

**BOARD OF SELECTMEN
MONDAY, JULY 18, 2011
6:00 P.M. LEGION HALL
MINUTES
APPROVED**

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

Also Present: Mark Haddad, Town Manager; April Iannacone, Office Assistant

Ms. Eliot called the regular meeting of the Board of Selectmen (BOS) to Order at 6:00 p.m. and reviewed the agenda for the public.

Town Manager Report

1. Mr. Haddad began his report by thanking DPW Director Tom Delaney and employee Quinton Shea for the great job that had been done on Legion Hall in order to make this re-opening meeting possible. New concrete floors had been installed with tubing for radiant heat in the future, new carpet was installed, non-weight bearing walls that divided off storage offices were removed, and the walls were all redone. The room is now the second largest meeting room available in town with a capacity of up to 75 people. It will be available to all groups/commissions/committees with better control over the lock system to ensure that there are not numerous keys for the building all over town. Mr. Delaney informed the Selectmen that it was nice to have the resources and personnel in house to be able to take on jobs like these so that they do not have to contract them out at a higher expense. It took 4 weeks to complete rather than 2 but it cost half as much as paying a contractor. The new key code system will be installed soon with a combination managed by the Town Manager/Selectmen's Office to replace handing out numerous keys. The Selectmen also thanked Mr. Delaney and Quinton for their time and effort to make the place look like new.
2. Mr. Haddad reported that the Council on Aging (COA) had received a grant for \$900.00 from the Friends of the Nashoba Valley Medical Center to host health lectures at the Senior Center. Also the COA van service had begun running more hours Monday through Friday. Please call the senior center for the expanded hours.
3. News had come from the State regarding the budget for this year. Groton received the figures expected on the cherry sheet. However, if the State hits a \$65 million surplus Groton could receive an extra 4% amounting to approximately \$43,000.
4. The new legislation for municipal health insurance has taken affect and could give opportunities for savings. Mr. Haddad briefly discussed some of the changes to the original legislation. Ms. Jenkins and Ms. Leblanc would be attending the Minuteman Nashoba Healthcare Group meeting on August 4th and would be putting together information on our current plans as well as different cost saving measures. At his time he is not going to ask the BOS to take any action with regards to the Chapter 32B legislation because once they vote to adopt this legislation they only have 30 days to put all aspects into place and make all decisions.

Annual Goals and Objectives

The Selectmen discussed each goal in depth. The changes to the goals are as follows:

1. **Structure of Town Government** – Goal was changed from 'Continue to implement all provisions of the Charter' to 'Continue to improve the delivery of services as provided in the Charter'. An Action Plan was added to 'Work with the Town Clerk and all Boards and Committees to ensure minutes are up to date and

posted online'. Benchmark item changes included removing 'efficiency in government' from 'Annual review of goals and objectives to improve' as well as the addition of 'Minutes of the various Boards and Committees are up to date and posted online'.

2. **Business Development-** Goal remained the same, 'To encourage businesses to locate in Groton in concert with the Master Plan'. An addition to the Rationale 'To promote sustainability and work with local businesses to ensure their long term viability'. The Action Plan was changed by removing 'newly created' from the Groton Board of Trade to make the item 'Work in conjunction with the Groton Board of Trade to grow local businesses'. The item 'Work with the Planning Board in the Master Plan update' changed from 'update' to 'implementation'. 'Ensure Economic Development Plan is part of updated Master Plan' was removed and in its place 'At the conclusion of the most recent 43D application, conduct a debriefing to determine what worked and what can be improved on for future applications' was added. The Benchmark was changed from 'success in creating new businesses and presentation of findings to Town Meeting' to 'Success in creating new businesses and retaining current businesses'.
3. **Town Infrastructure Improvements** – This new goal was added to the list. The goal 'To improve the Town's infrastructure, primarily in the Lost Lake area and Four Corner business district'. The Rationale bullets; 'To improve the quality of Lost Lake and improve sustainability of the Lost Lake section of Town', 'To aid in the continued development of the Four Corners Business District', and 'To raise additional tax revenue and increase the tax base'. The Action Plan; 'Continue investigating the best option for the Lost Lake Sewer System, either building own treatment plant, or entering into an IMA with the Town of Ayer', 'Work with Four Corner Land Owners to determine feasibility of adding this area to the Lost Lake Sewer District', and 'Draft regulations for new Lost Lake Sewer District'. The Benchmark; 'If applicable, negotiate and IMA with the Town of Ayer for the delivery of wastewater to Ayer's Wastewater Treatment Plant'.
4. **Town Center Overlay District – Changed from the Station Avenue Goal** - Goal of 'Continue to work with the Light Commission to kick start economic development as outlined in the Station Avenue Overlay District Zoning Bylaw' was changed to 'To support work to stimulate economic development as outlined in the Town Center Overlay District'. Rationale was not changed. The new Action Plan items; 'Submit an application for infrastructure improvements to Station Avenue through the newly created Mass Works program', 'Determine what to do with the current Center Fire Station once a new station is developed', 'Assist the Prescott School Re-use Committee in determining the best redevelopment options for the Prescott School', 'Work with the Planning Board to determine if the Prescott School site should be added to the Town Center Overlay District'. The new Benchmark items; 'Application submitted to the State by September deadline for Mass Works application', 'Award RFP to consultant for Prescott School Re-use', and 'If decided to be in the best interest of the Town Center by the Planning Board and Board of Selectmen, present Article to 2012 Spring Town Meeting to expand the Town Center Overlay District to include Prescott School site'.
5. **Affordable Housing Plan** – Rationale added 'in conjunction with the Affordable Housing Trust' to the existing statement. The Action Plan items; 'Convert vacant Town properties to affordable housing units' was changed to 'Consider vacant Town properties for affordable housing units'. Removed 'Monitoring Plan/Agency to maintain affordable housing stock inventory' and 'Maximize existing CPA funds to develop units'. Added 'Update the Town's Affordable Housing Plan'. Benchmark remained the same.
6. **Town Owned Buildings** – Goal changed from 'To determine the future of vacant town buildings, including Squannacook Hall, Tarbell School and Prescott School' to 'To determine the future of vacant or soon to be vacant Town Buildings, including Squannacook Hall, Tarbell School and Prescott School'. Rationale remained unchanged. Action Plan items; removed 'Appoint subcommittee of two Selectmen to work with Town Manager to determine the disposition of the assets', 'Explore lease opportunities with local art organizations' changed to 'Explore lease opportunities with local businesses', added 'Repair Septic System at Tarbell School'. Benchmark items; 'Seek funding at 2011 Fall Town Meeting for the repair of Tarbell School Septic System', 'Issue RFP for Tarbell School in Fall of 2011 and Prescott School in Spring of 2012', 'Report to 2012 Spring Town Meeting for future use of Prescott School and Tarbell School'.

7. **Military Community Covenant** – Action Plan changes; removed ‘Establish a Groton Military Community Covenant Committee’ and ‘Establish a GMCC Gift Fund’. Changed ‘Reach out to businesses and professionals for assistance to Military Personnel and their families’ to ‘Continue to reach out to businesses and professionals for assistance to Military Personnel and their families’.
8. **Town Center Fire Station** – New goal ‘To determine location and begin design and planning for a new Center Fire Station. Rational items; ‘Current Center Fire Station is not adequate for the Town’s needs’, ‘Need a solution to address the Town’s needs for the next 50 years’, ‘Need to prepare for a full-time department should the need arise’, ‘Services are currently split between two buildings which could cause delay in response times’. Action Plan; ‘Work with the Light Commission to determine viability of Station Avenue location’, ‘Should Station Avenue not be a viable site, determine next steps to find a site’. Benchmark items; ‘Make a final determination of the location for the new Center Fire Station. Seek funding at 2011 Fall Town Meeting if necessary’, ‘Seek engineering and design funding at 2011 Fall Town Meeting’, ‘Seek construction funding at 2012 Spring Town Meeting’.
9. **Information Technology** – Goal ‘To improve technology infrastructure and develop new strategies for implementing technology’. Rationale items; ‘Plan on Fall or Winter new hire to assist IT Director with desktop support to allow for more planning/software development’, ‘Develop and release a new internet and intranet to allow residents and employees to access and manage the same data set, depending on permissions’, ‘Implement new permitting software to help manage all permit applications and licenses’, ‘Create and implement a comprehensive disaster recovery plan and a security and retention policy and related procedures’. Benchmark items; ‘Implementation of permitting software and new website in FY 2012’, ‘New hire in 2011/2012’.

Liaison Reports

Ms. Eliot stated that she had attended the Fairgrounds site walk this past Saturday.

Mr. Cunningham stated that this coming Saturday July 23rd there would be a Forestry walk to create a cutting plan at 9:00 a.m. Also at 11:00 a.m. is the West Groton Water District 100th Anniversary celebration at H&V Fields.

Mr. Dillon stated that the volunteer group the Groton Golf Association was working with Mr. Whalen to create a fundraiser event on Saturday, August 20th. The cost will be about \$90 per person which would include the cart, 18 holes of golf and a prime rib dinner. The event is to help demonstrate that the Groton Golf and Pool Center is a great place to be and the funds from the event will be used to help with building and site improvements. Anyone interested in attending the event can register at the Pro Shop by August 17th.

Mr. Degen moved to adjourn at 7:45 p.m. Mr. Cunningham seconded. Unanimous vote.

Approved: _____
Peter Cunningham, Clerk

_____ respectfully submitted,
April Iannacone
Office Assistant

Date Approved: 8-1-11