grim
- Letter from Stephanie Bartelt
- Langley-Adams Library Awarded \$15,000 Grant
- Board of Selectmen Meeting Minutes July 17, 2023

ADJOURNMENT:

A motion was moved by Selectman Kastrinelis and seconded by Chair MacDonald to adjourn the meeting at 7:12 pm. Voted: 5-0.

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

Respectfully submitted,

Katherine T. Ingram



BOARD OF SELECTMEN

Meeting Minutes

Monday, September 11, 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

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

- None.

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.

A motion was moved by Selectman Naves and seconded by Selectman Kastrinelis to approve a One-Day Liquor License for Sara Hume for October 14, 2023 from 5PM to 9PM for a private event at Veasey Memorial Park. Voted: 5-0.

2. Salem Street Dam Update:

TA Oldham explained that there was a request for information at the last BOS meeting and the presentation tonight included information that she compiled to review with the Board. The Town has applied for grant funding and will hopefully know in January/February the status of the application; additional grant opportunities are being pursued as well.

3. Board of Selectmen FY24 Goals, *Selectman Kastrinelis*
Selectman Kastrinelis asked that this be tabled.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to table this until the next meeting. Voted: 5-0.

4. Pentucket Regional School Agreement, *Selectman Kastrinelis*

Selectman Kastrinelis did some research and reviewed her draft comments for the Pentucket Regional School Agreement with the Board. Selectman Kastrinelis noted eleven points to consider.

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to allow our TA to move forward with the eleven points and bring them up with the other two towns in the Regional Agreement and work towards updating and making a new regional agreement. Voted: 5-0.

Dr. Bartholomew, Superintendent, was present and addressed the Board and responded to questions regarding school choice and students of teachers that live out of the district but attend the School. There are only two teacher students according to Selectman Kastrinelis.

APPROVAL OF THE MINUTES:

5. Board of Selectmen Meeting Minutes July 5, 2023

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

6. Board of Selectmen Meeting Minutes July 31, 2023

A motion was moved by Selectman Naves and seconded by Selectman Parenteau to approve the Board of Selectmen Meeting Minutes from July 31, 2023. Voted: 5-0.

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.

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to appoint Jim Stepanian, Chair of the Board of Health member, to the Trash and Recycling Committee effective September 12, 2023 through June 30, 2024. Voted: 5-0.

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

A motion was moved by Selectman Parenteau and seconded by Selectman Naves to appoint Kathleen Kastrinelis, Board of Selectmen member, to the Trash and Recycling Committee effective September 12, 2023 through June 30, 2024. Voted: 5-0.

TOWN ADMINISTRATOR'S TIME:

TA Oldham reviewed the payroll and vendor warrant amounts.

TA Oldham reported: Uptack Road is on schedule now and will be open to travel on Wednesday; it was noted how difficult this was for residents – everyone's patience is appreciated. Received \$146,000 through the Municipal Vulnerability Preparedness (MVP) Grant for the continuation of the Johnsons Creek Watershed Flood Resiliency Project. Thanked Lisa Chandler and the Groveland Day Committee for their work with Groveland Day, the 5k, cornhole and the family run. The Master Plan is up for comment. Hopefully there will be a presentation soon by Niche Engineering for the 150 Center Feasibility Plan. Starting to review the FY25 budget. Capital improvements requests will be going out to Departments by the end of the week. Thank you to the Fire Department for the remembrance ceremony for 9-11 that was held this morning.

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 – Chair MacDonald explained the process of creating the agenda and requesting items for inclusion on a meeting agenda.

Selectman Kastrinelis: spoke about the importance of remembering and honoring those lost on 9-11. Chair MacDonald echoed the comments.

Selectman Naves: Groveland Day was great – thank you to all involved. Thank you to the Electric and Highway Department for all of their work with the recent storms. Appreciation for the work the Police Department does in keeping us safe. Keep an eye on Hurricane Lee – prepare if necessary.

OLD OR UNFINISHED BUSINESS:

Selectman Kastrinelis: asked about the Internal Working Group regarding flooding – TA Oldham noted we do have an Emergency Manager and they are monitoring Hurricane Lee.

Selectman Watson: asked about the money approved to fix trees at Elm Park. TA Oldham will find out from Renny Carroll and bring an update back to the Board.

OTHER ITEMS NOT REASONABLY ANTICIPATED AT TIME OF POSTING:

TA Oldham: announced that the Cultural Council needs three additional members. If no one comes forward the BOS might want to consider appointing a member from the BOS. There are reports that will need to be completed and submitted to the State soon.

CORRESPONDENCE:

- None.

Adjournment:

A motion was moved by Selectman Watson and seconded by Selectman Parenteau to adjourn the meeting. Voted: 5-0.

The next regularly scheduled meeting of the Board of Selectmen will be Monday, September 25, 2023, at 6:30PM.

Respectfully submitted,

Katherine T. Ingram



**Nathan M. Webster
American Legion Post 248
Groveland, Massachusetts**

To: The Board Of Selectmen
From David Tuttle Commander,

With your approval, we are planning on holding our Veterans Day Ceremony on Friday 10 November 2023 at 10:30am.

The reason for doing it on Friday as you may know that the actual day November 11th is on Saturday Due to the availability of those who will participate, we are going to hold the Veterans Day ceremony on Friday at 1030am.

Along with the request we would ask that there be a representative of the Town of Groveland to Say a few words at the ceremony.

Please advise:

Semper Fi

David Tuttle Commander
American Legion Post 248
Email: sgtmajdjt@aol.com
Cel: 978-360-8107