

**BOARD OF SELECTMEN  
MINUTES JANUARY 22, 2011  
JOINT WITH FINANCE COMMITTEE  
APPROVED**

**Present:** Stuart M. Schulman, Chairman; Anna Eliot, Vice Chairman; George Dillon, Jr., Clerk; Peter Cunningham; Joshua A. Degen

**Also Present:** Mark W. Haddad, Town Manager; Christine Collins, Tax Collector Treasurer; Valerie Jenkins, Accountant; Rena Swezey, Assessor; Patricia DuFresne, Business Manager; Patrice Garvin, Executive Assistant, members of the Finance Committee (Jay Prager, Robert Hargraves, Peter DiFranco, Michael Flynn, Thomas Sangiolo, Steven Webber)

*Mr. Schulman called the meeting to order at 9:00 am.*

**IT/GIS-Department Heads Jason Bulger and Michelle Collette**

Mr. Haddad briefly explained that the increase in wages was due to a step of 3%. Mr. Haddad also explained that \$40k was in the IT Capital Budget, as proposed and supported last year. Mr. Bulger stated that the average age of computers in Town Hall is approximately 3-5 years old. Mr. Bulger stated that there were approximately 112 computers in Town. Ms. Collette noted that Applied Geographic's role in the Town's GIS was vital and discussed the reason for the increase in the GIS budget.

**LAND USE-Department Head Michelle Collette**

Mr. Prager asked about the Master Plan and if there had been any money saved through in house staff. Mr. Haddad noted that a lot of in house work has been done on the Master Plan and through consolidations \$75k was appropriated for the Master Plan, Phase I. Ms. Collette noted that approximately \$57k has been spent to date on Phase I. Mr. Haddad requested that the consultant working on the Master Plan submit documentation for the number of hours worked on the Master Plan to date. Mr. Haddad also requested drafts of the Master Plan be provided to the Finance Committee. Ms. Collette noted that the major focus of the Master Plan was Economic Development.

Mr. Prager asked about the long term benefit of having the Building Inspector as a Groton Employee, while working for Boxborough and the retirement implications of the sharing of the position. Mr. Webber suggested that as regionalization becomes more prevalent that the Town create and adopt a regionalization policy to deal with retirement issues. Ms. Collins stated that the legislation could have that in place as regionalization continues.

**LIBRARY/TRUST FUNDS- Department Heads Owen Shuman; Mark McGrath, Library Trustee; Tom Hartnett, Trust Funds**

Mr. Haddad discussed salary lines and wages and noted that the increase in salaries was based on step increases and the return of Sunday Hours in the budget. Mr. Haddad also noted the effort to rebuild the book budget that over the last few years has come from the Trust Funds.

Mr. McGrath clarified the expendable Trust Funds and how the library utilizes them. McGrath noted that the trust funds were set up for rainy day funds. Mr. Hartnett explained the Trust Fund Commissioners' position and that they voted to approve \$60k in expendable funds for the library for FY11. Mr. McGrath stated that the library has discussed a policy for using the expendable monies from the trust funds.

Mr. Haddad asked that before discussing the DPW he would like to enter Executive Session with the Finance Committee to discuss recent developments in Union Negotiations.

**EXECUTIVE SESSION**

*Mr. Dillon moved to enter Executive Session at 10:40am with the Finance Committee to discuss Collective Bargaining, and to return to open session, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body. Ms. Eliot seconded the motion. Roll Call Vote: Degen-yes, Cunningham-yes, Dillon-yes, Eliot-yes, Schulman-yes. Meeting adjourned.*

*Exit out of Executive Session at 11:02am*

**DPW-Department Head Tom Delaney**

Mr. Delaney explained that \$178k has been spent in Snow & Ice to date, which is approximately 50% of the approved budget. Mr. Delaney has been able to save this year because the bins were filled last year with salt. Mr. Delaney commented on some work that has been done at the Country Club. Mr. Delaney stated that the Maintenance Budget has been able to save money due to in house repairs. Mr. Dillon clarified the Country Club repairs and stated that minor repairs are done by the club but major repairs are through the Town and in fact has been the towns responsibility under the agreement. Mr. Prager requested detail on what was spent on the Country Club by the DPW. Mr. Delaney further explained the Transfer Station Budget and that everything is on track.

**ADJOURNMENT**

Mr. Degen moved to adjourn the joint meeting at 12:00pm. Ms. Eliot seconded the motion. Meeting adjourned.

Approved: \_\_\_\_\_  
George F. Dillon, Clerk

\_\_\_\_\_ respectfully submitted,  
Patrice Garvin  
Executive Assistant to the Town Manager

Date Approved: 2-7-11