

**BOARD OF SELECTMEN  
MINUTES FEBRUARY 27, 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.

**TOWN MANAGER'S REPORT**

1. Mr. Haddad stated that recently the West Groton Water Supply District approached the Town about the possibility of joining our Health Insurance Group through Minutemen Health Group. They have some new employees that require insurance and it is very expensive for them to purchase it on their own. Valerie Jenkins worked with MNHG and Town Counsel to draft an agreement that will allow them to join the group through the Town of Groton. Mr. Haddad noted that all costs for this will be paid for by the West Groton Water Supply District. **[Document 1- Copy of the Agreement]**
  
2. Mr. Schulman asked if this participation helped the Town. Ms. Jenkins stated it did not help the Town and that there were only two employees joining. Mr. Cunningham asked if there was another option for them. Ms. Jenkins stated that there was not. MS. Jenkins added that bills will go directly to them but the Town will represent the district in major decisions with the Group. Mr. Cunningham asked if there was any administrative overhead. Ms. Jenkins replied no. Ms. Jenkins stated it was up to the Water District to decide on its contribution percentages.
  
3. *Mr. Dillon moved to authorize the Chairman to sign the intermunicipal agreement with the West Groton Water District and have them join the Minutemen Health Group through the Town. Mr. Cunningham seconded the motion. Motion unanimously carried.*
  
4. Mr. Haddad stated that the Municipal Building Committee is up and running. They have been meeting with the purpose of assisting the Town Manager and Board in evaluating the Lawrence Homestead Trust Land as a potential site for the Central Fire Station. One of the things that has not been done is to adopt a charge for the committee. Committee Chairman Jack Petropoulos and Mr. Haddad have drafted a charge for review and approval. **[Document 2-Draft Charge Bld Committee]** One of the things that has been added is that the committee will assist the Board in reviewing the various sites under consideration by the Board. Ultimately, they can make a recommendation to the Board based on their review of the evaluation materials. It was recommended by the Board that the committee be called the Fire Station Building Committee as all of the charge refers to the fire station.

Mr. Haddad reviewed the recent meetings and interviews with Architects and that the committee has chosen four firms that were interviewed. Dore & Whittier, Kastel & Boos, Winter Street and Donham and Sweeney. Mr. Haddad reported that Dore and Whittier have been chosen as the number 1 firm. Mr. Haddad stated that he would begin negotiations on a price.

Mr. Cunningham asked to hear from the Chairman Mr. Petropoulos. Mr. Petropoulos stated that as a group it was decided to add the extra charge of recommending a site. There was discussion as to the name of the committee and if they should be renamed to the Center Fire Station Building Committee.

*Mr. Cunningham moved to adopt the charge of the Center Fire Station Building Committee. Mr. Dillon seconded the motion. Motion unanimously carried.*

5. Mr. Haddad stated that the Nashoba Valley Chamber of Commerce has requested a one day all kinds of alcohol liquor license for the 11<sup>th</sup> Annual Taste of Nashoba to be held Tuesday, March 20, 2012 from 5:30pm to 8:00pm at Lawrence Academy. **[Document 3-Application]**

*Mr. Degen moved to approve the one day all kinds of alcohol liquor license to Nashoba Valley Chamber of Commerce. Mr. Dillon seconded the motion. Motion unanimously carried.*

6. Mr. Haddad requested that the Board ratify his appointment of Alvin C. Neff, recommended by Chief Palma, to the Emergency Management Committee. **[Document 4-Neff Committee Interest Form]**

*Mr. Dillon moved to ratify the Town Manager's appointment of Alvin C. Neff of 104 Castle Drive to the Emergency Management Committee, to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried.*

7. Mr. Haddad requested that the Board ratify his appointment of Michael LaTerz to the Historical Commission. A vacancy has opened due to the resignation of Michael Roberts. **[Document 5-LaTerz Committee Interest Form]**

*Mr. Schulman moved to appoint Michael LaTerz of 42 Pleasant Street to the Historical Commission for an unexpired term to expire June 30, 2012. Mr. Cunningham seconded the motion. Motion unanimously carried.*

8. Mr. Haddad informed the Board that Jason Parent is unable to continue to serve on the Prescott ReUse Committee as a Planning Board Member. Mr. Russel Burke will be the new Planning Board representative on the committee.

*Mr. Cunningham moved to ratify the Town Manager's appointment of Russell Burke, representing the Planning Board on the Prescott ReUse Committee to expire June 30, 2012. Mr. Dillon seconded the motion. Motion unanimously carried.*

9. Mr. Haddad requested that the Board of Selectmen approve a Common Victicullar License to the Culinary Experience for the Operation of the Deluxe Cafeteria. The Culinary Experience has replaced Peletonen's Kitchen. **[Document 6-CVL Application]**

*Mr. Degen moved to approve the Common Victualler License to the Culinary Experience to expire December 31, 2012. Mr. Dillon seconded the motion. Motion unanimously carried.*

### **JASON BULGER- IT DIRECTOR- UPDATE AND DISCUSSION OF PRIORITIES**

Mr. Bulger presented a power point listing current projects in the IT department. Mr. Bulger stated they were police and dispatch software upgrades/fire records & EMS Fusion; Fire/EMS laptops purchasing setup and installation; Permitting software installation; EOC purchasing and installation and Fiber-Optic network planning; Clerk's OML software; New part-time hire; Public-facing website. Mr. Bulger briefly explained the Clerk's software and how registered users can access certain online services like registering a dog, obtaining burn permits. Mr. Bulger noted the financial software overhaul and consolidation, Network security project planning and deploy new computers.

Mr. Bulger gave a brief history about the current website. Mr. Bulger went on to explain the new webpage and its launch in a few weeks. Mr. Bulger stated that IT is utilizing DotNetNuke (DNN) software and integrating a backoffice modules. Mr. Bulger is asking people to look at the new site and give feedback on the site. Mr. Bulger stated that the finish work on documentation and modules could take another year. Mr. Bulger reviewed the new website plan moving forward. Build a new public facing website to match static content of current (old) website; including pages, minutes, documents, information, contacts. Mr. Bulger stated that he wants to continue developing public modules and enhancements such as the Town Crier and public access. Finally, to continue

developing backoffice functions such as the Clerk's meeting posting and burn permits. Mr. Bulger reviewed the timeline.

-Two weeks to release static-content website

-Two months to have Town Crier function

-Five months to have Public access and enrollment

-Spring 13 Elections: have dynamic content for boards, committees and persons

Mr. Cunningham asked if FIOS could offer municipal connections. Mr. Haddad stated that currently the Verizon contract has been settled and no new connections can be made. Mr. Bulger stated that Verizon has no incentive to renegotiate. Mr. Bulger stated that the new program to post meetings is copyrighted and that the Town own the software. Mr. Bulger concluded that a lot of work has been done on the website and will continue.

### **OTHER BUSINESS- STATEMENT FROM THE CHAIRMAN CONCERNING INVESTIGATION**

Ms. Eliot read a statement regarding the update on the recent investigation of the Town Manager. Ms. Eliot stated that the matter was closed. Mr. Campbell asked if there would be any further action by the Board in light of new information that was brought forward. Ms. Eliot stated that not that she was aware of, the matter was closed. Mr. Cunningham stated that new information came to light but that it had no bearing on a decision to reopen the investigation. Mr. Degen stated that he did attempt to bring information forward in Executive Session and the Board did not want it introduced. Mr. Campbell referred to his request to have the original report sent to Town Counsel and the report sent to the Selectmen. Ms. Eliot stated that it has been received and responded to. Mr. Strauss asked about the impact of future complaints and if that affected the liability of the Town. Ms. Eliot suggested people get a copy of the report and that selectmen policies will be reviewed and that there was no exposure to the Town. Mr. Cunningham stated that no misappropriation of Town resources were used illegally and the use of public phones, etc. would be reviewed and a complaint process will be drafted with a clear process moving forward. Mr. Dillon stated that there is a complaint process in place and that if it was followed in the beginning a lot of the current distraction would not have been created. Mr. Dillon concurred that a review of selectmen policies was needed.

### **LIAISON REPORTS**

Mr. Degen reported that the Affordable Housing Trust would close soon on the 134 Main Street property. Mr. Degen also reported on a first time home buying seminar that was coming up soon. Ms. Eliot attended the Lost Lake Sewer Committee Meeting and the DPW Director of Ayer was present along with Woodward & Curran to draft an MOU between Groton and Ayer. Mr. Cunningham reported that he attended the Building Committee Interviews and discussed the time the Center Fire Station Building Committee has taken to review and interview responses.

### **MINUTES**

*Mr. Cunningham moved to approve the regularly scheduled meeting minutes of February 6, 2012. Mr. Dillon seconded the motion. Motion unanimously carried. [Document 7-Draft 2-6-12 Minutes]*

*Mr. Degen moved to approve the Executive Session meeting minutes of January 23, 2012, and not to release. Mr. Cunningham seconded the motion. Motion unanimously carried. [Document 8-Draft 1-23 ES Minutes]*

### **ADJOURNMENT**

*Mr. Cunningham moved to adjourn the meeting at 8:05 pm and enter Executive Session to pursuant to MGL c 30A sec 21 (6) to consider the purchase, exchange, lease or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body, and not to return . Mr. Dillon seconded the motion. Meeting adjourned.*

Approved: \_\_\_\_\_

Peter S. Cunningham, Clerk

respectfully *submitted*,  
Patrice Garvin  
Executive Assistant to the Town Manager

Date Approved: 3-26-12