

**BOARD OF SELECTMEN
MINUTES AUGUST 15, 2011
APPROVED**

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

Absent: Joshua A. Degen,

Also Present: Mark W. Haddad, Town Manager; Patrice Garvin, Executive Assistant

Ms. Eliot called the meeting to order at 7:00pm and reviewed the agenda.

TOWN MANAGER'S REPORT

1. Mr. Haddad stated that he was recommending appointments and requested that the Board consider ratifying those appointments.

Mr. Cunningham moved to ratify the Town Manager's appointment of Michael Wilkins as Snack Bar Assistant-Groton Pool and Golf Center. Mr. Dillon seconded the motion. Motion carried 4-0.

Mr. Schulman moved to ratify the Town Manager's appointment of Gina Perini to the Historic Districts Commission, to an unexpired term to expire June 30, 2013. Mr. Dillon seconded the motion. Motion carried 4-0.

Mr. Schulman moved to ratify the Town Manager's appointment of John Weisner to the Trails Committee for a term to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion carried 4-0.

Mr. Cunningham moved to ratify the reappointment of Francis Forbes to the Great Pond Advisory Committee to expire June 30, 2012. Mr. Schulman seconded the motion. Motion carried 4-0.

Mr. Haddad noted that the Police Chief was present to discuss the next two appointments. Mr. Haddad stated that Kathy Newell was to be appointed as a Special Police Officer. Ms. Newell has worked for the Town of Groton since 2003, starting as Office Assistant to the Board of Selectmen. In 2005 she also started working as the Office Assistant and Police Matron for the Groton Police Department. In January 2007 Ms. Newell was promoted to Administrative Assistant to the Chief. Ms. Newell is a self-sponsored graduate from the 2010 Municipal Police Training Committee's Basic Reserve Intermittent Program. Ms. Newell is certified in the use of OC Spray, Straight Baton, Standardized Field Sobriety and a First Responder. Chief Palma stated that this appointment was needed to expand Police Operations in a frugally and in a different way. Mr. Cunningham was concerned this appointment would take away from her current responsibilities. Chief Palma assured the Board that this appointment would not cut into Ms. Newell's hours.

Mr. Schulman moved to ratify the Town manager's appointment of Kathy Newell as a Groton Special Police Officer term to expire June 30, 2012. Mr. Dillon seconded the motion. Motion carried 4-0.

Mr. Haddad stated that Gregory Steward is a lifelong resident of Littleton, a 2007 Graduate of Lawrence Academy and a 2011 Graduate of University of Massachusetts with a Bachelor of Science in Environmental Design. Mr. Steward served as the Groton Police Department intern from June to September 2010 and has continued to volunteer at least 16 hours per week since. His dedication to the department speaks volumes to his character. Mr. Steward is a self-sponsored graduate from the 2011 Municipal Police Training Committee's Basic Reserve Intermittent Program. Mr. Steward is certified in the use of OC Spray, Straight Baton, Standardized Field Sobriety and a First Responder. Chief Palma reiterated what Mr. Haddad stated and introduced Mr. Steward and his family to the selectmen.

Mr. Schulman moved to ratify the Town Manager's appointment of Gregory Steward as a Groton Special Police Officer to expire June 30, 2012. Mr. Dillon seconded the motion. Motion carried 4-0.

2. Mr. Haddad stated that Guisti, Hingston and Company has completed the cash audit that was necessary after Christine Collins resigned as Treasurer. Enclosed with this report is the audit report. Basically, the Treasurer's bank account balances were properly reconciled from the Treasurer's records to the actual bank statement balances and agreed with the bank confirmations received from the banks. In addition, the Treasurer's cash account balances agreed with the Town Accountant's general ledger balances. Ms. Eliot

stated that this is a normal procedure and is required for any town that has a change of employment in the Finance Office. *[Documents 1-Cash Audit Report]*

3. Mr. Haddad stated that at the last meeting he asked the Board to adopt its Goals and Objectives for the ensuing year. Since there were only three members present, the Board requested that this item be brought back. *[Documents 2-Goals & Objectives 2012]* Mr. Haddad stated that Mr. Degen was in agreement. *Mr. Cunningham moved to approve the 2012 Goals and Objectives as drafted on 7/18/11. Mr. Dillon seconded the motion. Motion carried 4-0.*
4. Ms. Eliot wanted to commend the Fire Fighters and EMS who worked at the recent fire at the Groton Inn. Mr. Schulman commented on the recent fire and how well coordinated it was and how well the mutual aid worked. Mr. Haddad stated that pictures of the fire have been shown and noted the efforts by many departments including the Water Department. Mr. Haddad stated that a gate has been placed around the Inn and has been evaluated by the Historic Commission. The Historic Commission is looking to do more work on the site to see what can be saved. Departments in Town have met with the owner and it has been a cooperative effort. Mr. Haddad noted that the owner at this time wishes to take down the building and is willing to work with people throughout the demolition to see if pieces of the building can be saved. Mr. Haddad noted that the Town's Demolition Delay By-law is only for properties outside of the Historic District and that public safety is the defining factor. Mr. Haddad stated that as things develop he would inform the Board.
5. Mr. Haddad distributed the structural engineering report from Val Prest on a building on Hazel Grove. The report indicated that the building could be repaired at an approximate cost to the Town of \$250k. The other option is to dismantle the structure for \$30k and then rebuild at a later date. The Parks Commission has a copy of the report. Mr. Haddad stated that the report states that the buildings are not in any immediate danger. *[Documents 3-Groton Engineering, LLC Report]*

CHIEF DONALD PALMA-EMERGENCY MANAGEMENT UPDATE

Chief Palma stated that the Emergency Planning Committee met to discuss the upcoming Hurricane Season and following that meeting the Chief thought it would be helpful to give the selectmen an update as to what this committee does for the Town. Chief Palma stated that all Towns had an Emergency Management Committee consisting of volunteers that help set up shelters, emergency operations etc. Chief Palma stressed that during the fire the Town became quickly overwhelmed and that he had to rely on those volunteers. Chief Palma asked residents to call him if they want to volunteer to be on the Emergency Management Committee, noting CORI checks are conducted on all volunteers. Mr. Cunningham asked if there were regional resources available to the Town. Chief Palma stated that there are many resources and that the Town belongs to a number of collaborative. Chief Palma reiterated the need for volunteers.

2011 FALL TOWN MEETING-DISCUSSION

Mr. Haddad stated that Fall Town Meeting will be held on October 17th and the public hearing with the Finance Committee is scheduled for September 19th. Mr. Haddad quickly outlined the articles in the warrant that have been received. Mr. Haddad reminded the Board that the warrant closes on August 25th. Mr. Haddad noted the Hazel Grove Article to demolish the building, as well as the Tarbell Septic and the potential lease or sale of the building. Also scheduled are Lost Lake Sewer article; Personnel by-law elimination and a revision of the Dog bylaw articles. Mr. Haddad informed the Board that the first dog hearing will be on August 17th. The Planning Board will have revisions to the Town Center Overlay District Guidelines. An article that might be included is related to the West Groton Dam and the need to repair it.

Mr. Haddad stated that he has met with engineers to discuss the possibility of the Fire Station being built next to GELD on Station Ave. Mr. Haddad noted that wetlands were an issues and the need to get input from the Conservation Commission. Mr. Schulman stated that the proposed GELD building is zero feet from the wetlands. Ms. Eliot sated that the Town is looking at preliminary plans to see if the fire station can fit. Mr. Haddad stated that

the he is working with GELD and their engineers and hoped to have a report in the beginning of September if borings are completed. Ms. Eliot asked if the site on Route 40 should be considered. Mr. Haddad replied that the Route 40 site has not been discussed. Once more cost estimates are determined the Board would be informed.

SELECTMEN LIAISON REPORTS

Ms. Eliot reported that she had attended the Planning Boards recent meeting as well as the Design Review Commisstee meetings on 134 Main Street and Station Ave.

MINUTES

Mr. Dillon moved to approve the regular meeting minutes of August 1, 2011 as amended. Mr. Schulman seconded the motion. Motion carried 3-1-0 (Mr. Cunningham abstains). [Documents 4-Draft Minutes 8-1-11]

Mr. Cunningham moved to approve the Executive Session meeting minutes of July 11, 2011, and to release. Mr. Dillon seconded the motion. Motion carried 4-0. [Documents 5-Draft ES Minutes 7-11-11]

ADJOURNMENT

Mr. Dillon moved to adjourn at 8:00pm. Mr. Schulman seconded the motion. Meeting adjourned.

Approved: _____
Peter Cunningham, Clerk

respectfully submitted,
Patrice Garvin
Executive Assistant to the Town Manager

Date Approved: 8-29-11