

**BOARD OF SELECTMEN  
MINUTES FEBRUARY 6, 2012  
APPROVED**

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

**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. Mr. Dillon read a prepared statement stating that he would not seek reelection for the Board of Selectmen.

**WATER COMMISSION VACANCY-APPOINTMENT**

Mr. Haddad stated that Art Prest and Jessica Cajigas have applied to be appointed to the Water Commissioners and asked them to address the Boards. Ms. Cajigas stated that she has been a resident of Groton since 2006 and listed her education background. Ms. Cajigas also worked for the Westford Water Department and currently consults in Marlborough. Mr. Schulman asked if Ms. Cajigas would run for reelection if appointed. Ms. Cajigas stated that she would run. Mr. Cunningham asked if Ms. Cajigas saw challenges in Groton's small Water Department. Ms. Cajigas stated that there were of course financial challenges and raising revenues and conserving water at the same time. Mr. Dillon asked if Ms. Cajigas had been to any Water Commissioner Meetings. Ms. Cajigas stated that she has not attended any meetings. Mr. Eliot asked if the company she consulted for had any contracts with Groton. Ms. Cajigas stated that there is a contract with the Conservation Commission but that there were no conflict of interest issues. Mr. Hogland, Water Commissioner, asked what Ms. Cajigas wanted to see in a good Water Department. Ms. Cajigas stated that planning ahead for a solid financial future and keeping up with the infrastructure was what the Water Department should focus on.

Art Prest stated that he was a lifetime resident of Groton and grew up on Lost Lake. Mr. Prest stated that he has worked in the High-tech Industry and has worked to bring groups together to discuss concerns of where to go. Mr. Prest was concerned with the environmental issues at Lost Lake. Mr. Prest is the President of the Groton Lakes Association and a member of the Great Ponds Advisory Committee. After Mr. Prest reviewed his history he stated that he was very impressed with Ms. Cajigas and deferred the appointment to her.

*Mr. Schulman moved to nominate Jessica Caijas to till the vacancy on the Water Commissioners until the May 22<sup>nd</sup> election. Mr. Dillon seconded the nomination. Roll Call- Mr. Hoglund-aye; Mr. Gmeiner-Aye; Mr. Dillon-aye; Mr. Degen-aye; Mr. Cunningham-aye; Mr. Schulman-aye; Ms. Eliot-aye.*

**TOWN MANAGER'S REPORT**

1. Mr. Haddad distributed updated documents relative to the proposed Fiscal Year 2013 Operating Budget. **[Document 1- Updated FY13 Budget]**. Mr. Haddad stated that there was good news from the Groton Dunstable Regional School District and Nashoba Regional Technical School District concerning next year's assessments. In addition the Governor's proposed budget is in line with what we anticipated. Mr. Haddad also added that there is an additional \$40k for Veteran's Services, which represents approximately 75% of Groton's expenditures. The assessment of the Council on Aging Van is up and Nashoba Tech School assessment is going down \$10k. Mr. Haddad stated that the decrease in assessment from Nashoba is due to losing three students. Mr. Haddad stated that now the FY13 budget is \$408,250 under the levy limit. The average tax bill will be \$208 on an average home. Mr. Haddad stated that recycling revenues are up, which is offsetting the building permit fees that are down.
2. Mr. Haddad reported that the Historical Commission has informed him that they have satisfactorily completed their CPA funded project that developed a comprehensive history of agriculture and farming in Groton and Groton Plantation. The Historical Commission presented the final documents to the Board. Mike Roberts handed out copies for each selectman and noted that the report was also handed out to every farmer in town.
3. Mr. Haddad stated that there is a vacancy in the Water Department for the position of Senior Water Technician. Mr. Haddad stated that he requested that Water Superintendent Tom Orcutt and Human

Resources Director Kathleen LeBlanc conduct the search for this position. They have recommended that Kevin Loughlin of Maynard, MA be appointed to this position. Kevin has 23 years of experience working as a Water Treatment and Distribution Operator for the Town of Lincoln. He will be coming in at Grade 5, step 1 (\$21.14/hour). Mr. Haddad enclosed a comprehensive memorandum from Mr. LeBlanc outlining the search process. Based on this, Mr. Haddad has appointed Mr. Loughlin to this position. Pursuant to section 4-2(c) of the Charter, Mr. Haddad asked the Board to consider this recommendation as the formal notification to the Board.

Gary Hoglund, Water Commissioner read a prepared statement to the Board opposing the appointment, and that Mr. Loughlin should not be hired. Mr. Degen asked Mr. Gminer, fellow Water Commissioner if he agreed that the Water Commissioners should have had more involvement in the hiring process. Mr. Gmiener stated that he agreed with Mr. Hoglund. Mr. Degen then asked if a scheduled meeting occurred with the Town Manager. Mr. Hoglund stated that he spoke to the candidate but the decision to hire him had already been made. Mr. Degen asked if Mr. Hoglund was asked to be part of the interview process. Mr. Hoglund stated that he was told it went through the Water Superintendent and that it was the standard policy. Mr. Degen stated that it seemed that the Water Commissioners made it clear they wanted to participate and that Mr. Orcutt was a subordinate to the Town Manager. Mr. Haddad stated that the Water/Sewer Business Manager position included Mr. Orcutt and Al Collins, former Water Commissioner due to the important financial position that it was. The Water Tech is a technical position and for all appointments such as these the Town Manager delegates the first round of interviews to the Department Head and Human Resources. Mr. Haddad stated that a conditional offer was made, which was the only way to conduct a background check. Mr. Haddad felt that in this case the Water Department was heard through the Water Superintendent. Mr. Haddad stated that there is no reason to reject this appointment and that the proper protocol was followed. Mr. Haddad added that under the SEIU contract there is a six month probation period. Mr. Schulman asked about living thirty minutes away. Mr. Haddad stated that the DEP has a regulation that technicians need to be on site within an hour. Mr. Dillon stated that this was the first tech position to turnover in over 15 years. Ms. LeBlanc stated that there was a process and hoped the Board supported the appointment. Mr. Haddad stated that the hiring process has been used many times before and that he would not bring anything to the Board that was no good to the Town.

Mr. Degen asked Kevin Kelly, GELD Manager who hired techs for the Light Department. Kevin Kelly stated that he hired his technicians with no input from the Light Commissioners.

*Mr. Cunningham moved to affirm the Town Manager's appointment of Kevin Loughlin as Water Technician with a probation period of six months. Mr. Dillon seconded the motion. Motion carried 4-yes. 1 No (Mr. Degen).*

4. Mr. Haddad requested that the Board ratify the following:

*Mr. Degen moved to ratify the Town Manager's appointment of John Petropolous, 18 Kemp Street to the Building Committee to expire, June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried*

*Mr. Degen moved to ratify the Town Manager's appointment of Lee Davy, 290 Boston Road to the Recycling Committee to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried.*

*Mr. Degen moved to ratify the Town Manager's appointment of Joseph Bosselait, Fire Chief to the Board of Survey to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried.*

*Mr. Degen moved to ratify the Town Manager's appointment of Milton Kinney, Building Commissioner to the Board of Survey to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried.*

Mr. Haddad explained that Chief Joe and Sue Daly would be advisors to the Building Committee.

5. Mr. Haddad stated that he along with Ms. Eliot and Mr. Dillon attended the Finance Committee meeting last week to discuss a Reserve Fund Transfer for \$6,000 for the Prescott Reuse Architect to study the potential for a Fire Station to be constructed at that site. Mr. Haddad reported that the Finance Committee unanimously approved this request. In addition, Mr. Haddad updated the Finance Committee on the Board's plan to hire an engineer to evaluate the property on Farmer's Row owned by the Lawrence Homestead Trust. The Finance Committee was pleased with the direction the Board is taking on this matter. The RFP has been advertised and we have received many requests for the document. The due date is February 16<sup>th</sup>.

**LIGHT DEPARTMENT-BUILDING PLAN UPDATE**

Ms. Eliot stated that an NOI that has been issued has raised some questions with the Conservation Commission. Ms. Eliot stated that she, Mr. Haddad and Mr. Kelly discussed some of those concerns. Mr. Haddad suggested a joint meeting with the Conservation Commission, GELD and the Planning Board to address the serious wetland issues. David Pitkin, a member of the Conservation Commission stated that there is a currently an open hearing on this subject and did not want that compromised with a joint meeting prior to the next hearing date of March 13<sup>th</sup>. Mr. Cunningham was concerned with not meeting to discuss the issue until the 13<sup>th</sup>. Mr. Haddad stated that he would meet with key people to work something out.

Mr. Degen asked about the K&P memorandums and the electronic communications protocol. Mr. Haddad stated that Human Resources and IT are working on something and when done will submit to the Board.

**LIAISON REPORTS**

Mr. Degen gave the Board a Williams Barn update. Mr. Cunningham asked about selling Wine at the local Farmers Market, which will be on the next meeting agenda. Mr. Schulman commented on the Nashoba Breakfast and how well attended it was.

**MINUTES**

*Mr. Dillon moved to approve the January 9, 2012 regular meeting minutes. Mr. Cunningham econded the motion. Motion unanimously carried.*

**ADJOURNMENT**

*Mr. Schulman moved to adjourn the meeting at 8:35pm. Mr. Dillon seconded the motion. Meeting adjourned.*

Approved: \_\_\_\_\_  
Peter S. Cunningham, Clerk

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

Date Approved: 2-27-12