

**BOARD OF SELECTMEN
MINUTES MARCH 26, 2012
Un-APPROVED**

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

Absent: Peter Cunningham, Clerk; 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 pleased to report that the Town has completed its search to fill the two patrolmen vacancies in the Groton Police Department. Chief Palma put into place an extremely comprehensive search process that allowed the Department to bring forward two individuals that will be great additions to our Police Department. The Town received over 100 applicants for these vacancies. Mr. Haddad stated that he interviewed four finalists and was very impressed. Chief Palma has recommended that Michael Lynn and Omar Connor be appointed as patrolmen for the Town of Groton.

Chief Palma stated that Michael is a resident of Lowell, MA. He has been a Dunstable Police Officer since 1999. Prior to Dunstable, he worked for the Town of Groton as a 911 Dispatcher, Auxiliary Officer and Police Officer for 1 Year.

Chief Palma stated that Omar is a Townsend, MA resident. He has 10+ years experience as a Police Officer having worked in the Towns of Littleton, Ashburnham and Lunenburg. Mr. Haddad stated that based on experience he would bring them in at Step 4 of the Patrolmen's Contract (\$54,344.91).

Mr. Schulman moved to ratify the Town Manager's appointment of Michael Flynn and Omar Connor as Groton Police Officers effective 3/27/12. Mr. Dillon seconded the motion. Motion unanimously carried.

2. Chief Joe was pleased to announce the following concerning the Groton Fire Department:
 - A. The Department has received another AFG Grant in the amount of \$42,000 for Wild Land Brush Fire Training. This is a nationally recognized certification and will be taught in Groton by our District Fire Warden. Chief Joe stated 25 members will be sent to training.
 - B. Lieutenant James Emsile has been promoted to rank of Captain, Firefighter/EMT and Art Cheeks has been promoted to the rank of Lieutenant at Station 1 (Center Station).
 - C. Lieutenant Susan Daly has been certified as a paramedic/EMT.
 - D. Firefighter/EMT Cathy Lincoln has been certified as an Intermediate EMT.
 - E. The Department will begin a Call Firefighter Recruit class in April.
3. Mr. Haddad reported that he has been working with the Police Chief to permanently resolve the future of the Police Gun Range on Cow Pond Brook Road. It has not been used for quite some time. As a matter of fact, we had the ability to use the Middlesex County Sheriff's Mobile Firearms Unit to qualify our officers last fall. Now that two full-time Police Officers have been hired and reserve officers will be in the future. The Department needs to have these officers trained and qualified as soon as possible. Mr. Haddad and the Chief are requesting that the Board open the range for the purpose of department qualification (new members as well as current members). Should the Board approve this request, the range will be used exclusively by Groton Police Department members and should occupy seven days stretched over a thirty day period to accommodate court, previously scheduled training, and regular days off. Mr. Haddad

explained that the Mobile Firearms Unit was requested but not available again until mid-summer. Mr. Haddad stated that he emailed the abutters regarding this issue. Chief Palma stated that he had asked for a NRA Audit to be conducted and is waiting for the report. Chief Palma was requesting that the range be open to Groton Officers only from Patriots Day to Memorial Day. The hours would be either 8am-12 noon or 12pm to 4pm.

Abutters

Resident of Hoyts Worth thanked the Board and noted how nice and quiet it has been. Dave Murdoch stated that the Groton Police using the range was fair.

Mr. Haddad asked for the Board to authorize use of the range for Groton Officers.

Mr. Dillon moved to allow the use of the Groton Shooting Range from Patriots Day to Memorial Day for Groton Police Officers Only. Mr. Schulman seconded the motion. Motion unanimously carried.

4. Mr. Haddad stated that Michael Roberts has resigned from the Community Preservation Committee. His position is an at-large seat appointment by the Board of Selectmen. The opening was advertised and received one applicant. Gineane Haberlin of 663 Townsend Road is interested in serving on this Committee. **[Document 1-G. Haberlin Interest Form]** Mr. Degroot, Chair of the CPC stated that the Committee unanimously agreed to the appointment.
Mr. Schulman moved to appoint Gineane Haberlin to the CPC for an unexpired term to expire June 30, 2014. Mr. Dillon seconded the motion. Motion unanimously carried.
5. Mr. Haddad stated that a search had been conducted for a new Town hall Custodian. Mr. Haddad requested that Elaine Maglossi a former housekeeper be ratified for a 17 hour per week position. Mr. Haddad reported that there were four total applicants for the position.
Mr. Schulman moved to ratify Elaine Maglossi as Custodian for the Town Hall. Mr. Dillon seconded the motion. Motion unanimously carried.
6. Mr. Haddad reported that there will be tours of the Ayer Fire Station on April 11th at 7pm and April 14th at 10am. This will give residents the opportunity to see the needs of a local fire station. There will be another Public Hearing on April 4th at 7pm, location TBD. The Center Fire Station Building Committee is also scheduled to present to the Board of Selectmen on April 9, 2012.

MINUTES

Mr. Dillon moved to approve the Regular Session Meeting Minutes of February 12, 2012. Mr. Schulman seconded the motion. Motion unanimously carried. [Document 2-Draft Minutes 2-12-12]

Mr. Dillon moved to approve the Executive Session Meeting Minutes of February 27, 2012, not to be released. Mr. Schulman seconded the motion. Motion unanimously carried. [Document 3-Draft ES Minutes 2-27-12]

Mr. Dillon moved to approve the Regular Session Meeting Minutes of March 12, 2012. Mr. Schulman seconded the motion. Motion unanimously carried. [Document 3-Draft Minutes 3-12-12]

7. Mr. Haddad reported that Chief Palma will report on the sidewalk issue on April 9th. He has received some complaints from Lawrence Academy.

PUBLIC HEARING-2012 SPRING TOWN MEETING WARRANT IN JIONT SESSION WITH THE FINANCE COMMITTEE *[Document 4-Draft Town Meeting Warrant]*

Mr. Haddad presented the Articles to the Finance Committee and the Board of Selectmen.

1. Mr. Haddad reported that the Greenway Committee and Prescott Committee will be giving reports.
2. This is a Standard Article.
3. This is the elected official's compensation that is contained in the budget.
4. Mr. Haddad stated that he, K. LeBlanc, Selectman Dillon and Selectman Cunningham met to review the proposed Wage and Classification Schedule for FY13. Mr. Haddad is recommending that all employees covered by the Personnel Bylaw Wage and Classification Schedule be granted a three (3%) percent wage adjustment in FY13. It was noted that these employees have not received an increase since FY10. In addition, it is being proposed that steps be eliminated within the Schedule and replaced with ranges for each position. Each employee will be placed within their current range at their FY12 rate and then be adjusted by three (3%). Beginning in FY14 Mr. Haddad is proposing a performance incentive plan that will allow employees to earn additional income based on their performance. Mr. Haddad explained that he was in the process of establishing criteria for this proposed program. In addition, Department Managers will be trained on how to conduct an effective employee review. Ms. Sartini asked if there were any Department Heads receiving more than 3%. Mr. Haddad replied no. Mr. Dillon asked what the current steps were in the schedule. Mr. Haddad replied that the steps were 3%.
5. Mr. Haddad stated that this was the FY13 Budget.
6. Mr. Haddad noted the items for the Capital Plan and how each item would be broken out at Town meeting. Mr. Delaney explained why he was requesting \$15k more for a MAC Dump Truck instead of a International. The pool filter for the Groton Pool and Golf Center has been argued and it has been stated that it would take \$10k just to open the filter.
7. This is a Standard Article for Prior FY.
8. This is a Standard Article for Prior FY. There are some areas in the budget that will need a transfer; fire department wages; unemployment; police wages; police expenses; highway for Library parking lot and Medicare.
9. This is a Standard Article for Prior FY.
10. This is a Standard Article for Prior FY.
11. This is a Standard Article for Prior FY.
12. This is a place holder for the Center Fire Station site selection if needed.
13. This is for the design and construction for the Center Fire Station, again a place holder.
14. Mr. Haddad stated that this was the allocation of CPC Funds. The state is projected to reimburse at 22% of the Town.
15. This is the only proposal for CPC monies. The Conservation Commission is looking for \$150k to the Conservation Fund. Mr. Easom stated that all but one member was in favor of this article on the CPC.
16. Mr. Haddad explained that this was to fund the Surrenden Farm Debt.
17. Mr. Haddad stated that the GDRSD was looking to establish a stabilization fund, much like Nashoba Tech did last year. The article is just to establish the fund and not to put money into it. Mr. Schulman asked if the District has any other funds to draw from currently. Mr. Webber asked who decided how the money was used. Ms. Manugian, School Committee member stated that the School Committee would decide. How the money is used. Mr. Green asked why not fund it now, why wait. Ms. Manugian stated that they were looking for consensus moving forward.
18. Mr. Haddad recognized Ms. Klimkiewicz to present the participation of Ayer in the Nashoba Valley Technical High School. Ms. Klimkiewicz ran through a power point presentation as to why Ayer should be

included in the district which in totality district towns assessments would decrease. Mr. Schulman asked why it took so long for Ayer to come into the District. Ms. Klimkiewicz was unsure why it took so long. Mr. Webber asked if other towns had invited Ayer into their Regional School District. Ms. Klimkiewicz believed there have been other offers.

19. This is a Standard Article.
20. This is a Standard Article.
21. This is a Standard Article.
22. Mr. Haddad stated that this was the Master Plan and hearing are being held on 4/12/12.
23. Mr. Haddad stated that this was a Zoning Article. Mr. Burke stated that language in the zoning has been reworked and the Public Hearing is 4/12/12.
24. Mr. Haddad explained that this correction in the bylaw would allow selectmen to have a Town Meeting on another day other than Monday.
25. Mr. Haddad stated that the selectmen had already had a public meeting on Orion Way.
26. Mr. Haddad stated that this was an article to allow the sale of wine at the Farmers Market.

Mr. Schulman moved to continue the Public Hearing until April 9, 2012. Mr. Dillon seconded the motion. Hearing continued.

ADJOURNMENT

Mr. Dillon moved to adjourn the meeting at 8:45 pm into the Conservation Commission Meeting. Mr. Schulman seconded the motion. Meeting adjourned.

Approved: _____
Peter S. Cunningham, Clerk

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

Date Approved: